



**TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES**

1:00 p.m. to 2:00 p.m., Friday, March 4, 2011

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

**PARTICIPANTS:** **Executive Committee members:** Ms. Javayne Oyloe, Ms. Kathy Mangskau; **Executive Director:** Ms. Jeanne Prom; **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   |   | In the absence of Chair Ms. Theresa Will, Ms. Kathy Mangskau called the meeting to order at 1:09 p.m.   |
| Adoption of agenda  |   | Ms. Javayne Oyloe moved to adopt the agenda with public policies in unfinished business tabled. Ms. Mangskau seconded. Motion carried.  |
| Approval of minutes   | Review of 2.24.11 draft minutes.  | Ms. Oyloe moved to approve the minutes as written. Ms. Mangskau seconded. Motion carried.   |
| Unfinished business   |   |   |
| <i>Public policies – local ordinances</i>   |   | Tabled.   |
| New business  |   |   |
| <i>Grants/contracts/RFPs status – evaluation, status of other grants/contracts/RFPs</i> | Discussion on recommendations for purchasing local media during next year of local grants; special initiative grants. | <u>Local grants:</u> The Executive Committee reached consensus to leave the local grant guidance with the recommendation that up to 1-2 percent of total local grant budget could be used for local media. Less than half of the amount should be |

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|                     |                   | <p>used to promote the quitline/Net.</p> <p><u>Special initiative grants for statewide organizations:</u> Ms. Oyloe moved to change the amounts of each grant from \$30,000 to \$70,000 to \$30,000 to \$100,000, and change total funding from \$250,000 to \$500,000. Ms. Mangskau seconded. Roll call vote: Ms. Oyloe – aye; Ms. Mangskau – aye; Ms. Will – absent. Motion carried.</p> <p><u>Special initiative grants for policy:</u> Ms. Oyloe moved to change the amounts of each grant from \$10,000 to \$25,000 to \$10,000 to \$25,000 for one community, with consideration of an additional \$10,000 per community if an applicant is working on multiple community policies. Total funding will change from \$100,000 to \$200,000. Ms. Mangskau seconded. Roll call vote: Ms. Oyloe – aye; Ms. Mangskau – aye; Ms. Will – absent. Motion carried.</p> <p>All special initiative grants will have deadlines every two months. Current grantees will be notified to renew their grants. Ms. Mangskau will draft letters as templates to send to potential</p> |

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|   |                          | applicant organizations.  |
| <i>Fiscal – status of HB 1025, agency budget bill</i> |                          | Next week: <u>HB 1025</u> – Ms. Prom will testify first; Ms. Oyloe will assist with other testimony.  |
| <i>Public policies – update on other bills</i>        |                          | This week: <u>HB 1004</u> -- Ms. Prom testified against the portion of this bill that overturned Measure 3 language related to 80 percent of the Community Health Trust Fund being used for tobacco prevention and control. Her testimony also provided amendment language to restore the Measure 3 language. Next week: <u>HB 1307</u> – Ms. Donna Thronson will monitor and hand in Ms. Prom’s testimony. <u>HCR 3030</u> – Ms. Cami Bauman will monitor. |
| <b>Other business</b>                                 |                          |   |
| <i>Next steps</i>                                     |                          | Legislation, grants, evaluation RFP   |
| <i>Next meeting</i>                                   |                          | The Executive Committee will meet at 1:00 p.m. on Friday, 3.11.2011 in the Center conference room.  |
| Remuneration  |                          | Forms will be provided to Executive Committee members who should return completed forms to the Center.  |
| Adjourn   |                          | Ms. Oyloe moved to adjourn the meeting. Ms. Mangskau adjourned meeting at 3:19 p.m.   |