



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 12:00 p.m., Thursday, January 5, 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:** Ms. Donna Thronson.
PUBLIC: ND Department of Health: Ms. Michelle Walker.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 10:06 a.m.
Adoption of agenda		Dr. Jon Rice moved to adopt the agenda as presented. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of December 15, 2011 and December 22, 2011 draft minutes.	Ms. Oyloe moved to approve the December 15, 2011 minutes as distributed. Dr. Rice seconded. Motion carried. Ms. Oyloe moved to approve the December 22, 2011 minutes as distributed with a correction to the meeting time on the heading. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) – status: Evaluation RFP</i>	Ms. Jeanne Prom, executive director, provided a status report on the follow up to the evaluation RFP Request for Information.	Ms. Donna Thronson, health communications coordinator, will discuss suggested changes to the evaluation RFP with the Office of Attorney General.

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		The Center will provide a draft of the updated RFP to the Executive Committee before the next meeting.
New Business		
<i>Health communications</i>	Ms. Thronson provided an update. The committee discussed new ad concepts and taglines, the hiring of a communications intern, and an optional local public relations strategy to be paid by local public health units with FY2013 grants.	Ms. Thronson will have two taglines to the new secondhand smoke ad concepts tested, as suggested by Ms. Oyloe. Ms. Oyloe moved to approve the full development of two secondhand smoke concepts featuring bartender and family, with two taglines about time to clear the air, and all workers deserving clean air, tested. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. Dr. Rice moved to approve \$4,822 for hiring of a communications intern, and encouraged the Center to solicit input from the Health Communications Team on tasks for the intern. Ms. Oyloe seconded. Discussion: The committee directed the Center to issue the vacancy announcement. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. Ms. Oyloe moved to approve the local tobacco prevention public relations strategy. Dr. Rice seconded. Motion carried.

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<i>Human resources</i>	Ms. Prom provided an update. The accountant position will close 1.6.12.	The Executive Committee directed Ms. Prom will seek a member of the Advisory Committee to assist with interviews.
<i>Policy – Interim Legislature</i>	The Health Services Committee requested the Center present results of program funding.	Ms. Prom will report on results of program funding to the Health Services Committee at their meeting January 10, 2012. Ms. Prom will ask an Advisory Committee member to attend.
<i>Other business</i>		
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<i>Next meetings</i>		The next Executive Committee meeting is scheduled for 10 a.m. to 12 noon Thursday, January 19, 2012 at the Center. The Executive Committee changed the March 1, 2012 meeting to March 2, 2012.
Remuneration		Executive Committee members should print remuneration forms from the website, complete and submit to the Center.
Adjourn		Dr. Rice moved the meeting be adjourned. Ms. Will adjourned meeting at 10:54 a.m.