

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, December 11, 2009  
Bismarck Burleigh Public Health  
500 E Front Ave – Conference Room  
Bismarck, ND  
10:30 AM

**PARTICIPANTS:** Kathy Mangskau, Javayne Oyloe, Pat McGeary

**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 10:58 a.m.
Approval of 12/4/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Executive Director Report	Report given by Jeanne Prom on program updates	Jeanne provided an update on this week's meetings, office set-up and other tasks. Other items included were news release on CFTFK report, wireless service, purchasing card and health communications NGA.
Old Business	- Discussion on status of PETF proposal/contract	Jeanne will finalize documents related to the PETF proposal. The documents may be mailed to the fiscal agent as early as next week.
	- Discussion on Administrative Assistant re-advertisement	We have received 27 applications for the Administrative Assistant Position. Executive Committee members provided input on the interview questions. Kathy will draft updated questions and provide to Executive Committee Members for final review.

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	<ul style="list-style-type: none"><li>- Discussion on meetings with the Health Department</li></ul>	A meeting is scheduled for December 17 <sup>th</sup> to finalize the MOA. If time allows, discussion on incorporating the Center name or logo into Quitline media will be addressed. The recommendation will be made based on the Center provides funds for much of the campaign.
	<ul style="list-style-type: none"><li>- Discussion on status of response to other public health priorities (H1N1)</li></ul>	Kathy has provided the Bismarck-Burleigh draft response related to allowable personnel costs to Edward Erickson, ND Attorney General's Office for review.
	<ul style="list-style-type: none"><li>- Discussion on status of Special Initiative RFP</li></ul>	Karen Haas, fiscal, reviewed special Initiatives funding documents. The documents will be updated based on her recommendations.
	<ul style="list-style-type: none"><li>- Discussion of status of Health Communications job description</li></ul>	Jeanne continues to work on the job description. Recommended CDC health communications interventions are reflected throughout the vacancy announcement and job description duties.

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	- Discussion on budgeting for best practices components	Tabled
	- Testimony for December 15 Budget Section	Being prepared
	- Smoke-free law questions	Jeanne is preparing a memo addressing the citizen's question about the present state smoke free law, which Karalee Harper forwarded to Jeanne.
	- Judy Ahearns Contract	No budget estimate has been received from Judy so far so action is pending.
<b>New Business</b>	No new business	
<b>Identification of next priorities areas</b>	Discussion on next priority areas	<ul style="list-style-type: none"><li>• Contract for PETFT</li><li>• Finalize Administrative Assistant (AA) interview questions</li><li>• Start interviewing for AA</li><li>• Finalize SI Grants</li><li>• Respond to the smoke free law question</li><li>• Testimony for the state legislative budget section</li></ul>

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<b>Projects pending</b>	Discussed development of a Health Communications Committee.	
<b>Ongoing program implementation</b>	Tabled	
<b>Other business</b>	<p>Kathy recommended that the Advisory Committee should consider bringing in KAT Communications to the next advisory board meeting. Also recommended Mike Casey from the North Dakota Newspaper Association for questions about coordinating news placement. Kathy met Scott Davis from the North Dakota Indian Affairs and future meetings with Scott will take place to discuss tobacco control policy.</p> <p>The transition of the local public health grant program management from Kathy to Jeanne is now complete.</p>	<p>Pat moved to authorize Jeanne to purchase news clipping services. Kathy seconded. Motion passed.</p>
<b>Adjourn</b>		Kathy adjourned the meeting at 1:35 p.m.

Javayne Oyloe

Final Minutes

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Recorder