



NORTH DAKOTA TOBACCO PREVENTION & CONTROL ADVISORY COMMITTEE MEETING – FINAL MINUTES

10:00 a.m., Thursday, July 25, 2013

Bismarck State College National Energy Center of Excellence, Room 335, Bismarck, North Dakota

PARTICIPANTS:

Advisory Committee members present: Mr. Nathan Marion – Chair, Dr. Beth Hughes, Dr. Kermit Lidstrom, Ms. Jayne Vetter, Ms. Theresa Will.

Advisory Committee members participating via teleconference: Ms. Renae Byre, Ms. Holly Scott, Mr. Jay Taylor.

Advisory Committee members absent: Dr. Steve Mattson.

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Lexi Hagler, Temporary Administrative Assistant; Ms. Kelli Ulberg, Community Programs Manager; Ms. Donna Thronson, Health Communications Coordinator; Ms. Tasha Gerding, Accountant; Ms. Barbara Andrist, Statewide Programs Manager, Mr. Lee Greuel, Communications Specialist.

Office of Attorney General staff present: Assistant Attorney General Mr. David Schaibley.

Center contractors present: RTI International – Ms. Betty Brown, Mr. Matthew Eggers.

Guests: Department of Health -- Clint Boots, Karalee Harper, Neil Charvat, Kara Dodd, Krista Fremming.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Mr. Nathan Marion called the meeting to order at 10:06 a.m. Ms. Lexi Hagler recorded the roll. A quorum was established.
Adoption of agenda		Dr. Kermit Lidstrom moved to approve the agenda as distributed. Dr. Beth Hughes seconded. Motion carried.
Approval of minutes	Draft minutes from the May 16, 2013 meeting were reviewed.	Ms. Theresa Will moved to approve the minutes as distributed. Dr. Lidstrom seconded. Motion carried.
New business		

ND TPC ADVISORY COMMITTEE MEETING MINUTES

Thursday, July 25, 2013

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Work Plan—Year 4 Q4 progress—Ms. Barbara Andrist	Ms. Barbara Andrist will be emailing Q4 progress reports in approximately one week as soon as they are finalized.	
Budget Status Reports-March through May 2013—Ms. Jeanne Prom	Ms. Jeanne Prom explained the March 2013, April 2013, and May 2013 budget status reports. The Executive Committee had previously reviewed and approved these reports.	<p>Ms. Will moved to approve the March 2013 budget status reports pending review of a corrected appropriation status report. Dr. Hughes seconded. Discussion: The incorrect percentage and amounts remaining were generated by the Peoplesoft system. Motion carried.</p> <p>Dr. Lidstrom moved to approve the April 2013 budget status reports as presented. Ms. Will seconded. Motion carried.</p> <p>Dr. Hughes moved to approve the May 2013 budget status reports as presented. Dr. Lidstrom seconded. Motion carried.</p>
Recess	Chair Mr. Marion recessed the meeting at 10:30 a.m. for 10 minutes so a group photo could be taken.	Chair Mr. Marion reconvened the meeting at 10:40 a.m.
Evaluation of the comprehensive program—RTI International	Ms. Prom introduced the two members of RTI International, Ms. Betty Brown and Mr. Matthew Eggers, and explained the mission of RTI International and the	Ms. Brown narrated a power point presentation on the independent evaluation of the North Dakota comprehensive statewide tobacco prevention and control program.

ND TPC ADVISORY COMMITTEE MEETING MINUTES

Thursday, July 25, 2013

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	Center's contract with RTI for overall program evaluation.	
Working lunch	Chair Mr. Marion recessed the meeting for 10 minutes at 12:00 noon.	Chair Mr. Marion reconvened the meeting at 12:10 p.m.
Open meetings, open records, conflicts of interest review—Office of Attorney General	Assistant Attorney General Mr. David Schaibley presented information on open meeting notices, open records requests, and conflicts of interest.	
Local policy grant review subcommittee report—Ms. Kelli Ulberg	Ms. Kelli Ulberg reported on the FY2014 grant review process, which for the first time was handled by a small committee. Ms. Ulberg said this process worked well and was time efficient.	Ms. Ulberg recommended that future grants be reviewed by a small grant review committee. Three grants were reviewed twice by the committee. Grantees were awarded \$2,949,705.82 for FY2014, slightly less than what was budgeted for local grants for this year.
Executive Committee report -- 2013-2015 budget, state and community intervention funding –Ms. Theresa Will, Chair, Executive Committee	Ms. Will explained the agency's 2013-2015 budget that was approved by Executive Committee members, noting that an additional \$2.2 million was appropriated by state and community interventions. A majority of the additional funds are in the grants line. Ms. Prom explained the trust funds which received tobacco settlement deposits.	To distribute additional funding to local public health units, the Center will issue a call for "mini" grant requests. These additional funds will allow health units to restore funding that had been reduced, specifically personnel and local media funds. In FY2015, tobacco settlement state aid will increase, so every health unit will get more of this funding.
Executive Committee report -- Interim	Health Services Interim Committee	The agency will report the continued and

ND TPC ADVISORY COMMITTEE MEETING MINUTES

Thursday, July 25, 2013

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study	meeting is Wednesday July 31 st , 2013 in the Fort Totten room at the capitol. The interim study of the comprehensive program is on the schedule from 10:30 a.m. to noon.	increased public support for the 2008 initiated Measure 3, which established the comprehensive statewide tobacco prevention and control program.
Center report		Center staff provided updates on health communications.
Other business		
Next meetings		
		The next regularly scheduled Advisory Committee meeting is Friday October 11 th , 2013 at the Center, but this may need to be changed.
Remuneration		Remuneration forms are available on the Advisory Committee area of the website. Each committee member should print and complete their form prior to returning it via fax, email, mail or in person.
Adjourn		Dr. Lidstrom moved to adjourn the meeting. Dr. Hughes seconded. Mr. Marion adjourned the meeting at 1:27 p.m.