

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, July 10, 2009
10:30 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary, and Javayne Oyloe

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:38 a.m.
Approval of 7/02/09 Minutes	Minutes reviewed.	Minutes approved as distributed.
Status of property lease/authorization to enter contract	Discussion on property lease	Edward Erickson has approved the lease. Javayne moved to authorize Kathy, on behalf of the Executive Committee, to enter into a contract with Goldmark Realty/AG Foundation Building LLC. Pat – aye, Javayne – aye, Kathy aye. Motion carried.
Review of draft fiscal agent contract/authorization to enter contract.	Discussion on fiscal agent contract.	Pat moved to authorize Kathy on behalf of the Executive Committee to enter into a contract for fiscal agent with the Department of Health. Pat – aye, Kathy – aye, Javayne – aye. Motion carried.
Review of Executive Director job description, PIQ, Vacancy and Ad	Discussion on documents related to the Executive Director position	Kathy requested the Executive Committee review the draft documents, especially the PIQ, for edits by 7/14.
Review of draft MOU and lines of authority	Discussion on draft MOU and lines of authority	Kathy requested the Executive Committee review the MOU and lines of authority draft documents for edits. Kathy will request Judy Ahearn e-mail the unfinished draft annual work plan as background information for the MOU.
Ongoing Program Implementation		Tabled
Other business	Discussion on local grants program oversight, sites meeting presentation, local grant reviews.	Kathy will send an e-mail to administrators and inform coordinators at the sites meeting that the Department of Health believes it is better for the new tobacco prevention and control agency to take over the local grants program and state aid. The Executive Committee and appropriate

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		Health Department Tobacco Division staff will give the presentation on the new tobacco plan at the sites meeting. Kathy will draft a cover letter for local grantees regarding grant review findings, follow-up and technical assistance availability, if needed.
Adjourn		Kathy adjourned the meeting 11:59 a.m.

Javayne Oyloe
Recorder