

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 29th, 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 10:29 a.m.
Approval of 1/22/10 Minutes	Minutes reviewed	Minutes approved as corrected.
Executive Director Report	Report given by Jeanne Prom on program updates	<p>The Special Initiative grant review committee will meet next week to discuss five grant applications. Applications were received from Grand Forks Public Health, Northern Lights Youth Services, NDSU, First District Public Health and ANR.</p> <p>Jeanne reported that Karen Haas, fiscal agent, advised us the contract with Fireside is maintenance contract and could be entered into. Pat moved that Jeanne move forward with a desktop support contract with Fireside. Javayne seconded. Pat- aye, Kathy – aye, Javayne aye. Motion carried. A copier was ordered for the ED.</p> <p>Jeanne will meet with Foster County for a requested site visit. A few sites requested visits from the Center. Jeanne will be setting up visits in the near future. Jeanne will contact Grand Forks Public Health and advise them to run PETF media for the local health education.</p>

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		<p>Jeanne will contact the DOH and let them know she will take over the smoke free communities call.</p> <p>Jeanne will follow-up on what HR recommends for classification levels on the AA and Health Communications jobs. Two reports are due on PRS by today or will be considered late. Pat moved the EC wave the penalties for Quarter 1 and Quarter 2 due to delayed implementation of getting a new agency set up. Penalties will be applied beginning in Quarter 3. Javayne seconded. Pat – aye, Kathy – aye, Javayne – aye. Motion carried. Jeanne will notify agencies late the penalties will not be applied for Quarter 1 and Quarter 2 but will be applied beginning Quarter 3.</p>
Old Business	<ul style="list-style-type: none">- Status of MOA with Health Department	<p>Kathy will contact the Attorney General's Office for their comments on the MOA with the Center and DOH.</p>

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	- Judy Stephany contract	The Executive Committee will move forward with the evaluation and health communication plans. Jeanne will contact CDC and create a panel of experts to develop the plan. Jeanne, Vicki, Javayne, Health Communications Coordinator, and CDC representatives will be included the group.
	- PRS – Nexus meeting update	Jeanne and Kathy met with Nexus staff to provide update recommendations to the PRS system to best meet our needs. An estimate from Nexus will be provided for the updates.
	- Discussion on budgeting for best practices components	Kathy continues to work on the budget for best practice component. Projected costs need to be incorporated.
	- Discussion on policy training/technical assistance center	Kathy has been in contact with other programs and national partners to determine the best dates for training.

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	<ul style="list-style-type: none">- School policy concerns	A meeting has been set for next week, Monday, to discuss what issues North Dakota School Board Association has with the model school policy and next steps.
	<ul style="list-style-type: none">- PHS Guidelines implementation	Contacts have and will continue to be made with NDDOH program managers to best implement the PHS guidelines through public health.
Executive Director's three month evaluation	The Executive Committee discussed Jeanne Prom's performance in the past three months and future goals. The EC is pleased with Jeanne's performance, enthusiasm, completion of tasks and future goals.	Kathy will finalize supervisor comments on Jeanne's performance and future goals and will provide a copy to EC and Jeanne.
New business	Discussion on Odney proposal and Health Communications interview team and questions	Tabled for further discussion

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Identification of next priorities areas		Jeanne and Kathy will determine the priorities for the week.
Projects pending	Tabled	
Ongoing program implementation	Tabled	
Other business	Tabled	
Lunch break		
Grant guidance local input	Several comments were provided on how to improve the local grant guidance process.	The EC Committee and Executive Director will take input from stakeholders. The new guidance will be written with suggestions for improvement being considered.
Adjourn		Kathy adjourned the meeting at 2:30 p.m.

Javayne Oyloe
Recorder