

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, November 20th, 2009
Bismarck Burleigh Public Health
500 E Front Ave – Conference Room
Bismarck, ND
10:00 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 10:19 a.m.
Approval of 11/11/09 Minutes	Minutes reviewed	Minutes approved as distributed.
Executive Director Report	Report given by Jeanne Prom on progress and challenges	Jeanne provided a draft Health Communication Position Description, PETF purchase agreement and local media advisory. She is working on available dates and individuals to present for needed trainings. She is working on establishing the office and other essential meetings and upcoming priority work.
Update on PETF Proposal		Jeanne prepared a draft \$33,007 contract for continuous education until the new Health Communications Plan is in place. She will finalize the contract based on EC input.
Status of response to summary statements	Discussion on reviewing responses to summary statements	The majority of grantee contracts are in the system; four of them have not requested funds to date. Also three remaining grantees have not returned their signed contracts. Kathy will call to see about the oversight. When the Center receives the signed contracts they will be entered into the PRS System also.
Status of Administrative Assistant position and PIQ	Discussion on position and PIQ	The Administrative Assistant opening has been posted. Screening will take place in the near future and interviews will be set.
Judy Mourhess retirement	Discussion on attending Judy's retirement	Jeanne and Kathy will attend Judy's retirement event.

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Update on meeting with the Health Department 11/13	Discussion on meeting with the Health Department	Kathy and Jeanne met with the Department of Health and are working with them to develop the grant review process. Another meeting will take place next week to work on the process further.
Update on stimulus funding	Discussion on stimulus funding	The Department of Health has applied for about \$450,000 in stimulus funds to be used for physical activity, nutrition and tobacco prevention.
Response to other public health priorities (H1N1)	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) Kathy drafted a response to the Bismarck-Burleigh Public Health.
Budgeting for Best Practice Components	Discussion on best practices components	Kathy will update the budget component allocations based on a revised version from the Department of Health for their components.
Identification of next priorities areas	Discussion on next priority areas	Finalizing the PETF proposal, Health communications plan and RFP, Special Initiatives grants, training schedule and PRS challenges were identified as priority areas.
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

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		Department of Health is being reviewed by Karalee and Arvy. Kathy will ask Arvy if she has input on the document.
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	No discussion	
Adjourn		Kathy adjourned the meeting at 1:08 p.m.

Javayne Oyloe
Recorder