

# BreatheND

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

10:00 a.m. to 12:00 p.m., Tuesday, June 18, 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;  
**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 10:10 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 May 28, 2013 meeting		Dr. Hughes moved to approve the May 30, 2013 minutes as distributed. Dr. Lidstrom seconded. Motion carried.
Unfinished business		
None on agenda		
New business		
Fiscal reports—April 2013 and May 2013	Ms. Jeanne Prom explained the April 2013 and May 2013 fiscal reports.	Dr. Lidstrom moved to approve the April 2013 fiscal reports as distributed. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried.  Dr. Hughes moved to approve the May 2013 fiscal reports as distributed. Dr. Lidstrom seconded. Roll call vote: Dr. Hughes—aye; Dr. Lidstrom—aye; Ms. Will—aye. Motion carried.

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Tuesday, June 18, 2013

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Reprogramming requests	Ms. Kelli Ulberg explained the requests.  Central Valley submitted a reprogramming request totaling \$7,268.50. Ms. Ulberg recommended approval.	Dr. Lidstrom moved to approve the \$7,268.50 reprogramming request from Central Valley Health Collaborative. Dr. Hughes seconded. Discussion: Chronic Disease Conference funds were not approved since the initial agenda appeared to contain no tobacco policy related topics. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried.
	First District submitted a reprogramming request totaling \$22,586.79. Ms. Ulberg and Ms. Tasha Gerding reviewed the request, but obtained a different total. Ms. Ulberg suggested approving specific items rather than a dollar amount.	Dr. Lidstrom moved to approve \$14,155.01 of the reprogramming request from First District Health Unit, with this approved amount contingent on clarification of budget line item amounts from the local health unit. The approved total includes funding 20 percent of the total for Ms. Lori Brierley’s computer, and denial of the request for Adobe Photoshop software programs. Dr. Hughes seconded.  Discussion: The Center will fund Ms. Brierley’s computer based on the percentage of her time dedicated to this tobacco prevention grant, which is 20 percent. Adobe Photoshop software is not needed locally, as this specialized graphic communication design and software expertise is provided to all local grantees through the Center’s health communications staff, Ms. Donna Thronson and Mr. Lee Greuel.  Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried. Ms. Will excused herself from the meeting temporarily, as she was on the agenda of another local meeting.
	City-County Health District submitted a	Dr. Hughes moved to approve the \$5,565.96 reprogramming request from City-County Health District. Dr. Lidstrom seconded.

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	reprogramming request totaling \$5,565.96.	Discussion: The percentage of funding available for the computer is dependent on staff member using the computer and the percentage of their time dedicated to the tobacco prevention grant. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—absent and not voting. Motion carried.
	Pembina County Health Department submitted a reprogramming request totaling \$4,918.44.	Dr. Lidstrom moved to approve the \$4,918.44 reprogramming request from Pembina County Health Department. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—absent and not voting. Motion carried.
Break		Dr. Hughes and Dr. Lidstrom agreed to recess the meeting at 11:14 a.m. and reconvene when Ms. Will returned. Ms. Will returned at 11:32 and reconvened the meeting.
Reprogramming requests, continued		Ms. Will confirmed that the computer in the City-County Health District reprogramming request was for Vicki Voldal-Rosenau, who is dedicated fulltime to the tobacco prevention grant.  Ms. Ulberg listed the reprogramming requests under \$2,500 that staff had approved: Cavalier -- \$2,300.00; Foster -- \$1,600.98; Nelson-Griggs -- \$1,086.00; Sargent -- \$2,250.00; and Rolette -- \$728.00.
Other	Ms. Prom read excerpts from a memo from OMB promoting the intern stipend program. The Center has hired interns but has not used the OMB stipend program.	Ms. Prom and Ms. Gerding will be attending an orientation on the federal Affordable Care Act on July 26, 2013.  Ms. Prom thanked the Executive Committee for their support of internships at the Center, and noted that the interns have contributed new ideas and additional viewpoints. Ms. Prom also noted that interns provide an affordable temporary workforce for entry-level work, while offering interns valuable work experience and academic credit.

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2013-2014 Grants and Contracts	Ms. Prom requested approval of an extension of the contract with RTI International.	<p>Dr. Hughes moved to approve the execution of one option to renew the current contract with Research Triangle Institute, doing business as RTI International, for a period of 24 months, as provided in the current contract. Dr. Lidstrom seconded.</p> <p>Discussion: The current contract for \$460,871 began July 20, 2012 and ends September 30, 2013. The current contract allows for the execution of up to two options to renew the contract for a period of 24 months each. The Center must provide notice to RTI International the intent to review performance and renew this contract at least 60 days before the scheduled contract expiration date. The contract amount for the next 24 months will be renegotiated and may be a different amount, based on new deliverables and a longer contract period.</p> <p>Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>
FY 2014 Health Comm. Plan	Ms. Donna Thronson joined the meeting and reviewed the draft FY2014 Health Communications Plan. The focus is on de-normalizing tobacco use through policy.	<p>Dr. Hughes moved to approve the FY2014 Health Communication Marketing Plan with periodic review. Dr. Lidstrom seconded.</p> <p>Discussion: FY2013 budget was \$932,918.00, and \$830,271.87 was expended, because two of the planned media campaigns were not run. The FY2014 budget increased by \$301,442 over FY2013, for digital media statewide as well as digital and other marketing strategies to reach the western North Dakota market. Digital media reaches users located in North Dakota, regardless of their official state of residence. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried.</p>
2013-2014 Grants and Contracts	Ms. Ulberg recommended 20 local	Dr. Hughes moved to approve the 20 local policy grants that have met the necessary requirements. Dr. Lidstrom seconded.

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	<p>policy grants be approved, and three grants be further reviewed with the grant review sub-committee of the Advisory Committee.</p>	<p>Discussion: The grants are listed below:</p> <p>Bismarck Burleigh Public Health: \$272,493.00            Cavalier: \$45,541.00            Central Valley: \$225,068.00            City-County: \$94,584.97            Custer: \$176,896.49            Dickey: \$49,228.00            Fargo: \$305,036.13            Foster: \$43,940.00            Grand Forks: \$228,214.00            Kidder Emmons Collaborative: \$85,772.98            Lake Region: \$133,101.38            Pembina: \$48,122.14            Ransom Sargent Collaborative: \$94,621.00            Richland: \$105,710.32            Rolette: \$73,015.00            Southwestern: \$172,410.37            Towner: \$40,828.00            Upper Missouri: \$176,360.00            Walsh: \$64,521.00            Wells: \$60,968.66</p> <p>Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried.</p> <p>Dr. Hughes moved to approve additional evaluation by the grant review subcommittee of the Advisory Committee of the three grant applications that do not yet meet the necessary requirements, with</p>

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		<p>final approval by the Executive Committee. Dr. Lidstrom seconded.</p> <p>Discussion: Ms. Ulberg will meet with the grant review subcommittee of the Advisory Committee to conduct another review of the grants from the following local public health unit/collaborative grants: Nelson-Griggs, Traill-Steele, and First District Health Unit. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried.</p>
HR Update	Ms. Prom requested approval to extend the temporary employment of Ms. Samantha Doll as the human resources assistant.	Dr. Lidstrom moved to approve the extension of the temporary employment of Ms. Samantha Doll as the human resources assistant for 40 hours/week for six additional weeks at a cost of \$2,880. Dr. Hughes seconded. Discussion: The hourly rate remains at \$12/hour. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried.
2013-2015 Budget	Ms. Prom and Ms. Gerding explained the conference committee budget recommendations and the final budget bill, and recommended the detailed budget for Executive Committee approval.	Dr. Lidstrom moved to approve the final budget detail as recommended by Ms. Prom. Dr. Hughes seconded. Discussion: Ms. Prom and Ms. Gerding discussed the budget with the Office of Management and Budget and the Legislative Council budget analysts. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye. Motion carried.
Policy Manual	Ms. Prom provided the Executive Committee with the draft policy manual at the previous meeting for final approval	Dr. Lidstrom moved to approve the policy manual. Dr. Hughes seconded. Discussion: Dr. Hughes suggested the word “gender” be used instead of “sex,” and the committee discussed if the life span of an electronic document was defined in the manual. Roll call vote: Dr. Lidstrom—aye; Dr. Hughes—aye; Ms. Will—aye.

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	at this meeting.	Motion carried.
Other business		
Next meeting	Three local policy grants need to be approved.	The Executive Committee agreed to meet from 10 a.m. to noon, Tuesday, July 2, 2013. The committee may also meet as planned July 18, 2013. The Advisory Committee will meet July 25, 2013 at the Bismarck State College Energy Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned the meeting at 1:05 p.m.