



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

1:00 p.m. to 2:00 p.m., Friday, February 18, 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; **Executive Director:** Ms. Jeanne Prom; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Health Communications Coordinator:** Ms. Donna Thronson.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair, Ms. Theresa Will called the meeting to order at 1:09 p.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda with the addition of unfinished business – reprogramming request, and other business – meeting of foundations. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of 2.11.11 draft minutes.	Ms. Oyloe moved to approve the minutes with dates corrected on pages 2 and 3. Ms. Mangskau seconded. Motion carried.
Unfinished business		
<i>Public policies – local ordinances</i>	Ms. Kelli Ulberg provided an update on local policies.	The Center will continue to work with partners on local policies.
<i>Reprogramming Request – Southwestern District Health Unit (SWDHU)</i>	Ms. Ulberg explained the details of the reprogramming request from SWDHU.	Ms. Mangskau moved to: approve the reprogramming request of \$7,500 from Southwestern District Health Unit; direct Ms. Ulberg to send a letter to SWDHU program manager and administrator

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Friday, February 18, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		<p>explaining that Center or Executive Committee needs to approve reprogramming requests before expenses are incurred, and prior approval from the Executive Committee must also be secured before purchases that exceed grant limits on restricted expenditures (e.g., nicotine replacement therapy) are made; and that the coordinator should communicate regularly with the accountant on grant budget status. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p>New Business</p>		
<p><i>Health Communications – Update</i></p>	<p>Ms. Donna Thronson shared storyboards for two new ad concepts that continue the costs theme.</p>	<p>Ms. Mangskau moved to approve development into ads the two concepts presented. Ms. Will seconded. Roll call vote: Ms. Mangskau -- aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p><i>Grants/contracts/RFPs status – evaluation, status of other grants/contracts/RFPs</i></p>	<p>Ms. Jeanne Prom provided an update on grants, contracts and RFPs.</p>	<p>Ms. Will moved to hire Linda Wurtz as a temporary grants and contracts specialist at \$50/hour, up to 160 hours totaling up to \$8,000 through June 30, 2011. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Friday, February 18, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>Human resources – performance reviews update</i>	<p>Ms. Prom reported that the temporary administrative assistant has accepted a permanent position with another employer and will be leaving after 2.25.2011.</p> <p>Ms. Prom presented a history of salaries of all Center staff. Ms. Prom and Ms. Oyloe presented the six-month performance reviews of Ms. Cami Bauman, administration assistant; and Ms. Donna Thronson, health communications coordinator. The Executive Committee discussed the reviews.</p>	<p>Ms. Prom will explore options for hiring a temporary administrative assistant and make a recommendation to the Executive Committee at a future meeting.</p> <p>The Executive Committee concurred with the favorable reviews of Ms. Bauman and Ms. Thronson. Ms. Mangskau moved to increase Ms. Bauman’s current salary by four percent, retroactive to her six-month calendar anniversary of her date of hire. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. Ms. Mangskau moved to increase Ms. Thronson’s current salary by five percent, retroactive to her six-month calendar anniversary of her date of hire. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<i>Fiscal – status of HB 1025 -- agency budget bill</i>		<p>The full House Appropriations will act on HB 1025 early next week. After that action and before the crossover deadline of 2.25.2011, the full House will act on the bill.</p>
<i>Public policies – update on other bills</i>		<p>House Bill 1353 will be acted on in the</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Friday, February 18, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		House Education Committee at 10:30 a.m., 2.21.2011. The Executive Committee will meet with Governor's staff on 3.3.2011.
Other business		
<i>Meeting of foundations</i>		Ms. Mangskau moved to approve travel and associated costs to send two staff and/or Executive Committee members to a meeting of foundations on 3.30.2011 through 4.1.2011. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will -- aye. Motion carried.
<i>Next steps</i>		Next steps: continue to monitor HB 1025, HB 1004, and HB 1353; prepare for advisory and executive committee meetings.
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Thursday, 2.24.2011 at the Center conference room.
Remuneration		Forms were provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned meeting at 3:10 p.m.