



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

1:00 p.m. to 2:00 p.m., Friday, March 25, 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 1:12 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 3.18.11 draft minutes.	Ms. Oyloe moved to approve the minutes with a word change. Ms. Mangskau seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/RFPs – status: evaluation RFP, UND study, special initiative grants, contracts for case study and technical assistance</i>	Discussed sole source process. Fiscal agent is reviewing sole source paperwork for case study and technical assistance work. Next, state procurement will either accept the sole source unconditionally with issuance of a notice of intent to make a noncompetitive purchase. The notice allows other vendors to challenge the notice within two	Center staff will review request for proposal for evaluation vendor. The contract with University of North Dakota must be reviewed by UND. Special initiative grant guidelines were released this week. Request for proposals are not required for case study and technical assistance contracts.

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	weeks. Discussed local grants amendments.	
New business		
<i>Grants/contracts/RFPs – online grant application, local grants amendments</i>		The online local grant application went live this week. Local grants amendments were emailed to all health units today. The Executive Committee reached consensus that Ms. Mangskau likely will be signing these amendments, to accelerate the execution of contracts.
<i>Agency description</i>	<p>Ms. Mangskau drafted a description of the agency, based on recent comments by legislators and discussion with the Office of Management and Budget:</p> <p>The Tobacco Prevention and Control Executive Committee is a state agency overseen by a three member executive committee. The agency has a nine-member advisory board appointed by the Governor. The Agency created the Center for Tobacco Prevention and Control Policy to oversee the implementation of the comprehensive state plan to prevent and reduce tobacco use. The Center is managed by an</p>	Executive Committee reached consensus that the Center would use this agency description in its materials and on the website as appropriate.

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	<p>executive director.</p> <p>The committee also discussed Advisory Committee terms.</p>	
<i>Fiscal – January 2011 report, status of HB 1025 - agency budget bill</i>	Discussed the agency budget bill, HB 1025, which has not yet been scheduled in Senate Appropriations subcommittee next week.	Discussion and action on the January 2011 fiscal reports was tabled. December 2010 fiscal reports also require review and action by the Executive Committee.
<i>Public policies – update on other bills</i>		The Center will monitor HB1004, the Department of Health budget bill, being discussed by the Senate Appropriations subcommittee March 28, 2011.
Other Business		
<i>Next steps</i>		Next steps: HB 1025, HB 1004, RFP for evaluation, contracts, fiscal reports
<i>Next meeting</i>	Discussion of Ms. Prom's schedule for March 30 to April 1, 2011. Any change to April 1 meeting would be determined before March 30, 2011.	The Executive Committee will meet at 1:00 p.m. on Friday, April 1, 2011 in the Center conference room.
Remuneration		Forms provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Oyloe moved to adjourn. Ms. Mangskau seconded. Ms. Will adjourned meeting at 2:40 p.m.