

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, February 6th, 2009
10:00 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary, and Javayne Oyloe

| <u>AGENDA ITEMS</u> | <u>DISCUSSION</u> | <u>OUTCOME/ACTION</u> |
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| Call to Order | | Kathy called the meeting to order at 10:04 a.m. |
| Approval of 1/30/09 Minutes | Kathy and Javayne provided some additions/corrections. | Minutes approved as corrected. |
| Review 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. | <p>Kathy will prepare agendas, file open meetings notices and request pre-work by members of the full advisory committee. Primary person to speak to legislators and respond to media.</p> <p>Javayne will record the executive committee minutes. Serve as back up for the Chair. Track legislation.</p> <p>Pat will make arrangements for the meeting rooms. Serve as back up for Chair. Responsible for requests of access to public records. Provide updates to LPH.</p> |
| Report of meeting locations | Discussed locations for future executive and advisory committee meetings. | Medical Association has limited space for audience members, but otherwise there are good accommodations. Recommended to keep at the library. |
| Meeting with the Health Department | Discussion of meeting with the Health Department to coordinate efforts to produce a comprehensive program. | We have worked with the Health Department to develop a proposed budget for the legislative committee. Arvy was invited to the advisory committee meeting to discuss a questionable best practice item and determine if it is allowable. |

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| Tobacco legislation update | Discussion of 2009 legislative issues and what the advisory committee will need to provide during this session. | Kathy testified in a follow-up hearing for 2004. Pat testified for 2406. Other testimony will be developed if/when needed. We were unable to secure an ID# for LBTS. |
| Advisory committee best practices training/other resources | | CDC will be providing a training to include the advisory committee, tobacco coordinators and coalition members on 2/20. We will develop an on-going training plan for the advisory committee. The Executive Committee will continue to provide/secure needed resources. |
| Develop a timeline for the state tobacco plan. | Discussion about developing a plan for the state plan based on best practices. | A timeline was developed to develop components of a statewide plan in March and April, public forums in May and a review of the plan elements in June. We plan to identify component experts during the advisory committee meeting. |
| Agenda for 2/20 | Discussion on agenda items | - We will have a meeting with CDC about specific questions from the advisory committee. |
| Other business | Discussion on progress and the amount of work that has been accomplished so far. | Javayne and Pat thanked Kathleen for her many hours of work to facilitate the successful development of the tobacco prevention and control advisory committee. |
| Adjourn | | Kathy adjourned the meeting 11:52 a.m. |

Javayne Oylo
Recorder