

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, March 19th, 2010
Center for Tobacco Prevention and Control Policy
4023 State Street, Conference Room
1-701-328-5136
Bismarck, ND
10:00 AM

PARTICIPANTS: Kathy Mangskau, Javayne Oyloe, Pat McGeary

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 10:06 a.m.
Approval of 3/5/10 Minutes	Minutes reviewed	Minutes approved as distributed.
Executive Director Report	Discussion on Health Communications position. Status of copier/printer order Update on school policy/meeting with NDSBA. Update on Judy Stephany Contract follow-up and the Health Communications plan. Update on orientation site visits Discussion on grant restrictions remaining	The job opening has been re-advertised and will begin running next week. Interviews will be scheduled as soon as possible. The copier/printer has arrived in the Center office. Jeanne has proposed dates to meet with the AGs office and NDBSA attorney. The meeting date is pending participant availability. Jeanne will schedule Health Communication plan development meetings as soon as possible, probably April 1 st and will set a schedule for future meetings. Kidder, Trail, and Dickey Counties have scheduled sites meeting with Jeanne. Jeanne will meet with grantees to discuss lifting restrictions or to have them reprogram funds.

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	<p>Discussion on communities working on local ordinances. A few coalitions are working on local smoke free tobacco ordinances.</p> <p>Meetings with the Health Department. Jeanne, Kara, Neil and Karalee have weekly meetings scheduled. Discussion on Jeanne's meeting with the DOH cessation personnel and Program Director. Jeanne received a call from Arvy, DOH, regarding distribution of FTE and contracted work between the two programs.</p> <p>Discussion on public notice of Special Initiative Grant awards.</p>	<p>Jeanne continues to hold smoke-free communities calls. An update was provided to the Executive Committee regarding progress on local policy work.</p> <p>Jeanne will continue to facilitate the weekly meetings. Jeanne discussed responsibilities of DOH and the Center based on the division of CDC best practice components. Jeanne will schedule a time for Arvy on the next EC agenda to discuss FTE distribution. The new North Dakota CDC project officer will soon have an introductory meeting with the DOH and the Center staff.</p> <p>Jeanne will provide a press release about the SIG awards.</p>
Old Business	<p>Discussion of status of MOA with the DOH and alternative solutions.</p> <p>Discussion on April 21st – 22nd Policy Training.</p>	<p>Jeanne will attend a meeting with Arvy Smith regarding alternative solutions as previously recorded in the ED report.</p> <p>Kathy is working with Deanna Askew, from DOH Division of Nutrition and Physical Activity to facilitate the training. LPH,</p>

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	<p>Discussion on Policy Training/Technical Assistance Center. Kelly Buettner-Schmidt letter.</p> <p>Discussion on the development of Year 2 Work Plan.</p> <p>Discussion on budgeting for best practice components</p> <p>Discussion on PHS Guidelines Implementation and audit expectations.</p> <p>Discussion on grant guidance training and technical assistance.</p>	<p>Advisory Committee members, DOH, and partners were sent information on the training and registration form.</p> <p>Jeanne provided the letter to MSU for Kelly's services. Kelly would like a meeting to discuss details of developing the Policy Technical Assistance Center. Jeanne will follow-up with Kelly.</p> <p>Judy Stephany will attend the Advisory Committee May 13th meeting to begin the plan development.</p> <p>Projected expenditures will be included in Kathy's updated budget.</p> <p>Jeanne met with DOH personnel about adapting the model PHS Guideline policy language to accommodate program requirements.</p> <p>Kathy and Jeanne have provided initial assistance for grantees in writing their LPH grants. Ongoing technical has been offered. Grant applications are due April 30th.</p>

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	Discussion tabled on server/master file/filing system/back up	A work order has been submitted for the computer server. Jeanne is in discussion with ITD to finalize the setup of a back up. Soon a filing system will be developed for the Center.
New Business	<p>Discussion on Agenda items for LPH call March 22nd</p> <p>Discussion on Reprogramming requests</p> <p>Discussion on Procurement Officer/Alternative procurement form Discussion on ALA position interviews.</p> <p>Discussion on July ANR/CTFK</p>	<p>Items:</p> <ul style="list-style-type: none">• New grant guidance• Current budgets• DOH update• Policy training• Budget section testimony <p>The direction to local public health units is to continue to work on CDC best practices and meeting objectives in the 5-year plan. When the initial work plan objectives have not been met or there have been unexpected barriers grantees will be asked to contact Jeanne on reprogramming funds.</p> <p>Jeanne will finalize the alternative procurement form with Karen Scanson. ALA has received some excellent applications; interviews will be scheduled in the near future.</p> <p>Jeanne will work with ANR to determine a</p>

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	Tobacco Policy Training. Discussion on Center records management Discussion on Evaluation Plan Discussion on Fiscal Agent Contract	date for the July policy training and CFTK in the fall. Legal requirements need to be met. Electronic and paper system will soon be set up. Jeanne and the Advisory Committee have evaluated the Year 1 work plan noting progress and recommendations. Jeanne will continue to provide oversight of program evaluation and plan objective completion. Jeanne will facilitate a committee meeting for surveillance and evaluation. Jeanne will contact recommended committee members to determine availability. Jeanne will review the DOH fiscal agent arrangement with Arvy Smith. The Executive committee will review the contract language in preparation for renewing the contract.
Recess	The Executive Committee viewed the web cast from the FDA Center for Tobacco Products on a new rule that aims to protect kids from tobacco addiction and premature death from tobacco use.	

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Identification of next priority areas	Discussion on next priority areas	Next priority areas include: <ul style="list-style-type: none">- Health Communication Plan- Health Communication Position- Evaluation plan- Policy Training contract- Meeting with Kelly Buettner-Schmidt- Community involvement position
Projects pending	Tabled	
Ongoing program implementation	Tabled	
Other business	Discussion on ED 6-month evaluation	Kathy will develop guidelines and documents for the 6-month ED evaluation.
Adjourn		Kathy adjourned the meeting at 2:38 p.m.

Javayne Oyloe
Recorder