

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, October 23, 2009
Bismarck Burleigh Public Health
500 E Front Ave, Conference Room
Bismarck, ND
10:00 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary Javayne Oyloe

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:15 a.m.
Approval of 10/14/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Update on status of State Aid Grants, Contracts, Reporting forms and tracking sheets	Discussion on State Aid Grants, contracts and forms	All State Aid contracts have been mailed. The first two payments have gone out to the local public health units and Kathy has developed tracking sheets.
Update on Status of Local Grants and Contracts, Response to Summary Statements	Discussion on local grants, contracts and responses	Nine grantees are in the PRS system. Some of the grantees will have further discussion on responses to summary statements with Kathy, Jeanne and the outreach coordinators.
IVN Meeting with Local Public health	Discussion on meeting with local public health	Kathy requested agenda items from local public health and the Department of Health. The agenda has been posted. The meetings will be scheduled monthly or as long as local public health wants them.
Orientation for Executive Director		Jeanne Prom has begun working on pending projects, needed paperwork and introductions to partners. Several meetings were held this past week to begin orientation with State Offices to facilitate Jeanne's orientation to a state agency.
Job descriptions and PIQs	Discussion on job descriptions and PIQs	Kathy provided a sample Administrative Assistant job description. With input from the

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		Executive Committee, Jeanne will begin drafting documents for the Administrative Assistant and Health Communications jobs.
Projects pending	Discussion on pending projects.	Jeanne is prioritizing the work that needs to be done and has work on tasks needing immediate attention. The Executive Committee will continue to oversee and help to ensure projects are moving forward.
Ongoing program implementation	Discussion on ongoing program implementation	The Executive Committee will continue with steady progress toward program implementation. The Executive Director will be involved to the extent possible, while being oriented to the job.
Other business	None noted	
Adjourn		Kathy adjourned the meeting at 12:23 p.m.

Javayne Oyloe
Recorder