



**TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES**

1:30 p.m. to 2:30 p.m., Wednesday, May 11, 2011  
 Center for Tobacco Prevention and Control Policy – 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:** Ms. Kelli Ulberg.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 1:40 p.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda with the following additions in new business: Centers for Disease Control site visit, reprogramming request from Cavalier County, tobacco list serve, and local grant travel restrictions. Ms. Will seconded. Motion carried.
Approval of minutes from April 15, 2011 and April 29, 2011	Review of 4.15.11 draft minutes and 4.29.11 draft minutes.	Ms. Mangskau moved to approve the April 15, 2011 minutes as written. Ms. Will seconded. Motion carried.  Ms. Will moved to approve the April 29, 2011 minutes as written. Ms. Javayne Oyloe seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposal (RFP) – status: evaluation RFP,</i>	Ms. Jeanne Prom provided status report on grants/contracts/RFP.	Ms. Ulberg will ask Fargo Cass Public Health staff about which organization or

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<i>University of North Dakota study, contracts for case study and technical assistance, local grant amendments, Special Initiative Grant, request from Fargo Cass Public Health</i>	The Executive Committee is reviewing the evaluation RFP. The UND study contract changes were approved by the Assistant Attorney General. State procurement is reviewing the sole source request for cast study and technical assistance. All local grant amendments are signed. The Special Initiative Grant to American Nonsmokers' Rights Foundation is being reviewed. The committee discussed the request from Fargo Cass Public Health.	grant will cover Chelsey Matter's travel expenses to the American Public Health Association annual meeting. If this travel could be paid by another source, it may be possible to cover Ms. Matter's travel to the Focus on Respiratory Care Conference in May 2012 in the 2011-2012 Center grant. Other options for funding to send four Fargo-area people to the respiratory conference may be available as well. Ms. Ulberg will provide additional information at the next Executive Committee meeting.
<b>New business</b>		
<i>Reprogramming requests – Grand Forks Public Health Department and Cavalier County Health District</i>	Ms. Ulberg explained the reprogramming requests.	Ms. Mangskau moved to approve the reprogramming request of \$11,000 from Grand Forks Public Health Department. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. Ms. Oyloe moved to approve the reprogramming request of \$3,150 from Cavalier County Health District. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Local grants – travel restrictions</i>	Ms. Ulberg explained that recently	The Executive Committee agreed that

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	<p>she had approved participation by two local grantees in the national spit tobacco conference currently being held in Texas. However, at least four more grantees are attending the same conference, as participation in an out-of-state conference "to be determined" was approved in their current local grant budgets. Discussion occurred on the benefits of several local grantees attending this conference, and the conference training tracks being offered.</p>	<p>Ms. Ulberg should recommend that the Advisory Committee restrict funding for all items listed in 2011-2012 local grant budgets as "to be determined," such as out-of-state travel to an unspecified conference or unidentified contractors. Grantees would need to provide detailed information before funding restrictions were lifted. If prior approval was not obtained, the expenses would not be covered by the local grant. The Executive Committee requested that Ms. Ulberg require each local grantee who attended the national spit conference to submit a report to her: 1) listing the conference sessions attended, 2) explaining how the grantee will use the conference information in their local work, and 3) identifying how their participation in this conference contributes to the implementation of the State Plan.</p>
<p><i>Local grants and tobacco state aid</i></p>	<p>The committee discussed current local grantees inquiring about reprogramming funds to the Public Education Task Force (PETF); tobacco settlement state aid reporting and the formula for</p>	<p>The Executive Committee requested that Ms. Ulberg inform local grantees that due to the lack of time, reprogramming funds to the PETF is not possible. If necessary, Ms. Ulberg and Ms. Prom</p>

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	<p>2011-2013; and review of 2011-2013 grants and timing of grant reviews with the May 31 meeting to write the year 3 state work plan.</p>	<p>will follow up with grantees after the May 15 deadline for submission of 7<sup>th</sup> quarter tobacco settlement state aid reports, if reports are still not corrected or not submitted. Ms. Ulberg will send the current tobacco settlement state aid funding formula to the committee to review before the next meeting. The committee noted that the population in some health unit areas has changed significantly. Ms. Prom will check with the Office on Management and Budget and the Attorney General about any changes to the total amount in the 2011-2013 budget for tobacco settlement state aid.</p> <p>Ms. Prom will invite key partners including: specific individuals from the Department of Health Tobacco Prevention and Control Program; staff from health professional groups nominating members to the Advisory Committee; staff from groups representing cities, schools, and hospitals; and staff from lung, cancer, heart and tobacco-free groups.</p> <p>If necessary, the Advisory Committee could consider delegating the final</p>

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		approval of re-submitted local grants to the Executive Committee, rather than taking time at the work plan meeting to review these updated grant applications. Ms. Ulberg will request a copy of the collaborative evaluation report from Central Valley Health Unit as part of the review of their current application.
<i>Centers for Disease Control site visit</i>	The committee discussed the July site visit.	Ms. Prom will request input on the agenda for the one-hour meeting with the Project Officer from CDC.
<i>List serve</i>	The Department of Health discontinued the tobacco prevention program list serve recently. Committee members identified the list serve as an important medium for information sharing with a broad group of advocates.	Ms. Ulberg will work on establishing a list serve after new local contracts are issued.
<i>Legislative analysis – strength/weaknesses/opportunities/threats, Center staff assessment</i>		Analysis of the Center’s legislative activity and Center staffing needs was tabled until a future meeting.
<b>Other business</b>		
<i>Next steps</i>		Contract for 2009-2011 evaluation, evaluation RFP review, tobacco settlement state aid formula, 2011-2012 health communications plan, grant

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		reviews with Advisory Committee, request from Fargo Cass Public Health, analysis of legislative activity and staffing needs
<i>Next meeting</i>	10:00 a.m., Friday, May 27, 2011 at the Center	
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Mangskau moved to adjourn. Ms. Oyloe seconded. Ms. Will adjourned meeting at 3:17 p.m.