



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 11:00 a.m., Friday, September 2, 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

GUESTS: Ms. Michelle Walker, Department of Health; Bob Pope and 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 10:05 a.m.
Adoption of agenda		Ms. Javayne Oyloe moved to adopt the agenda with two additions: Progress Reporting System (PRS) enhancements (new business) and Memorandum of Agreement (MOA) (other business). Ms. Will seconded. Motion carried.
Approval of minutes	Review of 8.18.11 draft minutes.	Ms. Oyloe moved to approve the 8.18.11 minutes as written. Ms. Will seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposals (RFPs) – status: Special Initiative grants, Nexus contracts, Department of Human Services grant</i>		The committee directed Ms. Jeanne Prom to execute the Special Initiative Grant with Northern Lights Youth Services when the budget and work plan changes complied with the grant review comments. Contracts with Nexus Innovations are executed. There was no

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		update on the Department of Human Services grant.
New business		
<i>Progress Reporting System (PRS) enhancements – Nexus Innovations</i>	Mr. Bob Pope and Mr. Scott Borchers presented several enhancement options for the PRS, based on Center needs.	The committee will review the enhancements again at their next meeting. The Center and Department of Health will meet jointly with Nexus on Sept. 8, 2011 to discuss these options. The Center requested the joint meeting to ensure the Center enhancements to PRS, which is owned by the Department, are acceptable to the Department.
<i>New positions - update</i>		Staff time was invested in the comprehensive evaluation, and therefore no progress was made on tasks related to new positions.
<i>Comprehensive program evaluation, recommendations, and next steps</i>	On Sept. 1, 2011, the Center provided hard copies of the comprehensive program evaluation report to the State Health Officer and the Governor, and email copies to the Advisory Committee and Michelle Walker at the Department of Health.	The Center asked the Department of Health to issue a joint news release with the Center and the evaluator, University of North Dakota, in mid-September.
<i>Legislation – Budget Section meeting September 15</i>		Ms. Prom will share the draft testimony with the committee prior to Sept. 15, 2011.
<i>Advisory Committee meeting</i>		The Advisory Committee will meet Sept. 9, 2011.

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<i>Quarterly Training Session October 19, Doublewood Inn, Bismarck</i>		The agenda is being drafted and will include information on health systems changes/cessation from Michelle Walker, and a presentation by UND on their evaluation of the local grants program (requested but not yet confirmed).
Other business		
<i>Next steps – Memorandum of Agreement (MOA), other</i>		Ms. Prom will begin to draft Center information for a potential MOA with the Department of Health. Ms. Prom will share drafts with the committee. Other next steps are: new positions, legislative analysis, and discussion with Central Valley on collaborative.
<i>Next meeting</i>		The next Executive Committee meeting originally scheduled for Sept. 16, 2011, is rescheduled for 12 p.m. Sept. 9, 2011 after the Advisory Committee meeting. The agenda will be limited to action on one Special Initiative Grant application and the PRS enhancements.
Remuneration		Forms were provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned the meeting at 11:07 a.m.