

BreatheND

Saving lives, saving money. The voice of the people.

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

11:00 a.m. to 1:00 p.m., Wednesday, July 9, 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 11:01 a.m. with a quorum present.
Adoption of agenda		Dr. Hughes moved to approve the agenda as distributed. Dr. Eric Johnson seconded. Motion carried.
Approval of minutes from the last meeting		Dr. Johnson moved to approve the minutes from the July 2, 2014 meeting as distributed. Dr. Hughes seconded. Motion carried.
Old business		
Performance review	Executive Director Ms. Jeanne Prom voluntarily excused herself and was not present at the meeting from 11:05 a.m. to 11:30 a.m.	In Ms. Prom's absence, Drs. Hughes and Johnson reviewed performance documents submitted to the EC by Ms. Prom. Following review and discussion, EC members, on a motion by Dr. Hughes and a second by Dr. Johnson, voted to approve a 4% salary increase for Ms. Prom. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried. Ms. Prom was asked to return to the meeting at 11:30 a.m. Drs. Johnson and Hughes thanked Ms. Prom for the excellent leadership she continues to provide to the ND

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Wednesday, July 9, 2014

		<p>Center for Tobacco Prevention and Control Policy.</p> <p>Dr. Hughes signed the performance review. Ms. Prom will scan and email the review for Dr. Johnson’s signature. Ms. Prom will add goals for the next performance period after receiving Dr. Johnson’s signature.</p>
New business		
<p>Grants and contracts approval</p>	<p>Ms. Prom explained the FY2015 Tobacco Settlement State Aid to local public health units (LPHUs), totaling \$941,081. The new amounts for FY2015 reflect increases to offset operations and other costs no longer allowable in local policy grants (\$851,591). Additional funds are awarded based on client numbers (\$42,783), and mini grants requested and approved for “bridge” funding to help LPHUs transition from funding sources for certain costs from July through December 2014 (\$46,708).</p> <p>Ms. Prom explained the FY local policy grant budgets.</p>	<p>Dr. Hughes moved to approve \$941,081 for FY2015 Tobacco Settlement State Aid, as described in the attachment by individual health unit. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p> <p>Dr. Johnson moved to approve \$2,994,253.03 for FY2015 local policy grants, as described in the attachment by individual health unit. Dr. Hughes seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p>
<p>Center update</p>	<p>The Executive Committee discussed monthly meetings with the department of health. Dr. Johnson will participate in these</p>	<p>Dr. Johnson will inform Ms. Prom of days and times that he is available to participate in monthly meetings with the department of</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Wednesday, July 9, 2014

	<p>meetings, but is not available at the scheduled day and time.</p> <p>The Executive Committee discussed Advisory Committee membership and some individuals and nurses who may be interested in either the at-large position or the position chosen from nurses nominated by the N.D. Nurses Association.</p> <p>The Executive Committee discussed the Health Services Committee meeting July 30, 2014.</p>	<p>health. Ms. Prom will work with the department to reschedule these meetings.</p> <p>The committee will forward names of possible nominees to Ms. Prom.</p> <p>Dr. Johnson will provide testimony at the Health Services Committee meeting July 30, 2014. Center staff will prepare the single assessment Dr. Johnson will provide to the committee.</p>
Other business		
Other business	Ms. Prom reported that Dr. John Warford has finished his multiple consecutive terms as Bismarck city mayor, during which the city became 100 percent smoke-free.	Because of his support for strong tobacco prevention policies during his 12 years as mayor, the Executive Committee directed Ms. Prom to draft a letter of thanks to Dr. Warford.
Next meeting		The Executive Committee will meet at 1 p.m. to 3 p.m., September 11, 2014, at the Center.
Remuneration		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 1:15 p.m.