

**Tobacco Prevention and Control Advisory Committee DRAFT Minutes**  
**Thursday, December 10, 2009, 1:00 P.M. – 3:00 P.M.**  
**Center for Tobacco Prevention and Control Policy Conference Room**  
**4023 State Street**  
**Bismarck, ND**

**Members Present:** Ms. Jeanne Prom, Ms. Kathy Mangskau, Dr. Dale Klein, Dr. Kermit Lidstrom, Mr. Nathan Marion, Ms. Bette Deede, Ms. Lorraine Jacobson, and Mr. Jay Taylor; with Ms. Javayne Oyloe via IVN.

**Members Absent:** Ms. Pat McGeary

**Guests:** Quorum Established.

<b><u>Agenda Items</u></b>	<b><u>Discussion</u></b>	<b><u>Outcome/Action</u></b>
<b>Call to Order</b>	Ms. Mangskau called the meeting to order at 1:05 P.M.	
<b>Adoption of the Agenda</b>	Presentation of NDPHA Award omitted due to recipient not available.	Mr. Taylor moved to adopt agenda as corrected. Ms. Jacobson seconded. Agenda approved.
<b>Approval of Minutes</b>	Minutes reviewed – spelling error on page 2: Brown & Saenger.	Dr. Klein moved to approve as corrected. Mr. Taylor seconded. Motion carried.
<b>Old Business Schedule of 2010 Meetings</b>		Calendar of Meetings distributed.
<b>Budget Status Update</b>		Budget report given. Appropriation for the current biennium is \$12,882,000. As of December 10, 2009, \$890,940.78 has been expended. The balance remaining is \$11,991,059.22. Executive Committee report to ND Legislature Budget Section will be presented December 15, 2009 by Ms. Mangskau.

<b>Executive Director Report</b>	Dr. Klein suggested a job description be written for the Advisory Committee Chairperson.	Ms. Prom provided Committee with report of Accomplishments; Agency Establishment, Programming and Next Priorities.
<b>Update on Program Implementation</b>	It may be necessary to employ a contractor/consultant to develop a policy manual.	Tools for implementation of PHS Guidelines and comprehensive school policy developed by Health Department staff and local agencies. Training provided to tobacco coordinators on October 15, 2009. Administrative Assistant position advertised and interview process underway. Guidance for Special Initiative Grants program has been completed and will be released next week. Office establishment is ongoing. Phone lines are connected, some furniture purchased. Phone numbers distributed.
<b>Executive Director Orientation</b>		Ongoing.
<b>State Aid Grants</b>		First and second quarter payments totaling \$235,000 have been sent to local public health units for their work in implementing PHS Guidelines in client based programs.
<b>Local Public Health Tobacco Grants</b>		Contracts executed with 23 local public health unit grantees. Payments totaling \$616,129.26 have been sent to local agencies.
<b>Memorandum of Agreement with Health Department/Coordination of Services</b>		Ongoing.

<b>Meeting with American Lung Association</b>	Importance of partnership reiterated. ALA is developing a COPD State Plan.	Ms. Prom will continue ALA communication.
<b>Community Updates</b>		Reports provided from Fargo and Williston
<b>Other Business</b>		Local Grant Award Process 2010-11 Calendar presented.
<b>Next Meeting</b>		January 14, 2010.
<b>Remuneration</b>		Remuneration forms distributed.
<b>Adjourn</b>		Dr. Lindstrom moved to adjourn. Ms. Jacobson seconded. Meeting adjourned at 3:05 P.M.
<b>Bette Deede - Recorder</b>		