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

12:00 p.m. to 2:00 p.m., Wednesday, July 2, 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.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum		Chair Dr. Beth Hughes called the meeting to order at 12:15 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 the last meeting		Dr. Hughes moved to approve the minutes from the June 23, 2014 meeting as distributed. Dr. Johnson seconded. Motion carried.
Old business		
	The Executive Committee will submit comments on draft regulations authorizing the U.S. Food and Drug Administration (FDA) to regulate additional tobacco and nicotine products.	Executive Director Ms. Jeanne Prom reported that the deadline for submitting comments to the FDA was extended from July 9 to August 8, 2014.
New business		
Center update	Ms. Jeanne Prom explained the FY2015 Pay Matrix Model provided to the agency from the Office of Management and Budget (OMB). The legislatively approved salary adjustment ranges for classified employees	Dr. Hughes moved to approve the following FY2015 salary increases: Ms. Thronson – 4%; Ms. Ulberg – 4%; and Ms. Andrist – 1%. Ms. Ulberg and Ms. Andrist will each receive an additional 1% Market Policy Point

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	<p>based on merit are 2% to 4%, and for Market Policy Point adjustments, an automatic additional 2% if salary is in first quartile of salary range with an automatic 1% increase if salary is in the second quartile. Ms. Prom explained the Executive Committee decided at their April 16, 2014 meeting to set the FY2015 salary adjustments for the Statewide Programs Manager Ms. Barbara Andrist at up to 2% total and up to 5% total for Community Programs Manager Ms. Kelli Ulberg. The committee noted that these actions would closely align the salaries of these two positions, which are both classified as Health/Human Service Program Administrator IVs. Ms. Prom recommended a 4% performance increase for the Health Communications Program Manager Ms. Donna Thronson. No Market Policy Point increase is available for that position, as the current salary is slightly above Market Policy Point. Ms. Prom reported that staff performance is tracked through written progress reports submitted monthly, and an annual formal review process. Performance reviews will be completed again for two staff, to document that they meet and exceed standards.</p>	<p>adjustment increase. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p>

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	<p>The Executive Director position is not classified and has no salary range. Historically, the Executive Committee has used the legislatively approved salary adjustment for classified employees as a guide for salary adjustments to the Executive Director position.</p> <p>Ms. Prom briefly explained the proposed FY2015 Health Communications Plan.</p> <p>Ms. Prom explained the proposed 2015-2017 budget and five changes made to the first draft. The committee discussed local policy grants and the grants budget line. Dr. Johnson noted that some local public health units have made significant accomplishments and are therefore experiencing some fiscal efficiencies. All of this is possible because they are applying the CDC Best Practices, which are proven effective in saving lives and saving money.</p>	<p>Ms. Prom will submit her performance review documentation to the Executive Committee for discussion at a special meeting July 9, 2014.</p> <p>Dr. Hughes moved to approve the FY2015 Health Communications Plan for \$1,169,360 as proposed. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p> <p>Dr. Hughes moved to approve the proposed 2015-2017 biennial budget with the five changes as presented. Dr. Johnson seconded. Discussion: Ms. Prom will inform the committee of the final submitted budget amount, which will be adjusted slightly due to some automatic updates including approved salary increases for FY2015. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p> <p>Chair Dr. Hughes recessed the meeting at 1:10 p.m. and reconvened the meeting at 1:15 p.m.</p>

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Grants and contracts approval		The committee will approve grants at their special meeting July 9, 2014.
Other business		
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Next meeting		The Executive Committee will meet in a special meeting at 11 a.m. on Wednesday, July 9, 2014, at the Center.
Remuneration	Ms. Prom noted that compensation for the Executive and Advisory Committees increased on July 1, 2014.	Committee members should print the FY2015 remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Hughes moved the meeting be adjourned. Dr. Johnson seconded. Dr. Hughes adjourned the meeting at 1:55 p.m.