

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, November 11<sup>th</sup>, 2009  
Bismarck Burleigh Public Health  
500 E Front Ave – Conference Room  
Bismarck, ND  
1:30 PM

**PARTICIPANTS:** Kathy Mangskau, Pat McGeary Javayne Oyloe

**Executive Director:** Jeanne Prom

<b><u>AGENDA ITEMS</u></b>	<b><u>DISCUSSION</u></b>	<b><u>OUTCOME/ACTION</u></b>
Call to Order		Kathy called the meeting to order at 1:34 p.m.
Approval of 10/29/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Executive Director Report	Report given by Jeanne Prom on progress and challenges	Jeanne reported progress is being made on furnishing and wiring the office. She reviewed the draft agenda for the Administrator's meeting. Jeanne also reviewed orientation and other essential meetings and upcoming priority work.
PETF Proposal		Kathy moved to authorize Jeanne to prepare the contract for \$33,007 expenditure for continuous education until the new Health Communications Plan is in place. Javayne seconded. Pat – aye, Javayne – aye, Kathy – aye. Motion carried. Jeanne will draft a contract for funds to extend the current educational campaign during this transitional period based on PETFs request and the Executive Committee input.
Status of response to summary statements	Discussion on reviewing responses to summary statements	A number grantee contracts are being finalized. The majority of grantees have contracts. Jeanne will facilitate expediting finalization of needed paperwork and addressing recommendations with local grantees.
Status of Administrative Assistant Job Description, ad and vacancy announcement	Discussion on job description, ad and vacancy announcement	Needed documents have been provided to HRMS for the Administrative Assistant job. We hope the opening will be posted next week. Kathy will finalize the PIQ.

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<b>Meeting with the Health Department 11/13</b>	Discussion of meeting with the Health Department	Kathy and Jeanne have a list of proposed discussion points for the meeting on 11/13. Kathy provided an agenda for review. Jeanne provided a template for roles and responsibilities.
<b>Response to other public health priorities (H1N1)</b>	Discussion on other public health priorities.	Local grantees will be reminded by the Executive Committee Chair and Director that funds from the Center may not be used for activities other than what is in their work plan. (i.e. H1N1)
<b>Identification of next priorities</b>	Discussion on next priority areas	Steps toward hiring the Administrative Assistant, PETF proposal, Health communications plan and RFP, Special Initiatives grants, training schedule and PRS challenges were identified as priority areas.
<b>Projects pending</b>	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.
<b>Ongoing program implementation</b>	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

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		oriented to the job.
<b>Other business</b>	No discussion	
<b>Adjourn</b>		Kathy adjourned the meeting at 4:16 p.m.

Javayne Oyloe  
Recorder