

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, October 1st, 2010
 Center for Tobacco Prevention and Control Policy
 4023 State Street, Conference Room
 1-701-328-5136
 Bismarck, ND
 9:00 AM

PARTICIPANTS: Kathy Mangskau, Javayne Oyloe, Theresa Will

Executive Director: Jeanne Prom
Health Communications Coordinator:
 Donna Thronson

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Theresa called the meeting to order at 9:05 a.m.
Adoption of Agenda	Discussion on revisions to the agenda.	Kathy moved to adopt the agenda with revisions. Javayne seconded. Motion carried.
Approval of Minutes	Discussion and review of draft minutes.	Kathy made a motion to approve the minutes as distributed. Theresa seconded. Motion carried.
Executive Director Report <i>Fiscal</i> Budget Meeting	Discussion on meeting with OMB, Legislative Council and Governor's Office to discuss the Center's 2011-2013 budget.	Theresa, Kathy and Jeanne attended the meeting to discuss details of the Center budget. There were no questions or concerns.
<i>Legislative</i> Budget Section Testimony	Discussion on Jeanne providing testimony to the budget section.	The Budget Section members did not have any questions. The testimony has been shared with partners.
<i>Grants/Contracts/Requests for Proposal</i> MSU	Discussion on contract with Minot State University	Jeanne received the signed contract from MSU 9/30.

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Health Communication Gap Funding	Discussion on contracting for HC efforts until the RFP process is complete.	Jeanne has provided Karen H. a copy of the draft contract for review. Jeanne will execute a contract after review by Karen and the EC.
Health Communication RFP	Discussion on HC RFP process. Discussion on a policy for approval of contracts, awards, and agreements.	The Center will finalize the HC RFP process and award a contract before year-end 2010. Jeanne will draft a policy on approval process for new or revised contracts, awards and agreements.
Special Initiative Grant for Policy Development	Discussion on proposal review of two applying organizations.	Kathy made a motion to approve approximate amounts for SIG budgets this round and set a limit in the future. Theresa seconded. Javayne – aye, Kathy –aye, Theresa – aye. Motion carried.
Recess	A recess was taken for the SIG review team to meet.	
Resume SIG review and approval	Discussion on review team’s recommendations on the SIG grant applications.	Kathy made a motion to approve both ALA and TFND proposals for statewide organization policy work, including funding TFND for \$72,398.00 and ALAND for \$70,000.37. Theresa seconded. Javayne – aye, Kathy – aye, Theresa - aye. Motion carried.

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<p><i>Plans</i> Evaluation</p> <p><i>Public Policy</i> Schools</p> <p>Local Ordinances</p> <p>Letter to the Tribune</p> <p><i>Partners</i> Dakota Conference Submission</p>	<p>Discussion on Jeanne having draft documents prepared by next week.</p> <p>Discussion on wanting 50% of ND student population to be protected by a comprehensive tobacco free school policy. Currently 31% of schools have a comprehensive school policy.</p> <p>Discussion on Bismarck implementation of a 100% smoke free ordinance November 1st. Minot Safety and Public Works Commissioners voted down strengthening their local smoke free ordinance.</p> <p>Discussion on a letter issued to congratulate Bismarck City Council on passing a 100% SF ordinance. This will bring protections to 34% of ND population.</p>	<p>The draft plan and logic models will be shared with EC and Advisory Committee after final workgroup review.</p> <p>The Center continues to support local health units and schools to develop comprehensive policies.</p> <p>The Center along with partners will continue to advise local coalitions on loopholes, legal concerns and limitations of some ordinance language and offer support for local 100% smoke free policy.</p> <p>A letter from the EC was provided to the Bismarck Tribune and city council.</p> <p>The Dakota Conference Abstract was submitted.</p>

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TFND Annual Meeting		A TFND meeting has been scheduled for October 13th.
Unfinished Business <i>Studies</i> Air Quality Healthcare Costs Health Impact <i>Grants/Contracts/RFPs</i> Tobacco Control Legal Consortium Special Initiative Grants	<p>Discussion on progress toward an Air Quality Study and equipment purchase.</p> <p>Discussion on studies regarding the impact of tobacco use and tobacco prevention on healthcare and the health of our citizens.</p> <p>Discussion on a call to be held with TCLC, Kathy and Jeanne next week.</p> <p>Discussion on funds previously approved for Special Initiative Grants (SIG) not being fully expended.</p>	<p>Jeanne will continue to facilitate the needed steps to conduct an AQ Study in ND, including equipment purchase.</p> <p>Jeanne will pursue options for conducting these studies.</p> <p>Jeanne will work with Kathy to create a draft contract with the TCLC for EC review.</p> <p>Javayne made a motion to authorize Jeanne to post a second round of SIGs for Statewide Organization policy work. Kathy seconded. Javayne – aye, Kathy – aye, Theresa – aye. Motion carried.</p> <p>Kathy made a motion to authorize Jeanne to post a second round of SIGs for local policy work. Theresa seconded. Javayne – aye, Kathy – aye, Theresa – aye. Motion carried.</p>

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<p><i>Center Policies (external)</i> Health Communications Standards Evaluation Standards PHS Guidelines – AAR Chart Audit <i>Other</i> Progress Reporting System</p>	<p>Discussion on the need for media coordination and evaluation standards.</p> <p>Discussion on need for involvement with a broader group of local coordinators to create the needed documents and instructions on AAR chart audit.</p> <p>Discussion on the need to improve the PRS system.</p>	<p>Jeanne will work with Center staff to develop a media coordination memo for review at the next EC meeting. The evaluation standards will be created soon.</p> <p>Jeanne will contact local coordinators to broaden the group and hold a meeting to discuss what will meet the needs of the Center and locals for audit purposes.</p> <p>Jeanne will inquire about a password for the California system. The EC and Center staff will be asked to take a critical look at the CA site for potential improvements we want for the ND system.</p>
<p>New Business <i>Legislative</i> Local contacts Tax Information</p>	<p>Discussion on local health units making contacts with legislators to discuss public health issues that may come up during the 2011 legislative session.</p> <p>Discussion on a new document created by CFTFK on tax,</p>	<p>The Center continues to provide materials and support to local health units for legislative contacts.</p> <p>The Center will continue to provide information to grantees and partners</p>

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<i>Next Steps</i>	specifically in the impact of an increase of \$1.56 per pack/tobacco product. Discussion on the possibility of dividing tasks among EC members based on expertise.	about the benefits of a price increase on tobacco products. Jeanne will list areas where the EC could provide support. The EC members will provide areas of expertise.
<i>Signing documents</i>	Discussion on Edward, AG's Office, clarifying whom on the EC can sign off on official documents.	Jeanne will request clarification on who can sign and if they sign their own name or on behalf of the EC Chair.
Stationery	Discussion on the need for clarification on state agency documents requirements and need for official Center stationery.	Jeanne will get clarification on whether there are requirements for stationery. Jeanne will request Donna create a couple of drafts for EC review.
Other Business		
Remuneration		Forms completed and turned in.
Adjourn		Kathy made a motion to adjourn. Theresa seconded. Motion carried. Meeting adjourned at 12:28 pm.