



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

9:00 a.m. to 11:00 a.m., Thursday, December 15, 2011

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; **Community Intervention Coordinator:** Ms. Kelli Ulberg.

GUESTS: Nexus Innovations (IT contractor): Mr. Scott Borchers; **Tobacco Free North Dakota:** Ms. Megan Houn.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 9:04 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 November 23, 2011 draft minutes.	Ms. Oyloe moved to approve the November 23, 2011 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) – status: Blue Cross/Blue Shield proposal, Evaluation Request for Information</i>	<u>Blue Cross/Blue Shield (BCBS)</u> – Dr. Rice met internally at BCBS with Dr. David Hanekom and Denise Kolpack about the Center needs, as well as requests from the Department of Health related to cessation, chronic disease and heart disease and stroke.	<u>BCBS</u> – Dr. Rice will set up a meeting with Dr. David Hanekom, Denise Kolpack and Ms. Jeanne Prom and the Department of Health to further define and clarify expectations, roles and responsibilities specific to the Center’s desire for a report by December 2012. The Center has identified that a written report which incorporates health claims

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	<p><u>Evaluation Request for Information (RFI)</u> – Ms. Prom will report on the results of the RFI at the next meeting.</p>	<p>data to better quantify actual health care costs of tobacco use in North Dakota (or at least for those insured through BCBS) would be beneficial in helping fully implement the five year state plan.</p>
<p><i>Policy – special legislative session, Budget Section report</i></p>	<p>Ms. Megan Houn, Executive Director, Tobacco Free North Dakota, provided an oral report on major issues covered in the Special Legislative Session held November 7 through 11, 2011. The committee had no questions on the Budget Section report.</p>	<p>Ms. Houn reported that the Center appropriation was not discussed at the session. In addition to 2012 elections, the deaths of Senators Bob Stenehjem and Tom Fischer and redistricting will affect the makeup of the 2013 Legislature.</p>
<p>New business</p>		
<p><i>Grants/contracts/requests for proposals (RFPs) – status: Nexus Innovations work order for online application; local grants funding formula</i></p>	<p><u>Nexus</u> -- Mr. Scott Borchers and Ms. Kelli Ulberg provided an update on Program Reporting System (PRS) work. Because some of the technical aspects of the online grant application development took more time than anticipated, the remaining user acceptance testing work would require an additional \$14,000 to \$20,000. This amount, if funded,</p>	<p><u>Nexus</u> -- The Executive Committee tabled any action on the Nexus Innovations work order, pending an update from Ms. Kelli Ulberg after the Program Reporting System meeting today.</p> <p>Ms. Prom will ask Ms. Ulberg to provide information on potential future IT projects to the committee at a future meeting.</p>

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	<p>likely would be paid by the Department of Health and the Center, with each agency paying 50 percent of the total, as is the current contractual arrangement for this work order. The committee did not know if the Department of Health (DOH) would be approving the additional expenditure, but this issue would be discussed at the joint DOH-Center PRS meeting later this morning. Dr. Rice stated that expected overruns in cost should be communicated before the full project budget is expended. The committee discussed how the Information Technology Department (ITD) has oversight on all IT projects, but reviewed this project and determined it did not need more intensive oversight of this work order. Ms. Prom reported that the Center biennial budget includes \$200,000 for IT projects, and \$153,758 of this has been contracted in three current work orders.</p> <p><u>Local grants funding formula --</u></p>	<p><u>Local grants funding formula -- All local</u></p>

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	<p>Ms. Ulberg provided an update on the local grants funding formula survey and conference call with local public health unit administrators and coordinators.</p>	<p>public health unit administrators and coordinators were invited to participate in a phone conference with the Center this afternoon to provide input into the local grants funding formula. The Executive Committee tabled any action on the funding formula until a future Executive Committee meeting when this local health unit input could be considered.</p>
<p><i>Fiscal -- reports</i></p>	<p>Ms. Will reported that she reviewed July, August and September 2011 fiscal reports with Ms. Prom and that reports are in order.</p>	<p>Ms. Oyloe moved to approve the July 2011 fiscal reports as distributed. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Ms. Oyloe moved to approve the August 2011 fiscal reports as distributed. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Rice moved to approve the September 2011 fiscal reports as distributed. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p><i>Center policy – Memorandum of Understanding (MOU) on major programs</i></p>	<p>Ms. Prom had recently distributed to the Executive Committee an updated MOU draft with minor edits, final CDC Best Practice category budget amounts, and</p>	<p>The Executive Committee agreed that Ms. Prom could forward the draft Memorandum of Understanding to the Department of Health.</p>

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	<p>additions to the final paragraph. The committee agreed staff from the two agencies should meet to share program information once or twice yet this fiscal year.</p>	
<i>Human resources -- update</i>		<p>The accountant position was posted and closes January 6, 2012. Ms. Will reported that Ms. Prom's two-year performance review is completed and the committee thanked Ms. Prom for her work. Ms. Prom thanked the Executive Committee for their leadership and support.</p>
Other business		
<i>Next meeting</i>		<p>The next Executive Committee meeting is scheduled for 10 a.m. to 12 noon, Friday, December 23, 2011 at the Center. This meeting date and time may be changed.</p>
Remuneration		<p>Executive Committee members should print remuneration forms from the website, complete and submit to the Center.</p>
Adjourn		<p>Dr. Rice moved the meeting be adjourned. Ms. Oyloe seconded. Ms. Will adjourned the meeting at 10:31 a.m.</p>