

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, November 6th, 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 10:18 a.m.
Approval of 10/29/09 Minutes	Minutes reviewed	Minutes approved as distributed.
Executive Director Report	Report given by Jeanne Prom on progress and challenges	Please see Executive Director's report. Jeanne will prepare reports monthly, due 7 days after the end of the month. Jeanne met with Jeff Larshus about the interest on the Measure 3 funds. Jeff Larshus said approximately \$4800.00 will be credited each month for July through October, for a total of over \$19,000.00. Kathy moved to authorize Jeanne to prepare a purchase order for a copier. Pat seconded. Kathy – aye, Pat – aye, Javayne – aye. Motion passed. Pat moved to authorized Jeanne to move forward with the Brown and Saenger furniture plan excluding the table in room D. Kathy seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion passed.
Status of response to summary statements	Discussion on reviewing responses to summary statements	Seven remaining grant reviews will be finalized in the near future. Jeanne will facilitate expediting finalization of needed paperwork and addressing recommendations with local grantees.
Administrative Assistant Job	Discussion on job description, ad	Kathy has begun a draft document for the

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Description, ad and vacancy announcement	and vacancy announcement	Administrative Assistant job. The Executive Committee and Jeanne will work to get needed documents to HRMS for The Center positions to be filled.
Meeting with the Health Department 11/13	Discussion of changes to grant review processes	Kathy Mangskau has a list of proposed discussion points. Executive Committee Members and the Executive Director were asked to provide additional input.
Contract for Health Communications Media for Interim	Discussion on Health Communications contract	Kathy will draft a contract with PETF for funds to extend the current educational campaign during this transitional period based on PETFs request and the Executive Committees input.
Identification of next priorities	Discussion on next priority areas	Contained within the Executive Director's report.
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.
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	PRS	Discussion on ways to improve the PRS report

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		on progress will be shared with the Department of Health Grants Manager, Outreach Coordinator and Director.
Adjourn		Kathy adjourned the meeting at 12:45 p.m.

Javayne Oyloe
Recorder