

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, November 27th, 2009
 Bismarck Burleigh Public Health
 500 E Front Ave – Conference Room
 Bismarck, ND
 10:00 AM

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 10:04 a.m.
Approval of 11/20/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Executive Director Report	Report given by Jeanne Prom on program updates	<p>Jeanne provided a draft PETF purchase agreement and local media advisory. She continues to work on securing dates and individuals to present for needed trainings. She is working on establishing the office, attending meetings with DOH, vendors and contractors. Finalizing office and technical set-up is an ongoing priority.</p> <p>Pat moved to authorize Jeanne to accept the AVI bid for Polycom, if the bid meets procurement requirements. Javayne seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion passed.</p> <p>Javayne moved to authorize Jeanne to proceed with securing wireless internet for the conference room. Pat seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion passed.</p> <p>Pat moved to authorize Jeanne to purchase, assign a number, have installed, and activate The Center telephone with conference calling capabilities. Javayne seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion passed.</p> <p>Pat moved to authorize Jeanne to hire an</p>

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		electrician to wire and install the Herman Miller Units. Javayne seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion passed.
Status of PETF Proposal/Contract	Discussion on PETF proposal and contract	Jeanne will provide the notice of award, budget summary, media proposal and requirements documents to procurement for review and then will finalize.
Conference Call with Kelly Buettner-Schmidt	Discussion on call with Kelly Buettner-Schmidt	Jeanne and Kathy held a call with Kelly Buettner-Schmidt about contracting for some of her time to provide expertise in tobacco prevention policy development based on the five-year plan.
Administrative Assistant Application Scoring	Discussion on scoring sheet for Administrative Assistant applicants	The Administrative Assistant scoring document will be provided to HRMS to screen applicants for specified criteria.
November 23rd meeting with the Department of Health	Discussion on roles and responsibilities meeting with DOH	Kathy will provide the Executive Committee and Director the updated listing of roles and responsibilities for the Center, DOH, and LPH related to the grant review process.
Response to other public health priorities (H1N1)	Discussion on other public health priorities.	Kathy has provided the Bismarck-Burleigh draft response related to allowable personnel costs to Edward Erickson, ND Attorney General's Office for review.
Special Initiative RFP	Discussion on Special Initiative RFP	Jeanne and Kathy are working on finalizing the RFP draft documents for Special Initiative funding.

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Health Communications Coordinator job description	Discussion on Health Communications job description	Jeanne will work on updating the draft job description for Health Communications based on Executive Committee input.
Lee Erickson/SADD proposal		Kathy will respond to ND SADD Director, Lee Erickson's request about funding a youth policy advocacy training.
Budgeting for Best Practice Components	Tabled	Tabled
Identification of next priorities areas	Discussion on next priority areas	Finalizing scoring document and other steps in preparation for Administrative Assistant interviews, updating the draft Health Communication Job Description and the Special Initiative Grant RFP 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 Department of Health is being reviewed by Karalee and Arvy. Kathy asked Arvy if she has input on the document.
Ongoing program implementation	Discussion on ongoing program implementation	The process and other decisions regarding Special Initiatives Grants for disparate and special populations will be developed as soon as reasonably possible. The Executive Committee will continue with steady progress toward

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		program implementation. The Executive Director will be involved to the extent possible, while being oriented to the job. As The Center acquires equipment and telephone services, calls for PETF, the Advisory Committee and other essential meetings will be held at the Center. Tracking of several reports and deliverables is ongoing.
Other business	No discussion	
Adjourn		Kathy adjourned the meeting at 12:38 p.m.

Javayne Oylo
 Recorder