

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, May 28th, 2009
3:00 PM

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 3:11 p.m.
Approval of 5/22/09 Minutes	Minutes reviewed and corrected.	Minutes approved as corrected.
Update on Community Forums	Discussion on community forums	At each community forum there has been good discussion and no strong opposition. The final forum will be held tonight. Kathy will request Lorraine to categorize comments by Best Practice Component.
June meeting to finalize state plan	Discussion on the June meeting to finalize the state plan	Kathy is finalizing the contract with Judy Aheam for her work on the state plan. Kathy will work with Judy to develop the agenda for the day from the input received during the executive committee meeting. Advisory committee members will be asked to review the narrative of the Department of health (DOH) plan, categorized community forum comments and other documents that may help to facilitate discussion.
Local grant guidance and review	Discussion on grant guidance and review	With input from the executive committee the DOH outreach coordinators will conduct call for grantees. Kathy will e-mail grantees about maintaining the Public Education Task Force work with support from public health units during this transition period. Kathy will assign two-4 members teams to review all grants with Kathy serving on both teams.
Accounting systems – OMB meeting	Discussion on accounting systems with OMB	Kathy is working with Jeff Larshus to develop a system to best serve the advisory committee.
Program implementation	Discussion on program implementation.	Kathy will develop and share a budget when she gets the DOH allocation for each component. The executive committee continues to consider options for office space and fiscal agent. Kathy is working

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		with Human Resources during our process of preparing to hire. Discussion about special initiative grants was tabled.
Other business	Discussion on CHAT invite.	Kathy will find out more about community events related to ND Insurance Department. She will make a request for advisory committee to attend when possible.
Adjourn		Kathy adjourned the meeting 4:58 p.m.

Javayne Oylo
Recorder