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

3:00 p.m. to 4:00 p.m., Wednesday, July 22, 2015

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

PARTICIPANTS (in person and on phone): Executive Committee members: Dr. Beth Hughes, Dr. Eric Johnson, and Mr. Jay Taylor. **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 3:02 p.m. Executive Director Ms. Jeanne Prom took roll and determined a quorum was present.
Adoption of agenda		Mr. Jay Taylor moved to approve the agenda as distributed. Dr. Eric Johnson seconded. Motion carried.
Brief Center update	<p>Ms. Prom reported on upcoming staff trainings at August conferences sponsored by the U.S. Centers for Disease Control and Prevention and North American Quitline Consortium.</p> <p>As of July 1, 2015, the lease is on a month-to-month basis at \$12 per square foot, an increase from \$9.73 in FY2015.</p> <p>As of July 1, 2015, our contract with NRG for desktop support remains at \$460/month, but is month-to-month.</p>	<p>If Executive Committee members are interested and available to attend the North American Quitline Consortium conference, they should contact Ms. Prom.</p> <p>Ms. Prom will provide an update on the lease and additional space costs when this information is available.</p> <p>The Center will transition from the month-to-month desktop services contract with NRG to fee-based services from the state Information</p>

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	<p>Ms. Prom reported that thus far, June 2015 expenditures are \$1,966,124.38. Total estimated expenditures for the 2013-15 biennium are \$13,680,585, or 86.5% of our budget of \$15,815,828.</p>	<p>Technology Department. This transition is expected to occur around October 2015. The 2015 legislature required most state agencies including the Center to use ITD for desktop support. Previously, ITD did not offer agencies desktop support, but is preparing to do so around October 2015.</p> <p>Final expenditure reports will be available at the next Executive Committee meeting.</p>
<p>Final contract with State Investment Board</p>	<p>The Executive Committee reviewed two additions to the final draft of the contract, and discussed the signatory for the Executive Committee. The contract references the Executive Committee, so the Chair is the appropriate signatory.</p>	<p>Dr. Johnson moved to approve the final draft of the contract with the State Investment Board, including suggested language about tobacco-free investments in two sections, and the change in Executive Committee signatory from Ms. Prom to Dr. Hughes. Dr. Hughes seconded. Roll call vote: Dr. Hughes – aye; Mr. Taylor – aye; Dr. Johnson – aye. Motion carried.</p>
<p>FY 2016 legislative compensation recommendations</p>	<p>Dr. Hughes and Ms. Prom provided their recommendations for staff compensation in line with legislative requirements of 2-4%. Agencies were not to give the same percentage increase to every employee. The recommendations provided to the Executive Committee distribute performance increases according to the following formula: 4% to the following to avoid salary compression (Ms. Samantha</p>	

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	<p>Doll, Mr. Larry Shireley, Mr. Rob Yost); 3% to an employee who salary is furthest below salary midpoint (Ms. Jen Mauch) and to an employee to avoid salary compression (Ms. Barbara Andrist); and 2% to those classified employees and an unclassified employee, whose salaries will be adjusted through equity increases (Ms. Donna Thronson, Ms. Kelli Ulberg and Ms. Prom). Inequity is caused by reclassification and salaries of new hires. Merit pay increases will take effect July 1, 2015. Equity increases will be considered within the context of all staff salaries in six months, as recommended by the Office of Management and Budget.</p> <p>The Executive Committee discussed the limitations of the legislative compensation requirements, and their understanding of the need to apply salary adjustments according to the requirements.</p> <p>Ms. Prom left the meeting room and the Executive Committee evaluated Ms. Prom's annual performance. Dr. Hughes recorded meeting minutes during this time.</p> <p>The Executive Committee discussed the annual goals and Ms. Prom's response to those goals, which was very organized and</p>	<p>Mr. Taylor moved to approve the merit pay schedule as recommended by Dr. Hughes and Ms. Prom. Dr. Johnson seconded. Roll call vote: Mr. Taylor – aye; Dr. Hughes – aye; Dr. Johnson – aye. Motion carried.</p>
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	<p>prompt and demonstrate clear communication.</p> <p>The Executive Committee reviewed and discussed Ms. Prom's performance standards. The Executive Committee identified the following strengths: excellent and effective communication across all partners (staff, health units, committee members, public, legislators); excellent organizational skills (many examples: budget, state plan, documentation, human resources); excellent leadership (staff satisfaction, role model, excellent mentor); passion for work is unequalled (ignites passion in others, inspires confidence, excellent collaborator).</p>	<p>The Executive Committee concluded that Ms. Prom meets or exceeds all standards and together the committee moved by consensus to recommend a 2% merit increase. Roll call vote: Dr. Johnson – aye; Mr. Taylor – aye; Dr. Hughes – aye. Motion carried.</p> <p>For the FY 2016 performance review period, the Executive Committee recommended that Ms. Prom: 1) continue with goals; 2) allow Executive Committee one week to review performance standards; 3) review, update and refurbish performance standards review document to make it more reflective of Ms. Prom's duties; and 4) incorporate staff evaluations of strengths/weaknesses into performance review document. Dr. Hughes offered to assist Ms. Prom with updating the review document.</p> <p>The Executive Committee invited Ms. Prom back into the meeting room and reviewed this information with her. Ms. Prom thanked the Executive Committee for their support, the positive and helpful review, and the compensation increase.</p>
Adjourn		Dr. Hughes adjourned the meeting at 4:00 p.m.