

**TPCAC EXECUTIVE COMMITTEE MEETING MINUTES**

Friday, May 8<sup>th</sup>, 2009  
10:00 AM

**PARTICIPANTS:** Kathy Mangskau, Pat McGeary, and Javayne Oyloe

<b><u>AGENDA ITEMS</u></b>	<b><u>DISCUSSION</u></b>	<b><u>OUTCOME/ACTION</u></b>
<b>Call to Order</b>		Kathy called the meeting to order at 10:35 a.m.
<b>Approval of 5/01/09 Minutes</b>	Minutes reviewed.	Minutes approved as distributed.
<b>Tobacco legislation review</b>	Discussion on 2009 legislation review.	HB1015 passed with an amendment to appropriate funds based on Measure 3 language.
<b>Review Timeline</b>	Discussion and review of timeline	Pat provided an updated timeline for the work the committee has yet to complete. Pat will continue to update this document as needed.
<b>Public Comment meetings</b>	Discussion on community input meetings.	Pat will finalize the PowerPoint presentation based on input from committee members. Kathy prepared a press release for the forums, which she will submit to papers later today. Lorraine will provide reviewed materials to local public health workers to assist coalitions with sponsoring the evening.
<b>Final review of plan with CDC</b>	Discussion on timeline for finalizing the ND tobacco plan.	Kathy will request Judy to take part in a face-to-face meeting with the committee the third week in June to edit the ND plan. The date will be determined based on committee and Judy's availability. Kathy will pursue options for writing the Year 1 work plan.
<b>Tobacco sites meeting</b>	Discussion on presentation to ND tobacco coordinators	Kathy continues to work with the state health department to finalize a funding formula and develop grant guidance.
<b>Local grant review process &amp; dates</b>	Discussion on grant applications review by the advisory committee	On July 9 <sup>th</sup> & 23 <sup>rd</sup> the advisory committee has scheduled meetings to review grants. Kathy will develop a plan for which team needs to meet for which grants.
<b>Next steps in implementation</b>	Discussion on immediate needs to carryout the work required of the committee.	Kathy is working with the department of health to develop a budget and get that finalized. We also need to look at options for hiring, office space, and fiscal needs to begin with. Kathy will begin to look at

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		options with assistance from Javayne and Pat. We also need to replace or reinstate 3 members. Kathy will request clarification of the process for reinstating. The Governor will replace Jeanne based on NDPHA's nominees.
<b>Other business</b>	Discussion on communication with advisory committee and PETF investment.	The decision was made to have advisory committee correspondence go through Kathy. The Public Education Task Force would like the advisory committee to consider how to best use their expertise and resources. They may provide recommendations to the committee.
<b>Adjourn</b>		Kathy adjourned the meeting 1:12 a.m.

Javayne Oyloe  
Recorder