

BreatheND

Saving lives, saving money. The voice of the people.

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 12:00 p.m., Thursday, May 3, 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; **Accountant:** Tasha Gerding.

Public: Ken Purdy, Office of Management and Budget, Human Resource Management Services.

<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 10:03 a.m. with all members present.
Adoption of agenda		Dr. Jon Rice moved to approve the agenda as distributed. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes		Ms. Oyloe moved to approve the April 19, 2012 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) -- Program Reporting System (PRS) enhancements meeting</i>		Ms. Kelli Ulberg scheduled a face-to-face meeting on May 9, 2012, with administration from the Department of Health (DOH), Center and the land department to discuss the PRS enhancement plans agreed to by the Center and DOH in 2011, 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. The Executive

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Thursday, May 3, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		<p>Committee restated its intent that this meeting include a Center request for a memorandum of understanding with DOH on Center use of and investment in PRS. Ms. Ulberg will report outcomes to the Executive Committee.</p> <p>Dr. Rice met with Nexus Innovations and received background information. Ms. Ulberg provided clarification to Ms. Will via email, which stated that DOH is not willing to fund the complete 50 percent of the PRS enhancement to migrate work plan data to progress reports, because DOH grantees are not required to complete progress reports based on work plans.</p>
New business		
<i>Human resources</i>	<p>Mr. Ken Purdy from the state Office of Management and Budget Human Resource Management Services provided information on the Hay Group study of state employee salary and benefits; the resulting reclassification structure; recommendations for implementation; and how this impacts current permanent classified Center staff. Each agency must be consistent with all employees and determine the value for their employees' years of state, agency and other relevant experience, education, job responsibilities, workload, and the ability of each employee to</p>	<p>Mr. Purdy said there is no standard requiring employee salaries reach the market policy point -- midpoint -- of the range, in a certain number of years. Beginning July 1, 2012 and within each agency budget, all state agencies should plan to assure salaries of classified employees are at least at the minimum salary ranges for new grades assigned to all positions. The current legislative appropriation for all agencies provides for an average of a 3 percent per employee annual salary increase for Fiscal Year 2013. Salary adjustments would take effect July 1, 2012 for incorporation into the August 1, 2012 paychecks, and require Executive Committee action by July 2012.</p> <p>Dr. Rice moved to hire an individual recommended by Ms. Prom for up to \$45/hour for up to fulltime</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Thursday, May 3, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	continue to make significant contributions to the agency's productivity and advancement. Ms. Prom provided a recommendation for management of special initiative grants and policy duties.	temporary work in policy and grants/contracts management. The hourly compensation reflects that the position is unclassified and temporary. Ms. Oyloe seconded. Discussion: An additional benefit is negotiable, pending Executive Committee action at a future meeting. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Local policy grant reprogramming request -- Dickey County Health District</i>	Ms. Prom explained the reprogramming request details.	Dr. Rice moved to approve the updated reprogramming request from <u>Dickey County Health District</u> . Ms. Oyloe seconded. Discussion: The health unit was not informed of additional students attending the Students Against Destructive Decision (SADD) conference until after the event. The health unit will use State Aid to cover the costs that were not approved through this reprogramming request. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Memorandum of Understanding (MOU) with DOH – draft changes made by DOH</i>	The Executive Committee discussed the changes made by DOH to the MOU draft on the comprehensive program. The Executive Committee stated that complete information on the comprehensive program is necessary for the committee to make informed decisions to improve public health for all North Dakota citizens. The committee identified the deletion by DOH of information in the current MOU draft related to interagency meetings, sharing of documents, staffing, and local public	Center staff will meet with DOH staff on the draft on May 7, 2012. The Executive Committee agreed that Ms. Will and Ms. Prom will draft a letter to DOH to be signed by Ms. Will. The letter would explain the Executive Committee's concerns that in order for the Executive Committee to provide good service to the citizens of North Dakota and assure that statutory and legislative expectations are met, the committee needs to have adequate information on DOH tobacco control programs. The committee discussed how sharing of grants and grant guidance and other documents, as well as interagency meetings to share documents and discuss programming, are integral to improving the

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Thursday, May 3, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	health unit collaboration on reservation-based prevention and policy as limiting both agencies' understanding of the complete comprehensive program. Specific programs should be identified by name and not by "etc." or phrases such as "not limited to."	public health through this new comprehensive tobacco prevention program. The committee discussed the need for enhanced communication and cooperation on reservation-based prevention and policy efforts. Even with additional funding, reservation-based programs need to coordinate with local public health units to assure tobacco use prevention and policy extend to all schools, public places, and residents in and around the reservation. Successful local policies – on or off the reservation -- result from group efforts, not the work of one coordinator.
<i>Other business</i>		
<i>Other</i>	The Executive Committee discussed the local policy grant review process and communication protocol.	The Executive Committee confirmed that: 1) where possible, Center staff will adjust the grant review process to help facilitate grantee success; 2) it is most productive when the Center and grantees communicate personally and swiftly with each other on grant revisions, 3) Advisory Committee recommendations in grant reviews are specific to the particular grantee and Advisory Committee communications are intended solely for that grantee; 4) the Advisory Committee has identified Center staff as the appropriate partner for grantees to work with on efficiently addressing any needed changes.
<i>Next meeting</i>		The next Executive Committee meeting is scheduled for 10 a.m. to noon Thursday, May 17, 2012 at the Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Thursday, May 3, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		Center.
Adjourn		Ms. Will adjourned meeting at 11:39 a.m.