



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

11:00 a.m. to 1:00 p.m., Friday, March 11, 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:** Kelli Ulberg; **Health Communications Coordinator:** Ms. Donna Thronson. **Guest:** Ms. Megan Houn, Tobacco Free North Dakota.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 11:09 a.m.
Adoption of agenda		Ms. Javayne Oyloe moved to adopt the agenda with the addition of staff leave time under new business. Ms. Mangskau seconded. Motion carried.
Approval of minutes	Review of 3.4.11 draft minutes.	Tabled.
Unfinished business		
<i>Upcoming meetings</i>	Discussed two upcoming meetings: foundations meeting and Dakota Conference on Rural and Public Health.	The Executive Committee reached consensus that Ms. Jeanne Prom and another staff member will attend the foundations meeting. Ms. Prom will issue an open meetings notice for Dakota Conference.
<i>Grants/contracts/Request for Proposals status – evaluation RFP, UND study, Special Initiative Grants, local grant guidance</i>	Discussion on status of evaluation RFP, UND study, special initiative grants, local grants guidance. Evaluation RFP, UND study and	<u>Local grants:</u> The Executive Committee reached consensus on grant guidance. In background and need section, health

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	special initiative grants are in process of finalization.	units impacted by increase in population and otherwise affected by economic expansion will be able to request additional funding. This will not affect the basic grant funding formula or the formula for Public Education Task Force funding. Nicotine replacement therapy will remain at 25 to 50 percent of total number of quitline and quitnet enrollees multiplied by \$100. Local media allowances will remain at 1 – 2 percent of total budget. Ms. Kelli Ulberg will explain that much of the grant guidance document is reference material, and will host a call with grantees to walk through the online application with Nexus.
New business		
<i>Advisory Committee -- update</i>	Discussion that one Advisory Committee position is now open and three positions will be open July 1, 2011. Two of these positions are filled by nominees from N.D. Public Health Association.	Ms. Prom will contact the Governor’s office and the North Dakota Public Health Association about nominations for Advisory Committee positions.
<i>Health communications -- update</i>		Ms. Donna Thronson showed the committee the new television ad on the “costs” theme, which will begin airing next week.

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<i>Grants/contracts/RFPs status – reprogramming</i>	Discussion on Walsh County reprogramming request.	Ms. Mangskau moved to approve the reprogramming request from Walsh County to transfer \$2,500 to consultant/contractual from personnel, fringe, travel and other line items. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Fiscal – status of HB 1025, agency budget bill</i>		This week: <u>HB 1025</u> – Ms. Prom and others testified in favor of HB 1025. The bill was not discussed in subcommittee of Senators Kilzer – chair, Fischer and Robinson. Next week: Ms. Prom will monitor when subcommittee will be working on HB 1025 and other bills.
<i>Public policies – update on other bills</i>	All tobacco-related bills will be monitored.	Next week: <u>HB 1004</u> -- Ms. Prom will attend any subcommittee (of Senators Kilzer, Fischer and Robinson) meeting on this bill, which overturned Measure 3 language related to 80 percent of the Community Health Trust Fund being used for tobacco prevention and control.
<i>Staff leave time</i>	Discussion on approach to manage any carryover of more than the generally allowable maximum hours of annual leave to transfer from one year to the next. Under special circumstances, more than the maximum leave time can be	The Executive Committee reached consensus that decisions about staff leave time is the responsibility the Executive Director.

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	carried forward into the next year. Concerns discussed: management of excessive carryover, and challenges in using leave time when workload is heavy and work product is expected.	
Other business		
<i>Next steps</i>		Legislation, grants, evaluation RFP
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Friday, 3.18.2011 in the Center conference room.
Remuneration		Forms were provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Oyloe moved to adjourn the meeting. Ms. Will adjourned meeting at 1:05 p.m.