



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

3:00 p.m. to 4:30 p.m., Monday, October 22, 2012

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

**PARTICIPANTS: Executive Committee members:** Ms. Theresa Will – chair, Dr. Beth Hughes, Dr. Kermit Lidstrom.

**Executive Director:** Ms. Jeanne Prom.

**Public:** Megan Houn, Tobacco Free North Dakota.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, welcome to new Executive Committee members, determination of a quorum		Chair Ms. Theresa Will called the meeting to order at 3:05 p.m. with all members present. Ms. Will welcomed new Executive Committee members Dr. Beth Hughes and Dr. Kermit Lidstrom, and determined that a quorum was established.
Adoption of agenda		Dr. Lidstrom moved to approve the agenda as distributed. Dr. Hughes seconded. Motion carried.
Approval of minutes from September 19, 2012 meeting	Ms. Will noted four minor errors in the draft. Ms. Prom will make the changes.	Dr. Lidstrom moved to approve the September 19, 2012 minutes with four changes as requested. Dr. Hughes seconded. Motion carried.
Unfinished business		
Grants/contracts/requests for proposals (RFPs) – Special Initiative Grants adjustments	The Center requested approval to amend biennial Special Initiative Grant contracts to reflect the subtraction of unspent funding from FY2012. The Center requested approval to issue a six-month contract with Minot State University	Dr. Lidstrom moved to amend the contracts with American Lung Association (ALA), Tobacco Free North Dakota (TFND) and MSU as requested. Dr. Hughes seconded. Discussion: The amendment to the ALA contract will reflect a total biennial award of \$209,076.36. The amendment to the TFND contract will reflect a total biennial award of \$230,327.90. The six-month contract with Minot State University will be \$221,182 with the next six-month contract

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	<p>(MSU) for the approved scope of service focused on technical assistance and indoor air quality assessment. The Center requested approval to issue a new contract to MSU for January through June 2013 with a scope of service focused on indoor air quality evaluation. The Center requested approval to withdraw the special initiative grant request from First District Health Unit (FDHU).</p>	<p>with MSU yet to be negotiated. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Hughes moved to accept the decision by FDHU to withdraw the special initiative grant request of \$25,000. Dr. Lidstrom seconded. Discussion: At a previous meeting, the Executive Committee had provisionally approved the award with FDHU. Recently FDHU reported the proposed local policy work plans have changed. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>
<p>Program Reporting System (PRS) – storage and maintenance costs, and Memorandum of Understanding with Department of Health (DoH) on PRS</p>	<p>Ms. Jeanne Prom and Ms. Kelli Ulberg met with Nexus and Department of Health on Program Reporting System (PRS) costs. The department had requested the Center pay for a share of PRS maintenance, hosting and storage costs. Ms. Ulberg provided the Executive Committee with written explanation and a budget for the department’s request. During the meeting with the department, Ms. Prom stated that she would recommend the</p>	<p>Dr. Lidstrom moved to approve a memorandum of understanding and contract with the Department of Health to pay for all Program Reporting System (PRS) hosting, storage and maintenance costs from September 1, 2012 through June 30, 2013. Dr. Hughes seconded.</p> <p>Discussion: The Department of Health paid these costs from July 1, 2012 through August 31, 2012 and previous fiscal years. Center costs are estimated to be \$24,795.83 including \$21,645.83 for maintenance, \$2,850 for hosting, and \$300 for storage. The Executive Committee stated for the record that the current agreement to share costs this biennium should be reviewed before the 2013-2015 biennium, and that a cost share arrangement based on agency use of PRS be pursued. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>

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	<p>Executive Committee approve the request for this biennium. She also stated that she informed the department that before an agreement is reached for the 2013-2015 biennium, the Center and department should determine a cost sharing based on number of programs using PRS or other factors reflecting agency use of PRS.</p>	
<p>Memorandum of Understanding (MOU) on programming and sustainability planning with DoH</p>	<p>The Executive Committee desires to participate as an equal partner with the department of health on an MOU on programming, and sustainability planning. The Executive Committee had also stated this desire at previous Executive Committee meetings.</p>	<p>Ms. Prom sent an email on October 3, 2012 to Ms. Shauntrelle Andrews, North Dakota's project officer from the Centers for Disease Control, again requesting a proposal for sustainability planning. Ms. Prom initially had requested this plan in an email to the previous project officer on July 19, 2012. Ms. Donna Thronson has been in phone contact weekly with Michelle Walker at the department to ask about the status of sustainability planning.</p>
<p>New business</p>		
<p>Grants/contracts/RFPs – training October 24-25, local policy grants funding formula</p>	<p>Ms. Prom reported that a documentary about the tobacco industry, "Addiction Incorporated," will be shown at the sites training October 24.</p> <p>The Executive Committee discussed funding formula</p>	<p>As previously approved in the FY2012 Health Communications Plan, the Center will begin developing a new health communications theme around tobacco industry manipulation, to be used beginning in 2013.</p> <p>The Center will coordinate one more meeting with local public health units to discuss option E as the most viable</p>

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	option E and the process for requesting input from local public health units on all the options for the 2013-2015 local policy grants funding formula.	option for the 2013-2015 local policy grants funding formula. The time before the meeting can be considered a comment period. The Center will schedule the meeting at a time when the Executive Committee and possibly some Advisory Committee members can participate.
Human resources – policies, accountant and executive director updates	<p>Ms. Prom reviewed the overtime and compensatory time policy with an updated work week definition.</p> <p>Ms. Prom reported that Ms. Tasha Gerding, accountant, successfully completed her six-month probationary period. Ms. Prom requested that the committee approve the five percent increase as outlined in the offer letter.</p>	<p>Dr. Lidstrom moved to approve the updated overtime and compensatory time policy. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Lidstrom moved to approve the five percent salary increase for Ms. Tasha Gerding, as outlined in her offer letter, effective upon the completion of her six-month probationary period on September 19, 2012. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried</p> <p>Ms. Will and Ms. Prom will begin the annual performance review process.</p>
Policy – implementation required if 2012 Measure 4 passes (comprehensive statewide smoke-free law)	Ms. Donna Thronson developed a potential implementation plan and budget. Ms. Megan Houn reported that public polling shows 60 percent or higher support passing Measure 4.	Dr. Lidstrom moved to approved spending up to \$150,000 on implementation of the comprehensive smoke-free law if voters approve 2012 Initiated Measure 4. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Other business		
Reconsideration of current 2012 meeting		The Executive Committee officially cancelled the meeting originally scheduled for October 4, 2012. The meeting had

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schedule – 10:00 a.m. to noon, first and third Thursdays at the Center		previously been postponed due to scheduling conflicts.  The Executive Committee rescheduled the rest of the 2012 meetings. The meetings will be 8 a.m. to 10 a.m. on the following days: Wednesday, November 7; Wednesday, November 28, Monday, December 3; and Wednesday, December 19, 2012.
Remuneration		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. Ms. Will adjourned meeting at 4:07 p.m.