



TPC ADVISORY COMMITTEE MEETING - MINUTES

10:00 a.m., Thursday, January 10, 2013

Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

PARTICIPANTS:

Advisory Committee members present: Mr. Nathan Marion – Chair, Dr. Beth Hughes, Dr. Kermit Lidstrom, Ms. Renae Byre

Advisory Committee members participating via teleconference: Ms. Theresa Will, Ms. Holly Scott, Mr. Jay Taylor, Ms. Jayne Vetter

Advisory Committee members absent: Dr. Steve Mattson

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Cami Bauman, Administrative Assistant; Ms. Kelli Ulberg, Community Intervention Coordinator; Ms. Donna Thronson, Health Communications Coordinator; Ms. Tasha Gerding, Accountant; Ms. Barbara Andrist, Statewide Programs Manager

Public present: Ms. Michelle Walker, ND Department of Health

| <u>AGENDA ITEMS</u> | <u>DISCUSSION</u> | <u>OUTCOME/ACTION</u> |
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| Call to Order | | Mr. Marion called the meeting to order at 10:14 a.m. due to technical difficulties. Ms. Bauman recorded the roll. A quorum was established. |
| Adoption of Agenda | | Dr. Lidstrom moved to adopt the agenda as distributed. Ms. Byre seconded. Motion carried. |
| Approval of Minutes | Draft minutes from 11/16/12 reviewed. | Ms. Will moved to approve the minutes as written. Dr. Hughes seconded. Motion carried. |
| Old Business | | |
| Standards of Conduct Forms | | Mr. Marion reminded members to sign |

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| Signed – Nathan Marion | | and return Standards of Conduct forms if they have not done so already. |
| Tobacco Tax Letter – Nathan Marion | Discussion regarding the letter that went out from the Advisory Committee regarding tobacco tax and responses that have been received. Ms. Ulberg provided a brief update on information from Ms. Deb Knuth of the American Cancer Society regarding possible tobacco tax legislation and education. | Letter regarding tobacco tax was sent from the Advisory Committee to the Governor, Lt. Governor, Tax Commissioner, House and Senate leadership, the Department of Health, the State Health Council, local public health administrators, special initiative grantees and the Appropriations, Human Services and Finance and Taxation Committees of both the House and Senate. |
| State Plan Review Status Report – Barbara Andrist | The State Plan review work group (Ms. Renae Byre, Dr. Kermit Lidstrom, Ms. Holly Scott, Mr. Nathan Marion, Ms. Kimberlee Schneider, Ms. Michelle Walker, Ms. Kelly Buettner-Schmidt, Ms. Megan Houn) met on 1/9/13. The group plans to recommend format changes, new objectives and measurement changes. | The work group will meet again on 1/24/13 to continue the review process. |
| 2013 Meeting Dates and Times – Nathan Marion | Ms. Andrist reviewed the Center's reporting timelines in relation to the Advisory Committee's statutory responsibilities and how that impacts Committee work and meeting schedules. Committee members discussed | A new Advisory Committee meeting timeline has been proposed for future years in order to streamline Center and Committee operations. Dr. Lidstrom moved that a subcommittee of Advisory Committee members that do not receive grant funds from the Center |

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| | forming a subcommittee to evaluate the reviewed grants and report back to the Executive Committee for action. | be formed for grant review. Dr. Hughes seconded. Roll call vote: Mr. Marion – aye, Ms. Byre – no, Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Scott – aye, Mr. Taylor – aye, Ms. Vetter – aye, Ms. Will – no, Dr. Mattson – absent and not voting. Motion carried with 6 aye votes and 2 no votes. |
| New Business | | |
| Process for Nominating Organizations – Nathan Marion | Mr. Marion explained that there will be a new process for nominating future Advisory Committee members. | In the future, the Standards of Conduct form will be provided to the nominating organizations as well as nominees in order to make expectations known prior to a nominee accepting an appointment. |
| Budget Status Report – October 2012 – Jeanne Prom | Ms. Gerding presented four of the Center's October 2012 fiscal reports. The reports had previously been approved by the Executive Committee. | Ms. Byre requested a breakdown of the Center's spending categories. Ms. Prom gave an explanation of those details. |
| Executive Committee Report – Theresa Will, Chair | Ms. Will reported on legislative bills that will be closely followed by the Center. The Center staff and various partners will follow bills related to Measure 3, Measure 4, appropriations and tobacco prevention policies. The Center will provide testimony as appropriate. | Advisory Committee members are encouraged to attend pertinent legislative committee meetings whenever possible. The Department of Health budget appropriation (SB 2004), which is supported by the Center, will be in Senate Appropriations on January 22 at 8:30 a.m. The Center's base budget request (SB 2024) will be actively supported by the |

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| | | Center, though the optional package will be requested. The Center's first budget hearing will be in Senate Appropriations on January 22 at 1:30 p.m. |
| 2013 Legislative Session – Budget Appropriation, Other Policies | Ms. Prom reviewed the Center's base budget, the Governor's executive budget and the Center's optional budget request. The 2012 CDC per capita recommendations were also reviewed. | The optional budget request is based on the CDC Best Practice amount using the latest inflation and population data available in spring 2012. |
| Other Center Reports – Center Staff | Ms. Thronson provided a health communication update. The Health Communications Team continues to work on the new theme of exposing the tobacco industry, which is scheduled to launch on February 11. Smoke-free implementation is moving forward but is an ongoing process. Ms. Ulberg provided an update on state and community interventions. The local policy grant guidance has been released and the online grant application is expected to be available on schedule according to the timeline that was provided. | <p>Pending Executive Committee approval, communications intern Mr. Lee Grueul will work full-time at the Center for the duration of his last semester of college. Ms. Prom and Ms. Thronson will be presenting at a meeting of the ND State's Attorneys Association on January 17.</p> <p>Four Grant Writing Retreats have been scheduled to assist in the grant writing process. Ms. Ulberg is anticipating being out of the office on maternity leave for 12 weeks beginning near the end of January.</p> |
| Other Business | | |
| Next Meetings | The June 4, 2013 meeting was rescheduled to May 16, 2013 at | Advisory Committee will meet at the Center on the following dates in 2013 |

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| | 10:00 a.m. due to a conflict with the ND Public Health Association annual meeting and the ND Conference on Rural and Public Health. | from 10:00 a.m. to 12:00 p.m. except where noted. February 28 April 18 (10a – 4p) – Grant Review May 2 (10a – 4p) – Grant Review if necessary May 16 October 11 |
| Remuneration | | Remuneration forms are available on the Advisory Committee area of www.breathend.com . 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. Motion carried. Mr. Marion adjourned the meeting at 11:57 a.m. |