

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3rd, 2010
 Center for Tobacco Prevention and Control Policy
 4023 State Street, Conference Room
 1-701-328-5136
 Bismarck, ND
 1:30 PM

Participants: Kathy Mangskau, Javayne Oyloe

Executive Director: Jeanne Prom

Guests: Karalee Harper, Neil Charvat, Beth Hughes & Kelly Buettner - Schmidt

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 1:38 pm
Adoption of Agenda	Discussion on adding Special Initiative Grant for policy by statewide organizations to the agenda.	Javayne moved to adopt the agenda with the addition.
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>WSI Required Paperwork for Rebate</i> <i>Year End and Comprehensive Annual Financial Report (CAFR) Reports</i>	Discussion on need for follow-up on rebate and charges for additional staff and inventory. Discussion on completion of two of five elements of the closing package.	The individual has accepted the Center's offer and will begin work August 16th. Jeanne will follow-up on rebate and costs for additional staff and property insurance. Jeanne will complete the three remaining elements before the September 10 th deadline.

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3rd, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>Status of Grantee Summary Statement and Contracts</i>	Discussion on all 23 local grantee contracts having been sent to the administrators.	Six contracts will need to be returned to the Center, signed, and mailed back to the grantee to finalize the process.
<i>Final Baby at Work Policy</i>	Discussion and review of finalized policy.	Approved on 7/23.
<i>Final Overtime/Comp Time Policy</i>	Discussion and review of finalized policy.	Kathy is working on a draft form to track leave time.
<i>Summary of Evaluations Survey of Local Grants Process</i>	Discussion on review of evaluation shows high approval of the grants process for 2010-2011. Formatting suggestions were made.	Jeanne will provide the formatted evaluation summary to the Advisory Committee.
<i>Summary of Evaluations of July 15 Policy Training</i>	Discussion on summary of the July 15 th training revealed high satisfaction with the training. Jeanne would like to group findings for more easy reading.	Jeanne will provide the EC the formatted summary of the evaluation from the 7/15 training.
<i>Distribution of Final Communications Plan</i>	Discussion on the EC thanks to Jeanne for working with our state and national partners to produce the document. Kathy suggested we give the AC two weeks to review the plan.	Jeanne will provide the Health Communication Plan to the Advisory Committee for review, ask for feedback within two weeks and compile findings for the EC.

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3rd, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>Memo on Coordination of Evaluation Studies/Press Releases</i>	Tabled	
<i>Jeanne's Performance Standards</i>	Tabled	
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	Discussion on the budget detail clarified questions. Also discussion on report frequency was discussed. Kelly was called to discuss needed changes.	Jeanne will follow-up with Kelly regarding budget changes and to change the contract reporting frequency to quarterly and finalize.
<i>Update on School Policy/Updating Document with DoH and NDSBA</i>	Tabled	
<i>Update on Communities working on Local Ordinances</i>	Discussion on Grand Forks efforts leading toward implementation. Minot is working on education and Devils Lake is waiting for policy action. Discussion on whether Napoleon has a plan for ordinance implementation.	Jeanne will continue to monitor progress of communities working on local ordinances and provide assistance as needed.
<i>Status of Evaluation Plans</i>	Discussion on progress of the evaluation plan.	The group continues progress toward completing the evaluation plan. When drafted the document will be provided to the EC.

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3rd, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<p>Old Business <i>AAR Chart Audit Recommendations</i></p> <p><i>Center Records Management</i></p> <p><i>Letter to Napoleon</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>Discussion on creating a draft form to meet state requirements.</p> <p>Discussion on Jeanne creating a full list of record filing numbers.</p> <p>Tabled</p> <p>Discussion on draft documents provided by Jeanne for the SIG for state organizations. Discussion on funding for additional special initiative work related to implementation or other work on the policy continuum.</p> <p>Discussion on presenting at the Dakota Conference included asking Karalee about working with her employees on an abstract. Karalee said they have not decided</p>	<p>Kathy will draft an audit document for the EC and PHS Guideline group to review before the end of September.</p> <p>Jeanne is requested to contact Kathy if she is unable to locate a needed file.</p> <p>Jeanne e-mailed the local coordinator about next steps.</p> <p>Kathy moved to authorize Jeanne to release the RFP on the Special Initiative Grant for statewide policy development in the amount of \$250,000. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried. As time allows a draft SIG for continuation of policy work will be created.</p> <p>Jeanne will draft a contract with the Center and TLC based on the services we anticipate using.</p> <p>The Center is interested in sharing a presentation with the DoH related to AAR/PHS Guidelines on nicotine dependence interventions and will follow-up to see if that can occur.</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3rd, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<p><i>NDPHA/SACCHO – Partnering for Training</i></p>	<p>to present in conjunction with the Center, but may submit a separate abstract related to working with healthcare providers. Jeanne asked Karalee to consider a shared presentation knowing implementation experiences will be similar with local public health and with other healthcare providers.</p> <p>Tabled</p>	
<p><i>TFND Reactivation</i></p>	<p>Discussion on leadership of TFND needing to meet, determine new officers and update the membership. Jeanne said the Center employees and Karalee said DoH employees have become members for 2010 - 2011.</p>	<p>Jeanne will follow-up with Brady Weaver, TFND, to establish a meeting of TFND leadership.</p>
<p><i>Health Communication for Next Quarter</i></p>	<p>Tabled</p>	
<p><i>Health Communications RFP</i></p>	<p>Discussion on Donna's work toward drafting the RFP documents.</p>	<p>Jeanne will provide the RFP documents to the EC when drafted.</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3rd, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>June '10 Accounting</i>	Tabled until all document are provided to the Center from the fiscal agent.	
<i>Replication of Minnesota Study - AJPH</i>	Tabled	
<p>New Business <i>Center Website/documents on tobacco program website</i></p> <p><i>CA Reporting System</i></p> <p><i>Development of 2011-2013 Budget</i></p>	<p>Discussion on the DoH website no longer providing a link to Center documents, including the PHS Guideline Toolkit. Karalee said there are times when some links disappear. Karalee said she would find out if they could be retrieved. Kathy said it would be helpful to know which documents had formerly been on the DoH site so the Center can update the BreatheND website to include all of the documents previously found there.</p> <p>Tabled</p> <p>Discussion on Jeanne getting needed materials together for the next EC meeting.</p>	<p>Jeanne will follow-up with the DoH to determine if the documents formerly provided on their website can be retrieved and to get a list of the documents previously listed there.</p> <p>Next EC meeting, August 20th, will include discussion on and development of the 2011-2013 Center Budget.</p>

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3rd, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<p><i>Training on New Federal Laws for Advisory Committee, implications for North Dakota</i></p> <p><i>Center Policies</i></p>	<p>Discussion on the AC training on new federal laws. Documents exist on both the PACT and FDA laws.</p> <p>Discussion on many HRMS policies being applicable to the Center.</p>	<p>Jeanne will provide copies of fact sheets on the new federal laws and a summary of implications they have on ND Tobacco Control to the AC at the next meeting.</p> <p>Jeanne will begin providing HRMS policies to the EC for review and possible approval to adapt as Center policies, as time allows.</p>
Identification of Next Priority Areas		<p>Next priority areas include:</p> <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, Advocacy for Legislative Session/Sustainability Plan	
Ongoing Program Implementation	Tabled discussion on Special Initiative Grants – Disparate and Special Population Groups - Application Process, Amounts, Promotion, Deadlines	
Other Business		
Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 4:02 pm.