

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, October 29, 2009
 North Dakota Medical Association
 1622 East Interstate Ave.
 Bismarck, ND
 2:30 PM

PARTICIPANTS: Kathy Mangskau, Pat McGeary Javayne Oyloe

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 2:35 p.m.
Approval of 10/23/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Orientation for Executive Director		Jeanne Prom has begun working on pending projects, establishing the office, needed paperwork and introduction to partners. Several meetings were held this past week to begin orientation with Agency Leads to facilitate Jeanne's orientation to a state agency.
Discussion – responses to summaries	Discussion on reviewing responses to summary statements	Fifteen grant summary statements have been reviewed. Conference calls were held for three grantees with Kathy, Jeanne and the Outreach Coordinators this week. More conference calls are scheduled for next week. The calls will help to facilitate and expedite finalizing needed paperwork and addressing recommendations with local grantees.
Job descriptions and PIQs	Discussion on job descriptions and PIQs	Kathy has begun a draft document for the Administrative Assistant job. The Executive Committee and Jeanne will work to get needed documents to HRMS for The Center positions to be filled.

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Projects pending	Discussion on pending projects.	Jeanne is prioritizing the work that needs to be done and has worked on tasks needing immediate attention. The Executive Committee will continue to oversee and help to ensure projects are moving forward. The Memorandum of Agreement with The Center and the Department of Health is being reviewed by Karalee and Arvy. Procurement staff have indicated that PETF's contract for media can be extended during this transitional period.
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	Discussion on approval of fiscal procedures	Pat moved to set the upper limit on the Purchasing Card (P-Card) to \$1500. Javayne seconded. Motion passed unanimously. Javayne moved to require 2 signatures on Purchase Orders of \$2500 or more. Pat seconded. Motion passed unanimously.
Adjourn		Kathy adjourned the meeting at 4:08 p.m.

Javayne Oyloe
 Recorder