

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, June 5, 2009
10:00 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary, and Javayne Oylo

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:05 a.m.
Approval of 5/28/09 Minutes	Minutes reviewed and corrected.	Minutes approved as corrected.
June meeting to finalize state plan	Discussion on the June meeting to finalize the state plan	Kathy is finalizing the contract with Judy Ahearn for her work on the state plan. Kathy provided a draft agenda for the state plan meeting. The meeting will be held at BSC. 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	Kathy has e-mailed grantees about maintaining the Public Education Task Force work with support from public health units during this transition period. Kathy has assigned two-4 members teams to review all grants with Kathy serving on both teams. Kathy developed documents for grant review.
Update on meeting with Health Department	Discussion on meeting with the Health Department	Work began with the executive committee and health department to develop a budget for best practice tobacco prevention and control in ND.
Program implementation	Discussion on program implementation.	The executive committee continues to consider options for office space and fiscal agent. Kathy is working with Human Resources during our process of preparing to hire. The executive committee will begin work on PIQ and job descriptions for the needed positions. Discussion about special initiative grants was tabled.
Other business	Discussion on CHAT invite.	Kathy provided Senator Olafson requested tobacco advisory committee records. The next executive committee meeting will be 6/19. Kathy will check

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		with NDPHA about reappointments for the three seats needing to be filled at the end of June.
Adjourn		Kathy adjourned the meeting 11:37 a.m.

Javayne Oyloe
Recorder