



**TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL**

10:00 a.m. to noon, Friday, November 12, 2010

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

**PARTICIPANTS: Executive Committee members:** Theresa Will – chair, Javayne Oyloe, Kathy Mangskau; **Executive Director:** Jeanne Prom; **Community Intervention Coordinator:** Kelli Ulberg; **Health Communications Coordinator:** Donna Thronson; **North Dakota Department of Health:** Michelle Walker.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Theresa called the meeting to order at 10:02 a.m.
Adoption of agenda	Discussion on revisions to the agenda.	Kathy moved to adopt the agenda with the addition under “Other” of “Advisory Committee agenda items.” Javayne seconded. Motion carried.
Approval of minutes	Discussion and review of draft minutes.	Kathy moved to approve the minutes as written. Javayne seconded. Motion carried.
Executive Director report		
<i>State Health Improvement Plan</i>	Brief discussion of this Department of Health plan.	Three <i>Saving Lives – Saving Money</i> health goals will be incorporated into this plan.
<i>Grants/contracts/requests for proposals – MSU, health communication gap funding, Special Initiative Grants, Tobacco Control Legal Consortium, studies</i>	Discussion on status of contracts.	Contracts with Upper Missouri District Health Unit and American Lung Association are fully executed. Contracts with Minot State University and Tobacco Free North Dakota are in process. Contracts with Tobacco Control Legal

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		Consortium are waiting for review by Attorney General. Jeanne just received the scope of service from University of North Dakota this week. Jeanne needs to set up a phone meeting with the author of the costs of secondhand smoke study and Blue Cross/Blue Shield before any potential contract can be considered for a similar study in North Dakota.
<i>Public policies</i> -- local ordinances	Kelli Ulberg provided an update on local policy, including university policy.	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 and tobacco-free policies.
Training – November 4	Kelli reported on the training including evaluation comments and costs.	Of 31 local/partner participants, 22 submitted evaluation forms. Six phone lines were used, with multiple participants. Overall comments were positive on the usefulness of training information. Kathy suggested using costs of food and the cost of using ND Public Health Association to process food payments as basis for future registration fees.
Unfinished business		
<i>Center policies (external)</i> -- health communications	Prior to the meeting, Donna provided a draft of updated health communications (HC) standards.	EC agreed with content of the standards.

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<p><i>Center policies (internal)</i> -- EC review of approving expenditures, signing documents, spokesperson</p>	<p>Discussion on internal policies.</p>	<p>Kathy moved to adopt the following policies. Javayne seconded. Roll call vote: Kathy – aye; Javayne – aye; Theresa – aye. Motion carried. The following policies are adopted:</p> <p><u>Signing Documents Requiring Executive Committee Signature:</u> The Executive Committee Chair shall sign: all contracts, purchase orders of \$2,500 or more, and other documents requiring an Executive Committee signature.</p> <p><u>Signing Documents Requiring an Executive Committee Signature When Executive Committee Chair Not Available:</u> If the Executive Committee Chair is not available to sign a document for any reason including time factors, another Executive Committee member shall sign the document. In all cases, the Executive Committee member shall sign their own name.</p> <p><u>Signing Documents Not Requiring an Executive Committee Signature:</u> The Executive Director shall sign purchase orders of less than \$2,500 and other documents not specifically requiring an Executive Committee signature.</p> <p><u>Media Spokesperson for the Center for Tobacco Prevention and Control</u></p>

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		<p><u>Policy:</u> The Executive Director shall serve as the spokesperson with the media for the Center, or designate a spokesperson as necessary.</p> <p><u>Media Spokesperson for the Tobacco Prevention and Control Executive Committee:</u> The Executive Committee Chair shall serve as the spokesperson with the media for the Executive Committee, or designate a spokesperson as necessary.</p> <p><u>Media Spokesperson for the Tobacco Prevention and Control Advisory Committee:</u> The Advisory Committee Chair shall serve as the spokesperson with the media for the Advisory Committee, or designate a spokesperson as necessary.</p>
<i>EC areas of interest</i>	Discussion on each EC member serving as the lead for the committee with Jeanne in specific areas of interest.	The committee agreed that the EC Chair position should be the lead on all fiscal matters. Javayne will serve as lead for personnel and health communications. Kathy will serve as lead on legislation, outreach to partners, and evaluation.
New business		
<i>Center policy (internal) – emergency response</i>	Discussion on emergency response policy for the Center.	The EC will consider a draft policy at its next meeting.
<i>Public policy – smoke-free state law</i>	Discussion on meeting with partners to discuss plans for 2011	Jeanne will ask Tobacco Control Legal Consortium to draft a model smoke-free

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	legislative session.	state law. Kelli and Cami will complete update of legislative contact spreadsheet. Jeanne will update Kelly Schmidt and Kelly will set up a meeting with partners. Meeting plan is to discuss partner priorities, how tobacco fits into other priorities, and all possible tobacco control policies that may be considered.
<i>Legislative – organizational session, governor’s budget address, budget section meeting</i>	Discussion on upcoming events.	Organizational session is 12.6-8.10. Governor’s budget address is 12.6. Budget section meets 12.8 and Center will report at that time.
<i>Grants/Contracts/RPFs status – local grants – reprogramming request</i>	Bismarck requested reprogramming to fund software and training for an electronic records system. Discussion on consistency in software across LPHUs and potential for needing to change software in the near future. Kathy had a contact with a Minnesota health plan that had created an AAR algorithm.	Kelli will let LPHUs know they also should work with Micki Savelkoul at DOH on AAR needs related to electronic record keeping. Kelli will follow up on Kathy’s health system contact. Kathy moved to approve Bismarck Burleigh Public Health’s reprogramming request of \$8,825 to fund electronic record keeping system software and training, and to require that BBPH work with the Center and Department of Health to incorporate AAR into their electronic system. Javayne seconded. Roll call vote: Kathy – aye; Javayne – aye; Theresa – aye. Motion carried.
<i>HC RFP</i>		Discussed. Donna gave an update on the RFP process. The review team will

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		meet next week to review technical proposals.
<i>Evaluation RFP</i>		Kathy and Jeanne will begin work on the RFP for an evaluation contractor.
<i>HC – newsletters, stationery, publications standards</i>	<p>Discussed newsletters, stationery, website, and publication standards.</p> <p>Discussed how EC had decided previously that official name of agency is North Dakota Tobacco Prevention and Control Executive Committee.</p>	Donna created two newsletters: one for partners and one for policymakers. Donna will have Odney draft another version of the stationery without clouds artwork, and with toll-free number at the top. Donna will consider more tabs on home page. Donna will develop publication standards.
<i>Plans -- evaluation</i>	Plan updated with all changes received.	Jeanne will forward to EC for final approval when logic models are added.
<i>Executive Director – one year performance review</i>		Theresa will meet with Jeanne on performance review based on EC input.
<i>Next steps</i>		Emergency policy, Nexus, 2011 calendar, evaluation plan approval, stationery, publication standards, year one progress report – Jeanne meet with Karalee and Michelle. Could decide on release of progress report at Advisory Committee meeting.
<i>Other business – Advisory Committee agenda items</i>		AC agenda items: AC members' help with policies, release of annual work plan progress, and 2011 meetings.
<i>Next EC meeting</i>	Discussed changing or cancelling next meeting.	At this time it looks like Nov. 26 will not be the meeting date, pending further

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		action.
Remuneration		Forms provided to EC members who should return completed forms to the Center.
Adjourn		Kathy moved to adjourn meeting. Javayne seconded. Motion carried and Theresa adjourned meeting at 12:49 p.m.