



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 12:00 p.m., Thursday, February 16, 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:** Ms. Kelli Ulberg.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of a quorum		Chair Ms. Theresa Will called the meeting to order at 10:07 a.m. with all members present.
Adoption of agenda		Dr. Jon Rice moved to approve the agenda as presented. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of February 2, 2012 draft minutes.	Ms. Oyloe moved to approve the February 2, 2012 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) - evaluation RFP, Program Reporting System (PRS)</i>	Ms. Jeanne Prom and Ms. Donna Thronson presented the recommended changes to the evaluation Request for Proposal, based on input provided by potential vendors through the Request for Information and subsequent advice from Assistant Attorney General Edward Erickson.	<u>Evaluation RFP</u> -- Dr. Rice moved to approve reissuing the evaluation RFP incorporating some suggestions from the Request for Information and Edward's recommendations. Ms. Oyloe seconded. Discussion: The re-issued evaluation RFP will be clarified with the following information: 1) Vendor must present information in person in North Dakota at

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	<p>Dr. Rice said the recommendations were reasonable.</p> <p>Ms. Kelli Ulberg provided an update on the Progress Reporting System (PRS) online grant application, and the grant writing workshops.</p>	<p>least once/year. 2) Vendor will review and recommend tools and protocols, but is not required to develop new tools or protocols, nor is vendor required to collect data using any tools or protocols it recommends. 3) RFP response period will be six, not four, weeks. 4) Work Product and Materials requirements will not change. 5) Conflict of Interest requirements will not change. 6) Contract negotiations will be held in-person in North Dakota at the expense of the vendor if negotiations are not suitable via audio conferencing or web conferencing. 7) Disputes – We will add language stating we will honor any legal obligation imposed by federal or state law. (Language will be modeled after HIPPA and drafted by Edward.) 8) Work Product requirements will not change. Motion carried.</p> <p><u>PRS</u> – The full PRS committee including Ms. Prom will meet to celebrate the online grant application success and discuss the next project – adding subcategories. Online grant application is working; Nexus Innovations is very responsive to requests to solve technical</p>

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		problems as they arise in the field. Ms. Ulberg and Ms. Oyloe reported hearing positive comments from grant writing workshop attendees.
New business		
<i>Grants/contracts/requests for proposals (RFPs) – reprogramming request, special initiative grants</i>	<p>Ms. Ulberg explained the request from Traill District Health Unit/Steele County Public Health Department collaborative to reprogram funds originally budgeted for salary, consultant and other into fringe and local media (cessation and secondhand smoke).</p> <p>Ms. Prom requested that the Executive Committee consider allowing small groups of Center staff and Advisory Committee members to review current special initiative grant work plan changes and budget increases to extend the contracts through June 30, 2013.</p>	<p>Dr. Rice moved to approve reprogramming \$8,591 of the Traill District Health Unit/Steele County Public Health Department collaborative grant as requested. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Ms. Oyloe moved to approve the review by Advisory Committee and Center staff of current special initiative grant work plan and budget changes as part of possible contract extensions through June 30, 2013. Dr. Rice seconded. Discussion: The Executive Committee would act on recommendations of the review groups. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p>
<i>Human resources – update</i>	Ms. Prom report on human resources.	Ms. Prom increased the budget available for the communications intern by \$928. Ms. Oyloe will assist with negotiations to

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		fill the accountant position. The Executive Committee agreed that Ms. Prom should pursue her plan to hire an individual for temporary fulltime administrative assistance during Ms. Cami Bauman's maternity leave. Ms. Prom will ask Advisory Committee member Ms. Holly Scott to assist with Statewide Intervention Coordinator interviews.
<i>Policy – budget section, smoke-free</i>		Ms. Prom will prepare a written report for the Budget Section meeting March 13, 2012. Ms. Prom and Ms. Thronson will prepare for questions interim committees may have, which will include an explanation of data limitations. Ms. Thronson will develop a document explaining how to continue local smoke-free education for local and/or state smoke-free policy goals.
Other business		
<i>Other</i>	Ms. Thronson discussed new ads and Heart Month news.	
<i>Next meetings</i>		The next Executive Committee meeting is scheduled for 10 a.m. to noon Friday, March 2, 2012 at the Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.

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Adjourn		Ms. Oylor moved the meeting be adjourned. Dr. Rice seconded. Ms. Will adjourned meeting at 10:50 a.m.