

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, March 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

| <u>AGENDA ITEMS</u> | <u>DISCUSSION</u> | <u>OUTCOME/ACTION</u> |
|------------------------------------|--|--|
| Call to Order | | Kathy called the meeting to order at 10:09 a.m. |
| | The agenda indicated the meeting date was March 6, 2010, which needs to be changed to March 5 th | Correction was made to the meeting date. |
| Approval of 2/19/10 Minutes | Minutes reviewed | Minutes approved as corrected. |
| Executive Director Report | <p>The top Health Communications candidate was offered the position after background and reference checks were completed. Candidate counter offered with a higher salary request.</p> <p>Status of copier/printer orders</p> <p>Update on school policy/meeting with NDSBA. Jeanne drafted a memo to provide local health units guidance on continuation of seeking comprehensive tobacco free school policies.</p> <p>Update on Judy Stephany Contract. Discussions on Judy Stephany facilitation of the Health</p> | <p>Jeanne will notify the top candidate that we are unable to meet her desired salary. The EC authorized Jeanne to re-advertise the Health Communication position. The position will be posted as soon as possible.</p> <p>Temporary copier is in place.</p> <p>Jeanne has proposed dates to meet with the AGs office and NDBSA attorney. The meeting date is pending participant availability. Following legal review Jeanne will distribute the memo to local health units.</p> <p>Expert panel, possibly to include CDC, Health Communications Coordinator, PETF members, former California tobacco program</p> |

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| | <p>Communications plan development.</p> <p>Update on orientation site visits</p> <p>Discussion on communities working on local ordinances. A few coalitions are working on local smoke free tobacco ordinances.</p> <p>Meetings with the Health Department. Jeanne, Kara, Neil and Karalee have weekly meetings scheduled. Jeanne said the meetings are going well.</p> | <p>director, New York tobacco program director, Campaign for Tobacco Free kids, DOH, and the American Legacy Foundation, will meet to help develop the Health Communication Plan. Jeanne will schedule meetings as soon as possible.</p> <p>Ongoing</p> <p>Jeanne continues to hold smoke-free communities calls. Coalitions with draft ordinance language are encouraged to have the TTAC legal consortium and ANR review the document.</p> <p>Jeanne will continue facilitating the weekly meetings.</p> |
| Old Business | <p>Discussion on public notice of Special Initiative Grant awards.</p> <p>Discussion of status of MOA with the DOH and alternative solutions. Edward Erickson from the ND AG's office briefly joined the meetings.</p> | <p>Jeanne will provide a press release about the SIG awards.</p> <p>Edward Erickson from the ND AG's office said the Health Department would not reduce any efforts, so we are not supplanting or duplicating. The DOH will continue with the same number of FTE to continue with the</p> |

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| | <p>Discussion on PRS/Nexus update – progress reports</p> <p>Discussion on March 11th Budget Section Meeting</p> <p>Discussion on April 21st – 22nd Policy Training</p> <p>Discussion on Policy Training/Technical Assistance Center. Kelly Buettner-Schmidt letter.</p> <p>NDPHA Membership/Conference Attendance</p> | <p>tobacco work. Edward will provide a memo to Jeanne regarding the EC's ability to fill the position for one FTE.</p> <p>Jeanne requested Clint Boots, DOH to compile the information from the PRS report.</p> <p>Jeanne will draft the testimony, have the EC review and offer input</p> <p>Kathy is working with Deanna Askew, from DOH Division of Nutrition and Physical Activity to facilitate the training.</p> <p>Jeanne provided a draft letter to MSU about the interest to work with Kelly. Jeanne will finalize the document based on EC input and will provide a copy to the EC for final approval.</p> <p>Pat moved to authorize Jeanne to attend the NDPHA conference and join as a member. Javayne seconded Pat- aye, Kathy – aye, Javayne - aye. Motion carried. Pat made a motion to authorize payment to Kathy Mangskau for two days of lodging and travel expenses to the NDPHA conference. Javayne seconded. Pat – aye and Javayne -</p> |

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| | | aye. Kathy abstained. Motion carried. |
| | Discussion on policy and forms for travel reimbursement | Javayne made a motion to authorize payment of travel expenses for the Center staff based on state policy. Pat seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion carried. Jeanne will inquire if we need to develop an agency travel policy for the Center. |
| | Discussion on agenda items for Advisory Committee Meeting | Kathy will create an agenda based on EC input. |
| | Discussion on annual evaluation of the effectiveness and implementation of the State Plan | Kathy will draft a template for plan evaluation and recommendations for change for EC review. |
| | Discussion on the development of Year 2 Work Plan. | Judy Stephany will attend the Advisory Committee May 13 th meeting to begin the plan development. |
| | Discussion on budgeting for best practice components | Projected expenditures will be included in Kathy's updated budget. |
| | Discussion on PHS Guidelines Implementation | The EC recommended modification to the model PHS Guidelines policy template to allow flexibility for *specific program |

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| | | guidelines. * This would allow federal programs with guidelines that prohibit monthly contacts to meet the policy guidelines to the best of their ability. Jeanne will visit with Colleen Pearce, WIC to see if this language meets their needs. |
| | Discussion on grant guidance and training/sites meeting | Kathy and Jeanne are finalizing the documents for the grant guidance training. |
| New Business | Discussion tabled on server/master file/filing system/back up Directive on use of funds. Local agencies were concerned about directives coming from places other than the Center. Integration of state tobacco plan with other state plans | A work order has been submitted for the computer server. Back up of the Center computers is in process. Filing system discussion was tabled until the next EC meeting. Jeanne will originate all directives to local public health units from the Center. Input on other state plans, related to tobacco control, will include a recommendation of integrating the tobacco state plan objectives. |

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| | Tobacco legal consortium ARRA funds and Emergency Commission Arvy provided a memo for the EC about the rejection of a request for funding a media campaign to promote quitting among pregnant women and young adults by the Emergency Commission. | Pat will inquire about opportunities for the EC and the Tobacco Legal Consortium to partner. Kathy will ask Arvy if a letter from the Executive Committee outlining roles would be helpful. |
| Identification of next priority areas | Discussion on next priority areas | Next priority areas include: <ul style="list-style-type: none">- Health Communication Plan- Health Communication Position- Grant Guidance documents- Budget Section Testimony- Site meeting agenda- Policy Training |
| Project pending | Tabled | |
| Ongoing program implementation | Tabled | |
| Other business | No other business | |
| Adjourn | | Kathy adjourned the meeting at 2:50 p.m. |

Javayne Oyloe
Recorder