



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

10:00 a.m. to 12:00 a.m., Thursday, August 2, 2012

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

**PARTICIPANTS: Executive Committee members:** Ms. Theresa Will – chair, Ms. Javayne Oyloe; Dr. Jon Rice.

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

**Public:** none.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of a quorum		Chair Ms. Theresa Will called the meeting to order at 10:05 a.m. with all members present.
Adoption of agenda	Ms. Jeanne Prom requested that 2013 legislative session be added as new business.	Ms. Will moved to approve the agenda with 2013 legislative session added as new business. Dr. Jon Rice seconded. Motion carried.
Approval of minutes from July 13, 2012 meeting		Ms. Javayne Oyloe moved to approve the July 13, 2012 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
2013-2015 budget status	Ms. Tasha Gerding, accountant, submitted the approved budget by deadline.	The state Office of Management and Budget will review the agency budget, and Ms. Prom will inform the Executive Committee of OMB actions.
Grants/contracts/requests for proposals (RFPs) – TFND, special initiative/other grants,	No special initiative grants were discussed. The evaluation services contract is fully executed and Ms. Donna Thronson, health communications coordinator, and Ms.	The discussion on the Tobacco Free North Dakota (TFND) work and evaluation plan was tabled until the next meeting. Ms. Thronson and Ms. Prom will continue to

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evaluation contract	Prom have met with the evaluation team on the contract deliverables.	meet regularly with the contracted evaluators over the next contract year.
Memorandum of Understanding with the Department of Health	Ms. Prom noted that a comment in the latest version of the MOU from the Department of Health that states “LPH is not working with the tribes, per our tribal coordinators,” is not supported by Ms. Prom’s discussion with local public health unit administrators and coordinators. Local public health units are working either directly with the tribal tobacco program coordinator on the reservation in Rolette County, or otherwise working with reservation residents and programs as invited.	Ms. Will and Ms. Prom will respond to the latest draft before the next Executive Committee meeting. The response will include the Executive Committee’s position that the agency funding be used as required by law for all residents of the state, including N.D. residents living on reservations.
Executive Committee membership	N.D. Public Health Association has the required four individuals whose names NDPHA will forward to the Governor for consideration for two open NDPHA-nominated positions on the Advisory Committee.	The Advisory Committee will elect two of its members to serve on the Executive Committee after the Governor names three new Advisory Committee members to fill positions being vacated by Ms. Oyloe, Dr. Rice and Nathan Marion.
New business		
Human resources	Ms. Prom recommended an individual to hire for the statewide programs manager position.	Ms. Oyloe moved to approve offering the statewide programs manager position to the recommended individual for an hourly compensation rate within the hiring range listed in the job description. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.

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2013 legislature	Ms. Prom informed the committee that agencies may pre-file bills to be considered by the 2013 legislature. The Legislative Council is updating the data on risk-associated behavior prevention programs.	The Executive Committee agreed with Ms. Prom's recommendation to not pre-file bills at this time. The Center plans to attend a Legislative Council bill drafting workshop. Ms. Prom will use an electronic format to fulfill a Legislative Council request for grant information.
Other business		
Other		The Executive Committee did not discuss any other business.
Next meeting	The next Executive Committee meeting was August 16, but this is during the National Conference on Tobacco or Health.	The Executive Committee changed its next meeting to 10 a.m. to noon, Thursday, August 9, 2012 at the Center.
Remuneration	Updated remuneration forms with current compensation and mileage rates are posted. At its July 23, 2012 meeting, the Advisory Committee changed its compensation, retroactive to July 1, 2012.	Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned meeting at 10:34 a.m.