



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

1:00 p.m. to 3:00 p.m., Thursday, September 29, 2011

Center for Tobacco Prevention and Control Policy – Staff Office, 4023 State Street – Suite 65, Bismarck, ND

PARTICIPANTS: Executive Committee members: Ms. Theresa Will – chair, Ms. Javayne Oyloe, Dr. Jon Rice;
Executive Director: Ms. Jeanne Prom; **Community Intervention Coordinator:** Ms. Kelli Ulberg.
GUEST: Ms. Michelle Walker, Department of Health.

| <u>AGENDA ITEMS</u> | <u>DISCUSSION</u> | <u>OUTCOME/ACTION</u> |
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| Call to order | | Chair Ms. Theresa Will called the meeting to order at 1:05 p.m. |
| Adoption of agenda | | Dr. Jon Rice moved to adopt the agenda as presented. Ms. Javayne Oyloe seconded. Motion carried. |
| Approval of minutes | Review of 9.2.11 and 9.13.11 draft minutes. | Ms. Will moved to approve the 9.2.11 minutes with one change. Ms. Oyloe seconded. Motion carried. Dr. Rice moved to approve the 9.13.11 minutes as written. Ms. Oyloe seconded. Motion carried. |
| Unfinished business | | |
| <i>Grants/contracts/request for proposals (RFPs) – status: Nexus contracts, Department of Human Services grant, evaluation RFP, other proposals</i> | <u>Nexus</u> -- The Center and Department of Health are waiting for a decision from the state Information Technology Department (ITD) regarding direct ITD oversight of a Nexus work project, Program Reporting System | <u>Nexus</u> -- Ms. Jeanne Prom will ask the Department of Health if ITD has made any determination on the PRS enhancements project. |

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| | <p>(PRS) enhancements, which exceeds \$100,000. ITD must decide if a new information technology projects estimated to cost in excess of \$100,000 require more than just general ITD oversight.</p> <p><u>Department of Human Services (DHS) --</u> The 2009-2011 tobacco program evaluation identified as a challenge the hiring of qualified tobacco prevention staff, especially in smaller local public health units (LPHUs). This challenge may become greater if LPHUs would also need to hire staff with similar skills to work on underage and binge drinking, the focuses of the state DHS grant.</p> <p><u>Evaluation Request for Proposals (RFP) --</u> The Center received one application in response to the RFP for comprehensive program evaluation services.</p> | <p><u>DHS --</u> Ms. Will served on a committee of LPHU administrators that discussed the DHS substance abuse state work plan. DHS submitted the work plan to their federal funder listing LPHUs as local partners. In the future, DHS will issue a request for proposals to LPHUs, who can opt to apply.</p> <p><u>Evaluation RFP --</u> A committee including Ms. Oyloe and Ms. Prom and others will review and score the proposal submitted in response to the evaluation RFP. If the committee determines it meets the RFP and all State Procurement requirements, Ms. Prom will request the Executive Committee contract with the applicant.</p> |

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| | <p><u>Department of Health (DOH)</u> -- Ms. Michelle Walker shared information on two federal grants the DOH has received. The Community Transformation Grant is a five-year capacity-building grant of \$370,684/year to work in tobacco, physical activity, nutrition and other areas.</p> <p>The department's new chronic disease grant combines diabetes, heart disease and stroke, comprehensive cancer, and healthy communities programs into one grant. The tobacco prevention grant is a separate single-focus grant, although some chronic disease programs include a tobacco component. Tobacco was previously was combined with diabetes, healthy communities and the Behavioral Risk Factor Surveillance System. The state must develop a chronic disease staffing plan and state plan that also includes arthritis. Ms. Karalee Harper is managing the chronic</p> | |

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| | disease grant. Ms. Walker reported that the department has contracted for quitline/Net evaluation services. | |
| New business | | |
| <i>Memorandum of Understanding on major programs</i> | | Ms. Prom will begin working on the Center portion of this potential memorandum with the Department of Health. |
| <i>June 2011 fiscal report</i> | The committee reviewed the report. | Dr. Rice moved to approve the June 2011 fiscal report as presented. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. |
| <i>Advisory Committee request – options for local grant review</i> | The committee discussed the pros and cons of three options for the process used to review local grants, provided by Ms. Kelli Ulberg. Dr. Rice suggested a scoring system be used with a one-page grant summary listing strengths and weaknesses, work plan goals, activities and budget. The scoring and summary for each grant could be presented to the Advisory Committee. Ms. Will agreed. Ms. Oyloe noted that if any or all reviewers are from | Dr. Rice moved the Executive Committee recommend to the Advisory Committee that the Center proceed with contracting with grant reviewers from outside the Advisory Committee and Center for all local tobacco control policy grant applications; and that grant applications include an executive summary of activities and the budget. In addition, the Center should develop a standard score card, executive summary format, and format to identify grant strengths and weaknesses. The score card, executive summary and strengths and weaknesses |

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| | <p>outside the Advisory Committee and Center, they must know <i>CDC Best Practices for Comprehensive Tobacco Control Programs</i>. Committee members agreed that knowledge of best practices and consistency among reviewers is important. Conflict of interest among reviewers must be considered.</p> | <p>for each grant will be presented to the Advisory Committee before any action is taken on the grants. A similar system should be used to review Special Initiative Grants (SIGs), with the exception that ad hoc groups of Advisory Committee members will review SIGs. Ms. Oyloe seconded. Discussion: The committee agreed that it is appropriate to send out scoring methodology with the grant application guidance, as well as completed score cards to grant applicants after grant review. Ms. Ulberg has reviewed grants for other agencies and is familiar with using a scoring rubric. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> |
| Other business | | |
| <p><i>Human resources</i></p> | <p>Ms. Prom provided the committee with information about temporary assistance from a human resources professional who is available to help with hiring process for the three additional positions. The committee discussed additional information needed before any action could be taken.</p> | <p>Ms. Prom will provide the Executive Committee with more details on the scope of work and number of estimated hours needed for assistance.</p> |

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| | <p>Ms. Prom requested the Executive Committee approve a position extension with the temporary Grants and Contracts Specialist at the current rate.</p> | <p>Dr. Rice moved the Center extend the temporary position of Grants and Contracts Specialist to FY 2012 (July 1, 2011 through June 30, 2012) at \$50/hour, total costs not to exceed \$15,000, to complete work necessary to establish the Center programming. Ms. Linda Wurtz was the temporary Grants and Contracts Specialist and will continue in that position. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> |
| <p><i>Next meeting</i></p> | | <p>The next Executive Committee meeting was scheduled for 10:00 a.m. on Friday, October 14, 2011 at the Center, but is changed to 2:00 to 3:00 p.m., Thursday, October 13, 2011, at the Center.</p> |
| <p>Remuneration</p> | | <p>The Center will provide remuneration forms to Executive Committee members who should return completed forms to the Center.</p> |
| <p>Adjourn</p> | | <p>Ms. Oyloe moved the meeting be adjourned. Dr. Rice seconded. Ms. Will adjourned meeting at 2:50 p.m.</p> |