



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

2:00 p.m. to 3:00 p.m., Thursday, October 13, 2011

Center for Tobacco Prevention and Control Policy – Staff Office, 4023 State Street, Bismarck, ND

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

Executive Director: Ms. Jeanne Prom.

GUEST: Kara Dodd, ND Department of Health.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 2:06 p.m.
Adoption of agenda		Dr. Jon Rice moved to adopt the agenda with additional items to be discussed under other business. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	The committee reviewed Sept. 29, 2011 draft minutes.	Dr. Rice moved to approve the Sept. 29, 2011 minutes with changes to the outcome/action on the Department of Human Services grant, the outcome/action on the Advisory Committee request for options for local grant review, and the adjournment time. Ms. Oyloe seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposals (RFPs) – status: Nexus contracts, Department of Human Services grant, evaluation RFP, University of North</i>	Ms. Jeanne Prom reported on grants/contracts/RFPs.	<u>Nexus</u> – Work orders for Program Reporting System (PRS) enhancements and budget subcategories are fully executed with the Department of Health.

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<i>Dakota study, other proposals</i>		<p>State Information Technology Department determined that no additional oversight was required.</p> <p><u>Department of Human Services grant</u> – Discussion on this item was completed during the Sept. 28, 2011 meeting.</p> <p><u>Evaluation RFP</u> – The Executive Committee agreed that the Center should proceed with the procurement process if the proposal review committee recommends contracting with the applicant. The Executive Committee will approve any necessary action related to the evaluation RFP at its next meeting.</p> <p><u>UND study</u> – The Center has issued another contract to UND for the heart attack study. The first contract expired before the study was complete and before expenses were incurred. The contract scope and funding will be the same as the previously approved contract.</p> <p><u>Other proposals</u> – No other proposals are pending.</p>
<i>Human resources – scope of temporary assistance</i>	Ms. Prom provided the scope of work and number of hours estimated to be provided by Ms. Jennifer Bandy, a human resources professional.	Dr. Rice moved to approve hiring Ms. Jennifer Bandy to fill a temporary human resources position, providing up to 50 hours of assistance at \$70/hour, not to exceed \$3,500 over the next six months.

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		Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe -- aye; Ms. Will – aye. Motion carried.
New Business		
<i>Memorandum of Understanding on major programs</i>		This item was tabled.
<i>Upcoming meetings – administrators, sites training, Advisory Committee</i>	The committee discussed the draft agenda items for three upcoming meetings.	Dr. Rice suggested adding a discussion on tobacco tax stamps to the Advisory Committee agenda.
Other business		
<i>Other items</i>	The committee discussed issues related to Center activities, including interim legislative committee meetings on health services, tax and human services.	The Executive Committee agreed they do not have positions on regionalization of local public health or on adding tax stamps to tobacco products sold in North Dakota. Ms. Prom provided information on collaborative/cooperative local tobacco prevention grants to the Department of Health, as requested by the Interim Health Services Committee. Ms. Prom will provide general information on tobacco tax stamps to the Taxation Committee. Ms. Prom will monitor the Human Services Committee discussion on the Affordable Care Act costs that may impact DHS appropriations.
<i>Next meeting</i>		The Executive Committee set its upcoming meeting schedule: <ul style="list-style-type: none"> • Thursday, Oct. 27, 2 to 4 p.m.;

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<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		<ul style="list-style-type: none">• Thursday, Nov. 10, 2 to 4 p.m.;• Wednesday, Nov 23, 10 a.m. to noon;• Thursday, Dec. 15, 2 to 4 p.m. This changes the dates and times originally set for Oct. 28, Nov. 11 and 25, and Dec. 9 and 23, 2011.
Remuneration		Forms are posted in the Executive Committee area of the website. Committee members should complete and return forms to the Center.
Adjourn		Ms. Oyloe moved the meeting be adjourned. Dr. Rice seconded. Ms. Will adjourned the meeting at 3:13 p.m.