



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

11:00 a.m. to 1:00 p.m., Monday, March 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:** Donna Thronson.

PUBLIC: Michelle Walker, Department of Health.

<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 11 a.m. with all members and a quorum present.
Adoption of agenda		Ms. Javayne Oyloe moved to approve the agenda as presented. Dr. Jon Rice seconded. Motion carried.
Approval of minutes	Review of February 16, 2012 draft minutes.	Dr. Rice moved to approve the February 16, 2012 minutes as distributed. Ms. Oyloe seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) - Evaluation RFP</i>	Ms. Donna Thronson discussed that the RFP process will begin in March and the request will close six weeks after it is issued. She anticipates three weeks to review and score applications. She expects the final contract to be in place in late May.	Ms. Thronson will send the updated RFP to the Office of Attorney General for a final review before issuing.

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<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>New business</i>		
<i>Grants/contracts/requests for proposals (RFPs) – special initiative grants</i>	<p>Ms. Jeanne Prom reported that she and Ms. Thronson had reviewed the Special Initiative Grant (SIG) extension request from American Lung Association and were waiting for a review from an Advisory Committee member. Ms. Prom and Ms. Thronson recommended the extension be funded pending a similar recommendation from the Advisory Committee member.</p>	<p>Ms. Oyloe moved to approve amending the current Special Initiative Grant to American Lung Association for up to a total amount of \$146,501 through June 30, 2013, pending a positive approval from the Advisory Committee reviewer. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<i>Human resources – update</i>	<p>Ms. Prom provided an update and recommendation to approve the hiring of an accountant. Interviews of applicants for the accountant were February 6 and 9 with Advisory Committee member Dr. Kermit Lidstrom participating as an interviewer.</p> <p>Applicants for the Statewide Intervention Coordinator position are being scored by Human Resource Management Services at the Office of Management and Budget.</p>	<p>Dr. Rice moved to approve the hiring of Ms. Tasha Gerding as a fulltime Accountant for the Center, beginning March 19, 2012, at a starting salary of \$4,733 per month, with up to a 5 percent salary increase after the successful completion of a six-month probationary period, with no merit increase on July 1, 2012. Ms. Oyloe seconded. Discussion: The Center will accept 150 hours of annual leave to be transferred with Ms. Gerding from her current state position. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried. The Executive Committee agreed that Advisory Committee member Holly Scott would serve as an interviewer for the</p>

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		Statewide Intervention Coordinator position.
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 Monday, March 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. Oyløe seconded. Ms. Will adjourned the meeting at 11:27 a.m.