

# BreatheND

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## **NORTH DAKOTA TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES - FINAL**

1:00 p.m. to 3:00 p.m., Thursday, November 13, 2014

North Dakota Center for Tobacco Prevention and Control Policy – Offices, 4023 State Street, Bismarck, ND

**PARTICIPANTS:** Executive Committee members: Dr. Beth Hughes, Dr. Eric Johnson. **Executive Director:** Ms. Jeanne Prom.

| <b><u>AGENDA ITEMS</u></b>  | <b><u>DISCUSSION</u></b>  | <b><u>OUTCOME/ACTION</u></b>   |
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| Call to order, determination of quorum                            |   | Chair Dr. Beth Hughes called the meeting to order at 1:02 p.m. with a quorum present.  |
| Adoption of agenda  |   | Dr. Eric Johnson moved to approve the agenda as distributed. Dr. Hughes seconded. Motion carried.  |
| Approval of minutes from July 9, 2014 and August 5, 2014 meetings |   | Dr. Hughes moved to approve the minutes from the July 9, 2014 and August 5, 2014 meetings as distributed. Dr. Johnson seconded. Discussion: The Executive Committee requested that Ms. Jeanne Prom contact Indian Affairs Commissioner Mr. Scott Davis about this agency participating in the tribal-state health board, and about this agency still being willing to meet to resolve any issues, as was discussed with him at the August 5, 2014 meeting. Motion carried. |
| Old business  |   |  |
| FY2014 grants   | The Executive Committee reviewed the local policy grants unspent funds reports. Total unspent funds for FY2014 is \$337,190.19, or 10% unspent. Spending by | Ms. Prom will share information on the connection between local policy grant spending and our state appropriation process with local public health unit administrators at a  |

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|                                       | <p>year across 5 years: 90% spent in FY2010, 94% in FY2011, 96% in FY2012, 89% in FY2013, and 90% in FY2014.</p> <p>Dr. Johnson noted that underspending may be due to achieving policy success and therefore becoming more efficient. However, all work is not completed and grantees are working on unmet State Plan objectives. Dr. Hughes noted that the funding formula changed in 2014 and the concern is that money is spent wisely, not just spent. This should be noted with the appropriations committees during our 2015-17 budget hearings.</p> | <p>future State Association of City and County Health Officials (SACCHO) meeting.</p> <p>Dr. Johnson moved to approve the updated state aid amount of \$941,085 for fiscal year 2015. Dr. Hughes seconded. Discussion: Due to rounding, the previous approved budget was \$4 lower. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p> |
| <p><b>New business</b></p>            |   |  |
| <p>Grants and contracts approvals</p> |   | <p>Dr. Hughes moved to approve an additional \$10,000 to the contract with Nexus Innovations for Program Reporting System (PRS) maintenance and updates, effective July 1, 2014. Dr. Johnson seconded. Discussion: The Center pays half of all maintenance costs, and the department of health pays the other half. Roll call vote: Dr.</p>                  |

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|  |   | Johnson – aye; Dr. Hughes – aye. Motion carried.   |
| Fiscal report – May, June, July, August and September 2014 |   | Dr. Hughes moved to approve the fiscal reports from May, June, July, August and September 2014, noting that \$19.99 in the August report was incorrectly categorized as groceries and will be correctly re-categorized as postage on a future month’s fiscal report. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.  |
| Center update  | Staff update: 1) Ms. Prom has completed her FY2015 performance goals. 2) This month, Dr. Hughes and Ms. Prom and a representative from Human Resource Management Services will interview six candidates for the Evaluation Programs Manager position. 3) Ms. Samantha Doll accepted the Business Manager position. 4) Ms. Kory Hagler, who has been working part-time as temporary administrative assistant, agreed to continue to work part-time in this position after Ms. Doll begins work. 5) Ms. Jennifer Mauch, field coordinator, successfully completed a six-month probationary period and received a 5% salary increase. 6) Ms. Barbara Andrist, statewide programs manager, also completed six months as a permanent employee, but because she was a temporary Center employee when hired as | Dr. Hughes moved to approve Ms. Prom’s FY2015 performance goals. Dr. Johnson seconded. Motion carried.<br><br>Dr. Johnson moved to approve hiring Ms. Samantha Doll beginning November 17, 2014, at \$3,900/month with a possibility of up to a 5% salary increase after successful completion of a six-month probationary period. Dr. Hughes seconded. Discussion: Ms. Prom explained her management philosophy on probationary increases: If an employee successfully completes probation, then they receive the full 5% probationary increase. If they do not successfully complete probation, then probation could be extended and the employee would be eligible for the probationary increase after successful completion of the extended probation, or the employee can be terminated without |

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|  | <p>permanent, a probationary period was not required. Therefore, she was not eligible for a probationary increase.</p> <p>Since July 2014, this agency has approval from the department of health to include the 1-800-QUITNOW number on certain ads. The number was first included as a tag to the Center's "Artery" ad, which aired beginning in July in western North Dakota.</p> <p>The Governor named Ms. Sara Leingang to the Advisory Committee. Ms. Leingang is a registered nurse care manager working with population health and chronic disease management at the Veteran's Administration clinic, Bismarck. Her</p> | <p>extending probation. The language of "up to" a 5% increase is to allow for situations where budget restraints would not allow a full 5% increase. However, this situation is unlikely to occur in this agency. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p> <p>Dr. Johnson moved to continue to employ Ms. Kory Hagler as temporary administrative assistant at her current rate of \$15/hour. Dr. Hughes seconded. Discussion: Previously, Ms. Prom had determined that the Center staff will always need at least a part-time administrative assistant. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p> <p>Dr. Hughes moved to approve running three CDC Tips from Former Smokers ads -- Brandon, Bill and Shawn -- November 10, 2014 through December 7, 2014. Dr. Johnson seconded. Discussion: The approval is retroactive to November 10, 2014. Motion carried.</p> |
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|  | <p>appointment will be final once she submits all her paperwork.</p> <p>Ms. Prom will provide an update on the November 13, 2014 breakfast meeting with legislators. The purpose of the meeting is to discuss a tobacco tax increase.</p> <p>On October 2, 2014, the Legislative Audit and Fiscal Review Committee received a report from the state auditor's office on spending by the Center and department of health compared to CDC Best Practices requirements. The report showed the agencies spent about three-fourths of the CDC amount in FY2012 and FY2013, when compared to the 2007 CDC Best Practices recommendation. For FY2014, the agencies spent 87% of the 2014 CDC Best Practices recommendation. Senator Ralph Kilzer requested the information. The legislative committee took no action on the information.</p> <p>The Executive Committee acknowledged that Ms. Prom completed 25 years of state service in October 2014 and that she received a \$250 service award.</p> |  |
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| Other business |  |  |
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| Next meetings  |  | Meeting dates for 2015 will be set once the 2015 Advisory Committee meetings are set.                            |
| Remuneration   |  | Committee members should print the FY2015 remuneration form from the website, complete and submit to the Center. |
| Adjourn        |  | Dr. Hughes adjourned the meeting at 2:50 p.m.  |