



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 10:30 a.m., Friday, March 30, 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; **Community Intervention Coordinator:** Kelli Ulberg; **Health Communications Coordinator:** Donna Thronson.
PUBLIC: Scott Borchers, Nexus Innovations (by phone).

<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 10:00 a.m. with all members present.
Adoption of agenda	Ms. Jeanne Prom requested that the evaluation Request for Proposals (RFP) status report be added to unfinished business.	Dr. Jon Rice moved to approve the agenda with the addition of the evaluation RFP status report in unfinished business. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	The committee agreed that their intention is correct as stated in the March 19, 2012 minutes: to provide start-up, but not long-term, funding of the implementation of systems changes outside of local public health. Committee members believe that long-term funding of Tobacco Treatment Specialist (TTS) certification, and	Dr. Rice moved to approve the March 19, 2012 minutes as distributed. Ms. Oyloe seconded. Discussion: The Executive Committee will request from Fargo Cass Public Health program goals and outcomes of their contracts with local health care providers. Contracts provide funds for providers to set up systems to refer tobacco users to the quitline or other cessation services. This

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	probably nicotine replacement therapy, is appropriate. Long-term funding of ongoing health systems changes and staffing is not supported. However, defining "long-term" in exact years is difficult. Outcome data and information of the ramifications of ending such funding is needed.	information will help inform and further develop the Executive Committee philosophy on long-term support of this work. Motion carried.
Unfinished business		
<p><i>Grants/contracts/requests for proposals (RFPs) -- evaluation RFP status report;</i></p> <p><i>special initiative grant: American Lung Association of North Dakota</i></p>	<p><u>Evaluation RFP</u> -- Ms. Donna Thronson reported that she reissued the evaluation RFP on March 20, 2012 and the goal is to have a contract issued by the end of May 2012.</p> <p><u>American Lung Association Special Initiative Grant amendment</u> -- Ms. Prom reported that she and Ms. Thronson, along with Ms. Holly Scott from the Advisory Committee, all reviewed the contract amendment proposal from the American Lung Association again, after being notified that the proposal amount was for \$246,501, not the previously approved amount of \$146,501. The three</p>	<p><u>Evaluation RFP</u> – Ms. Prom will ask Dr. Beth Hughes to serve as a proposal reviewer, in place of Ms. Javayne Oyloe.</p> <p><u>American Lung Association Special Initiative Grant amendment</u> – Ms. Oyloe moved to approve the Special Initiative Grant with American Lung Association in North Dakota for \$246,501 through June 30, 2013. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>

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	reviewers recommended that the Executive Committee approve amending the contract up to \$246,501.	
New business		
<p><i>Grants/contracts/requests for proposals (RFPs) – next Program Reporting System (PRS) enhancements</i></p>	<p>PRS enhancements -- Mr. Scott Borchers, Nexus Innovations, was connected to the meeting by phone, and he and Ms. Kelli Ulberg reported on the status of current PRS enhancements and plans and budgets for the new features. The online grant application work is completed and the budget subcategories work is on schedule and budget and will be completed by May 31, 2012. The next projects to be approved are features that will allow the automatic migration of data from grant applications to PRS budgets and progress reports; and the ability to attach documents to reimbursement requests.</p>	<p>PRS enhancements – Ms. Oyloe moved to approve the Center portion of funding for the new PRS feature allowing grant application data migration, pending approval by the Department of Health and the Information Technology Department. The Center portion of the project is \$76,000, or half of the total project amount of \$152,000. The plans are to split the costs equally with the Department of Health. 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 Center portion of funding for the new PRS feature allowing attachments to reimbursement requests, pending approval by the Department of Health. The Center portion of the project is \$5,850, or half of the total project amount of \$11,700. The plans are to split the costs evenly with the Department of Health. Dr. Rice seconded. Roll call</p>

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<p><i>Local policy grant contract amendments: Nelson/Griggs District Health Unit Richland County Health Department</i></p>	<p><u>Local policy grant contract amendments: Nelson/Griggs District Health Unit and Richland County Health Department</u> – Ms. Ulberg requested that the Executive Committee amend the contracts for Nelson/Griggs District Health Unit and Richland County Health Department. Both health units had restricted funds to hire a part-time coordinator, but do not plan to hire staff this grant year, so original budgeted amounts for these unfilled positions would be amended out of the contracts. Halfway into the grant year, Nelson/Griggs has spent 22.86% of its grant, and Richland County had spent 38.75% of its grant. Ms. Ulberg has been in regular communication with both health unit administrators about staffing plans, and both administrators are aware that restricted funds may be amended out of their contracts.</p>	<p>vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p> <p><u>Local policy grant contract amendments: Nelson/Griggs District Health Unit and Richland County Health Department</u> – Ms. Oyloe moved to amend the current local policy grant with Nelson-Griggs District Health Unit from \$53,815.00 to \$38,975.03, to account for \$14,839.97 in restricted funds for a part-time position the health unit has decided not to fill this grant year; and amending the current local policy grant with Richland County Health Department from \$117,123.00 to \$98,169.00, to account for \$18,954.00 in restricted funds for a part-time position the health unit has decided not to fill this grant year. Dr. Rice seconded. Discussion: Ms. Oyloe and Ms. Will commended Ms. Ulberg for her proactive approach to managing these funding restrictions, and recommending appropriate action. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>

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	Amendments will allow funds to be used for other purposes.	
<i>Human resources (HR) – update</i>	Ms. Will requested and OMB approved the payment of 51.5 hours of unused leave time for Ms. Prom for the 12-month period ending April 30, 2012. Ms. Prom requested and OMB approved payment of a small amount of unused leave time for Ms. Thronson in 2011.	HR POLICY: The Executive Committee intends that Center staff use leave time available to them throughout the year. The Executive Committee will request payment of unused leave time for staff in rare circumstances.
Other business		
<i>Other</i>		No other business was discussed.
<i>Next meeting</i>		The next Executive Committee meeting is scheduled for 10 a.m. to noon Thursday, April 19, 2012 at the Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Rice moved the meeting be adjourned. Ms. Oyloe seconded. Ms. Will adjourned meeting at 10:50 a.m.