



TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

1:00 p.m. to 2:00 p.m., Friday, April 15, 2011
 Center for Tobacco Prevention and Control Policy, 4023 State Street, Bismarck, ND

PARTICIPANTS: Executive Committee members: Ms. Theresa Will – chair, Ms. Kathy Mangskau; **Executive Director:** Ms. Jeanne Prom; **Tobacco Free North Dakota:** Megan Houn.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 1:05 p.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda as presented. Ms. Will seconded. Motion carried.
Approval of minutes	Review of 4.8.11 draft minutes.	Ms. Mangskau moved to approve the 4.8.11 minutes with one change. Ms. Will seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposals – status: evaluation RFP, University of North Dakota study, contracts for case study and technical assistance, local grant amendments</i>	Ms. Jeanne Prom provided an update.	The evaluation RFP will be sent to Executive Committee next week for review. The UND contracts are being signed at UND. Today the Office of Attorney General will complete its final review of the sole source request documents for the case study and technical assistance contracts. Grand Forks Public Health Department had previously been reported as declining their local grant amendment, but has now

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, April 15, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		signed the contract amendment.
New business		
<i>Grants/contracts/RFPs: current status of local and tobacco settlement state aid grants, special initiative grant for policy development application review</i>	Ms. Prom provided fiscal reports and internal tracking documents for local and tobacco settlement state aid grants. The Executive Committee discussed the need for local health units to spend at least 95 percent of their grant funds.	The Executive Committee reviewed the Special Initiative Grant for Policy application from American Nonsmokers' Rights Foundation, and shared their scores. Ms. Prom shared the review scores from Ms. Jayayne Oyloe, who was unable to participate in the meeting. Ms. Mangskau moved to fund American Nonsmokers' Rights Foundation Special Initiative Grant for Policy Development at \$60,000. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye, Ms. Will – aye. Motion carried.
<i>Fiscal – status of HB 1025 – agency budget bill</i>	Ms. Megan Houn, Tobacco Free North Dakota and Ms. Prom provided an update on the conference committee meetings on HB 1025.	The Center staff and Executive Committee will continue to support HB 1025 as passed by the Senate.
<i>Public policies – update on other bills</i>	Ms. Houn and Ms. Prom provided an update on the conference committee meetings on HB 1004, the Department of Health budget, which had included language changing Measure 3, but now does not. Ms. Prom provided an update from	The Executive Committee will continue to monitor HB 1004. Ms. Prom will continue to update the

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, April 15, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	the Office of Management and Budget study on the classified employee compensation system. The Center's three classified employees' classifications, grades and salary ranges were determined by OMB.	Executive Committee on the OMB study, and directives from the Legislature on implementing study recommendations.
Other business		
<i>Next steps</i>		Evaluation RFP, HB 1025, HB 1004, grants and contracts
<i>Next meeting</i>		The next regularly scheduled meetings are tentatively set for 1:00 p.m. on Friday, April 22 and Friday, April 29, at the Center offices.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Mangskau moved to adjourn. Ms. Will seconded. Ms. Will adjourned the meeting at 2:56 p.m.