



**TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL**

10:00 a.m. to 12:00 p.m., Thursday, April 19, 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.

<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 10:02 a.m. with all members present.
Adoption of agenda	Ms. Jeanne Prom requested that “evaluating the effectiveness of the state plan” be added in unfinished business. Ms. Kelli Ulberg asked that in new business, local policy “contract amendments” be changed to “reprogramming requests.”	Ms. Javayne Oyloe moved to approve the agenda with the additions of “evaluating the effectiveness of the state plan” in unfinished business, and in new business, the change to local policy “reprogramming requests” from the current “contract amendments.” Dr. Jon Rice seconded. Motion carried.
Approval of minutes	Draft minutes from 3/30/12 were reviewed.	Ms. Oyloe moved to approve the March 30, 2012 minutes with one word change (“is,” not “in,” on page 3). Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Evaluating the effectiveness of the state plan</i>	The Executive Committee discussed the report on the Advisory Committee’s evaluation of the effectiveness of the state plan, conducted at the March 22, 2012 Advisory Committee meeting.	For the record, the Executive Committee noted that it had received the report on the evaluation of the effectiveness of the state plan from the Advisory Committee. Final Executive Committee approval of the report will occur after the Advisory Committee

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<p><i>Grants/contracts/requests for proposals (RFPs) -- Program Reporting System (PRS) enhancements status</i></p>	<p>Ms. Ulberg reported the following status: <u>Center – data migration and attachments</u> On March 30, 2012, the Executive Committee approved funding: \$76,000 of \$152,000 for data migration capabilities with PRS to automatically transfer grant application budget and work plan data from the original application to the progress reports; and \$5,850 of \$11,700 to add attachment capabilities to reimbursement requests. The Executive Committee approval was pending approval by the Department of Health (DOH) to fund the other half of the costs.</p> <p><u>DOH – data migration and attachments</u> Since March 30, 2012, DOH agreed to fund half of the original cost estimate of the data migration, which is \$40,375 of \$80,750, or \$35,625 less than \$76,000, or half of the current estimate. The DOH decision to fund less than half of the new estimated cost means the Center-funded portion of the project could increase from \$76,000 to \$111,625. DOH agreed to fund half, or \$5,850, of the current \$11,700 estimate for attachment</p>	<p>completes its annual work plan for year 4.</p> <p><u>Recommendations</u></p> <p><u>General</u> Ms. Ulberg recommended and will coordinate a face-to-face meeting with administration from DOH, Center and the land department to discuss items, including land department interest in PRS, each agency’s responsibilities (including progress report attachments, and hosting and maintenance fees), and 2013-2015 PRS enhancement and related ITD professional fees. Ms. Ulberg will attempt to schedule the meeting before May 3, 2012, and will report outcomes to the Executive Committee.</p> <p>Ms. Ulberg recommended the Center and DOH draft a memorandum of understanding on PRS, as the Center’s investment in PRS is increasing.</p> <p><u>Data migration</u> Dr. Rice suggested Nexus and ITD provide some alternate business solutions for grants management programming, and that Nexus identify if data migration architecture enables cost savings for other projects, such as attachment capabilities. Ms. Oyloe indicated that the Center investment in data migration could be more than \$100,000, so it may be helpful to hear more details about the costs from Nexus. Ms. Prom noted that DOH may need to request ITD review of the data</p>

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	<p>capabilities, which was lower than the previous cost estimate for this project. The Executive Committee identified the benefits of automatic migration as eliminating manual data re-entry errors and saving staff time, but noted that development costs are significant.</p> <p><u>DOH – attachments to progress reports</u> DOH would like the capability to attach documents to progress reports. Costs to create this capability are less if work is done at the same time as Nexus is creating the capability of attaching documents to the reimbursement requests. DOH would like to equally share the cost with the Center, with each agency funding \$1,800 of \$3,600.</p> <p><u>DOH – hosting fees</u> DOH would like to evenly split between the DOH, Center and land department the monthly cost of hosting PRS on the ITD servers: approximately \$667/month/agency, or \$2,000/month total. Currently, DOH is paying the fee, and DOH reports that the land department is interested in using PRS.</p>	<p>migration project, as it is more than \$100,000.</p>

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	<p><u>DOH – system-wide maintenance costs</u>                      DOH would like to evenly split between the DOH, Center and land department the cost of the maintenance work order for any system-wide maintenance. Exact costs of the total amount of the current work order were not available. Currently, DOH has a maintenance work order for system-wide work, and the Center has a separate work order for maintenance work on Center-specific projects.</p>	
New business		
<p><i>2013-2015 Budget</i></p>		<p>The Governor is requesting agencies prepare hold-even budgets for the 2013-2015 biennium, and also develop an optional package with a 3 percent spending reduction.</p>
<p><i>Grants/contracts/requests for proposals (RFPs) –                      Special Initiative Grants                      Local policy grant contract                      amendments:                      Cavalier County Health District                      Dickey County Health District</i></p>	<p>Ms. Prom provided information on the Special Initiative Grants including: an extension request from American Nonsmokers’ Rights Foundation (ANRF); reprogramming request from Minot State University; extension request from City-County Health District; and next steps in a possible grant that would result in a report on smoking-related costs using health care claims data.</p>	<p><u>ANRF</u> – Dr. Rice moved to approve an additional \$720 in the current grant with American Nonsmokers’ Rights Foundation (ANRF), to cover the additional costs of local policy grant reviews at \$15/hour. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will -- aye. Motion carried.                      Dr. Rice moved to approve an additional \$70,000 above the \$60,720 already approved in the current grant with American Nonsmokers’ Rights Foundation (ANRF), and extend the current grant end date from June 30, 2012 to June 30, 2013, based on the two-year budget and updated work plan. The new work plan</p>

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	<p>Ms. Donna Thronson provided a status report on the <u>evaluation request for proposals</u>. The Center received and responded to questions on the RFP, and extended the RFP deadline two days to allow for extra time once answers were posted to the vendor list on the State Procurement website. State Procurement staff were very helpful in assisting in this process.</p>	<p>includes a proposal to work more actively with tribes, and the final approval of tribal work is contingent on DOH reviewing the ANRF tribal work plan and concurring that ANRF work does not represent a duplication of current DOH efforts with tribes. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will -- aye. Motion carried. NOTE: The total grant with ANRF will be \$130,720 through June 30, 2013.</p> <p><u>Minot State University (MSU)</u> – Dr. Rice moved to approve reprogramming of \$17,500 within the current MSU budget for additional expenses associated with the statewide indoor air quality study, including staff time, communications and supplies. Ms. Oyloe seconded. Discussion: Ms. Prom noted that all field study assistance will be paid. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will -- aye. Motion carried.</p> <p><u>City-County Health District</u> – Ms. Will recused herself from all discussion and action on the City-County Health District Special Initiative Grant, citing conflict of interest. Dr. Rice moved to extend the end date of the current Special Initiative Grant with City-County Health District (CCHD) from June 30, 2012 to June 30, 2013; the grant amount would remain at \$24,988, as requested by CCHD. Ms. Oyloe seconded. Discussion: The contractor hired to conduct the initial grant project, a public opinion poll, took more time than</p>

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		<p>projected, causing a delay in other grant activities. Roll call vote: Dr. Rice – aye; Ms. Will – abstaining; Ms. Oyloe – aye. Motion carried.</p> <p><u>Smoking-related health care costs</u> Ms. Prom will request a grant proposal to gather and report smoking-related health care costs.</p>
<p><i>Local policy grant reprogramming requests – Cavalier County Health District Dickey County Health District</i></p>	<p>Ms. Ulberg explained the reprogramming request details for both health units.</p> <p>The Executive Committee and Ms. Ulberg discussed that while the original grants are approved based on a 2 percent of total budget limit on <u>local media purchases</u>, this limit is reconsidered during reprogramming requests, and additional local media expenses are approved when appropriate. Health units must always spend at least half of their local media budget on prevention-themed ads.</p>	<p>Dr. Rice moved to approved \$2,800 in reprogramming from <u>Cavalier County Health District</u>. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Rice moved to approve the reprogramming request from Dickey County Health District. The motion died for lack of a second.</p> <p>Ms. Oyloe moved to approve the reprogramming request from <u>Dickey County Health District</u>, except for \$1,805 in travel and other expenses to send seven additional participants to the state Students Against Destructive Decisions (SADD) conference. Dr. Rice seconded. Discussion: The original grant allowed for 12 SADD participants, and these expenses will be paid. The Center was not contacted about the additional seven attendees prior to the conference, which has already occurred. It is not evident that the investment in SADD participation is resulting in policy education in Dickey County, as it has in other health units where SADD chapters are instrumental in</p>

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		<p>promoting tobacco- and smoke- free schools and recreation areas. Ms. Thronson will follow up with the health unit on their newsletter plans. Media expenses are split appropriately between quitline/net and prevention themes. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<i>Human Resources – update</i>	<p>Ms. Prom and Ms. Thronson provided a status report on three positions. The Center is only able to hire temporary staff, as all 5.0 permanent positions are filled. Although some temporary positions include fully paid family health insurance, filling temporary positions has been challenging in a low-unemployment environment.</p>	<p><u>Statewide Intervention Coordinator</u> – Ms. Prom will consider possible next steps in this hiring process. The interviewers concluded that the temporary nature of the position did not provide the Center with a hiring option. Qualified candidates accepted other positions or were unwilling to accept the position because it was not permanent.</p> <p><u>Communications intern</u> – Ms. Oyloe moved to hire Mr. Lee Greuel as a temporary communications intern at \$10/hour for 15-25 hours/week. Dr. Rice seconded. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye. Ms. Will – aye. Motion carried.</p> <p><u>Temporary administrative assistance during maternity leave</u> – The Executive Committee agreed that Ms. Prom could negotiate up to \$15/hour for a temporary fulltime administrative assistant during Ms. Cami Bauman’s maternity leave May through July 2012.</p>
<b>Other business</b>		
<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, May 3, 2012 at the

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		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. Oylo seconded. Ms. Will adjourned meeting at 11:58 a.m.