



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

10:00 a.m. to 12:00 p.m., Tuesday, July 2, 2013

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

PARTICIPANTS: Executive Committee members: Ms. Theresa Will – chair, Dr. Beth Hughes, Dr. Kermit Lidstrom.
Executive Director: Ms. Jeanne Prom; **Accountant:** Tasha Gerding; **Community Programs Manager:** Kelli Ulberg;
Temporary Administrative Assistant: Lexi Hagler

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum		Chair Ms. Theresa Will called the meeting to order at 10:05 a.m. with all members and a quorum present.
Adoption of agenda		Dr. Beth Hughes moved to approve the agenda as distributed. Dr. Kermit Lidstrom seconded. Motion carried.
Approval of minutes from June 18, 2013 meeting		Dr. Lidstrom moved to approve the June 18, 2013 minutes as distributed. Dr. Hughes seconded. Motion carried.
Unfinished business		
Reprogramming Requests	<p>Ms. Kelli Ulberg provided members with updated reprogramming request amounts.</p> <p>Ms. Ulberg and Ms. Tasha Gerding reviewed with First District Health Unit their calculations on their reprogramming request and determined the amount to be reprogrammed is \$23,201.52. No other content changed from the previous request, except that the</p>	Dr. Hughes moved to approve the \$23,201.52 reprogramming request from First District Health Unit. Dr. Lidstrom seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.

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	<p>health unit math errors were corrected. Ms. Ulberg and Ms. Tasha Gerding recommended this request be approved.</p> <p>Pembina County's updated reprogramming request totals \$4,860.44. No content has changed from the last reprogramming request.</p> <p>Nelson/Griggs District Health Unit's updated reprogramming request totals \$1,310.35. No action by the Executive Committee was needed on the Nelson/Griggs District Health Unit request as it was less than \$2,500.</p> <p>City-County Health District's updated reprogramming request totals \$6,492.76.</p>	<p>Dr. Lidstrom moved to approve the \$4,860.44 reprogramming request from Pembina County Health Department. Dr. Hughes seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.</p> <p>Dr. Lidstrom moved to approve the \$6,492.76 reprogramming request from City-County Health District. Dr. Hughes seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.</p>
2013-2015 Budget	<p>Ms. Jeanne Prom presented an updated 2013-15 agency budget, which she had discussed with the Office of Management and Budget. The major legislative changes to the budget were additional funds for smoke-free law signs and additional funds for state and community interventions.</p>	<p>Dr. Lidstrom moved to approve the 2013-2015 budget as presented by Ms. Prom. Dr. Hughes seconded. Discussion: If the Center needs additional funding, the Executive Committee has given permission to Ms. Prom to go request additional spending authority from the Emergency Commission. Roll call</p>

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		vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.
New business		
2013-2014 Grants and Contracts	<p>The grant review committee reviewed three local policy grants a second time after returning them for changes after the initial review.</p> <p>First District Health Unit's budget included significant costs in several line items based on an internal formula FDHU applies to funds received. The formula allows the Center grant to cover a share of the overall operation of the health unit. Some of these costs far exceed comparable expenses in other grants. The Center will send the health unit a statement explaining concerns about the formula resulting in significant costs. The final grant request is \$303,299.</p>	<p>Dr. Lidstrom moved to approve First District Health Unit's grant request of 303,299.00. Dr. Hughes seconded.</p> <p>Discussion: First District Health Unit uses a formula to charge indirect costs to this grant. The formula has been approved by this local public health unit's auditor, but not the Center's auditor. Review committee members found it difficult to recommend approval of this grant since the grant may be funding staff time that does not directly contribute to completion or supervision of the tobacco prevention work plan. Ms. Will suggested the Executive Committee consider a policy that outlines what the Center will consider as approved indirect or cost share amounts. Ms. Prom will draft language. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.</p>

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	<p>Nelson/Griggs' grant initially did not comply with several grant requirements. Ms. Bev Benda, Ms. Gerding, and Ms. Ulberg together spent considerable time on this grant. The only item not approved for this grant was a cell phone. Total grant amount was \$58,926.13.</p> <p>Traill-Steele collaborative made the required changes to correct their work plan. Their new grant total is \$91,048.25. Ms. Gerding and Ms. Ulberg will be speaking with this health unit to correct some areas in their budget.</p> <p>Ms. Gerding explained the proposal to increase funding of state and community interventions in 2013-15. The proposal increases funding for both local policy grants and tobacco settlement state aid grants for every health unit. Staff recommended that to increase FY2014 local policy grants, health units be allowed to request an amount they need and can justify, rather than be given a specific amount based on a formula. For tobacco settlement state aid grants, staff recommended that beginning in FY2015, a new formula be used so every health unit would receive increased funding, even when adjusting for population decreases in some counties. Staff recommended this this increased level of funding continue beyond</p>	<p>Dr. Hughes moved to approve Nelson/Griggs District Health Unit's grant request of \$58,926.13. Dr. Lidstrom seconded. Discussion: This amount does not include cost for a cell phone. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.</p> <p>Dr. Lidstrom moved to approve Traill-Steele's grant request of \$91,048.25. Dr. Hughes seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.</p> <p>Dr. Hughes moved to approve the 2013-2015 grant spending plan as presented by the staff. Dr. Lidstrom seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.</p>

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	FY2015.	
	Ms. Theresa Will excused herself from the meeting at 11:15 a.m. to attend another meeting.	
HR Update	<p>Ms. Prom recommended a 5 percent salary increase for the full time permanent classified employees based on performance, along with the recommended market increase approved by the legislature.</p> <p>Ms. Prom voluntarily left the meeting during the discussion on salary for the executive director, which is an unclassified position.</p>	<p>Dr. Hughes moved to approve the 5 percent recommended performance salary increase along with the market adjustment to the full time permanent classified employees. Dr. Lidstrom seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—absent and not voting. Motion carried.</p> <p>Dr. Hughes moved to approve a 5 percent performance salary increase for the unclassified executive director. Dr. Lidstrom seconded. Discussion: Members expressed Ms. Prom's dedication to the Center, her passion, and ability to find good employees. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—absent and not voting. Motion carried.</p>
	Ms. Prom explained that she and Ms. Donna Thronson were currently receiving a 5 percent temporary workload increase for their additional work completing the job responsibilities for the unfilled evaluation manager position. Ms. Prom recommended	Dr. Hughes moved to approve the continuation of the 5 percent workload increase for Ms. Prom and Ms. Thronson until a full time employee is hired. Dr. Lidstrom

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	that this increase continue until a full time employee has started in this position.	seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—absent and not voting. Motion carried.
Other business		
Remuneration	Next Executive Committee meeting is July 18, 2013. Next Advisory Committee meeting is July 25, 2013 at BSC Energy Center.	Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Hughes moved the meeting be adjourned. Dr. Lidstrom seconded. Dr. Hughes adjourned the meeting at 11:44 a.m.