



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

10:00 a.m. to 11:00 a.m., Thursday, August 18, 2011

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; Executive Director: Ms. Jeanne Prom; **Guest:** Scott Borchers, Nexus Innovations.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 10:04 a.m.
Adoption of agenda		Ms. Will moved to adopt the agenda with the one addition in new business. Ms. Will seconded. Motion carried.
Approval of minutes	Review of 8.5.11 draft minutes.	Ms. Oyloe moved to approve the 8.5.11 minutes as written. Ms. Will seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposals (RFPs) – status: evaluation RFP, Department of Human Services grant,</i>	Ms. Prom provided an update.	The evaluation RFP will be issued today and a final copy will be provided to the Executive Committee. Proposals must be submitted in five weeks.
New business		
<i>Progress Reporting System (PRS) update -- Nexus</i>	Mr. Scott Borchers from Nexus Innovations reviewed the three versions of the Progress Reporting System: original (2006-2011), current (2011), and the future PRS (2011-2012). Mr. Borchers	Ms. Oyloe moved to approve two Term Contract Work Order Requests with Nexus Innovations: 1) the biennial FY2012 and FY2013 contract beginning July 1, 2011 for \$20,000 to develop data spreadsheets for the current PRS

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	<p>detailed plans for FY 2012 enhancements: budget subcategories, data mining, attachments to reimbursement requests, data migration from applications to progress reports and budgets, and customizable online applications. Ms. Prom noted that these enhancements were planned for FY2011 but were delayed by unanticipated projects from the Department of Health (DOH). Ms. Kelli Ulberg, Community Intervention Coordinator, will assume the chair of the PRS committee of Center and DOH programs using PRS. The committee meets quarterly to share information. PRS is owned by DOH, but DOH allows the Center to use the system. Both DOH and the Center fund maintenance and enhancements.</p>	<p>progress reports, and to maintain the current online grant application portal and current PRS application; and 2) the contract for \$12,000 to develop plans for PRS enhancements requested by the Center. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>The previously approved FY2011 contract to develop the online Special Initiative Grant application was not completed due to unanticipated technical difficulties with potential applicants not having nd.gov accounts and authorized access to sites managed by the state. FY2012 contracts will provide the resources to complete this project.</p>
<p><i>Grants/contracts/request for proposals (RFPs) – Special Initiative Grants, Department of Human Services grant</i></p>	<p>The Executive Committee reviewed and discussed scores on one proposal from a statewide organization and Ms. Prom reported scores from two reviewers on one proposal from a local public</p>	<p>Ms. Oyloe moved to fund Northern Lights Youth Services, Inc. (NLYS) at \$40,000 and direct the Center to work with NLYS to rewrite their work plan and budget to focus on tobacco-free school campus policies and messaging with decision</p>

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	<p>health unit.</p> <p>No update was available on the Department of Human Services grant.</p>	<p>makers on secondhand smoke and tobacco tax. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried. The committee noted that they were excited to work with the organization on State Plan policy goals.</p> <p>Ms. Will moved to table action on the proposal from City-County Health District until after the next Advisory Committee meeting when a third Executive Committee member is elected. Ms. Oyloe seconded. Motion carried.</p>
<i>New positions - update</i>	Ms. Prom provided an update.	Ms. Prom will forward documents on positions to the Executive Committee.
<b>Other business</b>		
<i>Next steps</i>		New positions, legislative analysis, discussion with Central Valley on collaborative
<i>Next meeting</i>		The next Executive Committee meeting is scheduled for 10 a.m. on Friday, September 2, 2011 at the Center.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned the meeting at 11:40 a.m.