

# BreatheND

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## ND TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:45 a.m. to 11:00 a.m., Wednesday, April 16, 2014

BreatheND Center for Tobacco Prevention and Control Policy – Phone, 4023 State Street, Bismarck, ND

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

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum	Note: On March 22, 2014 Ms. Holly Scott has resigned her position on the Tobacco Prevention and Control Advisory Committee and Executive Committee.	Executive Committee Chair Dr. Beth Hughes called the meeting to order at 10:52 a.m. with all members and a quorum present for a human resources update.
HR update -- Hire and Salary for Field Grant Coordinator and Statewide Programs Manager	The Executive Committee reviewed the report provided by the Center. They accepted the suggested salary as presented with an increase up to 5% after probation for the field grant coordinator (Health and Human Services Program Administrator II) and up to 2% (no probation since this was our temp employee) for the statewide programs manager (Health and Human Services Program Administrator IV) on July 1, 2014. Starting date will be April 28, 2014 for the field grant coordinator and April 21, 2014 for the statewide programs manager. Salary ranges are within the OMB hiring salary ranges for the classifications.	Dr. Hughes moved to accept and approve suggested salary and start dates. Dr. Eric Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.

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<p>HR update -- Equity increase for Community Programs Manager</p>	<p>The Executive Committee reviewed the report provided by the Center. They reviewed the 2 newly hired positions and the suggested salary proposed by the Center. They discussed Ms. Kelli Ulberg’s job duties and noted how her pay is not in line with similar positions and with her classification pay grade.</p>	<p>Dr. Hughes moved to accept and approve the suggested salary equity as presented starting May 1, 2014 with a possible yearly increase of up to 5% on July 1, 2014. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p>
<p>HR update -- Equity increase for Executive Director</p>	<p>Ms. Prom left the meeting. The Executive Director position is a non-classified position. The Executive Committee reviewed the report provided by the Center. All increases presented by the Center follow the OMB salary guidelines. Dr. Hughes noted Ms. Prom is one of the lowest paid administrators that were compared, yet had the highest number of employees. They reviewed the increase presented by the Center. Dr. Hughes made her recommendation based on Ms. Prom’s time on the job, demonstrated talents and effective management. Dr. Johnson agreed.</p>	<p>Dr. Hughes moved to accept and approve the 20% salary equity adjustment May 1, 2014. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.</p>
<p>Remuneration</p>		<p>Committee members should print the remuneration form from the website, complete and submit to the BreatheND Center.</p>
<p>Adjourn</p>		<p>Dr. Johnson moved to adjourn. Dr. Hughes adjourned the meeting at 11:14 a.m.</p>