



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- DRAFT

10:00 a.m. to 12:00 p.m., Thursday, May 17, 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:** Ms. Donna Thronson.
Public: Ms. Megan Houn, Tobacco Free North Dakota.

<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 additions: health communications update in unfinished business; and in new business: First District Health Unit Special Initiative Grant, and April 2012 Strategic Contribution Fund payment.	Dr. Jon Rice moved to approve the agenda with three requested additions. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes		Ms. Oyloe moved to approve the May 3, 2012 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) -- Program Reporting System (PRS) current and</i>	Ms. Prom provided a status report on current, and requested action on possible, PRS work orders.	Online grant application – Work order completed. Budget subcategories – Work order will be completed soon. Attachments to progress reports and reimbursement requests – Dr. Rice moved to approve the additional expenditure of half the cost to

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<i>possible work orders</i>		<p>enhance the Program Reporting System with the ability to attach documents to progress reports, as well as attach documents to reimbursement requests. Ms. Oyloe seconded. Discussion: The Executive Committee previously discussed the need to enhance PRS with the ability to attach documents to reimbursement requests, at a total cost of \$11,700. Since then, the Department of Health requested PRS be enhanced with the ability to attach documents to progress reports. Combining the two attachment enhancement work orders into one job results in fewer work hours by the vendor. Total cost of a work order with Nexus Innovations to enhance PRS with the ability to attach documents to both reimbursement requests and progress reports is \$15,300, with half (\$7,650) being paid by the Center and half by DOH. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Migration of grant data to reimbursement requests and progress reports – Dr. Rice moved that the proposal to migrate grant data to reimbursement requests and progress reports not be approved. Ms. Oyloe seconded. Discussion: The updated estimate of \$152,000 was cost prohibitive, although manual transfer of data is less accurate and takes valuable staff time and additional time from Nexus. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried to not approve the migration of grant</p>

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		<p>data to reimbursement requests and progress reports.</p> <p>Data mining and reporting – Dr. Rice moved to table the proposal to plan for costs for a work order to enhance PRS with the ability to mine and report data from the system. Ms. Oyloe seconded. Discussion: Nexus did not estimate project costs, but this enhancement was part of the 2011-2012 PRS enhancement plan. Currently, data can be imported into Excel for some mining and reporting. Nexus currently is paid to report data for the Center, and can continue to complete this work for us. Center staff is also able to do this work when time is available. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Maintenance – Dr. Rice moved to amend the work order with Nexus for maintenance (ITD-2012-1) to include an additional \$20,000 through the end of the biennium. Ms. Oyloe seconded. Discussion: Arvy Smith at the Department of Health is aware of the Center maintenance contract for work specific to the Center projects. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<i>Human resources update</i>	Ms. Prom provided an update. Ms. Prom and Ms. Oyloe noted that since its inception, this agency has used the Office of Management and Budget (OMB) Human Resource Policy Manual	No offer was accepted for temporary fulltime work in policy and grants management. Ms. Oyloe moved to approve adding for the record that since the beginning of this agency, the Executive Committee has used the Office of Management and

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	for all human resource policies and procedures when the Center has not had its own policy or procedure.	Budget Human Resource Policy Manual for all human resource policies and procedures when the Executive Committee/Center has not had its own policy or procedure; and the Executive Committee/Center will continue to use OMB HR Policy Manual policies and procedures until the EC/Center has its own policies and procedures. Dr. Rice seconded. Motion carried.
<i>Memorandum of Understanding with DOH – draft updates by DOH in response to EC input</i>	A May 11, 2012 email to Ms. Will and Ms. Prom from Ms. Karalee Harper at DOH included an updated MOU, and a request that the EC not include language that the Center funds any work with tribes. If we did not agree, the DOH requested additional language on Center funding of work with tribes. The DOH added some language about meeting twice each year, but changed the purpose of the meetings.	Ms. Will and Ms. Prom discussed work with tribes at the quarterly interactive video network (IVN) meeting with administrators May 14, 2012. Ms. Prom had invited Ms. Karalee Harper and any DOH staff to participate in the IVN meeting and this EC meeting, but no DOH staff participated. Local public health units (LPHUs) with reservations in their areas cited that reservation population is integrated into schools, communities, businesses, and county population, and Center local policy grants are to serve all LPHU residents. Ms. Will and Ms. Prom will work together on next steps with the MOU.
<i>Health communications update</i>	Ms. Donna Thronson provided an update.	Ms. Thronson and Ms. Prom will talk to DOH about how the agencies can exchange information on DOH chronic disease programs and the Center local public relations program focusing on tobacco use, chronic disease, and tobacco prevention policies.
New business		
<i>Special Initiative Grant application – First District Health Unit</i>	Ms. Prom reported that three Advisory Committee members reviewed the Special Initiative Grant application from First District Health Unit for \$25,000.	Ms. Oyloe moved to approved \$25,000 for a Special Initiative Grant with First District Health Unit pending submission of an updated work plan approved by Ms. Prom. Dr. Rice seconded. Roll call vote: Dr. Rice –

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	<p>Their recommendation was to fund at \$25,000 providing the health unit work with Ms. Prom to add details on their work with policy makers, reconsider the public education theme and timeline, clarify what communities are included in the work plan.</p>	<p>aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p><i>Local policy grant reprogramming request – Grand Forks Public Health Department, Lake Region District Health Unit, Towner County Public Health District</i></p>	<p>Ms. Prom explained the reprogramming request details, which do not change the scope of the current grants.</p>	<p>Dr. Rice moved to approve the reprogramming request of \$3,958 from <u>Grand Forks Public Health Department</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 of \$4,580 from <u>Lake Region District Health Unit</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 for \$4,427.50 from <u>Towner County Public Health District</u>. Ms. Oyloe seconded. Discussion: The total approved amount does not include approval of the expenditure of \$1,614.50 for educational materials. This amount should be reallocated to already approved activities. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p><i>FY2013 local policy grant approval – Fargo Cass Public Health</i></p>	<p>The Executive Committee reviewed the Response to Summary Statements from Fargo Cass Public Health.</p>	<p>Ms. Oyloe moved to approve the FY2013 local policy grant with <u>Fargo Cass Public Health</u> for \$554,223.00, the amount approved by the Advisory Committee, providing the following required revisions are made:</p>

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		<p>funding for Prairie St. John’s and Share House staff to attend one Mayo Clinic training, and funding for taxi travel and per diem of \$202 for Sanford, a contractor, who is attending the national tobacco control conference, are not approved and these amounts must be reallocated to other approved activities. Dr. Rice seconded. Discussion: The Executive Committee issues grants to local public health units and desires that these grants fund training of local public health unit staff and active local coalition members. It is not an Executive Committee priority to fund ongoing training for others in organizations that do not have contracts directly with the Center. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p>
<p><i>April 2012 Strategic Contribution Fund payment</i></p>	<p>Ms. Prom and Ms. Will received information from the DOH that the April 2012 deposit from the MSA annual payments was less than anticipated. The Executive Committee noted that MSA deposits for the 2011-2013 biennium were based on the 2010 MSA payments. The 2011-2013 estimate was a high estimate, considering MSA payments – annual and Strategic Contribution Fund payments -- have been decreasing over time, due to decreasing tobacco sales nationwide.</p>	<p>In April 2012, \$11,392,520.98 was deposited in the Tobacco Prevention and Control Trust Fund. This is the fifth of 10 Strategic Contribution Fund payments the state will receive as part of the 1998 Master Settlement Agreement (MSA) with participating tobacco companies. N.D.C.C. 54-27-25.2, which became law on December 4, 2008, states that Strategic Contribution Fund payments received by the state are deposited in the tobacco prevention and control trust fund. The Executive Committee administers this trust fund. The April 2012 deposit estimate, based on the 2010 deposit, was projected to be \$12,274,393. This means that the actual deposit in the Tobacco Prevention and Control Trust Fund was \$881,872.02 less than estimated this year, which</p>

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		translates into an estimated \$1.8 million less in deposits over the 2011-2013 biennium estimate. The Executive Committee noted that the MSA payments -- both annual and Strategic Fund payments -- are determined by domestic tobacco sales, which are decreasing. Decreasing tobacco sales have a positive impact on public health. The State Plan, which promotes policies which reduce tobacco use, also should result in lower MSA payments.
Other business		
<i>Other</i>		Ms. Megan Houn, Executive Director, Tobacco Free North Dakota, reported that tribal tobacco prevention was discussed at the N.D. Cancer Coalition meeting yesterday.
<i>Next meeting</i>		The next Executive Committee meeting is scheduled for 10 a.m. to noon Thursday, June 7, 2012 at the Center. However, the committee will review their schedules for earlier that week to reschedule for a time all members are available.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Rice moved the meeting adjourn. Ms. Oyloe seconded. Ms. Will adjourned meeting at 11:50 a.m.