

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Monday, August 10, 2009
 Bismarck Burleigh Public Health
 500 E Front Ave, Conference Room
 1-701-355-1597
 Bismarck, ND
 10:00 AM

PARTICIPANTS: Kathy Mangskau and Pat McGeary

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:20 a.m.
Approval of 7/31/09 Minutes	Minutes reviewed	Minutes approved.
Update on accounting system/fiscal agent set-up	Discussion on accounting system and set-up	Stephanie Rasmussen from Department of Health Accounting entry payment into People's Soft was successful.
Property Insurance	Discussion on property insurance bid	Pat moved to authorize Kathy to accept the bid if reasonable. Pat – aye, Kathy – aye, motion passed.
Status of summary statements sent to local grantees	Discussion on summary statements provided to local grantees	Kathy has sent all but three (First District, Central Valley and Towner County) summary statements on grant application strengths and weaknesses.
Update on Executive Director job description, PIQ, Vacancy announcement and Ad	Discussion on documents related to the Executive Director position	Ms. O'Neill from HRMS indicated she is presently reviewing the job description and PIQ.
Review of second draft of MOU and lines of authority	Tabled	
Review of draft contracts for local agencies grants	Discussion on local tobacco grant contracts	Kathy has drafted contract template and cover letter for local grants.
Review draft contracts for state aid	Discussion on state aid contracts	Kathy is drafting contract documents. Requirements include health units producing a policy and plan for PHS systems approach. Also, by 2011 – AAR must be evident in all client programs.

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Adjourn		Kathy adjourned the meeting 12:45 p.m.

Pat McGeary
Recorder