



## TPC ADVISORY COMMITTEE MEETING MINUTES

9:00 a.m., Monday, May 9, 2011

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

### PARTICIPANTS:

**Advisory Committee members present:** Dr. Beth Hughes, Ms. Theresa Will, Ms. Kathy Mangskau, Dr. Kermit Lidstrom, Ms. Pat McGeary, Ms. Javayne Oyloe, Dr. Steve Mattson, Mr. Nathan Marion

**Advisory Committee members absent:** none

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

**Guests present:** none

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Dr. Hughes called the meeting to order at 9:10 a.m. Each committee and staff member introduced themselves to the group.
Adoption of Agenda	Ms. Ulberg recommended that two applications be removed from today's agenda.	First District Health Unit will be removed from the agenda due to printing difficulties. Dickey County Health Unit will be removed from the agenda pending resubmission.
Review of Process	Ms. Ulberg reviewed the process to be used for discussion of each grant application. Ms. Ulberg also distributed materials including budget information for all potential grantees. Discussion regarding	Ms. Ulberg will lead discussion on each budget. The assigned lead reviewer for each application will lead discussion on narrative and work plan strengths and weaknesses. Ms. Ulberg will discuss with all applicants the common mistakes

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	new online application system, review process, re-submission process and potential changes for next year.	among all or most applications including goal section, definitions and budgeting for national conference.
<b>Grant Review</b>		
<b>Bismarck Burleigh Public Health</b>	Ms. McGeary was excused. Ms. Mangskau led discussion of application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. Oyloe – aye, Dr. Mattson – aye, Ms. Will – aye. Ms. McGeary absent and abstaining. Application approved with revisions.
<b>City County Health District</b>	Ms. Will was excused. Dr. Lidstrom led discussion of application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye. Ms. Will absent and abstaining. Application approved with revisions.
<b>Grand Forks Public Health Department</b>	Ms. Oyloe led discussion of application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye. Ms. Will - aye. Application approved with revisions.
<b>Lake Region District Health Unit</b>	Dr. Mattson led discussion of application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms.

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		Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye. Ms. Will - aye. Application approved with revisions.
<b>Foster County Health Department</b>	Dr. Lidstrom led discussion on application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye. Ms. Will - aye. Application approved with revisions.
<b>Break for lunch and photo session</b>		
<b>Cavalier County Health District</b>	Dr. Lidstrom led discussion on application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye. Ms. Will - aye. Application approved with revisions.
<b>Central Valley Health Cooperative</b>	Ms. Oyloe led discussion on application. Ms. Ulberg would like to reject this application and require resubmission due to need for clarification.	Application rejected by Center pending resubmission due to incomplete application. Application will be resubmitted by 5/19/11 and reviewed on 5/31/11.
<b>Fargo Cass Public Health</b>	Ms. Mangskau led discussion on application strengths and weaknesses.	Ms. Ulberg will contact Fargo Cass Public Health to discuss areas of concern including heavy cessation and youth focus. The possibility of reallocating funds or providing justification will be

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		discussed. The option of additional funding will also be discussed. Application will be resubmitted by 5/19/11 and brought back to the review committee at a later date.
<b>Dickey County Health District</b>	Removed from agenda.	Application rejected by Center pending resubmission due to incomplete application. Application will be resubmitted by 5/19/11 and reviewed on 5/31/11.
<b>First District Health Unit</b>	Removed from agenda due to printing difficulties.	Application has been reprinted and distributed to committee members. Application will be reviewed on 5/19/11.
<b>Nelson-Griggs District Health Unit</b>	Ms. Ulberg began budget and work plan review, but due to time constraints the review of the application has been rescheduled.	Rescheduled to 5/19/11.
<b>Custer Health</b>	Rescheduled due to time constraints.	Rescheduled to 5/19/11.
<b>Other Business</b>		
<b>Next Meetings</b>		Advisory Committee will meet on the following dates in 2011 at 2:00 p.m. except where noted: May 19, 31 (full days – 9 a.m. to 4 p.m.) July 14 September 8 November 10
<b>Remuneration</b>		Forms provided to Committee members to complete and return to the Center.

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Adjourn		Ms. Will moved to adjourn the meeting. Ms. McGeary seconded. Motion carried. Dr. Hughes adjourned the meeting at 4:06 p.m.