



**TPCAC EXECUTIVE COMMITTEE MEETING FINAL MINUTES**

9:00 a.m. to 11:00 a.m., Friday, May 27, 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.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 9:05 a.m.
Adoption of agenda		Ms. Kathy Mangskau moved to adopt the agenda with the addition of the Nexus contract in new business. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of 5.11.11 draft minutes.	Ms. Mangskau moved to approve the 5.11.11 minutes as written. Ms. Oyloe seconded. Motion carried.
<b>Unfinished business</b>		
<i>Grants/contracts/request for proposals – status: evaluation RFP, UND study, contracts for case study and technical assistance, local grant amendments, request from Fargo Cass Public Health</i>	The Executive Committee discussed one request for proposal and the status of grants, contracts and a request for assistance.	<u>Evaluation RFP</u> -- All Executive Committee members reviewed the request for proposal and determined that it meets the Center’s needs. Ms. Mangskau will provide additional comments to Ms. Jeanne Prom for non-substantive edits. Ms. Donna Thronson is working with State Procurement and the Office of Attorney General on final approval including the cost proposal and

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		<p>Ms. Prom will share that with the Executive Committee when finalized.</p> <p><u>UND study</u> – The contract is fully executed.</p> <p><u>Contracts for case study and technical assistance</u> – no update.</p> <p><u>Local grant amendments to amendments</u> – no update.</p> <p><u>Request from Fargo Cass Public Health</u> (for presenting at a national conference) – Ms. Kelli Ulberg will determine final costs for one participant that will likely be supported by Center. Other presenters from the Fargo area will be supported by the local grant.</p>
New business		
<p><i>Grants/contracts/RFPs – status: Tobacco Settlement State Aid Grants formula, evaluation contract, fiscal agent, 2011-13 requirements documents, Community Transformation Grants, National Association of Local Boards of Health (NALBOH) grants, reprogramming requests</i></p>	<p>Ms. Ulberg will provide our fiscal agent with drafts of next fiscal year/biennium local grants and state aid contracts.</p> <p>Ms. Ulberg reported that local grants are spent at 66.24 percent with most sites reporting through the end of April 2011.</p> <p>Ms. Prom explained the proposal from Nexus to develop the online application for Special Initiative</p>	<p><u>Tobacco Settlement State Aid grants</u> -- Ms. Ulberg will email a spreadsheet of formula options for further review and discussion at a future meeting.</p> <p><u>Evaluation contract</u> -- Ms. Prom is discussing evaluating the current biennial program with a potential vendor. <u>Fiscal agent</u> – Ms. Prom is working with the current fiscal agent on a contract for next fiscal year. Executive Committee members agreed that the initial contract should be for one year. <u>Community</u></p>

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	Grants.	<p><u>Transformation Grants</u> – The Center plans to support the Department of Health’s grant application.</p> <p><u>Reprogramming requests</u> – Ms. Ulberg reviewed reprogramming requests from 11 local public health units in the following areas/counties: Bismarck, Burleigh, Central Valley, City County, Fargo Cass, Nelson Griggs, Ransom, Richland, Rolette, Towner, Traill and Walsh. Ms. Mangskau moved to approve as submitted all reprogramming requests except one expense from Central Valley Health Unit which requires additional information before approval of that expense. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye, Ms. Mangskau – aye, Ms. Ms. Will – aye. Motion carried. Ms. Ulberg will obtain more information on the supply expense from Central Valley for future approval.</p> <p>Ms. Oyloe moved to approve an amendment of an additional \$19,200 to the contract with Nexus to develop the online application for Special Initiative Grants. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye, Ms.</p>

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		Oyloe – aye, and Ms. Will – aye. Motion carried.
<i>Health communications – FY 2012 plan</i>		No action was taken, as the plan is not yet finalized.
<i>Human resources – center staff assessment</i>	The committee discussed the assessment of staffing needs compiled by the Center staff through a brainstorming and prioritization process.	The committee will continue to discuss staffing needs at future meetings, and reached consensus that the Center should hire the permanent fulltime employee in the first months of the next biennium, once the committee approves the position. Ms. Prom will continue collecting information on an accounting position.
<b>Other business</b>		
<i>Next steps</i>	The committee will conduct an analysis of legislative efforts at a future meeting, probably after June 2011.	FY 2012 local grants review and work plan drafting with Advisory Committee, health communications plan approval, Special Initiative Grant applications review, fiscal reports, evaluation contract and RFP execution, fulltime position, contracts needing final execution, FY2012 fiscal agent contract and lease agreement
<i>Next meeting</i>	The committee discussed availability for the meeting scheduled for June 10, 2011.	The Executive Committee changed the date and time of its next meeting to: 9:00 a.m., Monday, June 13, 2011 at the Center. The final meeting of the biennium is Friday, June 24, 2011 at the

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		Center.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Mangskau moved the meeting be adjourned. Ms. Oyloe seconded. Ms. Will adjourned meeting at 11:00 a.m.