

ND Tobacco Prevention and Control Advisory Committee DRAFT MINUTES
Thursday, October 29, 2009
North Dakota Medical Association Conference Room
1622 East Interstate Ave.
Bismarck, ND
1:00 p.m. – 3:00 p.m.

Members Present: Ms. Lorraine Jacobson (IVN), Dr. Dale Klein, Dr. Kermit Lidstrom, Ms. Kathy Mangskau, Ms. Pat McGeary, Ms. Javayne Oyloe, Ms. Bette Deede (IVN), Mr. Jay Taylor(IVN). Executive Director Ms. Jeanne Prom.

Guests: Ms. Karalee Harper, Ms. Kara Dodd, Mr. Neil Charvat.
 Quorum established.

Agenda Items	Discussion	Outcome/Action
Call to Order		A Potluck Lunch was served at 12 p.m., to meet and greet the New Executive Director. Meeting called to order at 1:10 p.m. Dr. Klein moved to approve the agenda. Dr. Lidstrom seconded. Agenda adopted.
Approval of Minutes		Ms. Oyloe moved to approve minutes as corrected. Dr. Lidstrom seconded. Motion passed.
Comments from Executive Director		Ms. Prom praised the Advisory Board for their volunteer efforts and work they have done so far. Ms. Prom's prepared statements attached.
Update on Program Implementation and Executive Director Orientation.		Ms. Mangskau discussed orientation program. WSI Insurance will be available for Advisory Board Members. Meeting with the State Auditor will take place. One of the first projects is creating an Office Manual.

State Aid Grants		All contracts fully executed.
Local Public Health Tobacco Grants		Three contracts not yet returned.
Office Space Furniture		Office furniture lay outs from Brown and Saenger received. The agency should have all office furniture in a month.
Fiscal Agent/Agreement with the Department of Health		Fiscal agent agreement working very well with the Department of Health.
Memorandum of Agreement with Health Department/Coordination of Services.		Ms. Harper reported the MOA is still in the approval process with the Department of Health.
Budget Status Update		Budget report given. \$103,274.19 spent. Organizational Status Report by Detailed Account given for Month Ending 09-30-09 received by all members.
Other Business - Procurement Response to RFP Question		The Executive Director and Chair received clarification on the contract for Health Communications with the Public Education Task Force on Tobacco.
Other Business (cont)	Executive Committee reported they are in the process of developing job descriptions and PIQ's for a Health Communication Position and Office Assistant/Administrative Assistant.	
Other Business (cont)	Ms. Mangskau reviewed the next key roles of the Advisory Committee.	
Other Business (cont) Resolutions		Lists of organizations are to be sent to Ms. Prom for resolution template in support of the 5 year ND Tobacco Prevention and Control Plan (Saving Lives, Saving Money) and funding.
Next Meeting Date		Next meeting December 10. The Advisory

		Committee will meet the 2 nd Thursday of the odd numbered months in 2010. Ms. Prom will put together a one year schedule of the meetings and email to committee members and Ms. Harper.
Remuneration		Remuneration forms distributed.
Adjourn		Dr. Klein moved to adjourn the meeting. Dr. Lidstrom seconded. Motion passed. Meeting adjourned at 2:20 p.m.
Pat McGeary - Recorder		