



**TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES**

1:00 p.m. to 2:00 p.m., Friday, April 8, 2011  
 Center for Tobacco Prevention and Control Policy, 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; **Tobacco Free North Dakota:** Ms. 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. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of 4.1.11 draft minutes.	Ms. Mangskau moved to approve the 4.1.11 minutes as written. Ms. Oyloe seconded. Motion carried.
<b>Unfinished Business</b>		
<i>Grants/contracts/RFPs – status: evaluation RFP, UND study, contracts for case study and technical assistance, local grant amendments</i>	Ms. Jeanne Prom provided an update on the evaluation request for proposals, University of North Dakota study, case study and technical assistance contracts, and local grant amendments.	Center staff will complete their review of the evaluation RFP review next week, and then it will be available for Executive Committee review. UND added indirect costs to their contract, which they are reviewing. Ms. Prom will check with fiscal agent to determine if supporting documentation was sufficient for sole sourcing case study and technical assistance contracts. Seven local grant

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		amendments are fully executed. Two local public health units declined the amendments.
<i>Action on updated Evaluation of State Plan Effectiveness and Implementation – Year 2</i>	Ms. Prom reviewed the updated document, which incorporated edits from the Advisory Committee review at their meeting 4.7.11.	Ms. Mangskau moved to approve the updated <i>Evaluation of State Plan Effectiveness and Implementation – Year 2</i> . Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Fiscal – December 2010 and January 2011 reports</i>	Ms. Prom discussed the reconciliation of a \$49.06 amount which shows on the December 2010, January 2011, and February 2011 accounting reports. A journal voucher dated February 14, 2011 allowed the charge to be coded correctly and reconciled, which is why the charge was carried through three months.	Ms. Oyloe moved to approve the December 2010 fiscal report. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. Ms. Mangskau moved to approve the January 2011 fiscal report. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<b>New Business</b>		
<i>Grants/contracts RFPs – status: current status of local and tobacco settlement state aid grants</i>	The Executive Committee discussed the need to award grants for the amounts that can be used effectively and the need for careful planning and budgeting by grantees. More than half of the agency budget is granted to local public health units.	The update on local grants was tabled. Tobacco settlement state aid payments have been processed for 25 of 28 local public health units. Ms. Kelli Ulberg is providing assistance to three health units to complete the necessary reports in order to receive this quarterly payment.
<i>Foundations meeting report - Ms. Kelli Ulberg</i>	Ms. Ulberg reported on her attendance at a meeting of	The Center needs to continue to improve its communications with the CDC, to

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	<p>personnel from statewide “foundations” – agencies like the Center that are dedicated to tobacco prevention but are not state health departments. The foundations met first with state health department and Centers for Disease Control personnel, then met with the CDC, and then without guests.</p>	<p>keep the CDC informed of Center activities, plans, materials, accomplishments and needs. Ms. Ulberg will work to connect the Center to groups, communications and resources that will expand our network and provide professional development and partnership opportunities. Foundations plan to continue to meet separately and with national partners. The foundations will prioritize a list of requests to be made of the CDC.</p>
<p><i>Fiscal – reprogramming request from Grand Forks</i></p>	<p>Ms. Ulberg explained a reprogramming request from Grand Forks Public Health Department.</p>	<p>Ms. Oyloe moved to approve the request to reprogram \$32,982 from the current Grand Forks Public Health Department contract of \$248,048. This amount does not include \$7,500 which is being offered through a contract amendment, and has not been fully executed. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p><i>Fiscal – status of HB 1025 – agency budget bill</i></p>	<p>Ms. Megan Houn, Tobacco Free North Dakota; and Ms. Prom provided an update on HB 1025.</p>	<p>The House did not concur with the Senate version of HB 1025. A conference committee of Representatives Kaldor, Bellew and Kreidt, and Senators Fischer, Kilzer and Robinson will begin meeting next week to reconcile differences. Ms. Prom will prepare comments on budget. Ms. Prom reported that the Hay Group</p>

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		study on state employee salaries identified Center salaries at 20 percent below market average.
<i>Public policies – update on other bills</i>	Ms. Houn and Ms. Prom provided an update on HB 1004, the health department budget.	As of today, no conference committee has been named to work on HB 1004.
Other business		
<i>Next steps</i>		Conference committees on HB 1025 and 1004, local grants technical assistance, evaluation RFP, other contracts, local grant spending report, Special Initiative Grant review, determination of meetings on 4.22 (Good Friday) and 4.29. (Ms. Will and Ms. Mangskau will be gone 4.29.)
<i>Next meeting</i>		The Executive Committee will meet at 1:00 p.m. on Friday, April 15, 2011 at the Center conference room.
Remuneration		Forms will be 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 2:24 p.m.