



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

8:00 a.m. to 9:00 a.m., Thursday, February 14, 2013

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

PARTICIPANTS: Executive Committee members present: Ms. Theresa Will – chair, and Dr. Beth Hughes.
Executive Committee members not present: Dr. Kermit Lidstrom. **Executive Director:** Ms. Jeanne Prom;
Accountant: Ms. Tasha Gerding; **Health Communications Coordinator:** Donna Thronson.
Public: none.

<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 8:21 a.m. with a quorum present.
Adoption of agenda	Ms. Jeanne Prom, Executive Director, requested that a reprogramming request be added to the agenda.	Dr. Beth Hughes moved to approve the agenda with the addition of a reprogramming request added under new business. Ms. Will seconded. Motion carried.
Approval of minutes from January 31, 2013 meeting		Dr. Hughes moved to approve the January 31, 2013 minutes as distributed. Ms. Will seconded. Motion carried.
Unfinished business		
		No business was discussed.
New business		
Reprogramming request	Ms. Tasha Gerding explained the reprogramming request from Wells County.	Ms. Will moved to approve the reprogramming request of \$4,055 from Wells County District Health Unit. Dr. Hughes seconded. Discussion: Funding from supplies and other areas was transferred to employee benefits. Staffing patterns changed during the grant year, so these benefits were not budgeted in the

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		initial grant. Roll call vote: Dr. Hughes – aye; Ms. Will – aye; Dr. Lidstrom – absent and not voting. Motion carried.
Health Communications Update	Ms. Donna Thronson, Health Communications Coordinator, explained three concepts for broadcast ads on the new theme on the tobacco industry.	Ms. Will moved to approve the three new health communications concepts presented by Ms. Thronson. Dr. Hughes seconded. Motion carried.
Legislation	Ms. Prom provided an update on legislation, including the agency appropriation bill, SB 2024.	Dr. Hughes moved to approve the CDC Best Practice budget adjusted for inflation and population forecasts for 2014 and 2015, as requested by the Senate Appropriations Subcommittee on SB 2024. Ms. Will seconded. Discussion: This budget is higher than the agency's optional budget request. The optional request was based on available inflation and population figures in spring 2012, when the Center developed the 2013-15 budget request. Data available in early 2012 on inflation and population were lower than the forecast for 2014 and 2015, but within CDC Best Practice range for the latest available data that was not forecasted. Motion carried.
Other business		
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned the meeting at 9:20 a.m.