



TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES

1:00 p.m. to 2:00 p.m., Friday, April 29, 2011
 Center for Tobacco Prevention and Control Policy – 4023 State Street, Bismarck, ND

PARTICIPANTS: Executive Committee members: Ms. Theresa Will – chair, Ms. Javayne Oyloe. **Executive Director:** Ms. Jeanne Prom; **Community Intervention Coordinator:** Ms. Kelli Ulberg.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 1:02 p.m.
Adoption of agenda		Ms. Javayne Oyloe moved to adopt the agenda with one addition, a request from Fargo Cass Public Health, as part of new business. Ms. Will seconded. Motion carried.
Approval of minutes	Review of 4.15.11 draft minutes.	The review was tabled until a future meeting when both Ms. Will and Ms. Kathy Mangskau are present, as Ms. Oyloe was not at the 4.15.11 meeting.
Unfinished business		
<i>Grants/contracts/request for proposal (RFP) – status: evaluation RFP, University of North Dakota study, contracts for case study and technical assistance, local grant amendments, Special Initiative Grant</i>	Ms. Jeanne Prom and Ms. Kelli Ulberg provided status report on grants/contracts/RFP. Ms. Prom reported that Ms. Donna Thronson, who was assisting with the RFP, was taking annual leave this week and would also receive a payout for the balance of annual leave in	Evaluation RFP was delayed by continuing legislative session work, but progress on all other grants/contracts occurred. UND requested changes in the contract, which is under review by the assistant attorney general. Procurement is reviewing sole source contracts for the case study and technical assistance, but

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	<p>excess of 240 hours. State administrative rules stipulate that classified employees cannot carry forward more than 240 hours of annual leave after April 30 of each year, but can request approval from the Office of Management and Budget Human Resource Management Services to be paid for annual leave in excess of 240 hours. Ms. Prom secured approval from HRMS to pay Ms. Thronson for 20.5 hours of annual leave through supplement payroll.</p> <p>Ms. Ulberg reported that all but one local grant amendment has been received. The local grants process has improved with the electronic application process and no major technical problems occurred. The Executive Committee members restated the importance of all Advisory Committee members reviewing all the local public health unit grants.</p>	<p>the procurement officer assigned to our agency has left state service, so another officer will be assigned to our agency. The contract documents for the Special Initiative Grant are being reviewed by the fiscal agent and the assistant attorney general.</p> <p>As part of the upcoming review of local grant applications, Ms. Ulberg will determine and report to the Advisory Committee if each grant budget, nicotine replacement therapy request, and spending on local media is within acceptable ranges for that health unit, and if the work plan and budget match. Ms. Ulberg will assign each Advisory Committee member to be the lead reviewer for certain grants. All Advisory Committee members will review all 23 grants, but the lead reviewer will report their findings and recommendations to the rest of the Advisory Committee. Ms. Ulberg will facilitate the two grant review sessions.</p>
New business		
<i>Fiscal – status of HB 1025 – agency budget bill</i>	Ms. Prom provided an update, which was discussed.	HB 1025 has passed, and authorizes one additional fulltime permanent employee.

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		Ms. Will directed Ms. Prom to assess staffing needs with Center staff and report to the Executive Committee at the next meeting when all committee members are present and can discuss options.
<i>Public policies – update on other bills</i>	Ms. Prom provided an update which was discussed.	Measure 3 language remains intact, as HB 1004, the department of health appropriation, was passed with the Measure 3 language restored. The Executive Committee will conduct an analysis of its work with the legislature at a future meeting.
<i>Request from Fargo Cass Public Health</i>	Ms. Kelli Ulberg explained a request from Fargo Cass Public Health for the Center to consider financial support for a team of four from Fargo who were invited to present at the 12 th annual Focus on Respiratory Care Conference, May 10-12, 2012 in Nashville, Tennessee. Ms. Prom explained that North Dakota is one of only two states with a comprehensive tobacco prevention program, and should share with peers how the state is advancing these systems changes by using tobacco	The Executive Committee delayed a decision until after local grant applications are reviewed next month. The committee noted that this request was unique because a team from the local health unit and local health systems have a successful, groundbreaking partnership that has resulted in systems changes increasing quitline use. This accomplishment is different than smoke-free ordinances, which, while very important, have been passed in hundreds of communities across the country.

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	settlement dollars as intended.	
<i>Other business</i>		
<i>Next steps</i>		Staff assessment, analysis of legislative accomplishments, evaluation RFP, grant reviews with Advisory Committee
<i>Next meeting</i>	The next regularly scheduled meeting was to be held Friday, May 13, 2011. All remaining Executive Committee meetings in 2011 will begin at 10:00 a.m. as originally scheduled.	Ms. Oyloe and Ms. Prom are not available on May 12 and/or 13, so Ms. Prom will survey committee members on availability for May 10 or 11.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned meeting at 2:30 p.m.