

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, December 4, 2009
Bismarck Burleigh Public Health
500 E Front Ave – Conference Room
Bismarck, ND
10:00 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary Javayne Oyloe

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 10:04 a.m.
Approval of 11/27/09 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. Pat made a motion authorize Jeanne to purchase computers for the Executive Director and Administrative Assistant. Javayne seconded the motion. Pat – aye, Kathy – aye, Javayne – aye. Motion carried.
Old Business	- Discussion on status of PETF proposal/contract	Jeanne provided the notice of award, budget summary, media proposal and requirements documents to fiscal agent for review and then will finalize.
	- Discussion on status of state aid and local grant reports	Most local public health units have submitted expenditure reports. A few units need to turn in progress reports.
	- Discussion on Administrative Assistant re-advertisement	The Administrative Assistant position has been re-advertised due to a mix up with the advertisement. Very few qualified applicants made a submission by the first deadline.

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	- Discussion on roles and responsibilities, technical assistance and standard operating procedures for DOH, the Center and LPH	Kathy provided the Executive Committee and Director the updated listing of roles and responsibilities for the Center, DOH, and LPH related to the grant review process. Kathy also developed standard operating procedures for technical assistance as requested by DOH for the outreach coordinators.
	- Discussion on status of response to other public health priorities (H1N1)	Kathy has provided the Bismarck-Burleigh draft response related to allowable personnel costs to Edward Erickson, ND Attorney General's Office for review.
	- Discussion on status of Special Initiative RFP	Jeanne and Kathy are working on finalizing the RFP draft documents for Special Initiative funding. They have been unable to connect with procurement personnel this week for their input.
	- Discussion of status of Health Communications job description	Jeanne will work on updated the draft job description for Health Communications position based on Executive Committee input. She also provided a teaser ad and vacancy announcement.
	- Discussion on budgeting for best practices components	Tabled
	- Discussion on status of MOA with the DOH	No comment has been provided by Karalee or Arvy on the Memorandum Of Agreement (MOA).

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New Business	Discussion on meeting with the American Lung Association, budget request from legislative council, smoke-free law questions and Judy Ahearn's contract	Executive Committee and the Director were asked to consider opportunities to work with ALA. Kathy provided needed information on the budget for the Legislative Council. The DOH asked if the Center would now answer questions related to the smoke free law. We will notify DOH that we will answer questions related to policy. Kathy is pursuing a contract with Judy Ahearn for development of the evaluation and health communications plans as directed by the Executive and Advisory Committee and the Center staff.
Identification of next priorities areas	Discussion on next priority areas	Finalizing RFPs, the Health Communications Job Description and follow-up on the MOA are priorities for the week.
Projects pending	Discussion on writing a plan and RFP for Health Communications and Evaluation.	Jeanne is prioritizing the work that needs to be done and has worked on tasks needing immediate attention. The Executive Committee will continue to oversee and help to ensure projects are moving forward. Kathy will work on getting a contract with Judy Ahearn to assist with writing plans for evaluation and health communications.
Ongoing program implementation	Discussion on ongoing program implementation	The process and other decisions regarding Special Initiatives Grants for disparate and special populations will be developed as soon as reasonably possible. The Executive Committee

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		will continue with steady progress toward program implementation. Tracking of several reports and deliverables is ongoing.
Other business	Discussion on PHS guideline training, flexibility of funding and Quitline logo use as it applies to the Center.	Jeanne will advise local health units that training materials will be developed to introduce basic to more complex issues related to the PHS guideline implementation. Health Units may train staff using the PHS guidelines implementation PowerPoint as provided on the DOH site. Kathy will remind local public health units they have up to 25% budget flexibility if needed. Quitline standards were developed by the DOH. Jeanne will request the Center name and when developed our logo be used when running media.
Adjourn		Kathy adjourned the meeting at 1:03 p.m.

Javayne Oyloe
Recorder