



TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

1:00 p.m. to 3:00 p.m., Monday, October 18, 2010

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

PARTICIPANTS: Executive Committee members: Theresa Will – chair, Javayne Oyloe, Kathy Mangskau; **Executive Director:** Jeanne Prom; **Health Communications Coordinator:** Donna Thronson; **Community Intervention Coordinator:** Kelli Ulberg; **North Dakota Department of Health:** Neil Charvat; **California Department of Health:** Beto Jurado.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Theresa called the meeting to order at 1:10 p.m.
Adoption of agenda	Discussion on revisions to the agenda.	Kathy moved to adopt the agenda as presented. Javayne seconded. Motion carried.
Approval of minutes	Discussion and review of draft minutes.	Kathy moved to approve the minutes as distributed. Javayne seconded. Motion carried.
Executive Director report		
<i>Grants/contracts/requests for proposals – MSU, health communication gap funding, Special Initiative Grants</i>	Discussion on status of contracts.	All four contracts are in the process of being signed by all parties.
<i>Plans -- evaluation</i>	Discussion on status of Evaluation Plan draft.	The draft plan and logic models will be shared with EC and Advisory Committee after final workgroup review.
<i>Public policies -- local ordinances</i>	Jeanne provided an update on local policy progress.	The Center along with partners will continue to advise local coalitions on

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		loopholes, legal concerns and limitations of some ordinance language and offer support for local 100% smoke free policy.
Unfinished business		
<i>Center policies (external) -- health communications and evaluation standards</i>	Donna provided a draft of updated health communications (HC) standards. Jeanne provided a draft of surveillance and evaluation (SE) standards.	EC will review both standards memos and forward comments to Donna (HC) and Jeanne (SE) for discussion at next meeting. List of items covered will be added at beginning of memos. Donna will share HC draft with PETF.
<i>Center policies (internal) -- EC review of grants/contracts, signing documents</i>	Discussion on internal policies.	<p>Javayne moved to accept the following policy on <u>Notice of Grant Awards/Professional Services Agreements review by EC</u>: <i>The Executive Committee must approve draft language on all new Notice of Grant Awards or Professional Services Agreements prior to fiscal agent and legal review. The Executive Committee must review draft language on all amended Notice of Grant Awards or Professional Services Agreements prior to fiscal agent review.</i> Kathy seconded. Javayne – aye, Kathy – aye, Theresa – aye. Motion carried.</p> <p>Action tabled on draft policy on signing documents. Jeanne will draft new versions for discussion at next meeting.</p>

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<i>PHS Guidelines</i> – AAR chart audit	Discussion on status of materials.	Committee of local public health units and the Center will review materials on 10.20.2010.
New business		
<i>Fiscal</i> – August report	Discussion on fiscal report, including having Chair document any findings and signing off on the report.	Javayne moved to approve August 2010 fiscal report as presented. Kathy seconded. Javayne – aye; Kathy – aye; Theresa – aye. Motion carried.
<i>Other</i> – progress reporting system	Guided online discussion of California tobacco control reporting system by Beto Jurado.	System is accessible to EC through the end of November.
<i>Legislative</i> –		
Legislative Drafting Seminar	Kathy provided highlights from the seminar she attended.	Jeanne got copies of manual and handouts from Legislative Council.
Legislative Council (LC) fund report	Discussion on LC report.	Report shows deposits of all tobacco settlement funds through 2025.
<i>Health communications</i> -- Website Stationery	Discussion of website and stationery.	Secure area of website for EC and Advisory Committee meeting materials now live. Public “About Us” area of website will list AC and EC members, final minutes. Jeanne will request nd.gov account for Theresa. Donna will design additional options for stationery.
<i>Grants/contracts/RFPs</i> --		
Studies	Discussion of studies.	Jeanne will ask Dr. Eric Johnson to submit a proposal for heart attack study. Kathy moved to approve a contract of \$2,500 for Dr. Eric Johnson to conduct a

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		study on heart attack admissions in Grand Forks pre- and post- smoke-free ordinance, pending receipt of formal proposal. Javayne seconded. Javayne - aye; Kathy – aye; Theresa -- aye. Motion carried.
Tobacco Control Legal Consortium	Discussion on proposals.	Jeanne will ask fiscal agent and Assistant Attorney General about contract time across two biennium.
Special Initiative Grants	Discussion on status.	Jeanne will provide details to discuss at next meeting.
Tobacco Settlement State Aid	Discussion on state aid deliverables, payments and local grants payments.	Jeanne will provide quarterly reports.
<i>Partners --</i>		
Dakota Conference presentation	EC thanked Chelsey Matter, Kelli and Jeanne for work on Dakota Conference proposal.	Center-funded activities proposal accepted for presentation at Dakota Conference. Kelli will continue to work with presenters.
Tobacco Free North Dakota (TFND) annual meeting	Annual meeting discussed.	TFND elected new officers at annual meeting.
<i>Center policies (internal) – spokesperson protocol</i>	Discussion on protocol.	Jeanne and Donna will draft spokesperson protocol for EC, AC, Center.
<i>EC -- areas of experience, interest</i>	Discussion on next steps.	Theresa and Jeanne will review members' areas of interest and expertise before next meeting.
<i>Next steps</i>	Discussion on next steps.	Next steps that will require future EC action: signing documents policies,

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		Jeanne's evaluation, contract signatures (MSU, UMDHU, SIGs), new SIG call for proposals, evaluation plan, study proposals, spokesperson protocol, stationery, EC areas of interest/expertise, evaluation RFP draft
Other business – Next meeting		10 a.m. to noon, Friday, October 29, 2010, Center conference room
Remuneration	Forms sent to EC members.	Return completed forms to Center.
Adjourn		Theresa adjourned meeting at 3:30 p.m.