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TPC ADVISORY COMMITTEE MEETING - FINAL MINUTES

9:30 a.m., Friday, May 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, Ms. Javayne Oyloe, Ms. Theresa Will, Ms. Holly Scott, Ms. Jayne Vetter, Dr. Kermit Lidstrom; Mr. Nathan Marion; Dr. Jon Rice.

Advisory Committee members absent: Dr. Steve Mattson.

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Kelli Ulberg, Community Intervention Coordinator; Ms. Bev Benda, Field Coordinator; Ms. Donna Thronson, Health Communications Coordinator; Ms. Tasha Gerding, Accountant.

Guests present: Ms. Megan Houn, Tobacco Free North Dakota.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, roll call, determination of quorum		Dr. Beth Hughes called the meeting to order at 9:30 a.m. Ms. Jeanne Prom recorded the roll and determined that a quorum was present.
Adoption of agenda		Dr. Kermit Lidstrom moved to adopt the agenda as distributed. Dr. Jon Rice seconded. Motion carried.
Approval of minutes	The committee reviewed draft minutes from April 20, 2012.	Dr. Lidstrom moved to approve the minutes as distributed. Ms. Holly Scott seconded. Motion carried.
Unfinished business		
Annual shared work plan – year 4, with partners	Dr. Hughes suggested that the agenda item be tabled, due to time needed for grant reviews.	Ms. Theresa Will moved to table discussion and action on the annual shared work plan – year 4, with partners.

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		<p>Ms. Scott seconded. Motion carried. The agenda item will be on the Advisory Committee meeting agenda for July 20, 2012.</p>
Unfinished and new business		
<p>Grant reviews</p>	<p>Ms. Kelli Ulberg and Ms. Bev Benda facilitated discussion on 2012-2013 local policy grant applications.</p> <p>The committee discussed grant support for memberships in organizations. The Advisory Committee restated its support for local policy grant funding for membership in organizations, providing those organizations formally vote on supporting the initiated measure that created the Center and comprehensive program.</p> <p>The committee worked through a planned lunch break.</p>	<p>The following Advisory Committee action on all grant applications will be reported by Center staff to the Executive Committee for final Executive Committee approval.</p> <p><u>Bismarck-Burleigh Public Health</u> -- Dr. Lidstrom moved to approve the application for \$324,239 from Bismarck-Burleigh Public Health with revisions and restrictions. Dr. Rice seconded. Roll call vote: Dr. Hughes – aye; Ms. Javayne Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Jayne Vetter – aye; Dr. Lidstrom – aye; Mr. Nathan Marion – aye; Dr. Rice – aye; and Dr. Steve Mattson – absent and not voting. Motion carried.</p> <p><u>Cavalier County Health District</u> -- Dr. Rice moved to approve the application for \$43,976 from Cavalier County Health District with revisions. Ms. Scott seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms.</p>

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		<p>Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Central Valley Health Unit collaborative with LaMoure County Public Health Department and McIntosh District Health Unit</u> – This collaboration includes the three health units listed. In the past, it also had included Emmons and Kidder. Dr. Hughes noted for the record that this application was a dramatic improvement from last year’s application. Dr. Rice requested that this comment be shared with the health unit. The new coordinator identified in the work plan is the McIntosh County Health Unit administrator. Dr. Lidstrom moved to approve the application for \$255,134 from the Central Valley collaborative with revisions. Ms. Vetter seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p>Ms. Will recused herself from the meeting</p>

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		<p>for the review of the application from City-County Health District.</p> <p><u>City County Health District</u> – Dr. Lidstrom moved to approve the application and request for additional special funding for a total of \$105,050 from City-County Health District with revisions. Ms. Scott seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – recused, absent and not voting; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Custer Health</u> – Ms. Will rejoined the meeting. Ms. Ulberg explained an additional request to increase a part-time tobacco prevention position by 4 hours/week. This position also had been working part-time on another program, and after the tobacco policy grant deadline, the health unit was notified that funding for that other program had been cut. Ms. Scott moved to approve the original application and additional special funding request for a total of \$221,008 from Custer Health, with revisions and</p>

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		<p>restrictions and with the additional special funding contingent upon increasing from two to five the number of new comprehensive school district policies in the work plan's objective on school policy. Dr. Lidstrom seconded. Discussion: The special request to increase hours for the part-time positions by 4 hours/week is contingent upon changing the work plan and executive summary to include adding 5, rather than 2, additional tobacco-free school policies. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Dickey County Health District</u> -- The Advisory Committee reviewed the original application on April 20, 2012. The health unit reworked and resubmitted the application, incorporating all recommended and required changes. Ms. Bev Benda recommended the resubmitted application be approved. Dr. Rice moved to approve the resubmitted application for \$48,512 from Dickey</p>

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		<p>County Health District with no revisions but restrictions on the funds for the anticipated hiring of new staff. Ms. Will seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Fargo Cass Public Health</u> – The Advisory Committee reviewed the application from Fargo Cass Public Health for \$554,223 on April 20, 2012, and deferred all additional review and action to the Executive Committee. The Executive Committee will review the applicant’s response to summary statements at its meeting May 17, 2012.</p> <p><u>Other/general</u> – Ms. Will moved that the Advisory Committee and Executive Committee develop more specific guidelines for optional funding requests. Dr. Rice seconded. Discussion: Future grant guidance should include an explanation of what items should be part of original grant requests and what items should be part of optional requests for</p>

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		<p>additional funding. Optional requests for additional funding should be connected to a specific purpose, and should result in additional policies. Motion carried.</p> <p><u>First District Health Unit</u> – Ms. Vetter moved to defer additional review and action on the application and additional special funding request for a total of \$373,559 from First District Health Unit to the Executive Committee. Dr. Rice seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Foster County Public Health</u> – Ms. Scott moved to approve the application and additional special funding request for a total of \$45,639 from Foster County Public Health with revisions. Mr. Marian seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p>

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		<p><u>Grand Forks Public Health Department --</u> Dr. Rice moved to approve the application with revisions for Grand Forks Public Health Department for \$279,014. Ms. Scott seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Kidder-Emmons collaborative –</u> This is a new application this year, a collaborative between Kidder County District Health Unit and Emmons County Public Health. Previously, the two health units were part of the Central Valley collaborative. Ms. Scott moved to approve the application for \$96,382 from Kidder-Emmons collaborative with revisions. Dr. Rice seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Lake Region District Health Unit --</u> Mr.</p>

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		<p>Marian moved to approve the application with revisions for Lake Region District Health unit for \$132,368. Ms. Vetter seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Nelson/Griggs District Health Unit</u> -- Dr. Lidstrom moved the Advisory Committee meet with the applicant. Dr. Lidstrom revoked this motion. Mr. Marian moved to review the grant from Nelson/Griggs District Health Unit once required revisions are made. Dr. Rice seconded. Discussion: Center staff will work to assist applicant in making required revisions. The Advisory Committee is available for a face-to-face meeting with the applicant prior to June 5, 2012, to approve the grant. If required revisions are still needed and a meeting is not possible, the Advisory Committee will defer the grant to the Executive Committee and provide information to inform the Executive Committee action. Roll call vote: Dr. Hughes – aye; Ms.</p>

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		<p>Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – abstained; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Pembina County Health Department</u> – The committee recognized the health unit’s recent policy success, as the Pembina city commission just passed a comprehensive smoke-free ordinance. The committee recommended that the applicant revise the grant to reflect this recent success. Ms. Will moved to approve the application for \$43,173 from Pembina County Health Department with revisions. Dr. Rice seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Ransom County Public Health Department</u> – Dr. Rice moved to defer to the Executive Committee any action on the application and additional special funding request for a total of \$58,100</p>

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		<p>from Ransom County Public Health. Ms. Vetter seconded. Discussion: The Advisory Committee identified revisions, possible restrictions, and the need for rationale and economic impact information to support the request for additional funds. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Richland County Health Department</u> – Ms. Will moved to approve the application for \$99,848 from Richland County Health Department with revisions. Ms. Scott seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Rolette County Public Health District</u> -- Ms. Oyloe moved to approve the application for \$78,780 from Rolette County Public Health District with revisions and restrictions. Ms. Scott</p>

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		<p>seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Sargent County District Health Unit</u> – Dr. Rice moved to approve the application for \$43,402 from Sargent County District Health Unit with revisions. Ms. Will seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Southwestern District Health Unit</u> -- The original application and additional special funding request was reviewed April 20, 2012. The health unit reworked and resubmitted the application, incorporating all recommended and required changes. Ms. Bev Benda recommended the resubmitted application be approved. Dr. Rice moved to approve the application and additional special funding request for a total of \$208,510 as resubmitted from</p>

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		<p>Southwestern District Health Unit with no revisions or restrictions. Ms. Scott seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Towner County Public Health District --</u> Dr. Lidstrom moved to approve the application for \$37,861 from Towner County Public Health District with revisions. Dr. Rice seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Trall/Steele collaborative –</u> This collaborative includes Trall County Public Health District and Steele County Public Health Department. Ms. Scott moved to approve the application for \$99,287 from the Trall/Steele collaborative with revisions. Dr. Rice seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe –</p>

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		<p>aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Walsh County Health District</u> – Dr. Rice moved to approve the application for \$68,910 from Walsh County Health District with no revisions or restrictions. Ms. Will seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p><u>Wells County District Health Unit</u> -- Dr. Rice moved to approve the application for \$59,725 from Wells County District Health Unit with revisions. Ms. Will seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – aye; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p>Ms. Oyloe, who had participated in the</p>

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		<p>meeting by phone, left the meeting, as she recused herself from any review or action on the grant from Upper Missouri District Health Unit.</p> <p><u>Upper Missouri District Health Unit</u> -- Dr. Rice moved to approve the application and request for additional special funding for a total of \$212,276 from Upper Missouri District Health Unit with revisions and restrictions. Ms. Scott seconded. Roll call vote: Dr. Hughes – aye; Ms. Oyloe – absent and not voting; Ms. Will – aye; Ms. Scott – aye; Ms. Vetter – aye; Dr. Lidstrom – aye; Mr. Marion – aye; Dr. Rice – aye; and Dr. Mattson – absent and not voting. Motion carried.</p> <p>Ms. Oyloe did not rejoin the meeting.</p>
Other business		
Next meeting		<p>The Advisory Committee will meet at the Center on Friday, July 20, 2012 at 10:00 a.m. The next meetings are scheduled for Friday, September 21 and Friday, November 16, 2012 at the Center.</p>
Remuneration		<p>Remuneration forms are available on the Advisory Committee area of www.breathend.com. Each committee</p>

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		member should print and complete their form prior to returning it via fax, email, mail or in person.
Adjourn		Ms. Will moved to adjourn the meeting. Dr. Rice seconded. Motion carried. Dr. Hughes adjourned the meeting at 4:25 p.m.