

**ND Tobacco Prevention and Control Advisory Committee
Thursday, October 1, 2009
North Dakota Medical Association Conference Room
1622 East Interstate Avenue
Bismarck, ND
1:00 p.m. – 3:00 p.m.**

Members Present: Ms. Kathy Mangskau, Ms. Pat McGeary, Dr. Dale Klein, Dr. Kermit Lidstrom, Mr. Nathan Marion, with Ms. Javayne Oyloe, Ms. Bette Deede, Ms. Lorraine Jacobson via IVN.

Guests: Ms. Karalee Harper, Ms. Kara Dodd, Mr. Neil Charvat. Amy Berg via teleconference.

Quorum established.

Agenda Items	Discussion	Outcome/Action
Call to Order		Dr. Klein moved to approve the agenda. Dr. Lidstrom seconded. Agenda approved.
Approval of Minutes	Minutes reviewed.	Mr. Marion moved to approve the minutes as corrected. Dr. Klein seconded. Motion carried.
Update on September 15 Budget Section Report	Ms. McGeary gave the September 15 Budget Section Report to the Legislative Budget Committee. She reported questions about the recent secondhand smoke ads and tobacco cessation.	
Budget Status Update	Ms. Mangskau gave the budget status update.	
Comprehensive School Policy Project Update	The Comprehensive School Policy Project Update was given by Ms. Berg from Lake Region Public Health. About 21% of schools in North Dakota have a comprehensive policy. About 62% of schools have tobacco free grounds. Prevention education is no longer mandated in the policy.	
Public Health Service	Ms. Berg reviewed the Implementation Plan	

Guidelines Project Update	Template, Policy Checklist, and Model Policy for treating tobacco dependence. Ms. Mangskau commended the two groups on their hard work with developing these templates and policy. Ms. Mangskau asked Ms. Berg to express the advisory committee's appreciation to the members who worked on the Comprehensive School Policy and the Public Health Service Guidelines.	
Update on Program Implementation – State Aide Contracts & Local Public Health Tobacco Contracts	Ms. Mangskau stated the State Aide Contracts all went out. Three are left to be returned. The Local Public Health Tobacco Contracts are all sent out and some are already sent back with signatures.	
Status of Executive Director Position	Ms. Mangskau reported that 30 applications were received. These were scored by HRMS. The top five candidates were interviewed. HRMS was part of the interviewing team. Presently, background checks of the top two candidates are being done.	
Office Space/Furniture	The secondhand conference table and chairs purchased from NDNA were delivered to the conference room. Brown and Saenger is drawing up an office furniture plan. ITD will be wiring for computers and phones.	
Memorandum of Agreement with Health Dept.	Not yet completed.	
Progress Reporting Form	Deadline is extended from October 15 to November 15.	
Request for	The Request for Reimbursement is being updated	

Reimbursements for Local Agencies	electronically.	
Resolution Template for Support of State Plan	Dr. Klein reported that the resolution was tested at the House of Delegates at the ND Medical Association Meeting and all was approved.	Dr. Klein suggested that former partners or sponsors of Measure 3 should be notified and be targets of getting a resolution signed. Ms. Mangskau will get a list of sponsoring organizations. Dr. Klein moved to approve the resolution. Mr. Marion seconded. Roll Call vote: Ms. Jacobson – Aye, Dr. Klein – Aye, Dr. Lidstrom - Aye, Ms. Mangskau – Aye, Mr. Marion – Aye, Ms. McGeary – Aye, Ms Oyloe – Aye, Ms. Deede – Aye, Mr. Taylor – Aye. At the next meeting the committee will brainstorm organizations who supported Measure 3 and who will sign the resolution.
Other Business	Ms. Mangskau announced that board members have the opportunity to purchase NDPERS benefits. The State Auditor’s Office requested documentation of the transfer of the Strategic Contribution Fund in April. Ms. Mangskau requested OMB to provide the documents as they handle the transaction. Ms. Harper informed the committee about the Stimulus Money opportunities. A draft RFP has been completed for the Special Initiative Grants. The completed RFP must follow the procurement approval process. Ms. Mangskau will speak at the October 15 Tobacco Prevention and Control Sites Meeting. Ms. Harper will discuss the CDC Competitive Grants.	Ms. Jacobson moved that the ND Tobacco Prevention and Control Advisory Committee will support the application for stimulus funds by the DOH and will apply the match if allowable and needed. Ms McGeary seconded. Roll Call Vote: Ms. Jacobson – Aye, Dr. Klein – Aye, Dr. Lidstrom - Aye, Ms. Mangskau – Aye, Mr. Marion – Aye, Ms. McGeary – Aye, Ms Oyloe – Aye, Ms. Deede – Aye, Mr. Taylor –Aye. Motion passed. Dr. Klein moved that the ND Tobacco Prevention and Control Advisory Committee will consider applying if the DOH can’t and if the local public health units are interested. Mr. Taylor seconded.

Remuneration	Reimbursement forms distributed.	
Adjourn		Next meeting will be Oct. 29 at 1 p.m. Dr. Klein moved to adjourn the meeting. Mr. Marion seconded. Motion passed. Meeting adjourned at 3:00 p.m.
Recorded by Pat McGeary		