

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, July 23, 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, Javayne Oylo

Executive Director: Jeanne Prom

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 9:11 am
Adoption of Agenda		Javayne moved to adopt the agenda
Approval of Minutes	Discussion on changes to the minutes.	Javayne made a motion to approve the minutes as corrected. Kathy seconded. Motion carried.
Executive Director Report <i>Status of Community Intervention Coordinator Position</i> <i>Allowable Indirect Rate for Universities</i> <i>Accounting Reports – October '09 – June '10 and Status of Items of Clarification from Fiscal Agent</i>	<p>Discussion on Jeanne's findings related to ND universities indirect rate. She found the rate is 9%.</p> <p>Review of reports was conducted. Jeanne provided answers and clarification for findings. Discussion on Jeanne previously signing but not dating fiscal reports each month. Discussion on General Ledger needing to be corrected</p>	<p>The individual has accepted the Center's offer and will begin work August 16th.</p> <p>Kathy moved to set indirect cost rate at 9% with ND universities. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p> <p>Kathy moved to accept October – December fiscal reports from Jeanne and authorizes her to file by vendor. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p>

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<p><i>WSI Required Paperwork for Rebate</i></p>	<p>based on findings. June accounting report is not complete. The June report will be reviewed when all of the items are in.</p>	<p>Javayne moved to accept January – March fiscal reports from Jeanne. Kathy seconded. Javayne – aye, Kathy – aye, Motion carried.</p> <p>Kathy moved to accept April fiscal reports from Jeanne. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p> <p>Kathy moved to accept May fiscal reports from Jeanne. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p> <p>Kathy will send a memo to the fiscal agent requesting documentation be sent to the Center when discrepancies or need for JV are found.</p> <p>Kathy made a motion to require the ED date and sign fiscal reports each month when verified beginning June 2010. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p> <p>Jeanne will submit required paperwork by the end of month.</p>

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<i>Year End and CAFR Reports</i>		Tabled
<i>Update on School Policy/Updating Document with DoH and NDSBA</i>		Tabled
<i>Update on Communities working on Local Ordinances</i>		Minot recently released the results of an opinion survey on smoke free policy support.
<i>Status of Health Communications and Evaluation Plans</i>	Discussion on Donna finalizing the HC Plan based with partner input. A meeting to continue work on the Evaluation Plan is scheduled for next week.	Jeanne will provide a draft of the HC Plan for review. Input from the Advisory Committee will be requested on both plans.
<i>Memo on Coordination of Evaluation Studies/Press Releases</i>		Tabled
<i>Summary of Evaluation of July 15th Training</i>	Discussion on preliminary findings of the Training held July 15 th .	Jeanne will provide the EC with a summary of the evaluation from the 7/15 training when completed.
<i>Jeanne's performance standards</i>	Tabled	
<i>Baby at Work Policy</i>	Discussion on needed form changes.	Jeanne will update the policy with needed form changes. Javayne made a motion to accept and approve the Baby at Work Policy with required changes. Kathy seconded. Javayne – aye, Kathy –

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<p><i>Compensatory Time Policy</i></p> <p><i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i></p>	<p>Discussion on needed form changes. The need for additional forms included discussion on a draft form to track leave time provided by Kathy.</p> <p>Discussion on needed follow-up.</p>	<p>aye. Motion carried.</p> <p>Jeanne will update the policy with needed form changes. Kathy made a motion to accept and approve the Overtime/Compensatory Time Policy with required changes. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried. Kathy will provide an updated form for tracking leave time.</p> <p>Jeanne will request Kelly attend the next EC meeting to provide us with budget detail explanation.</p>
<p>Old Business</p> <p><i>AAR Chart Audit Recommendations</i></p> <p><i>Status of Grantee Summary Statements and Contracts</i></p> <p><i>Center Records Management</i></p> <p><i>Letter to Editor Napoleon</i></p>	<p>Discussion on two contracts left to finalize, one pending and one needing a response to the summary statement.</p> <p>Discussion on the possibility that some records may not yet be transferred because of Cami's maternity leave.</p>	<p>Tabled</p> <p>Kathy and Jeanne will follow-up with the remaining two local health units for contract or summary statement.</p> <p>Jeanne is requested to contact Kathy if she is unable to locate a needed file.</p> <p>Pending contact information, the EC will send a letter to community champions</p>

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<p><i>Evaluation of Grants Process</i></p> <p><i>Special Initiative Grants</i></p> <p><i>Follow-up with Tobacco Control Legal Consortium – TA</i></p> <p><i>Dakota Conference Abstract – September 23 – due date</i></p> <p><i>NDPHA/SACCHO – Partnering for Training</i></p>	<p>Discussion on preliminary review of evaluation shows high approval of the grants process for 2010-2011. Tabled</p> <p>Discussion on DoH Cessation Coordinator, Michelle Walker, interested in presenting at the Dakota Conference with the Center.</p>	<p>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 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>Jeanne will work with Michelle on details.</p> <p>Tabled</p>

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<i>TFND Reactivation</i>		Tabled
<i>Health Communication for Next Quarter</i>		Tabled
<i>Health Communications RFP</i>		Donna is working on the RFP
<i>June '10 Accounting</i>		Tabled
<i>Replication of Minnesota Study - AJPH</i>		Tabled
New Business <i>CA Reporting System</i>		Tabled
<i>Development of 2011-2013 Budget</i>		A meeting has been set for August 20 th with EC members and Jeanne.
Identification of Next Priority Areas		Next priority areas include: <ul style="list-style-type: none"> - Kelly's contract - SI Grants - 2011-2013 budget - WSI/CAFR - CIC position - Performance Standards
Projects Pending	Tabled discussion on evaluation RFP, Center Monthly Progress Report, Training on New Federal Laws, Implications for ND Center Policies and Advocacy for Legislative Session	
Ongoing Program Implementation	Discussion on Jeanne including new equipment on the inventory	Special Initiative Grants – Disparate and Special Population Groups - Application

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	and adding to the insured items. Discussion on the other items was tabled.	Process, Amounts, Promotion, Deadlines
Other Business	Discussion on the need to change the next EC meeting.	The next EC meeting is scheduled for August 3 rd .
Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 12:08 pm.