



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

1:30 p.m. to 3:00 p.m., Wednesday, December 2, 2015

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

**PARTICIPANTS: Executive Committee members:** Dr. Beth Hughes (by phone), Dr. Eric Johnson (by phone), Mr. Jay Taylor.  
**Executive Director:** Ms. Jeanne Prom, **Field Coordinator:** Jen Mauch, **Administrative Assistant:** Kory Hagler.

<u>AGENDA ITEMS</u>	<u>DISCUSSION &amp; DOCUMENTS</u>	<u>POSSIBLE OUTCOME/ACTION</u>
Call to Order, Determination of Quorum	As part of Ms. Jen Mauch's orientation, she is attending the EC meeting today. Ms. Kory Hagler will take notes.	Chair Dr. Beth Hughes called the meeting to order at 1:32 p.m. Executive Director Ms. Jeanne Prom took roll, and determined all members and a quorum were present.
Adoption of Agenda		Mr. Jay Taylor moved to adopt the agenda as presented. Dr. Eric Johnson seconded. Motion carried.
Approval of Minutes from October 7, 2015 Meeting	No changes needed.	Dr. Hughes moved to approve the minutes as distributed from the October 7, 2015 meeting. Dr. Johnson seconded. Motion carried.
<b>Old Business</b>		
None	None	No old business noted.

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New Business		
Center updates and approvals – Lease options for Bismarck and Hankinson offices	<p>Lease in Bismarck – Ms. Prom is still considering current location as well as new space on Capitol Avenue. Our current location has heating, cooling, water seepage during heavy rains, and snow removal issues. The landlord is working on these long-standing issues, as the landlord would like us to remain a tenant. How these issues are addressed will help determine if we sign a long-term lease.</p> <p>Ms. Prom issued another offer to owners of the Interchange Avenue space, which was still available. Their counteroffer was similar to their previous offers. The offer was still too costly, so this space is no longer an option.</p> <p>Potential lease in Hankinson -- Field Coordinator Ms. Jen Mauch currently works out of her home in rural Hankinson, but has requested out-of-home office space. Ms. Mauch has located space in an office building in Hankinson. The Center issued them an offer earlier this week and are waiting for their response.</p>	<p>Ms. Prom asked for approval to secure this space if the price is reasonable, with final approval at a future meeting. All Executive Committee members expressed support for securing office space for Ms. Mauch.</p>

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Tax bill update	<p>In November, Assistant. Attorney General Dave Schaibley and Ms. Prom met with several people from the North Dakota Tax Department. They discussed the 2015 tobacco tax bills and potential provisions in a 2017 tobacco tax bill. The Center's goal is to work out any administrative details with the tax department on any proposed tobacco tax changes. This meeting was similar to the meetings our agencies had earlier on the 2015 tax bills. Ms. Prom asked for consent to continue to: 1) work on 2017 tax bill language and 2) share any language with partners as requested.</p> <p>Ms. Prom reported that non-governmental partners may poll the public on support for a tobacco tax increase.</p> <p>In October, the North Dakota Association of Counties passed 55-45 percent a resolution supporting any legislative or initiated process to increase the tobacco tax. Voting were county commissions from all 53 counties, who discussed the resolution thoroughly before voting. The Association of Counties actively supported the tobacco tax increase bills in 2015, based on approval by their legislative committee. The resolution provides a stronger base to support future tobacco tax increase efforts.</p>	<p>All Executive Committee members agreed that Ms. Prom should continue work on the tax bill draft for the 2017 session.</p>
Measure 3 discussion	<p>The 2017 Legislature is the first legislature that needs a simple, not a super, majority to change the Measure 3 law that created the Advisory Committee, Executive Committee, agency, trust fund, and CDC Best Practice comprehensive program. The North Dakota State Association of City and County Health Officials (SACCHO), which is made up of the LPHU administrators, met this week. Following up on a</p>	<p>During the North Dakota State Association of City and County Health Officials meeting December 1, 2015, SACCHO supported continuation of the comprehensive program as it is now, and reiterated their strong support for a significant tobacco tax increase, incidental of how tobacco tax funds are</p>

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	conversation Dr. Hughes and Ms. Prom had with Ms. Erin Oban at Tobacco Free North Dakota, Ms. Prom arranged for Representatives George Keiser and Jon Nelson to talk to SACCHO.	used – as long as the comprehensive program continues as it is now.
Interim committee work	<p>Center staff are following several committees related to taxes, behavioral health, and government. Committees on human services and health services are discussing behavioral health needs. Ms. Barbara Andrist, through a special initiative grant with American Lung Association, has been working to include tobacco prevention and tobacco tax in the discussion and ultimately in the treatment of behavioral health issues. On November 3, 2015, American Lung Association provided testimony to the interim Human Services Committee. The committee acted on ALA's recommendation to draft 2017 legislation to change the scope of practice for licensed addiction counsellors to providing counseling on tobacco and nicotine addiction. The current law allows counseling on alcohol and controlled substances, but not tobacco or nicotine addiction. A tobacco tax increase could also provide funding for behavioral health programs. Ms. Andrist has been attending many behavioral health meetings with state and private groups and legislative committees.</p> <p>Dr. Johnson reported that there is a collaboration among the health sciences programs at University of North Dakota on behavioral health issues.</p>	
New special initiative grant proposal from American Lung Association	The American Lung Association submitted a proposal which would enable them to add a staff member to focus on behavioral health issues, coordinate training and technical assistance related to those issues, promote systematic treatment of tobacco and nicotine	Dr. Johnson moved to approve a special initiative grant with American Lung Association for \$257,683.19 for 18 months to work on tobacco control and behavioral health issues. Mr. Taylor

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	addiction through implementation of Public Health Services Guidelines, and integrate current policy priorities including tax and smoke/tobacco- free campuses into work in behavioral health. The grant proposal is \$257,683.19 for 18 months, with the option of housing staff outside of Bismarck, if necessary.	seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.
Amendments to grants	<p>Ms. Prom explained the amendment of an additional \$9,311 to the North Dakota State University special initiative grant and amendments to 4 local policy grants: Bismarck Burleigh Public Health -- \$3,688.62; City-County Health District -- \$4,338.25; Custer Health -- \$3,267.73; and Towner County Public Health District -- \$7,414.73.</p> <p>Ms. Prom has had no request from the Interim Health Services Committee to report on the \$500,000 grant to the Department of Health. This report was required to be provided by September 1, 2016, and is part of the Center's 2015-2017 budget appropriation bill. Ms. Prom expects to report to the committee closer to the September 1, 2016 deadline. The Department of Health is using the grant to fund Tips from Former Smokers ads. The department will invoice the Center for</p>	<p>Dr. Johnson moved to approve the amendment to add \$9,311 to the special initiative grant with North Dakota State University. Mr. Taylor seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.</p> <p>Mr. Taylor moved to approve the following amendments to the local policy grants: Bismarck Burleigh Public Health - - \$3,688.62; City-County Health District -- \$4,338.25; Custer Health -- \$3,267.73; and Towner County Public Health District -- \$7,414.73. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.</p>

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	\$500,000 in the spring of 2016. Ms. Donna Thronson is working with department on this grant.	
CounterTools	The assessment of point-of-sale environments in ND retail stores is underway. Ms. Donna Thronson is working on this grant with American Lung Association. Jared Erling, ALA staff, reported a few potential violations of youth access laws that are shared with local public health units for any follow-up.	
Housing and Urban Development Smoke-Free Housing Proposed Rule	Ms. Barbara Andrist will draft the Center's comments to proposed rule, which are due in mid-January 2016. Staff has shared information with grantees to also submit comments from the experiences in the field. Comments period is 60 days, or due mid-January 2016.	
Evaluation Request for Proposals (RFP)	Proposals are due December 11, 2015. Dr. Hughes will review and score proposals with Larry Shireley, Clint Boots from the Department of Health, and Javayne Oyloe from Upper Missouri District Health Unit. The goal is to have a contract signed by the end of January 2016, but this is dependent on quality and quantity of proposals, and no major contracting issues. We received several calls and questions on the Request for Proposals. RTI International indicated informally they would likely not submit a proposal. Dr. Hughes commented that the quality of RTI's work at the end of their contract had deteriorated from previous work.	

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Fiscal–September and October 2015 reports, Biennial Budget Comparisons	Ms. Prom explained the September and October 2015 fiscal reports, including reports comparing the 2013-15 budget and expenditures to the 2015-17 budget.	Dr. Hughes inquired if the Center could award funding for education for addiction counselors. Ms. Prom noted that this was part of the current special initiative grant with American Lung Association. Ms. Prom noted that the budget allows for more special initiative grants. Dr. Johnson moved to approve the September and October 2015 fiscal reports as presented. Mr. Taylor seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.
Equity Increases	Ms. Prom reviewed the handout with staff payroll information. She explained that she is asking for an equity increase for staff and would like to schedule a special meeting in January 2016 to discuss.	Executive committee agreed that a meeting to discuss would be appropriate. The meeting will be at a time and date in January to be determined by availability.
Other	Dr. Eric Johnson commented that there was lack of clarity between two of our special initiative grantees on their similar work. However, Ms. Erin Oban and Dr. Kelly Buettner-Schmidt were able to work out details for a successful joint presentation once they realized the need for more communication. Dr. Johnson noted that clear communication is important for efficiency.	
<b>Other Business</b>		
Next Meeting	The committee discussed rescheduling the Advisory Committee meeting set for December 10, 2015. All Executive Committee members agreed to reschedule this meeting for January 2016, pending final approval by Advisory Committee members.	The next Executive Committee meeting is 1-3 p.m., Wednesday, January 13, 2016 at the Center or by phone.

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Remuneration		Committee members should print the FY2016 remuneration form from the website, complete and submit to the Center.
Adjourn	Ms. Prom wished everyone a Merry Christmas and Happy New Year. Dr. Hughes thanked Ms. Mauch for attending the meeting and Ms. Hagler for taking the minutes. Ms. Mauch thanked the Executive Committee for considering the office space in Hankinson.	Dr. Hughes moved to adjourn the meeting. Mr. Taylor seconded. Chair Dr. Hughes adjourned the meeting at 3:25 p.m.