



**TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES**

1:00 p.m. to 2:00 p.m., Friday, February 11, 2011

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;  
**Center Staff:** Ms. Jeanne Prom, Executive Director, and Donna Thronson, health communications coordinator.  
**Other:** Bob Pope and Scott Borchers, Nexus Innovations; Megan Houn, Tobacco Free North Dakota.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 1:08 p.m.
Adoption of agenda		Ms. Javayne Oyloe moved to adopt the agenda with two additional unfinished business items: Nexus and health communications reports. Ms. Kathy Mangskau seconded. Motion carried.
Approval of minutes	Review of 2.4.11 draft minutes.	Ms. Oyloe moved to approve the minutes as written. Ms. Mangskau seconded. Motion carried.
Unfinished business		
<i>Public policies – local ordinances</i>		North Dakota State College of Science, Wahpeton, became a tobacco-free campus this week.
<i>Nexus report</i>	Mr. Bob Pope and Mr. Scott Borchers from Nexus updated the committee on their progress on the online application and other Progress Reporting System (PRS)	Ms. Mangskau moved to amend the current contract with Nexus to include an additional \$50,000 for initial development, high level design, research and analysis on the Progress Reporting

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	rewrites. If time allows, Nexus may create a practice site and add specifics of nicotine replacement therapy. The Center contract budget for initial development, high level design, research and analysis for the Progress Reporting System (PRS) has been met. Nexus explained how the PRS would be improved with additional development, high level design and research and analysis, which would require a contract amendment for additional funding.	System (PRS). Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Health Communications report</i>	Discussion on coordination of health communications, including work on print ads and another broadcast ad on costs of tobacco theme.	Ms. Donna Thronson will work with the new Health Communications Work Group (as described in the Health Communications Plan) to develop a coordination plan between the Center and the Public Education Task Force. The Executive Committee will review the plan.
<b>New business</b>		
<i>Grants/contracts/RFPs Status – evaluation, status of other grants/contracts/RFPs</i>	Discussion on ongoing work on grants, contracts and request for proposals (RFP).	Ms. Thronson and Ms. Jeanne Prom met with potential contractor who may draft the evaluation RFP.
<i>Fiscal –detailed budget hearing</i>	Discussion on agency funding bill, House Bill 1025, including the request for 3.5 FTE. At beginning	Work on the agency funding bill, House Bill 1025 will begin at 8 a.m., Tuesday, February 15, 2011. House

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	of this biennium, Center assumed administration of 51 additional grants but was not provided additional FTE for additional work.	Appropriations will be working on both the Center and Department of Health budgets simultaneously.
<i>Public policies – update on bills</i>	Discussion on legislative bills. Discussion on Center communication with grantees regarding legislative bills. The Center shares information on bills with: advisory/executive committee, local public health unit coordinators and administrators, other grantees, and BreatheND community.	This week: Ms. Jeanne Prom monitored House Bill 1353, which repeals Measure 3. The full House passed the bill to House Appropriations. The Minority Report substitute amendment maintaining Measure 3 and requiring a tobacco tax increase to fund the School of Medicine expansion failed on the House floor. House Bill 1307 allowing minors in bars to consume meals providing the bars are smoke-free passed the House 50-42 and was received by Senate.
<b>Other business</b>		
<i>Next steps</i>		Detailing on agency budget bill, HB 1025; grant/contract/RFPs work.
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Friday, February 18, 2011 in Center conference room.
Remuneration		Executive Committee should return completed remuneration forms to Center.
Adjourn		Ms. Mangskau moved to adjourn the meeting. Ms. Oyloe seconded. Ms. Will adjourned meeting at 3:04 p.m.