



Saving Lives, Saving Money with Measure 3.

TPC ADVISORY COMMITTEE MEETING - MINUTES

2:00 p.m., Thursday, January 27, 2011

Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

PARTICIPANTS:

Advisory Committee members present: Dr. Beth Hughes – Chair, Ms. Kathy Mangskau, Ms. Pat McGeary, Dr. Kermit Lidstrom, Ms. Javayne Oyloe, Mr. Nathan Marion

Advisory Committee members participating via teleconference: Ms. Theresa Will, Dr. Steve Mattson

Advisory Committee members absent: Ms. Bette Deede

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Kelli Ulberg, Community Intervention Coordinator; Ms. Donna Thronson, Health Communications Coordinator; Ms. Cami Bauman, Administrative Assistant

Guests present: Ms. Kara Dodd, ND Department of Health; Neil Charvat, ND Department of Health

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Dr. Hughes called the meeting to order at 2:02 p.m.
Adoption of Agenda		Ms. Mangskau moved to adopt the agenda as distributed. Ms. McGeary seconded. Motion carried.
Approval of Minutes	Draft minutes from 11/18/10 reviewed.	Ms. Will moved to approve the minutes as written. Dr. Lidstrom seconded. Motion carried.
Budget Status Update -Jeanne Prom, Executive Director	12/2010 Appropriation Status Report distributed and reviewed. Discussion regarding review of report from each month versus a summarized status report upon Executive Committee approval.	Advisory Committee will review the Appropriation Status Report for each month after Executive Committee approval. When the secure website is complete, the reports will be posted for all Committee members to review. Advisory

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	Discussion on the policies and procedures in place to review and approve all fiscal reports through the Executive Director and Executive Committee. Noted that State Aid grants are 7/8 spent and Local Health Unit grants are approximately 40-50% spent. Center spending is no longer at start up level, but is on track at maintenance level.	Committee concurred that Executive Committee policies and procedures to review fiscal reports are adequate.
Executive Committee Report -Theresa Will, Executive Committee Chair	Ms. Will reported on recent Executive Committee activities including: completion of Executive Director annual evaluation, position statement on tobacco- and smoke-free policies, approved increase in future expenditures for local grants in order to provide level funding through the Center for those health units currently receiving CDC grants through 3/31/2011, approval of recent reprogramming requests, attendance at budget hearing on 1/14/11, and approval of various Center office policies.	Ms. Bauman will email final position statement on tobacco and smoke-free policies to all Advisory Committee members.
Executive Director Report		
Grants/Contracts/RFPs	Ms. Prom reviewed local grants, state aid grants, special initiative	Ms. Prom will continue development and implementation of projects and related

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	grants, contracts and professional service fees. Discussion regarding additional 3.5 FTEs requested for next biennium. Evaluation RFP has not been completed due to staffing constraints.	contracts.
Plans – Evaluation		Evaluation Plan has been completed and approved.
Work Plan – Update	No new update at this time.	
Health Communications Vendor, New Theme -Donna Thronson, Health Communications Coordinator	Odney Advertising has been selected as the Health Communication vendor for the Center. Ms. Thronson gave update on television and radio ad flights and feedback. Discussion on email and print newsletters, and transfer of website to ITD server. Discussed improvements in communication since the issuance of the Center's Communications Guidelines. Update given on two recent press conferences: one regarding Measure 3 accomplishments and one regarding decrease in tobacco tax revenue.	Odney Advertising contract will be reviewed for approval by Executive Committee on 1/28/11. New television ad and local print ad development will continue. Odney will be asked to improve the Center's Google-bility. Ms. Thronson will continue to forward news clips to Committee members. A date is yet to be determined for an upcoming press conference regarding the ALA Report Card results for ND.

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Local Grants, Local Policy Update -Kelli Ulberg, Community Intervention Coordinator	<p>Ms. Ulberg gave updates on local policy efforts including the 4/19/11 Bismarck vote, University of Mary's approval of a tobacco-free policy to be phased in, and the policy in Pembina effective on 2/1/11.</p> <p>There are 3 new small communities moving forward to pass local policies: Bottineau, Linton and Wishek.</p> <p>Brief discussion regarding the new online grant application process.</p>	<p>Ms. Ulberg will forward the ANR model policy to all locals to share with their local policymakers for future use.</p> <p>Ms. Ulberg and Ms. Kelly Buettner-Schmidt will continue to work with all communities moving toward tobacco and/or smoke-free local policies.</p> <p>Ms. Ulberg will continue to work with Nexus Innovations to complete the online grant application.</p>
New Business		
Public Policy Update – 2011 Legislative Assembly Action	<p>Ms. Mangskau gave status update on tobacco related bills including HB 1307, HB 1004, HB 1099, HB 1150, SB 2114 and SB 2216.</p> <p>Ms. Prom gave an update on HB 1025 and reviewed her testimony.</p> <p>Volunteers were requested to testify in support of HB 1025.</p> <p>Discussion on HB 1353, including Dr. Lidstrom's suggestion that the Executive Committee not oppose the bill, but offer an amendment regarding the funding source.</p>	<p>HB 1307 was not acted on today in the House, but was referred back to Committee.</p> <p>SB 2216 amendment was passed, though a final vote on the bill did not occur.</p> <p>Hearing on HB 1025 will be held at 2:30 p.m. on Thursday, 2/3/11 in the Roughrider Room.</p> <p>Hearing on HB 1353 will be held at 9:00 a.m. on Monday, 1/31/11 in the Pioneer Room. Request made that Committee members attend hearing if possible.</p>

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Other Business		
Next Meetings		Advisory Committee will meet on the following dates in 2011 at 2:00 p.m. on: February 10, 24 March 10, 24 April 7, 21 May 5, 19 (Grant Review both days) July 14 September 8 November 10
Remuneration		Forms provided to Committee members to complete and return to the Center.
Adjourn		Ms. Mangskau moved to adjourn the meeting. Ms. Oyloe seconded. Motion carried. Dr. Beth Hughes adjourned the meeting at 3:57 p.m.