



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

3:15 p.m. to 3:30 p.m., Tuesday, September 13, 2011

Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

**PARTICIPANTS:** **Executive Committee members:** Ms. Theresa Will, Chair; Javayne Oyloe; Dr. Jon Rice; **Advisory Committee member:** Mr. Nathan Marian; **Executive Director:** Ms. Jeanne Prom.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 3:18 p.m.
Welcome to new committee member		Ms. Will welcomed Dr. Jon Rice as the new member of the Executive Committee.
Adoption of agenda		Ms. Javayne Oyloe moved to adopt the agenda as presented. Dr. Rice seconded. Motion carried.
Approval of minutes	Review of 9.2.11 draft minutes.	The approval of the 9.2.11 minutes was tabled until the next meeting.
<b>Unfinished business</b>		
<i>Grants/contracts/request for proposals (RFPs) – status: Special Initiative Grants</i>	Ms. Will recused herself from the portion of the meeting and discussion on the Special Initiative Grant application from City-County Health District, where she is the administrator. Mr. Marian joined the meeting after the action on the grant and stated that as a reviewer, he was very impressed with the	Dr. Rice moved to approve the Special Initiative Grant for Policy Development from City-County Health District for \$24,988.08 as recommended by reviewers and Advisory Committee members Dr. Kermit Lidstrom and Mr. Nathan Marian. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – recused from voting.

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	application and pleased it was being funded.	Motion carried.
<i>Nexus contracts</i>	<p>Ms. Oyloe and Ms. Will explained their use of the current Progress Reporting System (PRS) and desires for enhancements. Ms. Prom explained the need to draft a Memorandum of Agreement with the Department of Health, who owns PRS, if the Executive Committee covers costs of PRS enhancements. Ms. Prom explained a new state law requiring the state Information Technology Department (ITD) to review any information technology (IT) project costing more than \$100,000, and determine if direct ITD project oversight is required. If ITD oversight is required of the Online Grant Application project, the project costs will increase and the timeline would be extended. Dr. Rice noted that ITD is involved in agency IT projects at some level, and that costs of all PRS enhancements described in the September 8, 2011 Nexus proposal total nearly \$200,000,</p>	<p>Dr. Rice moved to authorize the expenditure of funds for Nexus Innovations PRS enhancement projects as outlined by Ms. Prom, contingent upon approval from the Department of Health (DOH) and Information Technology Department (ITD):</p> <p>\$52,200 – this figure represents half the total costs of the Online Grant Application (as proposed by Nexus on Sept. 8, 2011, and assuming no direct ITD oversight and that DOH will also pay \$52,200); plus \$69,558 – budget subcategories added; plus \$23,550 – migration of SharePoint grant application data to PRS for a total of \$145,308.</p> <p>Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p> <p>Ms. Prom will inform the Executive Committee of the result of ITD’s review of the Online Grant Application project.</p>

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	which is the amount budgeted for information technology projects this biennium.	
Other business		
<i>Next meeting</i>	Dr. Rice is not available for meetings at 10 a.m. on Fridays.	The next Executive Committee meeting scheduled for 10 a.m., Friday, September 30, 2011, will be rescheduled for September 28 or 29, 2011. Ms. Prom will send out a request for available times on those days.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Dr. Rice moved the meeting be adjourned. Ms. Oyloe seconded. Ms. Will adjourned meeting at 3:45 p.m.