

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 8th, 2010
Center for Tobacco Prevention and Control Policy
4023 State Street
Bismarck, ND
10:30 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 10:47 a.m. |
| Approval of 12/18/09 Minutes | Minutes reviewed | Minutes approved as corrected. |
| Executive Director Report | <p>Report given by Jeanne Prom on program updates</p> <p>Pat arrived.</p> | <p>Kathy moved to authorize Jeanne to acquire a contract with Fireside for desktop services. Javayne seconded. Javayne – aye, Kathy – aye. Motion carried.</p> <p>Kathy moved to authorize Jeanne to lift restrictions on Walsh County and record on restriction sheet. Javayne seconded. Javayne – aye, Pat – aye, Kathy – aye. Motion carried. Kathy moved to authorize Jeanne to proceed with an offer for the top Administrative Assistant position applicant. Javayne seconded. Pat – aye, Javayne – aye, Kathy aye. Motion carried. Jeanne will provide consistent AAR/5A's language to be used by state and local programs for client forms, based on PHS guidelines. Special Initiatives Grant request for proposals went out in December. A committee will be formed to review applications, including Javayne, Bette, Kathy and Kermit and Pat if they were available and there is no conflict of interest.</p> <p>Jeanne is developing a review form for scoring. Jeanne will also draft a contract for review. Jeanne will make contacts for public education message testing.</p> <p>Kathy moved to authorize Jeanne to authorize Stephanie to provide payment for state aid to all but</p> |

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| | | three health units because reports/deliverables are not in. Pat seconded. Pat – aye, Javayne – aye, Kathy –aye, Jeanne will be sending out a tobacco prevention and control “Tip of Month” to the list serve. |
| Old Business | - 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. |
| | - Status of response to other public health priorities | The Attorney General’s office approved the draft document intended to answer questions submitted by Bismarck-Burleigh Public Health. Kathy will provide a copy of the document to BBPH. |
| | - Judy Stephany contract | Kathy will finalize the document based on Karen Haas’ input. |
| | - Discussion on ED three-month performance eval. | Jeanne will submit required documents/information by January 15 th . The executive committee will review on the on the 29 th . |
| | - Discussion on Health | |

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| | Communications job description | Jeanne will make final revisions based on EC input and post as requested. |
| | - Clarification of grantees reprogramming of funds/amounts | Jeanne will present the information and form for grantee fund reprogramming during the LPH monthly update. |
| | - Local public health unit media coordination memo | The DOH approved the language, related to Quitline media, in the Media Coordination memo. The Executive Committee authorized Jeanne to e-mail and send a hard copy of media coordination memo to local public health units. The expectations of the coordination include, 1) Prior to entering into any contract with any individual or agency to develop creative or place paid media, the local public health unit must request approval from Jeanne Prom, Executive Director. 2) Prior to developing any radio, television, newspaper/print, billboard or other advertising creative, the local public health unit should contact PETF and tap into the expertise of the task force and their media contractor. |
| | - Discussion on grantee use of funds for best practices | Continued monitoring, research and follow-up to ensure funds are being used for tobacco prevention and control best practices. |

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| | - Discussion on budgeting for best practices components | Tabled |
| | - Discussion on policy training/technical assistance center | Tabled |
| New Business | Discussion on November fiscal report, state aid deliverables, DOH press release. | Interest from the strategic contribution fund has been received. Jeanne will monitor deposits to be sure interest is regularly being deposited in the Tobacco Control Trust Fund. Jeanne will reconcile all checks with invoices and IDBs each month and sign the accounting report. Jeanne will request the DOH allow review of their press releases when the TPCEC is mentioned or referred to. |
| Identification of next priorities areas | Discussion on next priority areas | <ul style="list-style-type: none"> • Finalize the HC job description • Special Initiatives proposals review documents • Judy's contract • State aid payments • Hire Administrative Assistant • Acquire needed equipment (e.g. cellular phone and LCD) • Develop protocol for smoke free law complaints |

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| Projects pending | Tabled | |
| Ongoing program implementation | Tabled | |
| Other business | Discussion on agenda for January 25 th conference call with local grantees and January 14 th AC meeting | Agenda items: 1. School/BP/reframe 2. Reprogram with guidelines 3. State aid 4. Roles and Responsibilities Document 5. Congratulations LRPH 6. Grant review 7. Administrative Assistant 8. Ad for Health Communications Coordinator Javayne will facilitate the Advisory Committee meeting if Kathy's flight is delayed. Bette will be asked if she will record the minutes for that meeting. |
| Local granting process | Discussion on guidance document and forms | Kathy led discussion with local public health unit representatives. A future meeting has been scheduled on January 29 th 1:00. |
| Adjourn | | Kathy adjourned the meeting at 12:55 p.m. |

Javayne Oyloe
Recorder