



TPC ADVISORY COMMITTEE MEETING - MINUTES

8:00 a.m., Wednesday, April 11, 2012

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

PARTICIPANTS:

Advisory Committee members present: Dr. Beth Hughes - Chair, Dr. Kermit Lidstrom, Ms. Javayne Oylo, Ms. Javayne Oylo,

Advisory Committee members participating via teleconference: Ms. Theresa Will, Mr. Nathan Marion, Ms. Holly Scott, Dr. Jon Rice

Advisory Committee members absent: Dr. Steve Mattson, Ms. Jayne Vetter

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Cami Bauman, Administrative Assistant; Ms. Tasha Gerding, Accountant

Guests present: Ms. Kelly Buettner-Schmidt, Healthy Communities International; Ms. Ann Rivera, Healthy Communities International; Ms. Michelle Walker, ND Department of Health; Ms. Lorraine Jacobson, Sargent County District Health Unit; Ms. Kimberlee Schneider, American Lung Association in ND; Ms. Megan Houn, Tobacco Free ND

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Dr. Hughes called the meeting to order at 8:30 a.m. due to technical difficulties. Ms. Bauman recorded the roll. A quorum was established.
Adoption of Agenda	Ms. Prom requested that Health Services Committee be added under New Business.	Dr. Lidstrom moved to adopt the agenda with the addition of Health Services Committee. Ms. Oylo seconded. Motion carried.
Approval of Minutes	Draft minutes from 3/22/12 were reviewed.	Dr. Lidstrom moved to approve the minutes as written. Ms. Will seconded. Motion carried.

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Old Business		
<p>Report on Evaluation of the Effectiveness of State Plan – Y3, Mid-Plan</p>	<p>Ms. Prom provided the report including key findings for year 3 as well as for the mid-plan review. There was discussion regarding adjustments to Goal 3.</p>	<p>Dr. Hughes moved that language be added to Goal 3, Objective 5B that specifies incorporating the systems approach, including electronic health records as the gold standard, in private health systems and that the target be an increase from 1 to 2 private health systems. Ms. Oyloe seconded. Motion carried.</p> <p>Dr. Lidstrom moved that Goal 3, Objective 8 language be revised to read “By 2013, assess tobacco use policies at the 8 regional human service centers.” Ms. Oyloe seconded. Motion carried.</p> <p>Ms. Oyloe moved that the revisions to Goal 3 be approved by the Advisory Committee and that the revised document be forwarded to the Executive Committee. Mr. Marion seconded. Motion carried.</p>
Unfinished Business from March 22, 2012		
<p>Health Services Committee</p>	<p>Ms. Prom gave an update on the Health Services Committee meetings scheduled for 4/11/12 and the tobacco related topics on the agenda. Dr. Rice updated the Committee on his recent discussion with Senator Judy Lee.</p>	<p>Ms. Prom requested that any available Committee members plan to attend. Dr. Rice has agreed to speak on behalf of the Center if the opportunity to speak is offered.</p>

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Annual Shared Work Plan – Year 4, with Partners	North Dakota’s Comprehensive Tobacco Prevention and Control Work Plan was reviewed and edited for FY 2013 through facilitated discussion with the Advisory Committee, Center staff, Department of Health and other partners.	Each goal, objective and activity (with the exception of Goal 3) were reviewed and revised as appropriate for the year 4 (FY 2013) work plan.
Work Plan Drafting, Approval – Next Steps		Ms. Walker will provide written recommendations for Goal 3 to Healthy Communities International by 4/17/12.
Other Business		
Next Meetings		Advisory Committee will meet at the Center on the following Fridays in 2012 at 10:00 a.m. The next two meetings (listed below) will include general business and the noted major items: April 20 – Grant Review, Year 4 Work Plan May 11 – Grant Review, Year 4 Work Plan if necessary
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. Hughes adjourned the meeting at 12:33 p.m.

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