

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, August 20th, 2009
1-701-258-7919
Bismarck, ND
1:00 PM

PARTICIPANTS: Kathy Mangskau and Javayne Oyloe

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 1:03 p.m.
Approval of 8/10/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Media coverage from press release on grant awards	Discussion on media coverage in ND	Kathy was interviewed by a few newspapers. We have not heard if locals were also interviewed.
Status of work plan	Annual work plan for the tobacco prevention and control advisory committee was discussed	Judy Ahearn has completed the annual plan document and it will be provided to advisory committee members for review and in preparation for the September 3 rd Advisory Committee meeting.
Update on insurance quote	Discussion on property insurance quote	Kathy is moving forward with insurance for the property and contents. Although John Boyle requested having an insurance estimate for the property and contents, the insurance company is asking for acquisition of some office furniture before finalizing the insurance quote. Kathy will provide an update based on office furniture purchases through the Nurses Association.
Securing office furniture	Discussion on securing office furniture	The Executive Committee has acquired some furniture through the ND Nurses Association and bid for movers. Kathy is working with Brown and Saenger to design three offices and provide and estimate.
ITD Phone connections	Discussion on ITD connections	Kathy plans to work with the contractor for ITD after the office space has been defined so we can better locate phone jacks or other essential

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		hook-ups.
Status of summary statements sent to local grantees/TA/Grantee responses	Discussion on summary statement delivery and follow-up	Kathy provided summary statements to all local grantees as of August 16 th . The Department Outreach Coordinators are working with the Executive Committee to answer any questions and provide clarification to the grantees.
Update on Executive Director job posting/matrix and interviewing	Discussion on the Executive Director position	The Executive Director Announcement was posted 8/19 to major ND papers, Job Service and HRMS, NACCHO, TTAC and NACCD websites.
Update on Executive Director PIQ/Classification and job description	Discussion on the Executive Director job classification and description	Tabled. The Executive Committee will discuss this further when all members are present.
Review of second draft of MOU and lines of authority	Discussion on MOU with the Executive Committee and the Department of Health	Tabled. The second draft will be reviewed with the Department of Health to finalize the agreement.
Discussion of local tobacco grant reporting form	Tabled	The Executive Committee will review the document with the Department of Health staff to be sure all needed reporting is included.
Review of draft contracts for local agencies grants	Discussion on local tobacco grant contracts	Kathy is finalizing the contract documents.
Review draft contracts for state aid	Discussion on state aid contracts	Kathy has provided the documents to Karen Haas at the Department to finalize.
Special Committees/work groups	Discussion on work groups established to meet plan goals	Javayne will contact Theresa Knox to request becoming a member of the PHS guideline work group. The Public Education Tobacco Task Force is requesting clarification on spending beyond local public health unit investment. The

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		Executive Committee requested specific investment and placement information.
Special Initiative Grants	Tabled	
Ongoing program implementation	Tabled	
Other	Discussion on next Executive Committee meeting	The Executive Committee meeting scheduled for August 28 th will be rescheduled to August 31 st .
Adjourn		Kathy adjourned the meeting at 1:56 p.m.

Javayne Oyloe
Recorder