



**TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL**

10:00 a.m. to 12:00 p.m., Friday, June 24, 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; **Health Communications Coordinator:** Ms. Donna Thronson; **Grants and Contracts Specialist:** Ms. Linda Wurtz.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 10:02 a.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 6.13.11 draft minutes.	Ms. Oyloe moved to approve the 6.13.11 minutes as written. Ms. Mangskau seconded. Motion carried.
<b>Unfinished business</b>		
<i>Grants/contracts/request for proposals (RFPs) – status: evaluation RFP, contracts for case study and technical assistance, FY 2011 local grants amendments to amendments, reprogramming request, evaluation contract</i>	Ms. Jeanne Prom, Ms. Kelli Ulberg and Ms. Donna Thronson provided updates. The committee discussed evaluation of the collaborative with Central Valley Health Unit.	<u>Evaluation RFP</u> – Is in review by State Procurement and the Office of Attorney General. <u>Contracts for case study and technical assistance</u> – The letters of intent comment periods end today and if no challenges are received, contracts can be issued. <u>FY 2011 local grants amendments to amendments</u> –The fiscal agent determined that documentation regarding the grantees’ intentions be

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		<p>attached to the current contract, and that no further amendments need to be issued. <u>Tobacco settlement state aid contracts and attachments</u> – Both were approved by the fiscal agent and will be sent to local public health units next week. <u>Reprogramming request from First District Health Unit</u> – Ms. Mangskau moved to approve the reprogramming request from First District Health Unit as presented. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<b>New Business</b>		
<p><i>Risk management and workforce safety draft policies</i></p>	<p>Ms. Linda Wurtz reviewed the applications for discounts for the risk management fund contribution and the workers compensation premium, and the draft policies prepared to earn these discounts. Full discounts will not be earned until all required policies are in place, and fully implementing all policies can take agencies more than one or two years.</p>	<p>Ms. Mangskau moved to approve the emergency action plan that will include an office floor map and a bomb threat report form; and agency policies on harassment, hostile work environment, substance abuse, use of electronic communication devices, and workplace threats and violence. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p><i>Health communications – FY 2012 plan</i></p>	<p>Ms. Thronson reviewed the FY 2012 health communications plan and budget, dated May 10, 2011, and accepted by the health</p>	<p>Ms. Mangskau moved to approve the plan as presented. Ms. Will seconded. Roll call vote: Ms. Mangskau – aye; Ms. Oyloe – aye. Ms. Will – aye. Motion</p>

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	communications work group. The plan includes work similar to the current plan: research; development of a possible new theme based on research; eight flights of paid media at 300 total rating points with five messages on two themes – secondhand smoke and costs of tobacco; public relations; and social media.	carried.
<i>Special Initiative Grant applications review</i>	A committee of Ms. Will, Ms. Oyloe and Ms. Thronson reported scores, comments and recommendations from their review of the Tobacco Free North Dakota application. A committee of Ms. Will, Ms. Oyloe and Ms. Mangskau reported scores, comments and recommendations from their review of the Northern Lights Youth Services application.	Ms. Oyloe moved to approve funding the Tobacco Free North Dakota grant application for \$100,000 as submitted. Ms. Will seconded. Roll call vote: Ms. Mangskau – abstained from voting, as she provided some information to the applicant before the proposal was submitted; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. Ms. Mangskau moved to deny funding of grant from Northern Lights Youth Services, and to provide reasons for the denial to the applicant. Ms. Will seconded. Ms. Mangskau – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Fiscal reports review</i>	Ms. Will reviewed monthly fiscal reports and documents for February, March, April and May 2011. Ms. Prom will post to	The committee will review the reports once posted and approve at a future meeting.

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	website.	
<i>Grants/contracts/RFPs – fiscal agent, lease, revised FY 2012 local grant applications, FY 2012 Minot State University contract, Department of Human Services (DHS) grant</i>	The committee and Ms. Prom agreed that the lease offer must be negotiated, that work products produced by those with grants or contracts from the Center are owned by the agency as outlined in the approved 2011-2013 Requirements, and that deliverables from Minot State University include providing technical assistance and training on local smoke-free policies and services should be provided within the current approved 2011-2013 budget. The committee discussed the Department of Human Services grant and the possibility that local public health units may decide to accept grants to work on binge drinking and alcohol awareness.	<u>Fiscal agent and lease</u> – Ms. Prom will work with Ms. Will to negotiate the contract for the fiscal agent and the lease agreement. <u>FY 2012 grant applications</u> – Ms. Ulberg will send out contracts for final approved grants beginning next week. <u>FY 2012 Minot State University contract</u> -- Ms. Prom will provide guidance to the grantee using the approved budgeted amount and a list of deliverables related to providing technical assistance and training on local smoke-free policies. Ms. Prom will issue the grantee the 2011-2013 requirements document as approved by the committee. <u>DHS grant</u> -- Ms. Mangskau will share a published study that concluded tobacco prevention is not effective when combined with other substance abuse prevention.
<i>Human resources – additional position information</i>		Ms. Prom will review the grants manager information provided by Ms. Mangskau to further develop the accounting/grants manager position.
<i>Advisory Committee member update</i>	The committee discussed the vacancy on the Executive Committee created when Ms. Mangskau's term ends June 30,	Ms. Prom will provide an update on Advisory Committee appointments from the Governor's office when available. The Executive Committee determined

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	<p>2011. Ms. Mangskau reported that the Office of Attorney General advised her that the current law states that an appointed committee member whose term has expired could continue to serve if a replacement had not yet been appointed or elected. The Advisory Committee will elect the new Executive Committee member at its next meeting, which is being scheduled in July 2011.</p>	<p>that they are able to conduct business with a quorum of two members if they meet prior to the election of a new Executive Committee member by the Advisory Committee.</p>
<p>Other business</p>		
<p><i>Next steps</i></p>		<p>Lease agreement, all contracts, risk management fund discount application submitted, legislative analysis, continued staffing needs assessment</p>
<p><i>Next meeting</i></p>		<p>The next Executive Committee meeting scheduled July 8, 2011 will be rescheduled at a date to be determined.</p>
<p>Remuneration</p>		<p>Forms were provided to Executive Committee members who should return completed forms to the Center.</p>
<p>Adjourn</p>		<p>Ms. Oyloe moved the meeting be adjourned. Ms. Mangskau seconded. Ms. Will adjourned meeting at 1:25 p.m.</p>