



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

1:00 p.m. to 2:00 p.m., Friday, March 18, 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.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair, Ms. Theresa Will called the meeting to order at 1:04 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 3.4.11 and 3.11.11 draft minutes.	Ms. Mangskau moved to approve the 3.11.11 minutes with spelling correction. Ms. Oyloe seconded. Motion carried. Ms. Mangskau moved to approve the 3.4.11 minutes as written. Ms. Oyloe seconded. Motion carried.
Unfinished Business		
<i>Local Policies – Update</i>		Tabled.
<i>Grants/Contracts/RFPs – Status: Evaluation RFP, UND Study, Special Initiative Grants, Local Grant Guidance</i>	The local grants funding formula remains the same as FY 2011. Local public health units can request additional funds with documentation of need, or apply for Special Initiative Grants for allowable activities. The Center	Ms. Jeanne Prom provided an update: Center staff will review RFP draft for evaluation; UND contract is being reviewed by Attorney General and fiscal agent; Special Initiative Grants will be issued by early next week; local grant guidance was issued and online system

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	will provide level funding for those health units currently receiving grants from the Department of Health, which end March 31, 2011.	training was held this week – with online system going live early next week.
<i>Advisory Committee - Update</i>	Ms. Prom discussed Advisory Committee vacancies with the Governor's office and the two organizations whose representatives have terms currently open or expiring June 30, 2011.	Advisory Committee members whose terms expire will be contacting their nominating organizations about their intent to seek or not seek re-nomination.
New Business		
Staffing – Temporary Administrative Assistant		The Executive Committee reconfirmed their support for the Center to hire a temporary administrative assistant.
<i>Fiscal – Status of House Bill 1025, Agency Budget Bill</i>	Ms. Prom provided an update on HB 1025, which is being discussed by a three-person subcommittee from Senate Appropriations.	The Executive Committee, through Ms. Prom's testimony to the subcommittee next week, will request the Senate restore the agency budget to the Governor's budget with the optional request. This includes an additional 3.5 permanent FTE and the special line item budget for special funds.
<i>Public Policies – Update on Other Bills</i>		The Executive Committee and Center staff will continue to monitor other bills, including supporting restoration of Measure 3 language in HB 1004.
Other Business		

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<i>Next steps</i>		HB 1025, HB 1004, other bills, grants/contracts/RFP, fiscal reports
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Friday, March 25, 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 2:05 p.m.