

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, June 30, 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: Pat Finken

Executive Director: Jeanne Prom
Secretary: Cami Bauman

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 9:10am.
Adoption of Agenda	Discussion of modifications to agenda.	Pat moved to adopt agenda as modified, Javayne seconded. Motion carried.
Approval of Minutes	6/14/10 minutes: corrections discussed.	Pat moved to approve 6/14/10 minutes as corrected, Javayne seconded. Motion carried.
Executive Director Report <i>Update on School Policy/Meeting with NDSBA</i> <i>Update on Communities Working on Local Ordinances</i>	<p>Meeting took place on 6/24/10 with Jeanne Prom, Pat McGeary, Sue Kahler, Edward Erickson, Gary Thune, Neil Charvat, Holly Scott and Vicki Voldal-Rosenau in attendance. Haley Thorson and Holly Brekhus were also on the phone. SBA concerns with the current policy were discussed and will be addressed.</p> <p>Grand Forks has digital billboard up since 6/25/10 for their countdown. Minot is conducting a survey and talking with city council members. Jeanne has not been in contact with Nancy regarding Napoleon. Pat is</p>	<p>Neil will draft revisions to policy and get that to the Center by 7/6/10. Jeanne will continue to communicate with Neil and Alyssa at NDSBA.</p> <p>Grand Forks will continue their countdown plan. Minot will conduct their survey.</p>

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<i>Status of Health Communications and Evaluation Plans</i>	<p>talking with city commissioners regarding support stance for Bismarck.</p> <p>Jeanne gave update on both plans. Both plans are drafted and nearing completion.</p>	Jeanne will forward drafts of both plans to EC members for review.
<i>Status of Fiscal Agent Contract</i>	New contract was signed by Jeanne and Kathy 6/30/10.	Contract has been executed.
<i>Purchase Order Limits/Guidelines</i>	Reviewed current policy that has been adapted specifically for the Center by our fiscal agent.	Pat moved to continue to operate under the same purchasing procedure as our fiscal agent. Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.
<i>PCard Limits</i>	Discussed the PCard credit limit being set at \$3000.00.	Pat moved to approve \$3000 credit limit for Center PCards, Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.
<i>Current Special Initiative Grants</i>	Special Initiative Grant reports due today. Discussed possible amendment to ANR contract and possible opportunity for enhancement.	Will be added to next EC agenda for further discussion.
<i>State Aid Tracking</i>	21 of 28 tracking charts have been received. Year 2 - 1 st Quarter State Aid payments will go out soon.	Tracking chart will be provided at next EC meeting.

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<p><i>PERS</i></p> <p><i>WSI</i></p> <p><i>Jeanne's Upcoming Leave</i></p> <p><i>Budget Extension</i></p> <p><i>Tribal Grant</i></p>	<p>Jeanne gave update on PERS Worksite Wellness discount.</p> <p>WSI has formally recommended that a portion of their surplus be returned to all active accounts in good standing. This will be given in the form of a 50% premium dividend.</p> <p>Discussed budget extension to 8/31/10 that has been approved by OMB.</p> <p>Reviewed notification received from Tribal Chairman's Health Board that they are applying for a CDC grant titled "Northern Plains Tribal Tobacco Technical Assistance Center".</p>	<p>PERS 1% discount has been approved for both this year and next year.</p> <p>Paperwork will be completed and turned in prior to the end of July 2010 in order to qualify for the premium credit.</p> <p>Jeanne will be on leave August 5-10.</p> <p>Jeanne will submit extension request letter today.</p> <p>Jeanne will contact Tribal Chairman's Health Board to let them know we are here and show support for their efforts.</p>
<p>Old Business</p> <p><i>Policy Training Debrief</i></p> <p><i>Fargo Evaluation Studies</i></p> <p><i>Status of Community Intervention Coordinator Position/Interview Questions</i></p>	<p>Report was received and returned due to need for corrections.</p> <p>Discussed press release and need for coordination with Center prior to large releases of this nature.</p> <p>Discussed interview process and panel, interview questions, PIQ and</p>	<p>Corrected report has been received and forwarded to EC members.</p> <p>Will draft memo to locals regarding need for Center coordination of evaluation studies and press releases of major policy impact statements.</p> <p>Will attempt to schedule interviews for top 3 candidates. Interview questions and PIQ will</p>

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	candidate writing assignment.	be finalized.
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	Discussion tabled.	
<i>AAR Chart Audit Recommendations</i>	Discussion tabled.	
<i>Budgeting for Best Practice Components</i>	Budgeted amounts were reviewed.	Jeanne has forwarded allocated amounts to Stephanie Rasmussen at DoH Accounting.
<i>Status of Grantee Summary Statements and Contracts</i>	All Summary Statements have gone out to local units and all follow up calls have been conducted. There are 8 responses that have not yet been approved.	As responses are approved, Cami will send out Notice of Grant Awards with Cover Letter and Attachment A. As signed NGAs are returned they will be signed by Jeanne and Kathy and copies will be sent to health units.
<i>Center Records Management</i>	Electronic files have begun to be transferred. This will be an ongoing project.	8GB flash drives have arrived. Cami and Kathy will continue to work on creation and transfer of electronic files.
<i>Executive Director 6 Month Performance Review</i>	Discussion regarding Jeanne's 6 Month Performance Review.	Pat moved to approve 4% pay increase, retroactive to 5/1/10, for Jeanne. Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.
<i>Advisory Committee Job Descriptions</i>	Reviewed AC Roles and Responsibilities.	Pat moved to approve as distributed, Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.

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<i>June 22 Testimony to Budget Section</i>	Jeanne gave summary of questions asked and answers given during testimony. Discussed including allocation of committed funds in addition to what has already been spent for future budget section testimony.	Pat will contact Tobacco Control Legal Consortium in Minneapolis regarding assistance and possible training.
<i>Status of Appointment of New Committee Members</i>	The Governor has made selections for new AC members though notifications have not been made at this time.	Kathy will follow up with members after official notifications have been made.
<i>Orientation Session for New Committee Members</i>	Discussion of EC members attending new AC member orientation session. Reviewed orientation packet/binder.	Orientation will be planned pending official notifications. Kathy and Cami will put together new member orientation binders.
<i>Letter to Editor – Napoleon</i>	Discussion tabled pending communication from Nancy Thoen.	
<i>Temp for Administrative Assistant Maternity Leave</i>	Jeanne gave update on status of temp bids and hiring process.	Karen Scanson will have more information for the Center after 2pm today.
<i>Comp Time Policy</i>	Discussion tabled.	Kathy will include on next agenda.
<i>Evaluation of Grants Process</i>	21 completed surveys have been received; 8 from administrators and 13 from coordinators.	Temp will compile survey information while Cami is on leave.
<i>Accounting Reports – October-December 09</i>	Jeanne has not yet received adequate documentation to act on October through December accounting reports.	Jeanne will attempt to have documentation in each file prior to the next meeting.

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<i>Special Initiative Grants</i>	Draft proposals have been distributed to the EC for review.	Jeanne will make revisions and re-distribute to the EC prior to the next meeting.
<p>New Business <i>Baby at Work Policy</i></p> <p><i>Health Communications – Logo and Tag Line</i></p> <p><i>Health Communications – Press Release on Grants</i></p> <p><i>Health Communications for Next Quarter</i></p> <p><i>Partner Meeting in July</i></p>	<p>Sample Baby at Work policies were reviewed. Amendments to OMB policy discussed.</p> <p>Discussion regarding adopting the BreatheND brand and logo as the public identity of the Center. Discussion included website redesign, coalition and procurement questions. Also discussed use of “Saving lives, saving money with Measure 3” as the Center’s official tagline.</p> <p>Discussed press release regarding local grants awarded and talking points for locals.</p> <p>Discussed health communications expectations for next quarter.</p> <p>There was an agenda change to accommodate an initial partner meeting during the 7/15/10 <i>Clearing the Air</i> training session. There will be</p>	<p>Jeanne will make agreed upon amendments to adapt the OMB policy for the Center. Policy draft will be brought to next meeting for action.</p> <p>Pat moved to accept BreatheND as the brand for the public identity of the Center, Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.</p> <p>Javayne moved to accept the tagline “Saving lives, saving money with Measure 3”, Pat seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried. Jeanne and Donna will follow up with legal and procurement issues.</p> <p>Talking points will be provided for locals prior to release.</p> <p>Javayne is working on the Odney Advertising contract.</p> <p>Cami will send special email invitation for partners. Jeanne will discuss communication with partners with Deb Knuth. EC members are expected to attend.</p>

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<p><i>CA Reporting System</i></p> <p><i>Accounting Reports – January-March 2010</i></p> <p><i>Development of 2011-2013 Budget</i></p> <p><i>NDPHA/SACCHO – Partnering for Training</i></p>	<p>no charge for those attending the partner meeting only (3:30pm – 5:00pm).</p> <p>Discussion tabled.</p> <p>Discussion tabled.</p> <p>Discussed budget extension.</p> <p>Discussed possible partnership for legislative training opportunity in September.</p>	<p>Jeanne will reconcile January 2010 accounting reports prior to next meeting.</p> <p>Extension to 8/31/10 has been granted by OMB to have our next biennium budget completed and turned in.</p>
<p>Identification of Next Priority Areas</p>	<p>Discussion regarding next priority areas.</p>	<p>Next priority areas include:</p> <ul style="list-style-type: none"> - Baby at Work policy - Oct – Dec & Jan accounting reports - Special Initiative Grants - HC Plan finalization - Evaluation Plan draft - Legal Consortium - State Aid - Procurement issues - Legislative Testimony question follow up

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Projects Pending	No discussion at this time.	Pending projects include: <ul style="list-style-type: none"> - Health Communication RFP - Evaluation RFP - Center Monthly Progress Report - Center Policies - Advocacy for Legislative Session - Meeting on School Policy
Ongoing Program Implementation	No discussion at this time.	<ul style="list-style-type: none"> - Special Initiative Grants – Disparate and Special Population Groups - Application Process, Amounts, Promotion, Deadlines
Other Business <i>Next EC Meeting – 7/9/10</i> <i>AC Meeting Agenda</i> <i>Annual Report of Progress on Work Plan</i>	<p>Discussed need for rescheduling due to conflicts.</p> <p>Discussed AC agenda items for 7/8/10 meeting.</p> <p>Discussed need for publishing short progress report on year 1 work plan.</p>	<p>Cami will send out email to reschedule next EC meeting.</p> <p>Kathy will create and distribute AC agenda.</p> <p>Kathy will gather input from DoH and AC prior to 8/2/10.</p>
Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 12:35pm.