

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, October 14, 2009  
The Center for Tobacco Prevention and Control Policy  
4023 State Street, Suite 15 - Conference Room  
Bismarck, ND  
6:30 PM

**PARTICIPANTS:** Kathy Mangskau and Javayne Oyloe

**Executive Director:** Jeanne Prom

<b><u>AGENDA ITEMS</u></b>	<b><u>DISCUSSION</u></b>	<b><u>OUTCOME/ACTION</u></b>
Call to Order		Kathy called the meeting to order at 5:30 p.m. due to bad weather.
Approval of 10/2/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Briefing of New Executive Officer	Briefing of the New Executive Officer	Pending work and necessary tasks were discussed. Jeanne Prom will begin working on pending projects, needed paperwork and introductions to partners.
Communications	Discussion on communications related to filing the Executive Director Position	Jeanne Prom drafted a press release and asked for Executive Committee input and approval. The release will be posted on Monday 10/19. Jeanne will draft an article for NDPHA announcing her appointment. The Executive Committee will consider other groups to notify.
Update on NDAEYC Conference – Making Daycares Smoke-free 24/7	Discussion on NDAEYC Conference.	The Center for Tobacco Prevention and Control Policy had a joint display with a person from the SIDS program from the Department of Health. The display showed the harms of secondhand smoke on children. There were 300 people in attendance.
Update on status of State Aid Grants and Contracts and Reporting Forms	Discussion on State Aid Grants and Contracts and Reporting Forms	All except one contract has been returned for a signature. The reporting forms were sent to LPH administrators this week.
Update on status of local grants and contracts	Discussion on local grants and contracts	Seven LPH grantees have adequately responded to summary statements and received grants for signature. The Executive

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		Committee is working with the Department of Health Grants Manager to update grant forms. We hope they will be available electronically to local public health units before requests are due.
<b>Job descriptions and PIQs</b>	Discussion on job descriptions and PIQs	Kathy provided a sample Administrative Assistant job description. With input from the Executive Committee, Jeanne will begin drafting documents for the Administrative Assistant and Health Communications jobs.
<b>Review of response to summary statements for local grants</b>	Discussion on responses to summary statements for local grants	All responses to summary statements have been reviewed. The reviews will be provided to Jeanne to help summarize, provide to the DOH and contact local grantees for further discussion if needed. There are 7 grantees that have not yet responded to their summary statement. They have about 2 weeks left until the deadline.
<b>Projects pending</b>	Discussion on pending projects. (See agenda for detail)	Several current projects were reviewed with Jeanne. She will prioritize the work that needs to be done and begin work on the most immediate tasks.
<b>Ongoing program implementation</b>	Discussion on ongoing program implementation	Jeanne was informed of the program implementation process and will help to expedite these tasks.
<b>Other business</b>	Discussion on monthly calls with local Administrators.	The Center will begin having monthly meetings via Polycom with local

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		Administrators, per their request. The Department of Health Tobacco Program has been asked to join the meetings. The purpose is for Administrators to better understand goals, lines of communication/authority and other items to clarify roles during this transitional time.
<b>Adjourn</b>		Kathy adjourned the meeting at 8:08 p.m.

Javayne Oyloe  
Recorder