

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, August 20, 2010
 Center for Tobacco Prevention and Control Policy
 4023 State Street, Conference Room
 1-701-328-5136
 Bismarck, ND
 9:00 AM

PARTICIPANTS: Kathy Mangskau, Javayne Oylo
GUESTS: Karalee Harper, Jodi Radke and Danny from CFTFK,
 Edward Erickson, ND AG's Office

Executive Director: Jeanne Prom
Community Intervention Coordinator:
 Kelli Ulberg
Health Communications Coordinator:
 Donna Thronson

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 9:16 a.m.
Adoption of Agenda	Discussion on changes to time allotment for agenda items	Javayne moved to adopt the agenda with changes. Kathy seconded. Motion carried
Approval of Minutes	Discussion on changing grants process evaluation summary recipients.	Kathy made a motion to approve the minutes as corrected. Javayne seconded. Motion carried.
Executive Director Report <i>Introduction of Community Intervention Coordinator</i> <i>Status of Year End and CAFR Reports</i> <i>Status of Quarter 4 State Aid Reports</i>	Introduction of Kelli Ulberg Discussion on Jeanne providing two additional CAFR reports to DoH. Discussion on 4 local health units being late for the report deadline.	Kelli was enthusiastically welcomed by the EC. DoH will receive 2 reports today with one remaining due by September 10 th , which will complete the five due. Local health units will be notified that they will not be receiving second quarter payments if the reports aren't in.

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<i>Approval of Final Health Communications Plan</i>	Discussion on content of Health Communications Plan including input from AC members	Javayne made a motion to approve the Health Communication Plan as submitted. Kathy seconded the motion. Javayne – aye, Kathy – aye. Motion carried. The Health Communications Plan will be distributed at the 9/9 AC meeting.
<i>Policy Training/Technical Assistance Center Proposal/Kelly Schmidt Contract/University Indirect Rate and Ownership of Data</i>	Discussion on review of research ownership language from Edward Erickson, ND AG’s Office. Discussion of use/access to de-identified data. The EC will also need an updated budget from Kelly, based on input.	Edward called into the meeting regarding use of de-identified raw research data. Jeanne will contact Kelly about Edward’s recommendation for language change, including “if necessary, the parties agree to execute HIPPA business association agreement”. Kathy moved to approve indirect cost rate at 9% of total direct costs. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried. With recommended contract changes Jeanne will send out a contract for signature.
<i>Jeanne’s Performance Standards</i>	Discussion on Jeanne’s draft performance standards with input from EC.	Jeanne will revise her performance standards based on EC input and provide at the next EC meeting
<i>Memo on Coordination of Evaluation Studies/Press Release</i>	Discussion tabled on memos to contractors to clarify coordination.	
<i>Update on School Policy/Updating Documents with DoH and NDBSA</i>	Discussion on NDSBA currently reviewing revised language for	Jeanne is involved with the group and will

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<p><i>Update on communities working on local ordinances</i></p> <p><i>Status of Evaluation Plan</i></p>	<p>approval and endorsement of a comprehensive tobacco free school policy.</p> <p>Jeanne held a policy call this week. Bismarck has a public hearing next week. Minot has 7/12 policymakers who are in favor of strengthening the local smoke free ordinance. Devils Lake will have a November vote. Napoleon implemented their smoke free policy.</p> <p>Discussion on the need for one more meeting of the evaluation group to finalize the document.</p>	<p>forward information to EC when available.</p> <p>Kelli will begin facilitating the policy calls next month. The Center along with partners will continue to advise local coalitions on loopholes, legal concerns and limitations of some ordinance language.</p> <p>Jeanne will provide the EC and AC with a draft of the evaluation plan for input.</p>
<p>Old Business</p> <p><i>Letter to Napoleon</i></p> <p><i>June '10 Accounting Report</i></p>	<p>Discussion on sending a letter in support and congratulation of Napoleon's smoke free ordinance</p> <p>Discussion on June fiscal report and review of documents. Kathy provided recommendations to streamline process. To expedite future audits it is helpful to have the all invoices and memos in the folder and filed properly.</p>	<p>Kathy will finalize and send out.</p> <p>Kathy moved to accept the June fiscal report provided by Jeanne. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p>

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<i>Health Communication plan for next quarter/funding</i>	Discussion on Health Communications proposal needed for EC review. PETF will cover September media and message testing.	Jeanne will provide the Health Communications plan proposal at the 9/3 EC meeting.
<i>Special Initiative Grant Enhancements</i>	Tabled	
<i>Status of Health Communications RFP and Timeline for Website</i>	Discussion on RFP progress. Donna is finalizing the draft. Karen Scanson, procurement and Edward, AG's office will be asked to review it.	Donna plans to have the RFP issued by September 14 th . The EC will review the RFP when Donna has a draft and the required state offices have reviewed it. The BreatheND website will be transferred to the Center by the end of August. Donna will develop a site map or content listing of the BreatheND website for EC review. Karalee will locate or provide a list of the missing Center information formerly on the DoH site. Message testing and benchmarking is occurring in August. The EC will receive results when they are available.
<i>Follow-up with Tobacco Control Legal Consortium</i>	Discussion on the need to find out how much TCLC time has historically been used and which services are needed.	Kathy will follow-up with Maggie at TCLC.
<i>AAR Chart Audit Recommendations</i>	Discussion on AAR audit	Kathy will provide a document for review.

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<i>Center Records Management</i>	Tabled	
<i>Dakota Conference Abstract – Sept. 23 due date</i>	Discussion on a joint presentation with the DoH. Karalee said the DoH has decided not to submit an abstract for a presentation. The Center would like to do an abstract on PHS Guidelines using a panel.	The Dakota Conference Abstract is due September 23 rd . Jeanne will contact possible presenters to see if there is an interest and possibly draft elements needed in the abstract to be shared at the next EC meeting.
<i>NDPHA/SACCHO – Partnering for Training</i>	Discussion on Jeanne’s contact with partners.	Jeanne will follow-up with Chelsey to see if there is an opportunity for partnering.
<i>TFND Reactivation</i>	Discussion on Brady and Jeanne moving forward to schedule a meeting to put together a slate of officers and reactivate the group.	A meeting wizard has been sent out to current TFND officers.
<i>Replication of Minnesota Study - AJPH</i>	Discussion on Jeanne sending information to Dr. John Rice, she is waiting for his reply.	
<i>Center Policies</i>	Tabled	
<i>CA Reporting System</i>	Tabled	
New Business <i>Air Quality Testing</i>	Danny and Jodi from Campaign for Tobacco Free Kids joined the call for discussion on AQ testing in ND. Discussion on options and	Campaign for Tobacco Free Kids will draft a proposal for Roswell Park to create a report for ND. Jeanne will provide a list of cities and reports from

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	resources needed to conduct AQ testing and to generate a report. There have been several cities that have conducted testing in ND and could be included in the report.	SF and NSF bar AQ testing. Jeanne will provide a list of 5 additional communities needing information for policymakers. CFTFK will provide information on where to purchase machines for AQ testing. Kathy made a motion for the Center to move forward on conducting an AQ study, including purchase of needed AQ testing equipment. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried Jeanne will inquire about training or protocol to conduct the AQ testing.
<i>Update on Media Coordination</i>	Tabled	
Lunch		Short recess for lunch
<i>Development of 2011-2013 Budget</i>	Discussion on the 2011 – 2013 budget and optional requests.	Jeanne will complete the draft 2011 – 2013 budget after getting clarification from fiscal agent and provide a draft to EC.
Identification of Next Priority Areas		Next priority areas include: <ul style="list-style-type: none"> - 2011-2013 Budget - JP’s Performance Standards - Two Memos - Finalize MSU contract - HC RFP - Letter to Napoleon - AAR audit form
Projects Pending	Tabled discussion on Evaluation RFP, Center Monthly Progress	

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	Report, and Advocacy for Legislative Session/Sustainability Plan.	
Ongoing Program Implementation	Tabled discussion on Special Initiative Grants-Disparate and Special Population Groups Application Process, Amounts, Promotion and Deadlines	
Other Business	None	
Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 5:02 pm.