



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

2:00 p.m. to 4:00 p.m., Wednesday, September 19, 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;

Statewide Programs Manager: Barbara Andrist; **Community Programs Manager:** Kelli Ulberg; **Accountant:** Tasha Gerding.

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 2:04 p.m. with all members present.
Introduction of Barbara Andrist, statewide programs manager	Ms. Jeanne Prom introduced Ms. Barbara Andrist.	Ms. Andrist began working fulltime this month on statewide programs including special initiative grants.
Adoption of agenda		Ms. Will moved to approve the agenda with the addition of a discussion of the local policy grants funding formula as new business. Dr. Jon Rice seconded. Motion carried.
Approval of minutes from September 6, 2012 meeting		Dr. Rice moved to approve the September 6, 2012 minutes as distributed. Ms. Javayne Oyloe seconded. Discussion: The committee discussed the minutes recording discussion and action on the memorandum of understanding but did not edit the minutes as written. Motion carried.
Unfinished business		
Grants/contracts/requests for proposals (RFPs) – Special Initiative Grants;	Ms. Prom provided an update on Special Initiative Grants.	Continuing Special Initiative Grants will be reduced by the amount budgeted but not spent for FY2012. Ms. Prom will negotiate with First District Health Unit on their special initiative

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Wednesday, September 19, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<p>local policy grants 2013-2015 funding formula</p>	<p>Ms. Ulberg and Ms. Tasha Gerding explained the current local policy grants funding formula and possible options for the 2013-2013 biennium.</p>	<p>grant application for a public information campaign.</p> <p><u>Local policy grants 2013-2015 funding formula</u> --The committee reviewed their previous discussions on funding for grants, which occurred prior to the Executive Committee's decision to submit a hold even budget for 2013-2015 biennium, with an optional budget request for additional funding. Based on a hold even budget, local policy grants and special initiative grants funding will be reduced, as the comprehensive statewide program is more advanced and developed in statewide infrastructure, comprehensive ongoing evaluation and continuing comprehensive health communications. Ms. Ulberg and Ms. Gerding presented two options as the beginning of a more detailed discussion on developing the new local policy grants funding formula. The funding formula will be discussed with local public health unit administrators at the regular quarterly meeting by interactive video network (IVN) on September 24, 2012. Ms. Ulberg anticipates several additional meetings with LPHUs before a formula is final. The Executive Committee needs to approve a final formula so Ms. Ulberg can issue grant guidance in December 2012.</p>
<p>Program Reporting System (PRS)</p>	<p>Ms. Ulberg reported that she has set a meeting with the Department of Health and Nexus Innovations on September 24 to discuss possible cost sharing of hosting, storage and</p>	<p>Ms. Arvy Smith, Deputy Health Officer, is not able to attend the September 24 meeting, but indicated to Ms. Ulberg that the meeting should proceed without her. The meeting will be a discussion of an equitable way to share PRS hosting, storage and maintenance costs. The Center will not verbally or otherwise commit to a cost sharing agreement without a signed Memorandum of Understanding with DOH. Ms. Ulberg will provide a draft MOU on PRS to the Executive Committee for final approval if that is developed.</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Wednesday, September 19, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	<p>maintenance of PRS. Currently, hosting and storage fees are paid by DOH, and the DOH and Center have separate maintenance contracts.</p>	
<p>Memorandum of Understanding – comprehensive program</p>	<p>On August 9, 2012, the Executive Committee approved the latest version of the MOU with DOH. Ms. Prom emailed this version to Ms. Karalee Harper at DOH on August 13, 2012.</p>	<p>Ms. Prom reported that Ms. Karalee Harper and Ms. Michelle Walker informed her by email on August 27, 2012, that: "...the DoH was under the assumption that part of the sustainability work was going to include working on the MOU. Therefore, the NDDoH has not returned the MOU that was sent by Jeanne on 8/13/2012." Ms. Prom stated that she did not understand that the MOU was to be part of the sustainability work. The Executive Committee again stated that they intend to participate as an equal partner with the DOH on the MOU and sustainability plan.</p>
<p>Executive/Advisory Committee Members</p>	<p>Ms. Prom provided an update.</p>	<p>Mr. Jay Taylor and Ms. Renae Byre will replace Ms. Oyloe and Dr. Rice on the Advisory Committee at the September 21, 2012 meeting. At that meeting, the Advisory Committee will elect two Advisory Committee members to serve on the Executive Committee. Ms. Will thanked Ms. Oyloe and Dr. Rice for their years of service and commitment to the Executive and Advisory Committees. Ms. Oyloe served on both committees since their organization in January 2009. Dr. Rice served on both committees since July 2011.</p>
<p>New business</p>		
<p>Fiscal – August 2012 reports</p>	<p>The fiscal reports were distributed with the meeting materials.</p>	<p>Dr. Rice moved to approve the August 2012 fiscal reports as distributed. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Wednesday, September 19, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Legislative – budget, Budget Section, interim committees	Ms. Prom and Ms. Andrist reported on the Budget Section meeting and Government Services Committee meeting.	The Center submitted two reports to the Budget Section: the regular quarterly report on implementation and grants and contracts expenditures; as well as a special report the Budget Section requested, explaining how tobacco tax revenues are increasing at the same time the Center is reporting tobacco use rates by N.D. residents decreasing. Dr. Rice commented that the explanation the Center provided on tax revenues and tobacco use rates was good.
Other policy - update	Ms. Prom provided an update.	The Center continues with FY2013 health communications plan, including public education on secondhand smoke, as approved by the Executive Committee on June 25, 2012.
Other business		
Next meeting	Ms. Prom noted that new committee members will be joining this meeting.	The next Executive Committee meeting is scheduled for 10:00 a.m. to noon on Thursday, October 4, 2012 at the Center. (Advisory Committee meets Friday, September 21, 2012.)
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center as soon as possible. Ms. Gerding will assure that Dr. Rice and Ms. Oyloe receive all compensation for their service.
Adjourn		Ms. Will adjourned meeting at 3:30 p.m.