

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, December 18, 2009  
 Center for Tobacco Prevention and Control Policy  
 4023 State Street  
 Bismarck, ND  
 10:00 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>
<b>Call to Order</b>		Kathy called the meeting to order at 10:03 a.m.
<b>Approval of 12/11/09 Minutes</b>	Minutes reviewed	Minutes approved as distributed.
<b>Executive Director Report</b>	Report given by Jeanne Prom on program updates	Jeanne is preparing the agenda for meeting with local administrators and tobacco coordinators. Jeanne has sent reminders for state aid reports that have not been submitted for the first quarter. Kathy and Jeanne have developed a form for prescheduled leave to be used by the Center staff. The special initiatives grant forms have been posted to several list-serves. The final contract has been mailed to the fiscal agent on health communication gap funding.
<b>Old Business</b>	- Discussion on testimony before the budget section	Very few questions were asked. Section members asked questions related to progress, clarification on PHS Guidelines and Comprehensive School policies. Handouts will be provided with greater detail in conjunction with the Center's next testimony.
	- Discussion on Administrative Assistant interviews	Five interviews are scheduled for today and next week.

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	<ul style="list-style-type: none"> <li>- Discussion on meetings with the Health Department</li> </ul>	<p>The final draft of MOA with the Center and DOH will be provided to Edward Erickson, AG's Office, for review. The DOH has determined 1 FTE of their 2 FTE outreach coordinator time could be used to assist with local public health grants supported by the Center funds.</p>
	<ul style="list-style-type: none"> <li>- Discussion on status of response to other public health priorities (H1N1)</li> </ul>	<p>Kathy has provided the Bismarck-Burleigh draft response related to allowable personnel costs to Edward Erickson, ND Attorney General's Office for review.</p>
	<ul style="list-style-type: none"> <li>- Discussion of status of Health Communications job description</li> </ul>	<p>Jeanne and Kathy will review the draft job description, update and provide to Executive Committee for review.</p>
	<ul style="list-style-type: none"> <li>- Smoke-free law questions</li> </ul>	<p>Jeanne will request from DOH all records of questions and responses related to policy to track trends.</p>
	<ul style="list-style-type: none"> <li>- Judy Stephany's Contract</li> </ul>	<p>Draft contract has been provided to Judy.</p>

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	- Budget for Best Practice Components	Tabled
<b>New Business</b>	Discussion on grantees reprogramming funds, clarification on public funds, media coordination and 3 month performance evaluation of the Executive Officer	Kathy developed a tool for reprogramming fund calculations. Kathy will draft specific language on when and how to request approval from the EC related to budget changes.
<b>Identification of next priorities areas</b>	Discussion on next priority areas	<ul style="list-style-type: none"> <li>• Finalize MOA with the DOH</li> <li>• Develop protocol for smoke free law complaints</li> <li>• Health Communications job description</li> <li>• Budget components for Best-Practices</li> </ul>
<b>Projects pending</b>	Tabled	
<b>Ongoing program implementation</b>	Tabled	

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<b>Other business</b>	Discussion on follow-up with local grantees related to reports or deliverables to confirm funding source. Discussion on contracting for expertise in tobacco prevention policy development based on the five-year plan. Discussion on PETF ads.	Kathy will request legal opinion on when and how to work with local public health agencies when reported activities or deliverables fall outside of the budget approved by the Center. More discussion and a draft contract will be pursued in January for expertise in policy development. Pat made a motion to approve the January flight of PETF ads partially funded by the Center. Javayne seconded. Pat – aye. Kathy – aye, Javayne – aye. Motion passed. Next meeting January 8 <sup>th</sup> at 10:30 a.m.
<b>Adjourn</b>		Kathy adjourned the meeting at 1:03 p.m.

Javayne Oylo  
 Recorder