



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

1:00 p.m. to 2:00 p.m., Friday, January 21, 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;
Center Staff: Ms. Jeanne Prom, Executive Director. **Other:** Heidi Heitkamp.

| <u>AGENDA ITEMS</u> | <u>DISCUSSION</u> | <u>OUTCOME/ACTION</u> |
|--|---|--|
| Call to order | | Chair Ms. Theresa Will called the meeting to order at 1:05 p.m. |
| Adoption of agenda | | Javayne Oyloe moved to adopt the agenda with removal of item: Fiscal – reprogramming request. Ms. Will seconded. Motion carried. |
| Approval of minutes | Review of 1.14.11 draft minutes. Date on page headings and time the meeting adjourned were corrected. | Ms. Mangskau moved to approve the minutes as updated with correct dates and time. Ms. Oyloe seconded. Motion carried. Ms. Prom will provide committee members with final minutes. |
| Unfinished Business | | |
| <i>Public Policies – local ordinances</i> | | No new information since last meeting. |
| <i>Center Policies (external) – position statement on tobacco- and smoke-free policies</i> | Discussion on amended position statement as amended after input from Advisory Committee members. Policies that do not allow smoking indoors protect people from secondhand smoke, as well as denormalize use. | Ms. Will moved to approve the <u>position statement on tobacco- and smoke-free policies</u> as amended: The North Dakota Tobacco Prevention and Control Executive Committee supports comprehensive tobacco-free and smoke-free policies as proven |

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| | <p>However, outdoor smoking shelters, while eliminating the smoking indoors, do not denormalize use.</p> | <p>effective approaches to denormalize and reduce tobacco use, and reduce and eliminate exposure to secondhand smoke. The most significant health benefits can be realized when comprehensive policies cover all indoor and outdoor areas of a property. To most effectively denormalize tobacco use, the North Dakota Tobacco Prevention and Control Executive Committee does not support any compromise to a tobacco-free or smoke-free policy that provides an area for tobacco use on the property, either indoor or out-of-doors.</p> <p>Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye. Ms. Will – aye. Motion carried.</p> |
| <p>New Business</p> | | |
| <p><i>Grants/Contracts/RFPs Status – health communications, status of other grants/contracts/RFPs</i></p> | <p>Discussion on status of grants, contracts and RFPs.</p> | <p>The health communications contract is not signed, pending input from the Office of Attorney General. Special Initiative Grants are ready to be released. Sole source requests are being drafted for three projects. The Evaluation RFP is a priority.</p> |
| <p><i>Center Policies – Purchasing Card</i></p> | | <p>Action on Purchasing Card policy was</p> |

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| <i>policy, fiscal reports review</i> | | <p>tabled. Ms. Will moved to approve the following policy:</p> <p><u>Fiscal Reports Monthly Review</u> Center staff should review the accounting reports within 15 days of receipt from the fiscal agent. Any irregularities in the reports should be noted in a memo to file. If an irregularity is noted, note the cause, any corrective action taken and how this irregularity can be avoided in the future (i.e., development of policy or procedure). Present the fiscal reports for acceptance by the Executive Committee within 30 days of review and reconciling by Center staff.</p> <p>Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> |
| <i>Fiscal – upcoming detailed budget hearing</i> | | Detailed hearing on agency budget is not yet set. |
| <i>Partners – upcoming call with administrators agenda items</i> | Discussion on final fact sheet on <i>Authority of cities, local boards of health and counties to regulate the sale, marketing and use of tobacco products – January 2011</i> . Thus far, only cities have exercised their | Office of Attorney General reviewed and approved document, which will be shared with administrators during their monthly meeting by interactive video network on January 24, 2011. Local boards of health and counties also have regulatory |

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| | authority by passing local ordinances. | authority, but any use of this authority should be carefully considered. |
| <i>Public Policies – update on House Bill 1150, 1307, others</i> | Discussion on legislative bills. | This week: Ms. Jeanne Prom testified in opposition to House Bill 1307 which allowed minors in smoke-free bars. Advisory Committee Chair Ms. Beth Hughes testified in favor of House Bill 1150, prohibiting smoking in cars with children under age 13. House Bill 1099, which allowed for destruction of seized tobacco products, passed the House. Next week: Ms. Prom will testify in a neutral position on Senate Bill 2216, allowing a tax deduction for smoke-free bars. On January 31, 2011: Ms. Will will testify in opposition of House Bill 1353, which repeals Measure 3. |
| Other Business | | |
| <i>Next steps</i> | | Continue work on testimony on bills and unfinished grant/contract/RFP documents. |
| <i>Next meeting</i> | | The Executive Committee will meet at 1:00 p.m. on Friday, January 28, 2011 at the Center conference room. |
| Remuneration | | Forms were provided to Executive Committee members who should return completed forms to the Center. |
| Adjourn | | Ms. Will adjourned meeting at 2:59 p.m. |