

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Monday, September 14, 2009
Bismarck Burleigh Public Health
500 E Front Ave, Conference Room
1-701-355-1597
Bismarck, ND
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 10:40 a.m.
Approval of 8/31/09 Minutes	Minutes reviewed	Minutes approved as written.
Testimony for the September 15 Budget hearing	Discussion on testimony for the budget section of the legislature	Pat volunteered to present the testimony written by Kathy.
Final review of the PHS Guidelines for Local Public Health	Discussion on PHS Guidelines Policy and related documents with the work group.	Pat moved to approve the PHS Guidelines Policy and checklist. Javayne seconded. All in favor. Motion passed
Final review of the Comprehensive Tobacco Free Policy for Schools	Discussion on the comprehensive tobacco free school policy	Kathy will provide suggested changes to Neil and the committee, including a name change to Model Comprehensive Tobacco-Free School Policy.
Review of Progress Report	Discussion on progress reporting form	Pat moved to accept the changes made by the DoH based on Executive Committee (EC) input. Javayne seconded. Motion passed. Kathy will inform Lonny of EC approval of the progress report form.
Review of Special Initiative Grant Request for Proposals	Discussion on documents for Special Initiatives	Pat will incorporate suggestions to the current form and provide a draft for EC review.
Review of Interview tools/scheduling interviews	Discussion on interview tools and dates for conducting interviews	The EC reviewed several samples of interview and reference questions. The committee will provide a list of desired questions by Thursday, September 21 & 22 we have scheduled interviews.

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Status of PETF/Media funding	Discussion on PETF/media funding	Kathy will contact PETF Chair, Vicki, to discuss next steps to provide needed public education. Kathy will contact CDC to request assistance with the process to develop the health communications plan.
Discussion of additional special initiative Grants	Tabled	
Ongoing program implementation	Tabled	
Other business	N/A	
Adjourn		Kathy adjourned the meeting at 12:18 p.m.

Javayne Oyloe
Recorder