



NORTH DAKOTA TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

9:00 a.m. to 11:00 a.m., Friday, October 29, 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; **Community Intervention Coordinator:** Kelli Ulberg; **Health Communications Coordinator:** Donna Thronson; **North Dakota Department of Health:** Karalee Harper, Neil Charvat; **Other:** Vicki Voldal-Rosenau.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Theresa called the meeting to order at 9:00 a.m.
Adoption of agenda	Discussion on revisions to the agenda.	Javayne moved to adopt the agenda as distributed. Theresa seconded. Motion carried.
Approval of minutes	Discussion and review of draft minutes.	Javayne moved to approve the minutes with one revision. Theresa seconded. Motion carried. Javayne moved to rescind the motion approving the minutes. Kathy seconded. Motion carried. Javayne moved to approve the minutes with two revisions. Kathy seconded. Motion carried.
Executive Director report		
<i>Grants/contracts/requests for proposals</i> – MSU, health communication gap funding, Special Initiative Grants, Tobacco Control Legal Consortium, studies	Discussion on status of contracts.	All four contracts are in the process of being signed by all parties. <u>All Special Initiative Grants for Policy and Statewide Organizations:</u>

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		<p>Javayne moved to have a rolling deadline with review every two months for both Special Initiative Grants. Kathy seconded. Kathy – aye, Javayne – aye, Theresa -- aye. Motion carried.</p> <p><u>Special Initiative Grants for Policy Development:</u> Kathy moved to allocate a total of \$100,000 for approximately four to 10 awards of \$10,000 to \$25,000 each. Javayne seconded. Kathy – aye, Javayne – aye, Theresa -- aye. Motion carried. Jeanne stated the Executive Committee’s intent is that no award will exceed exactly \$25,000.</p> <p><u>Special Initiative Grants for Policy Development by Statewide Organizations:</u> Javayne moved to allocate a total of \$250,000 for approximately three to five awards each in the range of \$30,000 to \$70,000 with no award exceeding exactly \$70,000. Kathy seconded. Kathy – aye, Javayne – aye, Theresa, aye. Motion carried.</p>
<i>Plans -- evaluation</i>	Discussion on status of Evaluation Plan draft.	The draft plan will be sent to the Evaluation Planning Team for final

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		comment before approval by the Executive Committee.
<i>Public policies -- local ordinances</i>	Jeanne provided an update on local policy.	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 local 100% smoke-free policy.
Unfinished business		
<i>Center policies (external) -- health communications and evaluation standards</i>	Prior to the meeting, Donna provided a draft of updated health communications (HC) standards, and Jeanne provided a draft of evaluation standards.	Discussion on the HC standards was tabled until next meeting. EC reviewed and agreed with content of evaluation standards.
<i>Center policies (internal) -- EC review of grants/contracts, signing documents, spokesperson</i>	Discussion on internal policies.	EC review of grants/contracts policy was approved at 10.18.2010 EC meeting. Jeanne will add titles and divide draft policy on signing documents into two policies for review at the next meeting. Spokesperson policy was tabled.
<i>EC areas of interest</i>		Tabled until next meeting.
New business		
<i>Grants/Contracts/RPFs status -- DOH CDC grants proposal</i>	Discussion on DOH CDC grants proposal to avoid confusion among LPHUs by changing its four-year grants program to local public health units to a one-year special grants program for LPHUs to focus on new youth or disparities activities. Discussed possibilities	The EC sent a letter to Karalee on 10.28.2010 with feedback on DOH proposal, as DOH requested. In the letter, the EC recommended only one local grants program for LPHUs be offered and DOH instead use local grants funding for tribes to partner with LPHUs and focus on state's largest disparate

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	<p>for changes, the EC recommended changes, and next steps.</p>	<p>group. The EC agreed that they still recommend changes as described in the 10.28.2010 letter, and that the next step should be a meeting with all LPHU administrators and coordinators, DOH, and the Center with Theresa and Karalee developing specific questions in advance to be asked of LPHUs regarding options with local grants programs, and what LPHUs want.</p> <p>Karalee was going to take the recommendation to Arvy Smith at DOH to determine what DOH's next steps will be. The EC expressed that it will be good to get input from more administrators, and very positive to see all agencies at the meeting. The group agreed the local grants programming structure will probably not please everyone, but we all want to make the best use of funding available.</p>
<p><i>Sites meeting costs and options</i></p>	<p>Discussed how training registration fees cover items state agencies cannot pay for, including food for lunch and snacks. Fees also offset a small amount of additional significant costs including materials and trainers. Discussed options including a one-time training fee to</p>	<p>The Executive Committee determined that Jeanne should make the decision regarding registration fees for meetings. Jeanne will have a phone connection at the 11.4.2010 training, if possible.</p>

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	cover all trainings.	
<i>HC RPF</i>		Tabled until next meeting.
<i>Health communications</i> – newsletters, stationery		Tabled until next meeting.
Other business – Next meeting		10 a.m. to noon, Friday, November 12, 2010, Center conference room.
Remuneration		Forms provided to EC members who should return completed forms to the Center.
Adjourn		Theresa adjourned meeting at 11:26 a.m.