



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

10:00 a.m. to noon, Friday, December 10, 2010

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, Ms. Kathy Mangskau; **Executive Director:** Ms. Jeanne Prom; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Health Communications Coordinator:** Ms. Donna Thronson; **North Dakota Department of Health:** Ms. Karalee Harper.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 10:00 a.m.
Adoption of agenda	Karalee Harper requested to receive an agenda of the meeting.	Ms. Javayne Oyloe moved to adopt the agenda as presented. Ms. Kathy Mangskau seconded. Motion carried.
Approval of minutes	Review of draft minutes.	Ms. Mangskau moved to approve the minutes as written. Ms. Oyloe seconded. Motion carried.
Executive Director report		
<i>PHS Guidelines Audit</i>	Kelli Ulberg led a discussion about asking public health clients about primary smoking beginning at age 10 v. age of majority, and cessation services available for ages 10-17, as quitline serves those 18 and older.	Ms. Ulberg will check with Edward Erickson at the Office of Attorney General about the legality of asking minors about primary tobacco use in the public health setting.
<i>Public policies -- local ordinances</i>	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

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		of some ordinance language and offer support for local 100% smoke-free and tobacco-free policies.
<p><i>Grants/contracts/requests for proposals – MSU, health communication gap funding, Special Initiative Grants, Tobacco Control Legal Consortium, studies</i></p>	<p>Discussion on status of contracts and California reporting system.</p>	<p>Contract with Tobacco Free North Dakota is fully executed. Contracts with Tobacco Control Legal Consortium, University of North Dakota, and Roswell Park Cancer Institute are waiting for final word from fiscal agent. UND is also working on a proposal for costs of secondhand smoke study. Indoor air quality monitoring equipment required a bid process which has been completed and purchase requisition is in process. Currently working on a bid for additional desktop service.</p> <p>Ms. Oyløe moved to that the following changes be made to the guidance for Special Initiative Grants for Policy Development and Special Initiative Grants for Policy Development for Statewide Organizations: contract end date will be June 30, 2012, fundraising for tobacco control project purposes is allowable, and minor document changes noted by Ms. Mangskau. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyløe – aye; Ms. Will – aye. Motion carried.</p>

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<i>Legislative</i> – Governor’s budget address, budget section meeting	Discussion on Governor’s budget and budget section meeting.	The Executive Committee requested that Nexus aggregate the fiscal reports by every line item this biennium. Ms. Prom and Ms. Mangskau will provide Nexus with a list of aggregated program reports needed. Ms. Prom will request a proposal from Nexus for work needed to create aggregated reports of local progress and financial reports. Ms. Ulberg will survey local public health units for information not available through PRS.
Unfinished business		
<i>Update</i> – Nexus plans	Presentation by Nexus on next steps in planning for online reporting system.	The Executive Committee agreed with the next steps as proposed by Nexus in their proposal, with the addition of expanding capabilities of PRS to allow for generation of statewide fiscal reports. Nexus recommended establishing a project committee to develop the plan to reengineer the PRS system. Within the next few months, Nexus would know more about an implementation date for the new system. Ms. Ulberg will send Nexus our current grant application, as we may be able to set up a portal for transferring the next round of grant documents, beginning in March 2011.
<i>Center policies (internal)</i> – emergency		Tabled until next meeting.

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response		
<i>Grants/Contracts/RFPs status – local grants, evaluation RFP</i>	Discussion on local grants plans and evaluation RFP.	Ms. Prom and Ms. Mangskau will meet and work on evaluation RFP.
<i>Plans -- evaluation</i>	Discussion on evaluation plan.	Ms. Oyloe moved to adopt the final evaluation plan with final review by Ms. Mangskau and Ms. Prom. Ms. Mangskau seconded. Motion carried.
<i>Executive Director – one-year performance review</i>		The review has been completed.
<i>Health Communications (HC) – publication standards, stationery</i>		Publication standards tabled. Stationery design as presented will be used.
New business		
<i>Health Communications – vendor approval, new theme</i>	Ms. Donna Thronson provided an overview of the vendor technical and cost proposal review process.	Ms. Mangskau moved to approve hiring Odney as the health communications vendor. Ms. Will seconded. Roll call vote: Ms. Oyloe – abstained; Ms. Mangskau – aye; Ms. Will – aye. Motion carried. New theme is costs of tobacco in North Dakota.
<i>Public policy – Tobacco Free North Dakota update</i>	Discussion on TFND.	Megan Smith Houn is the new TFND executive director and TFND will meet on Monday to discuss policy priorities.
<i>Fiscal – September 2010 report</i>		Ms. Oyloe moved to adopt the September 2010 fiscal report. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Mangskau – abstained; Ms. Will – aye. Motion carried.

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<i>Partners – Local Public Health Unit (LPHU) Administrators’ meeting</i>	Theresa provided an update on the administrators’ meeting.	
<i>2011 meeting schedule</i>		The Executive Committee set their meetings for 2011 and Ms. Prom will file with the Secretary of State.
<i>Next steps</i>		Nexus cost proposal, emergency policy, evaluation RFP, contracts status, report released
<i>Other business – Next Executive Committee meeting</i>		The Executive Committee will meet from 10 a.m. to noon on Friday, December 17, 2010 at the Center conference room.
State smoke-free law		Ms. Mangskau will contact Rep. Joyce Kingsbury regarding the state smoke-free law.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Mangskau moved to adjourn the meeting. Ms. Will seconded. Motion carried and Chair Ms. Will adjourned meeting at 12:45 p.m.