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TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES

10:00 a.m. to 12:00 p.m., Thursday, September 6, 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; **Health Communications Coordinator:** Donna Thronson; **Community Intervention Coordinator:** Kelli Ulberg.

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 10:03 a.m. with all members present.
Adoption of agenda		Dr. Jon Rice moved to approve the agenda as distributed. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes from August 9, 2012 meeting		Ms. Oyloe moved to approve the August 9, 2012 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
Grants/contracts/requests for proposals (RFPs) – Tobacco Free North Dakota (TFND), other grants	Tobacco Free North Dakota (TFND) -- Ms. Jeanne Prom and Ms. Will updated the committee on the meeting with Edward Erickson, Assistant Attorney General, regarding allowable costs in the TFND proposal. Mr. Erickson advised that allowable costs relate to statutory authority to implement the state plan and that the work plan and budget be	TFND -- Ms. Oyloe moved to approve the funding of the Tobacco Free North Dakota continuation grant through June 30, 2013, with changes as recommended by the Assistant Attorney General. Dr. Rice seconded. Discussion: Re-organization of the work plan and budget into major projects and related allowable costs distributes human resources and all other costs across projects; however, human resources remain a major cost in

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	<p>organized by major projects. An organization may undertake other activities not funded or allowed by the Center grant, but these activities must be separated from Center funding. The open records law applies to public funds.</p> <p>American Nonsmokers' Rights Foundation (ANRF) – The following is provided as background for the record: The Executive Committee has statutory authority to serve all citizens of North Dakota. The Executive Committee contracts with ANRF to avail this organization's extensive expertise and assistance to all communities through in-state training, and through as much focused technical assistance time as the grant budget provides. The technical assistance and training offered by ANRF builds on the resources provided by Center staff and local coordinators funded by Center grants. ANRF's assistance supplements the work of the Center and local coordinators in implementing the state plan. The Executive Committee believes that the technical assistance which was offered to tribal communities by ANRF through</p>	<p>tobacco prevention education. Depending on the organization, a grant from the Center may be a small or not so small part of the organization's total operating budget. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>ANRF – Dr. Rice moved to approve funding of American Nonsmokers' Rights Foundation (ANRF) continuation grant through June 30, 2013, with the deletion of tribal work as requested by the Department of Health (DOH). Ms. Oyloe seconded. Discussion: Proposed tribal work was for general technical assistance as needed. ANRF will redirect funds for time that may have been spent assisting tribes to assistance to other communities or training outlined in the work plan. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>The following explanation is also provided for the record: ANRF submitted a continuation proposal that included activities to work with DOH and Center staff to assist tribal communities in educating residents about secondhand smoke. The Center did not request these activities be part of the proposal. The Center asked the DOH for their thoughts on including or not including this work in the Center grant with ANRF. The</p>

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	<p>their original Center grant proposal, which Department of Health (DOH) requested be eliminated from the funded proposal, would have been <i>supplemental</i> to the work done by tribal coordinators, DOH staff, and DOH funding. ANRF work, as described in the original ANRF proposal, would not duplicate or supplant work already being done.</p> <p>Northern Lights Youth Services (NLYS) – A team of four reviewers from the Advisory Committee and Center scored the proposal. Based on reviewer comments, NLYS changed their proposal. The reviewers recommend continued funding through June 30, 2013 based on the updated proposal.</p>	<p>Department of Health requested that the language regarding tribes and casinos not be included in the contract, citing that this work was already being done, but if more assistance was needed, ANRF should contract directly with the tribes. The Center directed ANRF to submit a proposal without this tribal work. The Center issued a contract with ANRF without this work included, based on the request from the Department of Health. A copy of the communication between the Center and DOH is attached.</p> <p>NLYS – Ms. Oyloe moved to approve the funding of the Northern Lights Youth Services grant for \$41,822 provided this fiscal year, as recommended by the review committee. Dr. Rice seconded. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p>
New business		
Fiscal – July 2012 reports	The committee discussed the special initiative grants line items.	Ms. Oyloe moved to approve the July 2012 fiscal reports. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
Human resources	Ms. Prom provided a brief update.	Ms. Barbara Andrist will begin as the statewide programs manager on September 10, 2012.
Program Reporting System (PRS)	Ms. Kelli Ulberg provided an update of PRS communication with the Department	Ms. Ulberg will provide updates to the Executive Committee as new information becomes

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	<p>of Health since August 9, 2012. The Department of Health is requesting the Center pay a share of its hosting, storage and maintenance fees to operate PRS on the state network. The Center and DOH discussed the potential of cost sharing earlier in 2012, but no verbal or other agreement was ever offered.</p>	<p>available. Ms. Ulberg has scheduled a meeting on PRS with DOH and Nexus Innovations on September 24, 2012. The Center will pursue a memorandum of agreement with DOH on PRS as cost sharing is determined. Executive Committee members can contact Ms. Ulberg if they have any questions.</p>
<p>Memorandum of Understanding (MOU)</p>	<p>Ms. Prom provided an update. The committee discussed the MOU process with the DOH, including the first MOU process in 2009-2010. That process began in the summer of 2009 with the Executive Committee and DOH investing significant time working through nine drafts. This process ended in February 2010 when the DOH decided not to sign the final draft, citing the detailed nature of the document and the difficulty for staff in one agency providing technical assistance on grants for another agency. The Center has since assumed all funding and technical assistance for local grants, so this issue has been resolved. The Executive Committee affirmed again that the version of the MOU approved August 9, 2012 is what they hope is the final version, and that an MOU with DOH is beneficial.</p>	<p>Ms. Prom emailed the August 6, 2012 version of the MOU to Ms. Karalee Harper at DOH on August 13, 2012. The Executive Committee approved this version at its August 9, 2012 meeting. On August 27, 2012, Ms. Michelle Walker at DOH emailed Ms. Prom, Ms. Ulberg, Ms. Will and Dr. Beth Hughes information about the one-day sustainability planning meeting that had been discussed at the CDC site visit to North Dakota June 21, 2012. This email also included new information that the DOH assumed part of the sustainability work included working on the MOU; therefore the DOH had not responded to the MOU sent to them in August. Ms. Will and Ms. Prom were part of the discussion with DOH and CDC on June 21, and did not make that assumption. The Executive Committee understood the MOU was a separate process, not tied to other processes. Ms. Prom will keep the Executive Committee informed on the MOU process as well as the sustainability process.</p>

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Executive/Advisory Committee members	The committee reviewed the process for seating new Advisory Committee members, and the statutory authority and requirements for committee members. Advisory Committee members represent the citizens of North Dakota. Committee members do not represent the organization that nominated them or their employer.	New Advisory Committee members will begin as soon as all their required documentation is submitted to the Governor's office and the Governor's office confirms this. Once new Advisory Committee members are seated, the Advisory Committee will elect Executive Committee members to replace Ms. Oyloe and Dr. Rice. Ms. Prom will share Dr. Rice's suggestions on the website with Ms. Donna Thronson.
Other business		
Other		No other business was discussed.
Next meeting	The next Executive Committee meeting was originally set for September 20, 2012. However, the time coincided with the Legislative Budget Section meeting.	Due to limited availability of some participants on September 20, the Executive Committee re-scheduled the next meeting for 2 to 4 p.m., Wednesday, September 19, 2012 at the Center. The Executive Committee discussed the general open meeting notification requirements relating to schedule and agendas, and reaffirmed that the Center is informing the public as required. The Advisory Committee meets on September 21, 2012.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned meeting at 11:10 a.m.