



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

8:00 a.m. to 10:00 a.m., Wednesday, December 19, 2012

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; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Accountant:** Ms. Tasha Gerding.  
**Public:** Renae Byre (by phone).

<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 8:07 a.m. with all members and a quorum present.
Adoption of agenda	Executive Director Ms. Jeanne Prom requested moving the discussion on the meeting schedule to the end of the agenda and to add formal approval of Tobacco Free North Dakota budget reprogramming.	Dr. Beth Hughes moved to approve the agenda with two requested changes. Dr. Kermit Lidstrom seconded. Motion carried.
Approval of minutes from November 7, 2012 and November 28, 2012 meetings		Dr. Hughes moved to approve the November 7, 2012 minutes as distributed. Dr. Lidstrom seconded. Motion carried. Dr. Hughes moved to approve the November 28, 2012 minutes as distributed. Dr. Lidstrom seconded. Motion carried.
Unfinished business		
Memorandum of Understanding (MOU) on programming and	Ms. Jeanne Prom reported on a meeting with State Health Officer Dr. Terry Dwelle and another meeting she and Statewide	The department of health is reviewing the latest draft of the MOU and will provide an update to the Center, possibly this week. Based on Center

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sustainability planning with DoH	Programs Manager had with Dr. Dwelle, Arvy Smith, Karalee Harper and Michelle Walker at the department of health. The group spent significant time discussing work with tribal populations and work on reservations, and having agency heads meet. Ms. Smith wanted Ms. Harper to be a part of agency head meetings, but Dr. Dwelle said the strategic picture, and not program details, were the major topic of discussion.	staff discussion, Ms. Prom added the following language to the draft prior to sharing with the department: This memorandum assures that the two agencies will report specific outcome data for the State Plan, annual work plans, and quarterly work plan progress reports. This memorandum assures that the heads of the agency (Executive Director and State Health Officer) will meet at least once a month to assure that communication between program staff is a continuous loop between the agencies and in communication with grantees; to assure the continuation of the comprehensive program as described in current law (cite law); to assure that there is reciprocity in sharing of information and documents; and to assure that there is efficiency in the comprehensive program across agencies.
New business		
Grants/contracts/requests for proposals (RFPs) – contract with Minot State University	The committee discussed that the scope of service will include a post-smoke-free law study of indoor tobacco air pollution, similar to the pre-smoke-free law study currently being completed. MSU will not be providing technical assistance on local smoke-free ordinances, as the state smoke-free law has changed the policy focus.	Dr. Hughes moved to approve a contract with Minot State University for \$97,887 for January 1, 2013 through June 30, 2013 for a tobacco smoke pollution study. Dr. Lidstrom seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
reprogramming request – Traill District Health Unit	Ms. Kelli Ulberg, Community Intervention Coordinator, explained the changes to the	Dr. Lidstrom moved to approve the reprogramming request from Traill District Health

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	salary and fringe lines due to a coordinator resignation and reassignment of duties to another health unit nurse.	Unit. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Reprogramming request – Tobacco Free North Dakota	Ms. Prom provided an overview of the reprogramming request, which decreases funds in travel, communications and other categories and increases funds in supplies and consultant categories. The request reflects an approved biennial contract reduction of \$8,451.42 in unspent funds from FY2012, the first year of the biennium. Accountant Ms. Tasha Gerding explained the changes to the “other” category.	Dr. Lidstrom moved to approve the reprogramming request from Tobacco Free North Dakota, retroactive to December 18, 2012. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Grantee financial guidelines and grant guidance	Ms. Ulberg and Ms. Gerding explained that these new guidelines separate the financial requirements from the rest of the guidance, for clarity. The agency audit findings require specific additional financial documentation and Ms. Ulberg’s experiences thus far with the request for reimbursement narratives reinforce the need for grantees to follow State financial rules. Actual, and not estimated, expenses need to be documented. This will help grantees prepare for audits. Audit language has always been in grant contract Attachment A. Ms. Gerding described changes in “Other Supplies” to align with State rules.	<p>Ms. Ulberg noted that during grant reviews, the Advisory Committee will receive quarter 1 and 2 progress reports, to help demonstrate the work being done by the health unit. This language was added to the guidance and grantees will be informed of this change at the grant writing workshops. The Executive Committee acknowledged and approved of this addition to the grant submission and review process.</p> <p>The Executive Committee advised the Center to have the following staff from local public health units sign the Grantee Financial Guidelines: administrator, financial representative, and the coordinator. This will assure all three positions understand the guidelines.</p>

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	<p>Approximately 75 percent of grantees expend funds on electronic health records (EHRs). Annual licensing fees should be pro-rated according to percentage of budget or number of programs or some other documentation.</p> <p>The committee and staff present discussed health unit audit expenses.</p> <p>The committee and staff noted that all guidelines will help with clarity and accountability.</p> <p>The group discussed funds available for nicotine replacement therapy (NRT). The original grant formula allows an NRT supply of 25 to 50 percent of previous year calls to the quitline and QuitNet. NRT is needed for special populations not able to access NDQuits. NDQuits use is drastically increasing. The focus of Center grants is policy. In FY2014, \$103,833 is budgeted for NRT. The group discussed the current formula and determined that a 25 percent cap is reasonable, especially with the increase in NDQuits use.</p>	<p>Dr. Hughes moved to add language to grant guidance requiring that electronic health records (EHRs) and audit expenses be prorated per program or percentage of overall budget, and not funded entirely by the local tobacco policy grant. Dr. Lidstrom seconded. Roll call vote: Dr. Hughes – aye; Dr. Lidstrom – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Lidstrom moved to change the cap on nicotine replacement therapy funds to 25 percent of previous year’s calls to the quitline. Seconded by Dr. Hughes. Discussion: Dr. Hughes noted that local policy grant funds are decreasing next year. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>The Executive Committee requested that the staff determine a new formula for providing nicotine replacement therapy for the FY 2015 grants.</p>
Leave time	Ms. Prom explained that since July 1,	The Executive Committee recognized the need

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	<p>2012, all staff keep hourly timesheets. This is to document the need for additional permanent staff. Currently, Ms. Prom and Ms. Donna Thronson are managing the evaluation program, as budget limitations make it difficult to hire a temporary fulltime evaluation manager. This has resulted in significant extra hours and difficulty in using leave benefits for Ms. Prom and Ms. Thronson. Ms. Prom clarified that the leave report was not a request for payment of unused leave time and that all staff plan to make an effort to use leave time by the April 30 cutoff when annual leave in excess of 240 hours is lost. Ms. Gerding explained the options for temporary work load adjustments for Ms. Prom and Ms. Thronson.</p>	<p>to hire an evaluation manager. The Executive Committee expressed support for staff to use leave time, and requested that all staff commit to using leave time. Support and use of leave time is reflected in the current Center policy which states that requesting payment for unused annual leave should be rare.</p> <p>Dr. Hughes moved to approve a temporary work load increase for Ms. Jeanne Prom and Ms. Donna Thronson of 5 percent for the period beginning January 1, 2013 through June 30, 2013. Dr. Lidstrom seconded. Discussion: This recognizes the work managing the evaluation program that is over and above the 40-hour work week. Ms. Prom will sign the necessary documentation for Ms. Thronson and Ms. Will will sign the documentation for Ms. Prom. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>
Other business		
2013 Executive Committee meeting schedule	The committee discussed a draft schedule.	Center staff will work with committee members on a final schedule.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.

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Adjourn		Dr. Hughes moved the meeting be adjourned. Dr. Lidstrom seconded. Ms. Will adjourned the meeting at 10:17 a.m.