



**TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL**

1:00 p.m. to 2:00 p.m., Friday, January 14, 2011

Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

**PARTICIPANTS: Executive Committee members:** Ms. Theresa Will – chair, Ms. Javayne Oyloe, Ms. Kathy Mangskau;  
**Executive Director:** Ms. Jeanne Prom; **Community Intervention Coordinator:** Ms. Kelli Ulberg.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 1:16 p.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda with additional items under Other business: a reprogramming request and action on additional Executive Committee funding to continue level funding of local public health units currently receiving grants from the Department of Health. Ms. Javayne Oyloe seconded. Motion carried. For the record, the agenda will be updated to correct a spelling error.
Approval of minutes	Review of 1.7.11 draft minutes.	Ms. Oyloe moved to approve the minutes as written. Ms. Mangskau seconded. Motion carried.
Unfinished Business		
<i>Public policies – local ordinances</i>	Pembina comprehensive smoke-free law passed January 12, 2011 and takes effect February 1, 2011. The citywide vote on the referred	The Center along with partners will continue to advise local coalitions on loopholes, legal concerns and limitations of some ordinance language and offer

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	Bismarck comprehensive smoke-free ordinances will be April 19, 2011.	support for 100% smoke-free and tobacco-free policies.
<i>Center policies – external</i>		Action on the position statement on tobacco- and smoke-free policies is tabled until the Center receives input from the Advisory Committee.
<b>New Business</b>		
<i>Grants/Contracts/RFPs status – health communications contract, Tobacco Settlement State Aid payments, status of other grants/contracts/RFPs</i>	Discussion of grants, contracts and RFPs, including additional Executive Committee funding for local public health units currently receiving grants from the Department of Health.	Health communications contract is not signed, pending input from the Office of Attorney General. Tobacco Settlement State Aid payments to 24 of 28 local public health units are being issued. Payments to the following units will be issued upon receipt of correct reports: Nelson/Griggs, Ransom, Rolette and Towner. Ms. Mangskau moved to approve the allocation of funding for grants to local public health units/cooperating units at the current level of Executive Committee funding <i>plus</i> the current amount the health units receive through the Department of Health’s Centers for Disease Control (CDC) grants. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyløe – aye; Ms. Will – aye. Motion carried.

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<p><i>Fiscal – approval of October, November reports, budget hearing, upcoming detailed budget hearing</i></p>	<p>Ms. Will reviewed the October and November 2010 fiscal reports and found them to be in order.</p> <p>Discussion on PCard use policy, which requires that employees keep the PCard in the office except when making Center purchases. Discussion on storing PCards in locked file. Discussion on adding details to fiscal memos to file that explain; why an incident occurred, and what were the resulting remedies to avoid similar future incidents.</p> <p>The Executive Committee noted for the record that rent payments are not yet consistently processed by the fiscal agent between the 1<sup>st</sup> and 10<sup>th</sup> of each month, as requested by Executive Committee memo and indicated on invoices.</p>	<p>Ms. Jeanne Prom will update the written PCard use policy to include card storage, and present the updated policy to the Executive Committee for action. The Executive Committee directed Ms. Prom to be very explicit in fiscal memos to the file on any fiscal problems and actions taken to resolve the problems.</p> <p>Ms. Mangskau moved to direct Ms. Prom to add details to the October 2010 fiscal reports memo to file (dated December 17, 2010) on JP Morgan Chase purchases and the current PCard use policy. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Ms. Will moved to approve the October and November 2010 fiscal reports, with additional details added to the October 2010 fiscal reports memo to file (dated December 17, 2010) on JP Morgan Chase purchases and the current PCard use policy. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>

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<i>Public policies – update</i>	Discussion on House Bill 1307, allowing minors to be served food in smoke-free bars. Tobacco Free North Dakota is neutral on bill.	Ms. Prom will request input from the Advisory Committee on HB 1307 by noon on January 17, 2011.
<b>Other Business</b>		
<i>Reprogramming request</i>	Discussion on the reprogramming request from Southwestern District Health Unit.	Action was tabled and Ms. Kelli Ulberg was directed to request more details on amount requested to be reprogrammed, and the justification for increased or decreased expenditures in affected line items.
<i>Next steps</i>		Next steps are to respond to current legislation as discussed, including preparing for the agency's detailed budget hearing; request Advisory Committee input on smoke- and tobacco-free policy statement; provide updated PCard policy; and provide additional details on reprogramming request.
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Friday, January 21, 2011 at the Center conference room.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned meeting at 2:10 p.m.