



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

1:00 p.m. to 2:00 p.m., Friday, January 28, 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.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 1:02 p.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda with addition of two items, a temporary position, and discussion of the special initiative grant with Tobacco Free North Dakota, in Other business. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of 1.21.11 draft minutes.	Ms. Will moved to approve the minutes as written. Ms. Mangskau seconded. Motion carried.
Unfinished Business		
<i>Public Policies – local ordinances</i>		One school became a tobacco-free campus since the last meeting.
<i>Center Policies (external) – Purchasing Card policy, emergency response policy</i>	Ms. Jeanne Prom, Ms. Cami Bauman and Ms. Mangskau will continue to work on emergency response policy, incorporating information from Ms. Mangskau	Ms. Mangskau moved to approve the <u>Purchasing Cards (PCards) Policy</u> with 2 amendments: 1) The purchasing limit of \$3,000/card/month set by Executive Committee policy on 6.30.2010 will

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	and Ms. Oyloe.	become part of this new policy; and 2) Employees may have the PCard in their possession only when they are making purchases “for the Center” with the PCard. (Words in quotes above were added to original draft.) The OMB PCard policy is also part of the Executive Committee policy. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye. Ms. Will – aye. Motion carried.
<i>Fiscal – reprogramming request</i>		Tabled.
New Business		
<i>Grants/Contracts/RFPs Status – health communications, status of other grants/contracts/RFPs</i>	.	The health communications contract has been signed by Odney and Ms. Prom and will be signed by Ms. Will next week. This contract and requirements document were reviewed by Mr. Edward Erickson, Assistant Attorney General. All special conditions were attached to the contract.
<i>Fiscal – upcoming detailed budget hearing</i>		Detailed hearing on agency budget is at 2:30 p.m., Thursday, February 3, 2011.
<i>Public Policies – update on bills</i>	Discussion on legislative bills.	This week: Ms. Prom testified in a neutral position on Senate Bill 2216, allowing a tax deduction for smoke-free bars. Next week: Ms. Prom and Ms. Will

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		will testify in opposition of House Bill 1353, which repeals Measure 3. The Center staff will monitor House Bill 1004, the health department detailed budget. Ms. Prom and partners will testify in support of House Bill 1025, the agency's detailed budget.
Other Business		
<i>Next steps</i>		Continue work on testimony on bills and unfinished grant/contract/RFPs, temporary position.
<i>Special Initiative Grant with Tobacco Free North Dakota</i>	Center staff provide technical assistance and training for agencies with grants and contracts. Agencies receiving grants and contracts provide the direct supervision of personnel they hire.	Ms. Prom will meet with Tobacco Free North Dakota on their special initiative grant details.
<i>Temporary position</i>	Discussion of critical staffing needs that could be addressed in part with short-term temporary assistance. Secretarial assistance will result in completion of significant start-up work such as filing systems and policy manual. Ms. Prom will investigate hiring a temporary position to draft the evaluation RFP.	Ms. Will moved to approve expenditures totaling no more than \$6,300 to hire Ms. Melissa Becher as a temporary assistant to the administrative assistant for approximately 5 hours/day from February 1, 2011 through June 30, 2011. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye. Ms. Will – aye. Motion carried.
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Friday, February 4, 2011 at

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		the Center conference room.
Remuneration		Forms were provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Mangskau moved to adjourn the meeting. Ms. Oyloe seconded. Ms. Will adjourned meeting at 2:27 p.m.