



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

1:00 p.m. to 2:00 p.m., Friday, January 7, 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 1:02 p.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda as presented. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of 12.17.10 draft minutes. The minutes should be corrected to reflect that the contract with Tobacco Control Legal Consortium will be pursued as a “single eligibility grant.”	Ms. Mangskau moved to approve the minutes with one correction. Ms. Oyloe seconded. Motion carried.
Unfinished Business		
<i>Public policies – local ordinances</i>	Discussion of local ordinances, need for local public health units to contact their city council members as well as legislators, and possible Executive Committee position on tobacco-free policies. Mr. Edward Erickson, assistant attorney general, is reviewing fact sheet on	The Center along with partners will continue to advise local coalitions on loopholes, legal concerns and limitations of some ordinance language and offer support for 100% smoke-free and tobacco-free policies. At its next meeting, the Executive Committee will act on a position statement on tobacco-

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	authority of political subdivisions to regulate tobacco sales, marketing and use.	free policies. The Center will issue the final fact sheet on authority of political subdivisions to regulate tobacco at the monthly meeting with administrators January 24.
<i>PHS Guidelines – audit materials</i>	Mr. Erickson is reviewing the audit materials relating to the application of the PHS Guidelines with minors.	Ms. Kelli Ulberg will review the audit materials with administrators at the monthly meeting January 24, and with coordinators at their training January 27.
New Business		
<i>Grants/Contracts/RFPs status – health communications contract, funding formulas for local</i>	Mr. Erickson is reviewing the health communications vendor contract. Discussion on the funding formula for local public health units. Discussion on creating a task force including local public health units to review the local grants funding formula before 2012-2013 grant guidance is released. Special initiative grants with new rolling deadlines will continue to be available to health units.	The Center funding formula for local public health unit grants will not change this next grant cycle, except additional funds will be available for those units who currently have grants from the Department of Health. Additional funding for those units will be based on amounts they now receive from the health department. Ms. Mangskau moved to approve continuation of the current level of funding for statewide public education efforts which is part of the local grants funding formula. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. Ms. Mangskau moved to allow the Center to revise the Special Initiative Grants to

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		allow for out-of-state vendors to apply for these grants. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Fiscal – reprogramming request</i>	Ms. Ulberg presented the reprogramming request from Sargent County to fund a county survey.	Ms. Ulberg will keep documentation with the reprogramming request indicating that the justification for the request is to provide for funding of a county survey. Ms. Oyloe moved to accept the reprogramming request from Sargent County to provide for \$3,700 to conduct a county survey. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Public policies – update</i>	Discussion on role of Executive Committee and staff on state policies. It is the responsibility of the Executive Committee and Center to support and promote state and local policies proven to reduce tobacco use and reduce and eliminate exposure to secondhand smoke. The Executive Committee and Center are not lobbyists. State and local coalitions lobby.	The Executive Committee noted that plans for a state smoke-free bill will be discussed by Tobacco Free North Dakota. Ms. Prom will ask Dr. Beth Hughes, Advisory Committee Chair, to testify at a hearing on a bill to prohibit smoking in vehicles with children under age 13.

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<i>Fiscal – budget testimony</i>		The Executive Committee should provide feedback on draft to be available Monday.
Other Business		
<i>Next steps</i>		Next steps are: position statement on tobacco- and smoke-free policies; health communications contract; special initiation grants revision; budget testimony and hearing; hearing on smoking in vehicles.
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Friday, January 14, 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 2:15 p.m.