



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

10:00 a.m. to noon, Friday, December 17, 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; **GUESTS: North Dakota Department of Health:** Ms. Arvy Smith, Ms. Karalee Harper; **Local Public Health Unit Administrators:** Ms. Robin Iszler.

<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		Ms. Javayne Oyloe moved to adopt the agenda as presented. Ms. Theresa Will seconded. Motion carried.
Approval of minutes	Review of draft minutes.	Ms. Oyloe moved to approve the minutes as written. Ms. Will seconded. Motion carried.
Executive Director report		
<i>Grants/Contracts RFPs status – Special Initiative Grants Tobacco Control Legal Consortium studies Indoor Air Quality Desktop Service</i>	No additional information on the indoor air quality monitoring contract scope of service or the costs of secondhand smoke study was available.	Tobacco Control Legal Consortium – technical assistance contract was edited and resubmitted to Office of Attorney General. Ms. Prom will proceed with this contract as a single eligibility grant, and not a professional service agreement. Ms. Prom will proceed with the consortium’s case study project as a sole source professional services agreement.

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		Ms. Prom will proceed with the heart attack study as a sole source grant. The request for bids for desktop service has been released and the deadline for bids is December 30, 2010.
<i>Public policies – local ordinances</i> Tobacco Free North Dakota meeting	Ms. Kelli Ulberg provided an update on local policy. Ms. Ulberg and Ms. Donna Thronson led a discussion about the Tobacco Free North Dakota meeting.	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.
<i>PHS Guidelines – audit materials</i>		The only remaining unresolved issue is a final determination from the Office of Attorney General on protocol for asking, advising and referring minors.
Health communications – media conference, vendor process update	Ms. Thronson provided a report on the news conference and the process of hiring a health communications vendor.	The news conference resulted in significant broadcast and print coverage. The protest period for the health communications vendor contract ends December 21, 2010.
Unfinished business		
<i>Grants/Contracts RFPs status – local grants</i>	Ms. Will and Ms. Robin Iszler expressed perspective of administrators: administrators like idea of one local grant program, want the best for the program, have questions about new partners that may be funded with Centers for Disease Control grant, and are	The CDC grant application needs to be completed internally by December 30, 2010 so a local grants decision is needed today. Ms. Karalee Harper explained the present plans for two pilot grant projects: one focusing on worksite wellness

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	<p>concerned about the long-term availability of Measure 3 funding.</p> <p>Ms. Will expressed the Executive Committee's need for having adequate information on how \$345,000 of CDC grant will be used, in order to determine if the Executive Committee will invest that additional amount in local grants to replace the CDC funding currently is being used for local grants.</p> <p>Ms. Arvy Smith explained that initially this new approach was planned with current funding streams continuing, and that any loss of funding would create a different situation.</p> <p>Ms. Oyloe expressed her concern that pilot projects should not further stretch the limited local tobacco control workforce, diverting current talent.</p>	<p>(smoke-free policies, cessation services) and another on point of sale.</p> <p>Department of Health also proposes to work on systems change with Temporary Assistance for Needy Families, and increasing amount of funding for tribal infrastructure.</p> <p>The Department of Health will consider partnerships with local public health units on funding to benefit reservation populations. The department plans to invest \$200,000 for tribes.</p> <p>Consensus of those present was that the worksite wellness pilot projects will open to local public health units for those with a trained worksite wellness coordinator and a coalition or plans for a coalition. Health units could contract for services, focus on cessation services, insurance, internal policies, and a coalition.</p> <p>Department will work with statewide Students Against Destruction Decisions (SADD) with the requirement that SADD inform local public health unit tobacco control programs. Pilot grants will be</p>

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		<p>\$20,000 to \$25,000 per project.</p> <p>Ms. Will and Ms. Harper will work together on an email to local public health unit administrators to be sent out today. The department will also fund a secret shopper to evaluate the quitline.</p>
<i>Grants/Contracts RFPs status – Nexus plans</i>	Discussion of Nexus plans and costs for meeting data reporting needs, setting up a portal, and creating and managing an online application.	Ms. Oyloe moved to amend the contract with Nexus for up to an additional \$37,400 for data reporting, portal creation, and managing an online application. Ms. Mangskau seconded. Roll call vote: Ms. Oyloe -- aye; Ms. Mangskau – aye, Ms. Will – aye. Motion carried.
<i>Grants/Contracts RFPs status – evaluation RFP</i>		Tabled.
<i>Center policies (internal) – emergency response</i>		The draft will be updated with new information.
<i>Health Communications (HC) – publication standards</i>		Tabled.
New business		
<i>Fiscal – reprogramming request</i>	Discussion of benefits of local surveys.	Ms. Will moved to accept the reprogramming request of \$2,500 from Cavalier County Health District. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Mangskau – absent; Ms. Will – aye. Motion carried.
<i>Next steps</i>		Evaluation RFP, contracts, studies,

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		budget testimony, renegotiating office space
<i>Other business –</i> Next Executive Committee meeting	Discussion to change meeting times from January through April 2011 from 2 p.m. to 1 p.m.	The Executive Committee will meet at 1 p.m. on Friday, January 7, 2011 at the Center conference room.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned meeting at 12:45 p.m.