



**TPC ADVISORY COMMITTEE MEETING - FINAL**

10:00 a.m., Friday, April 20, 2012

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

**PARTICIPANTS:**

**Advisory Committee members present:** Dr. Beth Hughes - Chair, Ms. Javayne Oyloe, Ms. Theresa Will, Ms. Holly Scott, Ms. Jayne Vetter, Dr. Kermit Lidstrom

**Advisory Committee members absent:** Mr. Nathan Marion, Dr. Steve Mattson, Dr. Jon Rice

**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

**Guests present:** Ms. Michelle Walker, ND Department of Health; Ms. Ann Rivera, Healthy Communities International; Ms. Megan Houn, Tobacco Free ND; Ms. Kimberlee Schneider, American Lung Association in ND

| <u>AGENDA ITEMS</u>                             | <u>DISCUSSION</u>  | <u>OUTCOME/ACTION</u>   |
|---|--|---|
| <b>Call to Order</b>                            |  | Dr. Hughes called the meeting to order at 10:07 a.m. Ms. Bauman recorded the roll. A quorum was established.                |
| <b>Adoption of Agenda</b>                       |  | Dr. Lidstrom moved to adopt the agenda as distributed. Ms. Will seconded. Motion carried.                                   |
| <b>Approval of Minutes</b>                      | Draft minutes from 4/11/12 were reviewed.  | Dr. Lidstrom moved to approve the minutes as written. Ms. Oyloe seconded. Motion carried.                                   |
| <b>Old Business</b>                             |  |   |
| Annual Shared Work Plan – Year 4, with Partners | Ms. Rivera facilitated discussion regarding Ms. Walker’s recommended revisions to Goal 3 | Suggested edits were made to the work plan during discussion. All revisions will be compiled into one draft and distributed |

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|                     | of the year 4 work plan. Additional Goal 4 revisions from 4/11/12 were reviewed.            | for review prior to May 11, 2012.  |
| <b>New Business</b> |   |  |
| Grant Review        | Ms. Ulberg facilitated discussion on 2012-2013 local public health unit grant applications. | <p><u>Fargo Cass Public Health:</u> Ms. Vetter moved to approve with revisions and restrictions, approval of revisions will be delegated to the Executive Committee. Dr. Lidstrom seconded. Roll call vote: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Oyloe – aye, Ms. Will – aye, Ms. Vetter – aye, Mr. Marion – absent and not voting, Dr. Rice – absent and not voting, Dr. Mattson – absent and not voting, Ms. Scott – absent and abstaining. Motion carried.</p> <p><u>Dickey County District Health Unit:</u> Ms. Will moved to reject the application pending revisions and resubmission to the Advisory Committee. Dr. Lidstrom seconded. Roll call vote: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Oyloe – aye, Ms. Will – aye, Ms. Scott – aye, Ms. Vetter – aye, Mr. Marion – absent and not voting, Dr. Rice – absent and not voting, Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Nelson-Griggs District Health:</u> Ms. Scott moved to reject the application pending</p> |

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|                       |                   | <p>revisions and resubmission to the Advisory Committee. Ms. Will seconded. Roll call vote: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Oyloe – aye, Ms. Will – aye, Ms. Scott – aye, Ms. Vetter – aye, Mr. Marion – absent and not voting, Dr. Rice – absent and not voting, Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Southwestern District Health Unit:</u> Dr. Lidstrom moved to reject the application pending revisions and resubmission to the Advisory Committee. Ms. Scott seconded. Roll call vote: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Oyloe – aye, Ms. Will – aye, Ms. Scott – aye, Ms. Vetter – aye, Mr. Marion – absent and not voting, Dr. Rice – absent and not voting, Dr. Mattson – absent and not voting. Motion carried.</p> <p>Review of grant applications and resubmissions will continue at the May 11, 2012 meeting.</p> |
| <b>Other Business</b> |                   |  |
| <b>Next Meetings</b>  |                   | <p>Advisory Committee will meet at the Center on May 11, 2012 at 9:30 a.m. for grant review. The meeting will run until at least 4:00 p.m. and lunch will be provided.</p>   |
| <b>Remuneration</b>   |                   | <p>Remuneration forms are available on the</p>   |

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|                     |                   | Advisory Committee area of <a href="http://www.breathend.com">www.breathend.com</a> . Each committee member should print and complete their form prior to returning it via fax, email, mail or in person. |
| <b>Adjourn</b>      |                   | Ms. Will moved to adjourn the meeting. Ms. Scott seconded. Motion carried. Dr. Hughes adjourned the meeting at 4:35 p.m.  |