

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

**Wednesday, July 14, 2010**  
**Center for Tobacco Prevention and Control Policy**  
**4023 State Street, Conference Room**  
**1-701-328-5136**  
**Bismarck, ND**  
**9:00 AM**

**PARTICIPANTS:** Kathy Mangskau, Pat McGeary, Javayne Oyloe

**Executive Director:** Jeanne Prom

**GUESTS:** Karalee Harper

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Call to Order</b>		Kathy called the meeting to order at 9:00 am
<b>Adoption of Agenda</b>	Discussion on adding budget closing package, TLC and Dakota Conference	Javayne moved to adopt the agenda with additions. Kathy seconded. Motion carried
<b>Approval of Minutes</b>	Discussion on minor changes to the minutes.	Javayne made a motion to approve the minutes as corrected. Kathy seconded. Motion carried.
<b>Executive Director Report</b> <i>WSI Required Paperwork for Rebate</i>  <i>Update on School Policy/Updating Document with DoH and NDSBA</i>  <i>Update on Communities working on Local Ordinances</i>	<p>Discussion on next steps to provide NDSBA with suggested changed to comprehensive tobacco free school policy</p> <p>Discussion on Grand Forks and Napoleon preparing for implementation of smoke free ordinance in August. Devils Lake, Bismarck and Minot are moving forward with local smoke free ordinances.</p>	<p>Jeanne will submit required paperwork by the end of month</p> <p>Neil Charvat, DoH will draft model language based on input. The draft will then be reviewed by the work group, to EC and DoH and then back NDSBA.</p> <p>Minot recently completed an opinion survey on smoke free policy support. Results will soon be released.</p>

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<i>Status of Health Communications and Evaluation Plans</i>	Discussion on content of Health Communications and Evaluation Plans	A recommendation was made to provide HC draft plan for the September 9 <sup>th</sup> AC meeting. Prior to next EC meeting the evaluation plan and logic models will be reviewed. Input from Pat and Javayne is requested.
<i>Status of Community Intervention Coordinator Position Interviews</i>	Discussion Community Intervention Coordinator position.	Interviews were conducted this week. Jeanne will be conducting reference checks in the next few days.
<i>Update on July 15<sup>th</sup> Training/Partner Meeting</i>	Discussion on training this week. Advocacy for policy change and an update will be provided by the Center. Partner meeting will led by Deb Knuth, ACS and Annie Tegan, ANR.	The training will be held tomorrow. The Partner Meeting will be held following the Advocacy Training.
<i>Press Releases Sent and Pending</i>	Nothing is pending.	Press releases were submitted to media announcing new AC committee members and local grants distribution. Valley City Times Record called Jeanne and Kathy.
<i>Update on Status of State Aid Reports for Quarter 4</i>	Ten Q4 reports have been submitted to the Center	Jeanne provided a hand-out with current information.
<i>Update on Quarter 4 Requests for Reimbursement from Local Public Health</i>	Discussion on Quarter 4 Requests for reimbursement.	Jeanne provided a handout showing 15/23 Health units have submitted requests for reimbursement. Ten progress reports are in for Q4 reimbursement.
<i>Memo on Coordination of Evaluation Studies/Press Releases</i>	Tabled	

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<i>Accounting Reports – October – December 09 – Status of Items of Clarification from Fiscal Agent</i>		Memo to Fiscal Agent by July 26 <sup>th</sup> for any budget adjustments or clarifications. Jeanne will provide information on funding streams to the AC at the next AC meeting.
<b>Old Business</b> <i>Jeanne’s Performance Standards</i>	Discussion on Kathy’s suggested changes to the draft performance standards	Jeanne will make revisions based on input and provide EC with draft for review
<i>Baby at Work Policy</i>	The state forms are OK. Changes will need to be made to the OMB forms including updating the SFN number and agency name.	Changes will be made for EC approval. Jeanne will request a new form number.
<i>Compensation Time Policy</i>	Discussion on sample policies provided by Jeanne.	The EC preferred the format of the comp time policy and the parameters of the overtime policy. Jeanne will draft an updated policy from the overtime policy.
<i>Policy Training/Technical Assistance Center/Kelly Buettner-Schmidt Contract</i>	Discussion on contract with Kelly Buettner-Schmidt	Jeanne will provide a draft for review at next EC based on input. Jeanne will request Kelly attend the next EC meeting to provide us with budget detail explanation.
<i>AAR Chart Audit Recommendations</i>	Tabled	
<i>Status of Grantee Summary Statements and Contracts</i>	Discussion on summary statements and finalized contracts.	Eighteen contracts have been approved and issued. Kathy and Jeanne will follow-up with the remainder.

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<p><i>Center Records Management</i></p> <p><i>Letter to Editor Napoleon</i></p> <p><i>Evaluation of Grants Process</i></p> <p><i>Special Initiative Grants</i></p>	<p>Discussion on the positive comments submitted by 19 health units.</p> <p>Discussion on Special Initiative Grants</p>	<p>Cami and Kathy have been working together to be sure all files are located at the Center.</p> <p>Pending input from local public health, the EC will send a letter to community champions thanking them for their efforts.</p> <p>Melissa Becker, Temporary Employee, will compile the results of the survey for ED and EC review.</p> <p>Jeanne has drafted request for proposals to provide statewide organizing. The EC has been requested to review.</p>
<p><b>New Business</b></p> <p><i>Health Communications for Next Quarter</i></p> <p><i>Accounting Reports – January – March 10, April – June 10</i></p> <p><i>Accounting Report Schedule for FY 2011</i></p> <p><i>(California) Reporting System</i></p>	<p>Discussion on plans for Health Communications through September.</p> <p>Discussion on account needing to be reconciled by July 26th to provide ample time for adjustments if needed.</p> <p>Discussion on progress toward accounting report for FY 2011</p> <p>Discussion on California Reporting System needing review by EC.</p>	<p>PETF has requested Odney draft a media proposal for the next 6 months.</p> <p>Jeanne will provide Kathy a copy of budget documents and set a meeting time for next week.</p> <p>Pat made a motion for Jeanne to report the previous month's fiscal information to the EC within 15 days of receiving the monthly fiscal report. Javayne seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion carried</p> <p>EC was requested to review the site and provide input at next meeting, if time allows</p>

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<p><i>Development of 2011-2013 Budget</i></p> <p><i>NDPHA/SACCHO – Partnering for Training</i></p> <p><i>Health Communications RFP</i></p> <p><i>TFND Reactivation</i></p>	<p>Discussion on need of final fiscal statement needed from fiscal agent due August 31<sup>st</sup></p> <p>Discussion on the possibility of partnering for a policy training</p> <p>Discussion on Donna beginning to gather RFP resources.</p> <p>Discussion on current TFND officers wanting to reactive and fill positions. Former AC members and other tobacco advocates have expressed an interest in serving on a committee. Non-state employees are needed.</p>	<p>Jeanne will follow-up as needed.</p> <p>Jeanne will work with NDPHA/SACCHO if the Center is asked to participate. She has indicated the Center is willing to partner on this project, if needed.</p> <p>Donna has started gathering information to assist in developing an RFP for a comprehensive health communication plan.</p> <p>The Center will support efforts to reactivate TFND. Karalee Harper expressed an interest in having the DoH help reactivate group.</p>
<p><b>Identification of Next Priority Areas</b></p>		<p>Next priority areas include:</p> <ul style="list-style-type: none"> <li>- Budget reports</li> <li>- SI Grants</li> <li>- Kelly's contract</li> <li>- AC review of HC Plan</li> <li>- CIC position</li> <li>- Final 5 LPH contracts</li> </ul>
<p><b>Projects Pending</b></p>	<p>Discussion on projects pending. Table discussion on Center Monthly progress report for public. Javayne will locate FDA table for AC education. Legislative advocacy tools</p>	<p>Pending projects include:</p> <ul style="list-style-type: none"> <li>- Evaluation RFP</li> <li>- Center Monthly Progress Report</li> <li>- Training on New Federal Laws, Implications for North Dakota Center</li> </ul>

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	are being developed.	Policies Advocacy for Legislative Session/Sustainability Plan
<b>Ongoing Program Implementation</b>		- Special Initiative Grants – Disparate and Special Population Groups - Application Process, Amounts, Promotion, Deadlines
<b>Other Business</b> <i>Tobacco Legal Consortium</i>    <i>Dakota Conference</i>    <i>(Pat McGeary Letter to EC)</i>	<p>Discussion on Pat McGeary’s contact with Maggie Mahoney, Department Director. The Tobacco Legal Consortium (TLC) currently contracts with states. They currently work on three policy options and can provide training.</p> <p>Discussion on Dakota Conference in Mandan March 23<sup>rd</sup> thru 25<sup>th</sup>. New development in healthcare is the theme.</p> <p>Discussion on Pat McGeary’s letter to EC about her workload and interest in curtailing work with the EC</p>	<p>Jeanne will draft a contract with the Center and TLC. Elements to include are: Training – TA for locals working with ordinances Statewide training for partners State/local law language review TA on other proposed tobacco control laws which may need to be reviewed Provide advice to local attorneys, as needed</p> <p>Topics for consideration - AAR, Study of reduction on cardiovascular episodes after SF law and public opinion related smoke free policy. We need to consider if a joint presentation with DoH would be best? EC and ED will consider options and timeline.</p> <p>Kathy moved to continue our work with two EC members to provide oversight until another EC member is appointed by the AC. Javayne seconded. Javayne – aye Kathy aye Pat abstained due to conflict. Motion carried.</p>

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Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 11:52 pm.