

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, February 5th, 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 Oyloe, Pat McGeary

Executive Director: Jeanne Prom
Guest: Karalee Harper

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:08 a.m.
Approval of 1/29/10 Minutes	Minutes reviewed	Minutes approved as corrected.
Executive Director Report	Report given by Jeanne Prom on program updates	Desktop services contract has been signed and invoiced for \$2380. Computers will be set up Monday afternoon. School policy meeting was held last week. The AG office reviewed the language in the comprehensive school policy and found it to be acceptable legally. A meeting will be held with the NDSBA. A request was made for all previous correspondence with the DOH and NDSBA. Judy Stephany's contract is in place. Jeanne is setting up the expert panel for the health communications plan. Kathy made a motion to approve expenses for Ransom and Sargent County for Quarter two. Pat seconded. Pat –aye, Kathy – aye, Javayne – aye. Motion carried. Jeanne will contact grantees based on restrictions and for requested sites visits. The first monthly tip for local public health was sent out today.

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		<p>A training on the Center's Grant Guidance will be held March 16th and a grant writing workshop on the 17th. Policy training will be held in the spring. Kathy is working with Deanna Askew, DOH, on choosing a date. Jeanne is working on advocacy training for July with national experts.</p> <p>State Health Council is holding a meeting this month. Jeanne will be attending the meeting to provide an update on the Center's policy priorities and current funding.</p> <p>NDPHA is asking for resolutions. The Center will request new or and will review previous resolutions to assure the Center's priorities will be addressed.</p> <p>The contract for the Special Initiative Grant was reviewed by Karen Haas and is acceptable.</p>

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Old Business	<ul style="list-style-type: none">- Status of MOA with DOH/alternative suggestion	Karalee Harper briefly joined the Executive Committee to discuss Outreach Coordinator options. At the meeting with Arvy, Karalee, Kathy and Jeanne it was suggested by Arvy to discontinue outreach coordination by DOH staff. Concerns from the Executive Committee include legislative intent for Center FTE, budget, capacity, legality, supplanting and if the DOH can transfer FTE to the Center. Also, will other shared resources (e.g. reporting system management, surveillance data, Quitline) be affected?
	<ul style="list-style-type: none">- Health Communications interview rating sheets	Jeanne will provide an updated copy of the rating sheet to Kate O'Neil at HRMS based on EC input.
	<ul style="list-style-type: none">- Health Communications interview questions	Kathy will provide a draft of the Health Communications Coordinator interview questions to Executive Committee for review, based on input.

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	- PETF request	Pat made a motion to authorize PETF to run television for \$85,155 for March and May and authorize Jeanne to amend the contract with UMDHU. Kathy seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion carried. Tabled discussion on the additional proposal by Odney.
	- Site visit manual/new section	Jeanne will use the document with updated changes on upcoming site visits.
	- PRS – Nexus meeting update	Jeanne and Kathy met with Nexus staff to provide update recommendations to the PRS system to best meet our needs. Nexus is able to provide all of the updates needed. The estimate for 1 year up to \$11,250. Pat moved to authorize Jeanne to communicate with Nexus to move forward with a contract up to \$11,250 through June 2010. Kathy seconded. Pat – aye, Kathy – aye, Javayne aye. Motion carried.

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	- Discussion on budgeting for best practices components	Kathy presented a draft budget. The document will be updated based on projected expenditures.
	- Discussion on policy training/technical assistance center	Jeanne and Kathy are working out the details for training and technical assistance. Expectations of needed training and technical assistance will be discussed at the next Executive Committee meeting.
	- PHS Guidelines implementation	Contacts have and will continue to be made with NDDOH program managers to best implement the PHS guidelines through public health.
	- Grant guidance and training	The EC Chair and Executive Director will incorporate input from stakeholders. The new guidance will be written with suggestions for improvement being considered. A training for local public health will be held in March.

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New business	Discussion on Lidstrom memorial, budget section meeting, computer files back-up and office insurance	Kathy will coordinate a memorial for Patty Lidstrom from Advisory Committee personal contributions. Kathy has expressed sincere sympathy to Kermit Lidstrom on behalf of the Executive and other Advisory Committee members. The Budget Section meeting is set for the same day as the Advisory Committee. We will request a date change for the Advisory Committee meeting. Office insurance will be acquired to cover equipment, furniture and other appropriate inventory. Discussion on computer file back up was tabled.
Identification of next priorities areas		Next priority areas are: ND School Board Association discussion Orientation of staff Follow-up on MOA with the DOH PETF contract amendment with UMDHU Writing the grant guidance for LPH Nexus contract Insurance contracts

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Projects pending	Tabled	
Ongoing program implementation	Tabled	
Other business	Tabled	
Lunch break		
Special Initiative Grants	Discussion on grant application responsiveness and scoring	After scoring, three of five grants applications were found to be non-responsive. First District Health Unit and ANR were funded for the requested amount, \$25,000 each.
Adjourn		Kathy adjourned the meeting at 2:32 p.m.

Javayne Oyloe
Recorder

Next meeting February 19th