

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 22nd, 2010
 Center for Tobacco Prevention and Control Policy
 4023 State Street, Conference Room
 1-701-328-5136
 Bismarck, ND
 10:00 AM

PARTICIPANTS: Kathy Mangskau, Javayne Oyloe, Pat McGeary

Executive Director: Jeanne Prom

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:20 a.m.
Approval of 1/15/10 Minutes	Minutes reviewed	Minutes approved as corrected.
Executive Director Report	Report given by Jeanne Prom on program updates	To date there are three applicants for the Special Initiatives grant. Grant progress and reimbursement requests are being submitted. Currently Traill, Dickey and Ransom progress reports are late. We have 11 reports in for the second quarter state aid. Six payments did not go out this quarter because deliverables weren't in and because the amounts were incorrect. Jeanne will develop protocol, based on input from Karen Haas and the EC, for cumulative state aid expenditure reports when it doesn't match the budget. The monthly meeting with LPH Administrators will be held Monday the 25 th . We will request the DOH outreach coordinators read the minutes of the administrator meeting soon after being posted. We also will request they contact the ED if they need clarification of items. Nelson-Griggs has been advised of the desk audit and reimbursement will be held until it is complete. Ransom and Sergeant are required to meet quarterly with outreach coordinator to adhere to best practices. Jeanne expressed concerns about the volume of work especially the work outside her job description. (e.g. program and outreach work).

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		The EC gives the ED support and understanding of setting up a new agency.
Old Business	- Status of MOA with Health Department	Arvy approved the draft MOA. Kathy will work toward getting signatures when the Attorney General's Office completes the contract review.
	- Judy Stephany contract	Kathy expects to receive the contract from Judy next week. When the contract is received the Executive Committee will move forward with the evaluation and health communication plans.
	- West Virginia training	Judy asked if Executive Committee Members or Executive Director could participate in the West Virginia sustainability training. Jeanne and Pat plan to attend.
	- Reprogramming requests	Kathy asked for input from the DOH and got some feedback from Lonny on reprogramming funds. Lonny would adjust PRS when the reprogramming funds are 25% or more of a line item with prior approval from the Center. All reprogramming forms will go to Jeanne. When either the scope of work or budget has more than a 25% change they will also be sent to Lonny.

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	- Response to Colleen Pearce and CHS	Kathy will provide draft response letter to committee members for final review and then will provide to Colleen.
	- Health Communications PIQ	Jeanne will submit PIQ to Kate O'Neil in HRMS based on ED input.
	- PRS – Nexus update	Jeanne and Kathy will arrange a meeting with Nexus, Bob Pope and other key people.
	- Discussion on ED three-month performance evaluation.	The EC will provide evaluation findings to Jeanne during the next EC meeting.
	- Review draft site review manual	Input was provided on the draft document. Kathy will update the document and provide for review to the Executive Committee. The document will be shared with the outreach coordinators.

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	<ul style="list-style-type: none"> - Discussion on budgeting for best practices components - Discussion on policy training/technical assistance center 	<p>Kathy plans to include past and future expenditures to determine budget allocations based on best practices. Kathy will clarify DOH budget expenditures from Arvy and Karalee.</p> <hr/> <p>Tabled</p>
New Business	School policy concerns	Jeanne followed up with the School Board Association.
Identification of next priorities areas	Discussion on next priority areas	<ul style="list-style-type: none"> • January "Tip of Month" • Finish Roles and Responsibilities <i>when the DOH can meet</i> • Acquire needed equipment (e.g. cellular phone and LCD) • Finalize LPH site visit form (KM) • Schedule a meeting with Nexus • Review HC PIQ and submit to HRMS
Projects pending	Tabled	
Ongoing program implementation	Tabled	

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Other business		
Adjourn		Kathy adjourned the meeting at 1:34 p.m.

Javayne Oyloe
Recorder