

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 15th, 2010
Center for Tobacco Prevention and Control Policy
4023 State Street, Conference Room
1-701-328-5136
Bismarck, ND
10:00 AM

PARTICIPANTS: Kathy Mangskau, Javayne Oyloe, Pat McGeary

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 10:09 a.m.
Approval of 1/8/10 Minutes	Minutes reviewed	Minutes approved as corrected.
Executive Director Report	<p>Report given by Jeanne Prom on program updates</p> <p>Pat arrived at 11:31 AM.</p>	<p>The Administrative Assistant will begin February 8th. The Health Communications position was posted on January 13th and will close on February 5th. Jeanne will draft the PIQ for that position. A future meeting will be set with the Community Health Section regarding incorporating PHS Guideline questions into electronic records. Applications for Special Initiatives funds closed on January 22nd. Jeanne researched options for message testing of media. No decision was made. All but one of the third quarter payments were authorized for state aid to local public health units. Most expenditure and some progress reports have been filed in PRS for local grants. Jeanne will provide summary/restriction information to outreach coordinators as needed.</p>
Old Business	<ul style="list-style-type: none">- Status of MOA with Health Department	Arvy approved the draft MOA. Kathy will work toward getting signatures when the Attorney General's Office completes the contract review.

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	- Judy Stephany contract	Kathy expects to receive the contract from Judy next week. When the contract is received the Executive Committee will move forward with the evaluation and health communication plans.
	- Discussion on ED three-month performance evaluation.	Jeanne submitted the required information. During the next EC committee meeting the documents will be reviewed.
	- Discussion on grantee use of funds for best practices	Kathy investigated how to handle concerns regarding expenditures following best practice guidelines. Kathy made a motion to request Jeanne do a desk audit of Nelson-Griggs including review of invoices and payments of a local health unit. Javayne seconded. Javayne – aye. Kathy – aye. Pat-absent Motion carried. Jeanne was asked to review restrictions for Ransom and Sergeant County funding to see if they were met.
	- Discussion on budgeting for best practices components	Kathy plans to include past and future expenditures to determine budget allocations based on best practices. Kathy will clarify DOH budget expenditures from Arvy and Karalee.

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	- Discussion on policy training/technical assistance center	Tabled
New Business	Discussion on fiscal agent, PETF, PRS, protocol on smoke-free laws and ALA office.	The executive committee is and has expressed their satisfaction with the expert service received from the DOH fiscal agent. Research will be done to determine unmet needs for local media. All EC members will review media created by local agencies and provide comments. The executive committee will request a meeting with Bob Pope and key people from the DOH tobacco control program to determine needs of the PRS system. The executive director, Jeanne Prom, will handle standard responses to complaints about the smokefree policy. Any questions dealing with conflict or need clarification will be forwarded to the executive committee and possibly to the Attorney General's office. Kathy and Jeanne will pursue opportunities to work with ALA office of ND.
Identification of next priorities areas	Discussion on next priority areas	<ul style="list-style-type: none">• January "Tip of Month"• Finish Roles and Responsibilities <i>when the DOH can meet</i>• CHS response letter• Finalize agenda for LPH meeting 1/25

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		<ul style="list-style-type: none">• Desktop Service Contract• Acquire needed equipment (e.g. cellular phone and LCD)• LPH site visit form (KM)
Projects pending	Tabled	
Ongoing program implementation	Tabled	
Other business	Discussion on agenda for January 25 th conference call with local grantees	Agenda items: <ol style="list-style-type: none">1. School/BP/reframe2. Reprogram with guidelines3. State aid4. Roles and Responsibilities Document5. Congratulations LRPH6. Grant review7. Administrative Assistant8. Ad for Health Communications Coordinator
Adjourn		Kathy adjourned the meeting at 12:55 p.m.

Javayne Oyloe
Recorder

Final Minutes