

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 16th, 2009

10:00 AM

Bismarck Burleigh Public Health Conference Room

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
Approval of Minutes	N/A	
Roles and responsibilities of the Executive Committee Members	The Committee Executive Members will be responsible for the daily work of developing a comprehensive tobacco prevention and control plan for ND.	Kathy will prepare agendas, file open meetings notices and request pre-work by members of the full advisory committee. Javayne will record the minutes. Other duties by the Executive Committee will occur as needed. Pat will make arrangements for the meeting rooms.
Meeting locations	We need to secure locations, which are offered at no cost so that we can focus on the work of the committee.	Pat has secured rooms for the next few meetings and will continue to work toward a permanent solution. This will be an agenda item for the advisory committee.
Review of meeting with the Health Department	Discussion of meeting with the Health Department to determine coordination of roles between the advisory committee and the Health Department. At this point the department would like to continue with surveillance, state aid, cessation, community grant implementation. The advisory committee would be responsible for community grant review/guidance, policy, health communication and evaluation of the comprehensive program.	Kathy will work with the Health Department to determine a budget. This will be presented to legislators and the advisory committee within the next week.
Review of tobacco legislation - 2009	Discussion of 2009 legislative issues and what the advisory committee will need to	Javayne will develop testimony for SB 2070 and HB1368. Kathy will develop testimony for

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	provide during this session.	SB 2063 and testify. Other testimony will be developed if/when needed. Javayne will monitor legislation using LBTS.
Advisory committee training	Discussion of training needs	Kathy will send out the 9.5-minute video by Stan Glantz with the 1/23 advisory committee agenda to be reviewed as pre-work. The 1/23 advisory committee agenda will include a presentation on open records and open meetings requirements. CDC will be available for a training to include the advisory committee, tobacco coordinators and coalition members sometime in late February. We will develop an on-going training plan for the advisory committee.
Tobacco resources/best practices	Discussion related to advisory committee resource needs.	Best practices document and the current state tobacco plan have been provided. Kathy will get copies of the Blue Ribbon Panel. The Executive Committee will continue to provide/secure needed resources. Kathy will request state e-mail addresses for the advisory committee members.
Response to groups seeking funding	Discussion related to groups wanting Measure 3 funding.	Kathy will draft language to provide to advisory committee members to be used when they are asked for funding.
Agenda for 1/23/09	Discussion on agenda items	Kathy will send out an agenda to advisory committee members early next week.
Adjourn		Kathy adjourned the meeting at 12:11

Javayne Oyloe, Recorder