

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, May 28, 2010  
 Center for Tobacco Prevention and Control Policy  
 4023 State Street, Conference Room  
 1-701-328-5136  
 Bismarck, ND  
 9:00 AM

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

**Executive Director:** Jeanne Prom  
**Secretary:** Cami Bauman

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Call to Order</b>		Kathy called the meeting to order at 9:04am.
<b>Adoption of Agenda</b>		Pat moved to adopt agenda as distributed, Javayne seconded. Motion carried.
<b>Approval of Minutes</b>	5/17/10 minutes: corrections discussed.	Pat moved to approve 5/17/10 minutes as corrected, Javayne seconded. Motion carried.
<b>Executive Director Report</b> <i>Status of Health Communications Position</i>	Donna Thronson has officially accepted the Health Communications Coordinator position and is scheduled to start work at the Center 6/14/10. Priorities for Donna's immediate attention were discussed.	Donna will begin work at the Center 6/14/10.
<i>Update on School Policy/Meeting with NDSBA</i>	A meeting has not yet been scheduled.	Jeanne will attempt to get a meeting set.
<i>Update on Communities Working on Local Ordinances</i>	Devils Lake progress was discussed. Minot is in planning phase and is considering a possible ordinance attempt in September, 2010.	Jeanne will participate in a call with Devils Lake to discuss the next steps in their process.
<i>Status of Health Communications and Evaluation Plans</i>	The next meeting for Evaluation planning has been scheduled, though	Jeanne will clarify Evaluation planning meeting date(s) with Judy and get an email

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<p><i>Worksite Wellness Program Update</i></p>	<p>there is some confusion as to whether there are 1 or 2 meetings scheduled. The next Health Communications planning meeting has not been scheduled as Judy is waiting to hear from CDC staff.</p> <p>Center has been approved for the Worksite Wellness program health insurance discount, though final documents have not arrived yet.</p>	<p>out to the team to clear up any confusion.</p> <p>When final documents arrive at the Center they will be scanned and emailed to all EC members.</p>
<p><b>Old Business</b>  <i>Reprogramming Requests:                      First District</i></p> <p><i>Sargent County</i></p> <p><i>Local Grant Contract Language</i></p> <p><i>Policy Training Debrief</i></p>	<p>Request discussed. Reprogramming will be approved with the deletion of coalition name tags and revision of color printer purchase to either share cost with other programs or purchase a less expensive printer for \$500 - \$2000.</p> <p>Discussion tabled due to need for additional information.</p> <p>Contract language for local grants was discussed including revisions to Cover Letter and Attachment A. Also discussed timeline for getting contracts out to locals.</p> <p>A meeting has been scheduled for Tuesday, 6/8/10.</p>	<p>Pat moved to approve as recommended by EC, Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.</p> <p>No action at this time.</p> <p>Jeanne will check on coding breakdown and get back to the EC.</p> <p>Written report from the trainers will be shared with EC upon receipt.</p>

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<i>Community Intervention Coordinator Position</i>	Discussion regarding revisions to Teaser Ad, Vacancy Announcement, PIQ and Job Description.	Agreed upon revisions will be made and job will be posted.
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	Discussion tabled.	
<i>AAR Chart Audit Recommendations</i>	Kathy, Clint Boots and Michelle Walker created a less complicated form and a completed example of that form. Revisions to form were discussed.	Kathy will make agreed upon revisions and put into State Form format before forwarding to Chelsey Matter and Michelle Walker for review.
<i>Budgeting for Best Practice Components</i>		Jeanne and Kathy will get Best Practice budgeted amounts used during Legislative Session to Stephanie Rassmussen at DoH Accounting as requested.
<i>Center Records Management</i>	Discussed transfer of electronic files from Kathy's computer to the Center.	Cami has multiple large capacity thumb drives on order to facilitate transfer of electronic records. Cami will continue to work on creation of electronic file system.
<i>ALA Position Update</i>	Kimberlee Schneider has been hired as Manager of Tobacco Control and Advocacy. Kathy and Jeanne met with Penny Fena to meet Kimberlee.	
<i>Executive Director 6 Month Performance Review</i>	Reviewed OMB Guidelines for annual employee compensation adjustments	Kathy moved to approve a 5% pay increase for Jeanne and a 4% pay increase for Cami

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	and discussed rate of increase for Jeanne and Cami.	to take effect 7/1/10, Javayne seconded. Roll call vote: Pat – aye, Kathy – aye, Javayne – aye. Motion carried. EC will get appropriate paperwork to Patty Schneider at DoH Accounting by 6/20/10.
<b>SharePoint Demonstration by Nexus Innovations</b>	SharePoint demonstration given by Scott and Jordan. Available options were discussed including development, hosting, costs, etc.	Jeanne will email information to Scott to have a 'test site' set up for Kathy, Pat, Javayne, Jeanne and Cami.
<b>New Business</b>		
<i>Meeting with OMB</i>	Invitation received from OMB to meet with OMB and DoH on 6/1/10 to discuss "the location of tobacco control program in one agency".	Jeanne and Kathy will meet with OMB on 6/1/10.
<i>Special Initiative Grants</i>	Discussion of putting out 1 special initiative grant notice with multiple categories.	Will be working to develop the request for application for partners.
<i>CA Reporting System</i>	Discussion tabled.	
<i>Accounting Reports – October-December 2009, January-March 2010</i>	Discussion tabled.	October – December 2009 reports must be discussed at next meeting.
<i>Executive Committee Job Descriptions</i>	Reviewed drafts of job descriptions and discussed revisions.	Kathy will make revisions and email to EC and Jeanne.
<i>Advisory Committee Job Descriptions</i>	Drafts reviewed and revisions discussed.	Kathy will make revisions and email to EC and Jeanne. Jeanne will send to AC for review when ready.
<i>Status of Grantee Summary Statements</i>	All drafts have been sent to Kathy.	Kathy and Jeanne will call/meet with the

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	Seven final statements have been sent to locals and all 7 have been called by Kathy. Two responses have been received, 5 are still pending.	remaining 5 from the first group as they are more complex. Kathy will move forward with the less complicated statements and calls from the second group. Jeanne will forward final Summary Statements to Cami for filing in the Center's shared H drive.
<b>Identification of Next Priority Areas</b>	Discussion regarding next priority areas.	Next priority areas include: <ul style="list-style-type: none"> <li>- Summary Statements</li> <li>- Oct-Dec 09 Accounting Reports</li> <li>- 6/1/10 OMB Meeting</li> <li>- Finalize CIC Position Documents</li> <li>- CIC Position Posting</li> <li>- Budget to Stephanie</li> </ul>
<b>Projects Pending</b>	No discussion at this time.	Pending projects include: <ul style="list-style-type: none"> <li>- Health Communication RFP</li> <li>- Evaluation RFP</li> <li>- Center Monthly Progress Report</li> <li>- Center Policies</li> <li>- Advocacy for Legislative Session</li> <li>- Meeting on School Policy</li> </ul>
<b>Ongoing Program Implementation</b>	No discussion at this time.	<ul style="list-style-type: none"> <li>- Special Initiative Grants – Disparate and Special Population Groups - Application Process, Amounts, Promotion, Deadlines</li> </ul>
<b>Other Business</b> <i>Open Records Request</i>	Discussed open records request and how the request will be filled.	Request will be filled as soon as possible. Cami will create a cover letter to accompany the records. Cami will also create an internal form to track open records requests.
<i>Next EC Meeting – 6/11/10</i>	Discussed need for rescheduling due to conflicts.	Cami will send out email to reschedule next EC meeting.

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Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 12:40pm.