



TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

5:00 p.m. to 6:00 p.m., Friday, April 1, 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.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 5:05 p.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda as presented. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of 3.25.11 draft minutes.	Ms. Oyloe moved to approve the minutes with one change: “execution of contracts” instead of “approval process.” Ms. Mangskau seconded. Motion carried.
Unfinished business		
<i>Grants/Contracts/RFPs – Status: Evaluation RFP, UND Study, Special Initiative Grants, Contracts for Case Study and Technical Assistance, Local Grants Amendments</i>	Ms. Jeanne Prom provided an update on grants, contracts, and the evaluation request for proposal draft.	Evaluation RFP draft is being reviewed by Center staff. Contract documents were sent to University of North Dakota. One organization applied for a Special Initiative Grant by the 4.1.11 deadline. Ms. Prom will send copies of the application and review forms to the Executive Committee. The committee will discuss the application at its meeting on 4.15.11. Tobacco Control Legal

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		<p>Consortium will provide documentation about their organization to support designation as a sole source for case study and technical assistance contracts. Amended local grant contracts were sent to local public health units and five have been fully executed. Ms. Prom will provide status reports on local state aid and grants payments at the 4.8.11 meeting.</p>
<p>New business</p>		
<p><i>Action on report and recommendations from Advisory Committee: Evaluation of State Plan Effectiveness and Implementation – Year 2, March 2011</i></p>	<p>The Executive Committee discussed the report from the Advisory Committee, <i>Evaluation of State Plan Effectiveness and Implementation – Year 2, March 2011</i>. The Department of Health provided recommendations on Goal 3 objectives, action steps and their effectiveness, and this information was incorporated into the document.</p>	<p>Ms. Prom will add to Year 2: page 1 -- key findings; pages 1 and 4 -- status of implementation to objectives that are listed in more than one goal area; page 3 -- notation that the target of five smoke-free community ordinances has been met; and page 6 -- revised objective 4. Page 4 -- year 1 objective 5 will be "In Progress." Page 5 -- year 2 objectives will be noted as appropriate, with timeframe for objectives 6 and 7 adjusted. Page 6 -- objective 4 will be changed to "Completed," with notation that the evaluation plan includes a plan for surveillance. Page 7 – evaluation plan recommendation will be edited. The Executive Committee will review the</p>

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<p><i>Fiscal – December 2010 and January 2011 reports</i></p>	<p>The Executive Committee discussed the December 2010 and January 2011 fiscal reports, and payments for local grants and tobacco settlement state aid grants.</p>	<p>edited document at the 4.8.11 meeting. Ms. Prom will ask the fiscal agent and the Office of Management and Budget why the 4911AA reports for December 2010 and January 2011 show overtime of \$49.06 as a positive number. Ms. Prom has email documentation on this transaction, but will request more formal documentation, which was an overpayment made to Donna Thronson from the Office of Attorney General for her previous employment there.</p>
<p><i>Fiscal – status of House Bill 1025 – agency budget</i></p>	<p>The Executive Committee discussed HB 1025.</p>	<p>This afternoon the Senate passed amended HB 1025 by a unanimous vote, 47-0. The Executive Committee supports this version of the bill. The Senate could reconsider the bill when it convenes on 4.4.11. If the House does not concur with the Senate changes to the bill, the bill will be discussed in a conference committee before final passage by both legislative chambers.</p>
<p><i>Public policies – update on other bills</i></p>	<p>The Executive Committee discussed House Concurrent Resolution 3015 and HB 1004.</p>	<p>HCR 3051 was defeated. HCR 3051 would have studied allowing the Legislature to change and refer successful initiated measures to another vote of the electorate. The health department budget, HB1004, was amended to restore Measure 3 language</p>

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		requiring 80 percent of the Community Health Trust Fund be spent on tobacco prevention and control.
Other business		
<i>Next steps</i>		Special Initiative Grant review, approval of updated <i>Evaluation of State Plan</i> , approval of December 2010 and January 2011 fiscal reports, HB 1025, HB 1004, current grant programs status, grants/contracts/RFP
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m., Friday, April 8, 2011 in the Center conference room.
Remuneration		Forms provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Mangskau moved to adjourn. Ms. Oyloe seconded. Ms. Will adjourned meeting at 6:05 p.m.