

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, February 19<sup>th</sup>, 2010  
 Center for Tobacco Prevention and Control Policy  
 4023 State Street, Conference Room  
 1-701-328-5136  
 Bismarck, ND  
 10:00 AM

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

**Executive Director:** Jeanne Prom  
**Administrative Assistant:** Cami Bauman  
**Guests:** Vicki Voldal-Rosenau  
 Arvy Smith

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Call to Order</b>		Kathy called the meeting to order at 10:11 a.m.
<b>Approval of 2/5/10 Minutes</b>	Minutes reviewed	Minutes approved as corrected.
<b>Executive Director Report</b>	<p>Jeanne introduced Cami Bauman the Center's new administrative assistant. Jeanne presented an update on the Center progress to the Health Council on February 16<sup>th</sup>. The Council had a few questions and was supportive of the Center's goals. Jeanne's comments were provided to local public health and DOH partners. Jeanne has several local public health site visits scheduled and will continue to conduct them as time allows. The outreach coordinators from DOH will join Jeanne during the visits. Jeanne facilitated a local policy call this week. A couple of communities are working toward a local ordinance stronger than the state smoke free law.</p>	<p>This week interviews were conducted for the Health Communications Coordinator. Jeanne will follow up with reference and background checks on the top candidate. Because of an unexpected delay in the copier shipment, Jeanne will request a loaned copier until the Center receives the ordered equipment. Jeanne will contact the NDSBA to request a discussion related to the comprehensive tobacco free school policy. Meetings will soon be scheduled to begin the health communications plan, facilitated by Judy Stephany. Jeanne will follow-up with CDC related to identification of an expert who will serve on the expert panel for the plan development. CDC has replaced the project officer for North Dakota. PETF requested reconsideration of allowing</p>

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		<p>level funding of public education including TV and radio. Pat made a motion to authorize an additional \$51,422 to run radio ads through June 2010. Javayne seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion carried. Jeanne will update the contract with the PETF fiscal agent, UMDHU.</p> <p>Cami is waiting to hear from all Advisory Committee members about a change to the meeting date. The meeting will be scheduled according to availability.</p> <p>Jeanne will consider participating in the National Public Health Leadership Institute next year after personnel have been hired and the office is set up.</p>
<b>Old Business</b>	<p>Discussion on public notice of Special Initiative Grant awards.</p> <p>Discussion of status of MOA with the DOH and alternative solutions. Arvy Smith briefly joined the Executive Committee to discuss concerns about the current arrangement.</p>	<p>Jeanne will provide a press release about the SIG awards.</p> <p>Arvy felt adjustments could be made to meet the needs of both agencies, now that the local grants have become the responsibility of the Center. She felt the arrangement with the .50 FTE DOH outreach coordinators needed to be discontinued. She has no intentions to discontinue the arrangement</p>

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	<p>Discussion on PRS/Nexus update – progress reports</p> <p>Discussion on budgeting for Best Practice Components</p> <p>Discussion on Policy Training/Technical Assistance Center</p>	<p>with the DOH fiscal department and the Center this biennium. Working together on the PRS is a challenge and will need to be worked out.</p> <p>Also a request was made to have the DOH tobacco prevention program provide resources and answers to local public health professionals considering the goals are the same. Such as, PHS guidelines, tobacco free campuses, and coalition development. Jeanne will follow-up with the AG's office to get guidance on adjusting the arrangement with the DOH.</p> <p>Kathy and Jeanne will review the Excel version of the PRS reports to see if the current report is what is needed. This information will be useful in tracking progress.</p> <p>Kathy provided a draft of the budget based on best practice components and projected expenditures.</p> <p>Policy training has been set for April 21 and 22<sup>nd</sup>. Jeanne submitted a draft letter to</p>

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	<p>Discussion on PHS Guidelines Implementation</p> <p>Discussion on grant guidance and training</p> <p>Discussion on March 11<sup>th</sup> budget section meeting</p> <p>Office insurance</p>	<p>review regarding the Center's requirements for technical assistance through MSU.</p> <p>Jeanne will continue to meet with the DOH program directors related to PHS Guideline implementation.</p> <p>Training has been set for March 16<sup>th</sup> and 17<sup>th</sup>.</p> <p>Cami has contacted advisory committee members to determine alternate dates.</p> <p>Insurance for fire and tornado has been acquired.</p>
<b>New Business</b>	<p>Discussion on Advisory Committee Meeting agenda items</p> <p>Discussion on agenda items for local monthly administrator IVN meeting.</p> <p>Discussion on annual evaluation of the implementation of the state tobacco control plan.</p>	<p>Jeanne will develop an agenda based on ED report and EC input.</p> <p>Jeanne will develop an agenda based on ED report and EC input.</p> <p>The Advisory Committee will review progress on the Year 1 plan and will evaluate effectiveness and outcomes at the next meeting.</p>

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	<p>Development of Year 2 plan</p> <p>Discussion tabled on server/master file/filing system/back up</p>	<p>Judy Stephany will facilitate meetings with the Advisory Committee to write the Year 2 plan.</p>
<b>Identification of next priority areas</b>	<p>Discussion on next priority areas</p>	<p>Next priority areas include:</p> <ul style="list-style-type: none"> <li>- Finalize grant guidance document</li> <li>- Health Communications top applicant reference checks</li> <li>- Contact NDSBA</li> <li>- Set the Advisory Committee meeting</li> <li>- Review Nexus report</li> <li>- AG guidance on DOH arrangement</li> <li>- Review media guidance</li> </ul>
<b>Project pending</b>	<p>Discussion on health communication plan previously reported. Discussion on health communication RFP, evaluation plan, and evaluation RFP tabled.</p>	
<b>Ongoing program implementation</b>	<p>Tabled</p>	
<b>Other business</b>		

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	<p>Discussion on action regarding restrictions for Foster County.</p> <p>Discussion on Southwest District's request to attend the Mayo Clinic Training.</p>	<p>Javayne made a motion to authorize Jeanne to require Foster County to reprogram restricted funds of \$104.50, previously budgeted for compliance checks. Kathy seconded. Kathy – aye, Pat – aye, Javayne – aye. Motion carried</p> <p>Pat made a motion to authorize Jeanne to approve Southwest District Health Unit's request to attend the Mayo training. Kathy seconded. Pat – aye, Kathy – aye, Javayne – nay. Motion carried</p>
<b>Adjourn</b>		Kathy adjourned the meeting at 3:28 p.m.

Javayne Oyloe  
 Recorder