

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, October 2, 2009
Bismarck Burleigh Public Health
500 E Front Ave, Conference Room
1-701-355-1597
Bismarck, ND
10:00 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary and Javayne Oyloe

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:04 a.m.
Approval of 9/18/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Update on Executive Director Reference Checks and Letter to Applicants	Discussion on Executive Director reference checks, letter to applicants and offer of employment	Kate O'Neill from HRMS joined the meeting. Kathy will offer the Executive Director position to the top candidate.
Update on meeting with Health Department	Discussion on meeting with Health Department	Kathy discussed communication issues with the Health Department. She will meet with Karalee on Monday to work toward finalizing the MOU, based on Executive Committee input.
Display at NDAEYC Conference – October 9 – 10 Making Daycares Smoke-free 24/7	Discussion on NDAEYC Conference.	The Center for Tobacco Prevention and Control Policy will have a joint display with a person from the SIDS program from the Department of Health. The display will show the harms of secondhand smoke on children. Kathy will help at the booth. Pat will provide materials on the harms of secondhand smoke and children. Javayne will look at her resources too.
Review of Special Initiatives Grant Request for Proposals	Discussion on Special Initiatives (SI) Grant Request for Proposals.	Pat will finalize the SI document. Kathy will provide the draft document to procurement personnel, Karen Haas, to finalize and post on the state site. The document will also be listed on appropriate internet sites/list-serves.

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Status of PETF Funding	Discussion on PETF funding	Kathy is working with procurement personnel to determine RFP requirements/process. Javayne will ask Vicki, PETF Chair, to start drafting the RFP for Health Communications based on previous DoH RFPs.
Stimulus funding	Discussion on Stimulus funding	Funding will be available for states to apply for addressing obesity/nutrition/exercise and tobacco prevention and control. The DoH is asking local coalitions if their work would meet the requirements of the grant and if they are willing to obtain and record needed documentation. If local coalitions are interested, the DOH will apply for these funds.
Local Grants Program Expenditures Report Forms and Instructions	Discussion on local grants program expenditure forms and instructions.	The Executive 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.
Discussion of additional special initiative Grants	Tabled	
Ongoing program implementation	Discussion on program implementation.	Kate sent PIQ sample for Administrative Assistant (AA) to Kathy. Kathy will request other AA PIQ/Job descriptions from within the DoH.
Other business	PHS Guidelines LPH chart audit, SW travel reprogramming and grant	Kathy will call Chelsey Matter, from the PHS guidelines work group, to determine the best

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	responses and SADD request.	measure for data results on chart audits. A request for travel from a LPH unit was denied with direction to use the funds for training related to their work plan. The Executive Committee will continue to work on reviewing grant responses. The SADD State Coordinator requested information on guidance for future special initiatives grants. Kathy provided guidance on policy goals from the state plan and offered future discussion as special initiative grants become available and requirements are established.
Adjourn		Kathy adjourned the meeting at 12:32 p.m.

Javayne Oyloe
Recorder