

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 3rd, 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, Pat McGeary
GUESTS: Mike, Megan, Kelly and Pat Finken from Odney Advertising
 Beth Hughes

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 9:07 a.m.
Adoption of Agenda	Discussion on changing the date of next meeting date	Kathy moved to adopt the agenda with changes. Javayne 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>Approval of Minot Ads</i>	Discussion on Special Initiative Grant media education approval.	Kathy made a motion to approve the Minot ads. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.
<i>Comp Time Form</i>	Discussion on draft forms to be used in conjunction with the Comp Time policy. Kathy suggested agency name be placed at the top of the documents.	Jeanne will add the agency name and begin using the forms.
<i>Jeanne's Performance Standards</i>	Discussion on Jeanne's draft performance standards with input	Kathy made a motion to accept Jeanne's performance standards as presented,

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<p><i>Status of Year End and CAFR Reports</i></p> <p><i>Policy Training/Technical Assistance Center Proposal/Kelly Schmidt Contract/University Indirect Rate and Ownership of Data</i></p> <p><i>Update on school policy/updating document with DoH and NDBSA</i></p> <p><i>Status of 2011-2013 Budget</i></p>	<p>from EC.</p> <p>Discussion on Jeanne having one more report to complete before the end of next week.</p> <p>Discussion on Jeanne waiting on MSU legal to review the contract.</p> <p>Discussion on lack of responsiveness to the Center and committee suggestions in regard to the comprehensive tobacco free school policy. Discussion on the need to contact Karalee to clarify gaps in coordination.</p> <p>Discussion on an option to request OMB, Legislative Council, Gov's. Office to explain details of the Center budget. Jeanne is waiting for budget verification and then will review the budget with the Center staff and AC. Jeanne received an e-mail from Karalee about FTE</p>	<p>including modifications. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p> <p>Jeanne will complete the final CAFR report by the due date of September 10th.</p> <p>Jeanne will notify the EC when the MSU contract has been signed.</p> <p>Jeanne will draft a letter to Karalee expressing concern that suggestions from the Center and committee were not incorporated in the NDSBA policy.</p> <p>When the budget is verified Jeanne will share it with the Center staff and AC. Jeanne will schedule a meeting with OMB, Legislative Council and the Governor's Office to explain the budget detail. Jeanne will send Karalee Edward's Erickson's e-mail clarification in regard to no concern related to</p>

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<p><i>Memo on Coordination of Evaluation Studies/Press Release</i></p> <p><i>Update on communities working on local ordinances</i></p> <p><i>Status of Evaluation Plan</i></p> <p><i>Dakota Conference Abstract – Abstract due September 23rd</i></p>	<p>distribution and supplanting. Discussion tabled on memos to contractors to clarify coordination.</p> <p>Discussion on Bismarck Ordinance passing and implementation on November 1st. Devils Lake will have a vote in November. Minot continues education on the benefits of strengthening their local ordinance. Discussion included other communities considering a smoke free ordinance.</p> <p>Discussion on Jeanne and Kathy being pleased with the draft plan and logic models.</p> <p>Discussion on Jeanne’s follow-up with Chelsey about panel details. She learned the DoH might submit an abstract on a similar topic.</p>	<p>supplanting.</p> <p>Kelli will begin 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.</p> <p>The draft plan and logic model will be shared with EC and AC.</p> <p>The Dakota Conference Abstract is due September 23rd. Jeanne is authorized to work with Chelsey to develop an abstract.</p>
<p>Old Business</p> <p><i>Health Communications Plan for Next Quarter/Funding</i></p>	<p>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. The PETF thoroughly</p>	<p>Kathy made a motion to accept the 10-month plan with an additional flight added. Javayne seconded. Javayne – aye, Kathy - aye. Motion carried. Kathy made a motion for the Center to contract with UMDHU until the RFP process has</p>

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<i>Status of Health Communications RFP</i>	<p>reviewed and recommended the plan be adopted by the EC.</p> <p>Discussion on draft RFP.</p>	<p>been completed with a vendor identified. Javayne second. Javayne-aye, Kathy-aye. Motion carried.</p> <p>Donna will provide an update draft RFP based on input to the EC at the next meeting.</p>
<i>Letter to Bismarck Tribune</i>	<p>Discussion on letter to Bismarck coalition and city commission congratulating them on their SF ordinance.</p>	<p>Kathy will draft a letter and have EC members and Pat McGeary review.</p>
<i>Status of Air Quality Studies/Purchase Equipment</i>	<p>Discussion on a meeting held with Roswell and Campaign for Tobacco Free Kids. Equipment is available for purchase, rent and loan. Training is available on-line and DVD. Key people will be contacted to pursue conducting the AQ study.</p>	<p>Jeanne will facilitate the needed steps to conduct an AQ Study in ND.</p>
<i>Special Initiative Grants Enhancement Follow-up with Tobacco Control Legal Consortium</i>	<p>Tabled</p>	<p>Kathy will follow-up with Maggie at TCLC.</p>
<i>AAR Chart Audit Recommendations</i>	<p>Discussion on Kathy providing a draft to committee members and waiting for input.</p>	

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<i>Update on media coordination memo</i>	Tabled	
<i>Center Records Management</i>	Tabled	
<i>NDPHA/SACCHO – Partnering for Training</i>	Discussion on SACCHO having their own training.	
<i>TFND Reactivation</i>	Discussion on TFND reactivation in progress.	
<i>Replication of Minnesota Study - AJPH</i>	Discussion on Jeanne sending information to Dr. Jon Rice, she is waiting for his reply.	
<i>Center Policies</i>	Tabled	
<i>CA Reporting System</i>	Tabled	
New Business <i>July Accounting Reports</i>	Tabled	
Identification of Next Priority Areas		Next priority areas include: <ul style="list-style-type: none"> - Finalize CAFR - Dakota Conference Abstract - Two Memos - Finalize MSU contract - HC RFP

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		- July accounting reports
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		Next meeting September 17
Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 12:52 pm.