

Tobacco Prevention and Control Advisory Committee Minutes  
 Thursday, March 11, 2010, 12:30 p.m. – 4:10 p.m.  
 Center for Tobacco Prevention and Control Policy Conference Room  
 4023 State Street  
 Bismarck, ND

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

Guests: Mr. Neil Charvat, Ms. Kara Dodd,

Staff: Ms. Cami Bauman, Ms. Jeanne Prom

Agenda Items	Discussion	Outcome/Action
<b>Call to order</b>	Ms. Mangskau called the meeting to order at 12:35 p.m. Quorum established.	
<b>Adoption of the Agenda</b>		Ms. McGeary moved to approve the agenda. Dr. Klein seconded. Agenda adopted.
<b>Approval of the Minutes</b>	Minutes reviewed.	Dr. Klein moved to approve the minutes as corrected. Mr. Marion seconded. Minutes approved as corrected.
<b>Budget Status Update</b>	Ms. Mangskau reported that 88 percent of the funds remain to be spent. Total expenditures \$1,497,790.67.	
<b>Executive Director Report – Ms. Jeanne Prom</b>	<ul style="list-style-type: none"> <li>● Administrative Assistant, Cami Bauman introduced.</li> <li>● Office almost completely set up.</li> <li>● Health Communications position being re-advertised.</li> <li>● Upcoming grant writing workshop.</li> <li>● Training on coalition building completed in January.</li> <li>● Two of the five applicants for the Special Initiative Grants were funded –</li> </ul>	

	First District Health Unit and ANR Foundation.	
<b>Update on Program Implementation – Ms. Kathy Mangskau</b>	<ul style="list-style-type: none"> <li>• 2011 Funding Opportunity Announcement will go out this week.</li> <li>• Draft of the 28 page Site Visit Manual reviewed by members. The goal is for this to be ready and to be used by The Center as soon as board members review.</li> <li>• Policy Training to take place April 21, 22 – Shaping Policy for Health. The purpose is to help get people engrained on how to change policy.</li> <li>• Board members received a copy of the AG Opinion about the Agreement with Health Department/Coordination of Services. Further clarification needed about the Center being able to spend additional money that was previously done by the DOH, - are we supplanting? Once clarification is received, staffing will be discussed.</li> <li>• Ms. Judy Stephany is contracted to help develop the 2 year plan on May 13. The Department of Health is also invited to attend.</li> <li>• The Emergency Commission approved the Nutrition and Physical Activity section of the Department of Health Joint Application for ARRA Funds. The tobacco section was not approved.</li> </ul>	Board members are to send comments on the Site Visit Manual to Ms. Prom.
<b>Update on Progress of Implementation – Ms. Kathy Mangskau</b>	One Year State Plan reviewed by board members. Evaluation and recommendations	Meeting recessed at 2:20 p.m. to attend the Budget Section Meeting at the State Capitol.

	made.	
		Meeting reconvened at 3:38 p.m.
<b>Other Business – Ms Kathy Mangskau</b>	Feedback was received from the Grant Review Committee where it was recommended to not use local tobacco coordinators who were advisory board members to assist with grant reading. Two options: hire people for several days to do grant review or use the non-public health board members to review grants. After much discussion, it was decided to move ahead with the usual format and have the same reviewers and recuse themselves when it is their grant being scored.	
<b>Other Business – Transition of Executive and Advisory Committee Chair</b>	A transition date for new board members needs to be established.	Dr. Klein moved that July 1 to be the deadline when the new chairperson of the committee is named, after new board members selected. Dr. Lidstrom seconded. Motion passed. Dr. Klein moved that the election of the executive committee and the chair should take place at the first scheduled meeting date following their appointments, not to exceed 2 months. This supersedes the previous motion of July 1. Dr. Lidstrom seconded. Roll call votes: Aye: Ms. Deede, Ms. Jacobson, Dr. Klein, Dr. Lidstrom, Ms. Mangskau, Mr. Marion, Ms. McGeary, Ms. Oyloe, Mr. Taylor. Nay: none. Motion passed.
<b>Remuneration</b>		Remuneration forms distributed.
<b>Adjourn</b>		Ms. Oyloe moved to adjourn the meeting. Ms. McGeary seconded. Meeting adjourned at 4:10 p.m.
Ms. Pat McGeary - Recorder		