

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 17th, 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 Oyloe, Theresa Will

Executive Director: Jeanne Prom
Health Communications Coordinator:
 Donna Thronson

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 9:06 a.m.
Adoption of Agenda	Discussion on agenda adoption	Javayne moved to adopt the agenda. Kathy seconded. Motion carried.
Approval of Minutes	Discussion on changes to draft minutes.	Kathy made a motion to approve the minutes as corrected. Javayne seconded. Motion carried.
Executive Director Report <i>Policy Training/Technical Assistance Center Proposal/Kelly Schmidt Contract/University Indirect Rate and Ownership of Data</i> <i>Update on school policy/updating document with DoH and NDBSA</i>	Discussion on Edward Erickson's input on MSU contract. Discussion on clarifying which policy NDBSA is recommending.	Jeanne will contact the MSU attorney to remind them the contract uses standard language and that MSU is not the contractor. Also, the cover letter will include a notation there will be no advance pay. Jeanne will notify the EC when the MSU contract has been signed. Javayne will check with local contacts about getting a version of the most recent NDSBA recommended policy.

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 17th, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>Status of 2011-2013 Budget</i>	Discussion on the meeting set for next week with OMB, Legislative Council, Gov's. Office to explain details of the Center budget. Jeanne received budget validation.	Jeanne will prepare an agenda and comments for the budget review meeting. Jeanne, Kathy and Theresa will attend the meeting.
<i>Memo on Coordination of Evaluation Studies/Press Release</i>	Discussion tabled on memos to contractors to clarify coordination.	
<i>Update on communities working on local ordinances</i>	Discussion on elements of the recently passed Bismarck Ordinance to be reviewed at a hearing. Devils Lake will have a vote in November. Minot continues education on the benefits of strengthening their local ordinance. Medora is also considering a smoke free ordinance.	Kelli began facilitating the policy calls this month. The Center along with partners will continue to advise local coalitions on loopholes, legal concerns and limitations of some ordinance language.
<i>Status of Evaluation Plan</i>	Discussion on the draft plan and logic model progress.	The draft plan and logic models will be shared with EC after final workgroup review.
<i>Dakota Conference Abstract – Abstract due September 23rd</i>	Discussion on Jeanne's follow-up with Chelsey about panel details. Chelsey provided a draft abstract and overview. Kathy provided input on recommendations for improving the abstract and other information.	The Dakota Conference Abstract is due September 23 rd . Jeanne continues to work with Chelsey to finalize the abstract.

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 17th, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Status of Special Initiative Grants due September 17	Discussion on Jeanne having received one application with a deadline of 5 PM on 9/17 (today). Review team will include Theresa, Kermit and Kathy. Discussion on using a rolling submission deadline for Special Initiative Grant for Policy Development by Statewide Organizations.	Jeanne will update the form to score the competitive applications and set an application review date.
Old Business <i>Health Communications Funding for Gap Period</i>	Discussion on Health Communications proposal for the next 10 months. The proposal was built on our comprehensive HC plan and encompasses all of the elements.	Javayne made a motion approve expenditures up to \$657,815 for the 10-month Health Communications Plan. Theresa seconded. Theresa – aye, Javayne – aye, Kathy - aye. Motion carried.
<i>Status of Health Communications RFP</i>	Discussion on draft Health Communications Request For Proposal.	Donna is authorized to release the HC RFP based on input to the EC.
<i>Letter to Bismarck Tribune</i>	Discussion on letter to Bismarck coalition and city commission congratulating them on their SF ordinance.	Kathy will draft a letter and have EC members and Pat McGeary review.
<i>Status of Air Quality Studies/Purchase Equipment</i>	Discussion on progress toward an Air Quality Study and equipment purchase.	Jeanne will continue to facilitate the needed steps to conduct an AQ Study in ND, including equipment purchase.

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 17th, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>Special Initiative Grants Enhancement</i>	Tabled	
<i>Follow-up with Tobacco Control Legal Consortium</i>	Discussion on Kathy's contact with Maggie from TCLC.	Jeanne will work with Kathy to provide a draft contract with the TCLC for EC review.
<i>AAR Chart Audit Recommendations</i>	Discussion on Kathy's recommended modifications.	Jeanne will hold a call with the committee to request modifications. After modified the forms will need to be reviewed for state agency requirements. Kelli will provide a draft form for locals.
<i>Update on media coordination memo</i>	A memo will be drafted to include guidelines on best practice topics for media, including newsletters.	Jeanne will work with Center staff to develop a media coordination memo.
<i>Center Records Management</i>	Tabled	
<i>NDPHA – Partnering for Legislative Training/Advocacy</i>	Discussion on opportunity to bring in TCLC and others who were on a recent advocacy webinar for a local sites meeting.	Jeanne will work with Kathy to identify presenters and check availability.
<i>TFND Reactivation</i>	Discussion on TFND reactivation progress.	A full slate of nominees for TFND officers has been identified.
<i>Replication of Minnesota Study - AJPH</i>	Discussion on Jeanne waiting on information from Dr. Jon Rice.	

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 17th, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>Center Policies</i>	Tabled	
<i>CA Reporting System</i>	Tabled	
New Business		
<i>Custer Health reprogramming request</i>	Discussion on reprogramming request from Custer Health.	Theresa made a motion to approve the reprogramming request from Custer Health. Javayne seconded. Theresa - aye, Javayne- aye, Kathy – aye. Motion carried.
<i>July Accounting Reports</i>	Discussion on July accounting report.	Kathy moved to accept the July fiscal report from Jeanne. Theresa seconded. Theresa – aye, Javayne – aye, Kathy – aye. Motion carried.
<i>Budget testimony –September 22nd</i>	Discussion on Jeanne providing draft testimony.	Executive Committee will provide data or other input. Advisory Committee members have been asked to attend if possible.
<i>Update from Administrator’s meeting</i>	Discussion on the meeting’s primary focus was statewide immunization program. Discussion on whether Jeanne should attend the next meeting.	Theresa will inform Jeanne if requested to attend the next administrator meeting.
<i>Election of New EC Committee Chair</i>	Discussion on nominations for new EC Chair to replace Kathy.	Javayne nominated Theresa Will. Kathy seconded. Javayne – aye, Kathy – aye, Theresa abstained. Motion carried.

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 17th, 2010

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Identification of Next Priority Areas		Next priority areas include: <ul style="list-style-type: none"> - Dakota Conference Abstract - Budget Section Testimony - Budget review meeting - HC RFP - Evaluation Plan - SIG packets for review team - AAR audit document - TCLC contract - Letter to Bismarck Commissioners
Projects Pending	Tabled discussion on Evaluation RFP, Center Monthly Progress Report, and Advocacy for Legislative Session/Sustainability Plan.	
Ongoing Program Implementation	Tabled discussion on Special Initiative Grants-Disparate and Special Population Groups Application Process, Amounts, Promotion and Deadlines	
Other Business	Discussion on Jeanne's one-year employment anniversary in October. Discussion on Cami returning to work October 11 th .	Jeanne's one-year performance will be reviewed. Next meeting October 1, 2010
Remuneration		Forms completed and turned in.
Adjourn		Theresa made a motion to adjourn. Javayne seconded. Motion carried Meeting adjourned at 12:18 pm.