



TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

9:00 a.m. to 11:00 a.m., Monday, June 13, 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; **Health Communications 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. Jeanne Prom requested that items be added in new business – grants, and also in new business, a discussion on the spent-to-date budget report made available from the fiscal agent today.	Ms. Kathy Mangskau moved to adopt the agenda with two new business items added. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of 5.27.11 draft minutes.	Ms. Oyloe moved to approve the minutes as written. Ms. Mangskau seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposals (RFPs) – status: evaluation RFP, contracts for case study and technical assistance, FY 2011 local grants amendments to amendments, 2011-2013 tobacco settlement state aid grants formula, evaluation contract, fiscal agent, 2011-2013 requirements</i>		<u>Evaluation RFP</u> – is in final review with Office of Attorney General and State Procurement. Ms. Prom will send the final version to the Executive Committee for review. The Center plans to issue the RFP around the end of June with due date in early August 2011. <u>Contracts for case study and technical assistance</u> –

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Monday, June 13, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>document</i>		<p>Today is the deadline for feedback from State Procurement on alternate procurement requests for these contracts. <u>FY 2011 local grants amendments to amendments</u> – Ms. Kelli Ulberg will proceed with these amendments once our fiscal agent approves the contract amendment-to-amendment language. Ms. Ulberg reported that FY 2012 local grant contracts will likely be issued next week. Ms. Prom will send Requirements Documents to all local public health units this week.</p> <p><u>2011-2013 tobacco settlement state aid grants formula</u> -- Ms. Mangskau explained the new spreadsheet with the formula corrected. The committee discussed the value of collaborations and the need to review the collaborative incentive formula. Ms. Mangskau moved to maintain tobacco settlement state aid distribution to local public health units at \$940,000 per biennium with allocations for each unit remaining the same as the 2009-2011 biennium. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Monday, June 13, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		<p><u>Evaluation contract</u> – Ms. Mangskau moved to approve up to \$65,000 for the University of North Dakota proposal to evaluate the 2009-2011 implementation of the comprehensive program. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Mangskau – aye. Ms. Will – aye. Motion carried.</p> <p><u>Fiscal agent contract</u> – Ms. Mangskau requested that the new contract contain language about adjustment of costs for services during the transition from the contract to the accountant the Center plans to hire.</p> <p><u>2011-2013 requirements document</u> – The final language has not changed from the current biennium and has been approved by the Office of Attorney General and fiscal agent. The document will be used with all 2011-2013 biennial contracts unless changed to meet specific needs not addressed.</p>
New business		
<p><i>Grants/contracts/RFPs – FY 2012 local grant applications review and technical assistance, current contract no-cost extensions, FY 2011 reprogramming requests</i></p>	<p>The Center has secured commitment from a contractor to provide additional technical assistance to local public health units needing technical assistance</p>	<p><u>FY 2012 local grant applications review and technical assistance</u> -- Ms. Oyloe moved the Center contract with Ms. Bev Benda for up to \$9,000 for contractor fees and expenses to complete technical assistance work with local grantees on</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Monday, June 13, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	<p>on revising their FY 2012 applications.</p> <p>Minot State University requested a no-cost extension on its contract, from June 30, 2011 through July 31, 2011; and University of North Dakota requested a no-cost extension for the contract funding a heart attack study, from June 30, 2011 through October 1, 2011.</p> <p>Ms. Ulberg explained reprogramming requests from Foster County, Lake Region, and First District Health Unit.</p>	<p>their FY 2012 grants. Ms. Mangskau seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye. Ms. Will – aye. Motion carried.</p> <p><u>Current contract no-cost extensions --</u> Ms. Mangskau moved to approve no-cost extensions for current contracts with Minot State University to July 31, 2011; and the University of North Dakota to October 1, 2011, as requested. Ms. Oyloe seconded. Roll call vote – Ms. Mangskau – aye; Ms. Oyloe -- aye. Ms. Will – aye. Motion carried.</p> <p><u>FY 2011 reprogramming requests –</u> Ms. Mangskau moved to approve reprogramming requests from Foster County Public Health and Lake Region District Health Unit as presented. Ms. Oyloe seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. The committee directed Ms. Ulberg to communicate with First District Health Unit that all their reprogramming activities are acceptable except consultant activities. Ms. Ulberg will provide more information on the consultant costs or</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Monday, June 13, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	The committee discussed the current status of the revised FY 2012 grant application from Central Valley Health Unit.	<p>other options from First District Health Unit for final Executive Committee approval at their next meeting.</p> <p><u>FY 2012 local grant applications review</u> -- The committee directed Ms. Ulberg to issue an updated grant summary statement to Central Valley and request the health unit work with the contractor to complete final revisions. Ms. Ulberg will provide committee members with the final report of an evaluation of this collaborative completed in FY 2010.</p>
<i>2009-2011 budget</i>	The committee discussed what has been spent-to-date this biennium.	The expenditures by major categories will be reported to the Interim Budget Section June 21, 2011.
<i>Health communications – FY 2012 plan</i>		The review was tabled until the next meeting as Ms. Donna Thronson was unable to attend the meeting today.
<i>Human resources – potential position information</i>		The committee agreed to pursue hiring an Accounting Manager II, and directed Ms. Prom to provide additional information on this position. Ms. Mangskau will provide information on grants management duties.
<i>Special Initiative Grant applications review</i>	The Executive Committee reviewed the Special Initiative Grant application from American Lung Association in North Dakota.	The review of two additional Special Initiative Grant applications was tabled until the next meeting due to time constraints. Ms. Mangskau moved to

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Monday, June 13, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		approve funding American Lung Association in North Dakota's Special Initiative Grant at \$100,000. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyløe – aye; Ms. Will – aye. Motion carried. The committee directed Ms. Prom to share reviewers' comments with the applicant.
Other business		
<i>Next steps</i>		Fiscal reports, accountant position, reprogramming request, Special Initiative Grant applications review, fiscal agent, lease agreement, health communications plan review, Advisory Committee membership update
<i>Next meeting</i>		The Executive Committee's next meeting is set for 10:00 a.m. on Friday, June 24, 2011 in the Center conference room.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned meeting at 10:57 a.m.