

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, April 16, 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, Pat McGeary, Javayne Oyloe  
**GUESTS:** Karalee Harper, Robin Iszler, Theresa Will, Arvy Smith  
 Wanda Kratochvil, Julie Ferry, Kelly Nagel

**Executive Director:** Jeanne Prom  
**Secretary:** Cami Bauman

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Call to Order</b>		Kathy called the meeting to order at 10:13am
<b>Adoption of Agenda</b>	Addition of Fargo Cass News Item, Grant Review Process and Fargo Cessation Conference under Other Business. Addition of Odney and May Media Flights Previously Approved under Executive Director Report. Executive Committee Job Descriptions under New Business will be tabled until the next meeting.	Agenda was adopted with additions.
<b>Approval of Minutes</b>	Several requests were made for revisions to Draft Minutes. Formatting adjustments, header changes and removal of attachments that are not final documents were discussed, as well as changes to wording in various areas.	Minutes not approved. Cami will make the requested revisions and email to all EC members and Jeanne.
<b>Executive Director Report</b> <i>Status of Health Communications Position</i>  <i>Status of Grant TA to Local Agencies</i>	Jeanne has received applicant information from HRMS.  Jeanne met with Fargo. Several grant drafts and a couple final grants have been received. There are still three	Interviews with top 3 candidates will be scheduled later this month.

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<p><i>Update on School Policy/Meeting with NDSBA</i></p> <p><i>Health Communications Plan</i></p> <p><i>Update on Orientation Site Visits/Grant Restrictions Remaining</i></p> <p><i>Update on Communities Working on Local Ordinances</i></p>	<p>Progress Reports that have not been received – extensions have been approved for all three.</p> <p>Edward Erickson has been out of the office. Jeanne has sent an email, but has not received a response yet.</p> <p>No update at this time.</p> <p>Dickey County site visit has been completed. Discussion regarding restrictions for Dickey County, Sargent County and Ransom County. Noted that Ransom County will need extensive TA when the Center has staff available. Discussed acting via email when Dickey County materials are received. Restrictions also remain for Nelson-Griggs, Fargo Cass, and Custer Health.</p> <p>Grand Forks bar owners are referring.</p> <p>Devils Lake City Commission will discuss an Advisory Ballot. Planning process was discussed.</p> <p>Minot is just getting started.</p>	<p>A meeting will be scheduled when Edward Erickson and Gary Thune are both available.</p> <p>Planning process will continue as scheduled.</p> <p>Pat moved to lift Sargent County restrictions for Q3. Kathy seconded. Roll call vote: Pat – aye, Kathy – aye. Motion carried. Kathy moved to lift Ransom County restrictions for Q3 with recognition that extensive TA is needed when the Center has staff available. Pat seconded. Roll call vote: Pat – aye, Kathy – aye. Motion carried. Jeanne will forward Dickey County materials to EC members when received. EC has agreed to act via email in order to expedite the reimbursement process. Jeanne will talk with Nelson-Griggs on Monday, 4/19/10.</p> <p>Pat will draft a letter to the editor for Grand Forks from the EC.</p> <p>Devils Lake City Commission meeting is scheduled for 5/3/10. Possible readings would be 6/7/10 and 6/21/10 if decided. Jeanne will have a call with Devils Lake and Minot about planning and communication.</p>

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<i>Meetings with CDC</i>	CDC meetings likely to be May 6 & 7, 2010. Most of the meeting with the Center will be on May 7. Discussion regarding Jeanne attending the CDC: Communities Putting Prevention to Work session June 7-10, 2010.	Kathy moved to authorize Jeanne attending the June 7-10 CDC session in Atlanta, GA. Pat seconded. Roll call vote: Kathy – aye, Pat – aye. Motion carried.
<i>Evaluation Plan</i>	Discussion regarding putting together the Evaluation Planning Team. Also discussed call schedule.	Jeanne plans to have an initial meeting scheduled by the end of the month.
<i>Odney</i>	Discussion regarding the website suggested by Odney.	It was decided that the website in question is not what we are looking for at this time.
<i>May Media Flights Previously Approved</i>	Discussion as to the May media flights. The ads had been previously approved, though there was question regarding whether it was 2 TV ads and 1 radio ad.	Through discussion it was concluded that the media ads approved previously were in fact 2 TV ads and 1 radio ad.
<b>Old Business</b> <i>Reprogramming Requests:</i> <i>Cavalier County</i>	Discussion included questions on what signs will be used and what they are promoting.	Attempted to call Cavalier County multiple times for clarification – line busy. Unable to act due to incomplete information.
<i>Central Valley</i>	Discussed request and need for additional information.	Unable to act due to need for additional information.
<i>Upper Missouri</i>	Review of reprogramming request (Attachment 1).	Kathy moved to approve reprogramming request. Pat seconded. Roll call vote: Pat – aye, Kathy – aye. Motion carried.
<i>Staffing of Center/Changes with DoH</i>	Discussion as to which position	Kathy will speak to Kate O’Neil at HRMS

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	(Community Intervention Coordinator or Accountant) the Center will move forward with first and in what manner each position will be filled. Pat suggested waiting until after Cami's leave to make the change from the DoH Fiscal Agent to an in house Accountant	regarding temp to hire and contractor possibilities. Kathy will begin draft of Community Intervention Coordinator job description so we can move forward with that position immediately.
<i>Review of Fiscal Agent Contract</i>	Discussion tabled.	
<i>April 21-22 Policy Training</i>	Reviewed registration numbers for each day of the training session.	Cami will place on List Serve in order to attempt to fill the remaining openings.
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	Jeanne has been in contact with Kelly regarding budget staffing.	Jeanne will send details to all EC members for review.
<i>Development of Year 2 Work Plan/Update State Plan – May 13</i>	Date has not been set to meet with Micki and Michelle.	Jeanne and Kathy will meet with Micki and Michelle to update cessation objectives.
<i>Budgeting for Best Practice Components</i>	No update at this time.	
<i>Center Records Management</i>	Records have not been transferred to the Center yet. The file storage unit arrived in the Center on 4/13/10.	Kathy will continue to work on getting records (paper and electronic) transferred to the Center.
<i>July ANR/CTFK Tobacco Policy Training</i>	Jeanne has been in contact with Annie. No date has been set.	Jeanne will continue planning process and work on getting dates set.
<i>ALA Position</i>	The ALA will conduct interviews in Bismarck next week. Discussion on whether funding of the position should	Jeanne will contact Deb Knuth regarding Special Initiative Grant possibilities.

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	be via grant or RFP.	
<p><b>New Business</b> <i>Legislative Council 2011-2013 Budget Discussion</i></p>	Discussed planning process and what has to be provided for Legislative Council. Discussion included staffing requests to be made as well as the need for additional office space as staffing increases.	Kathy and Jeanne will meet with Lori Lasaschkewitsch on Monday and with Sheila Sandness on Friday to complete forms.
<i>DoH Evaluation of Media Campaign</i>	Discussion regarding the Winkleman survey that will be changed by DoH this year. PETF will need to decide if they want to sponsor another survey. Discussion as to whether the DoH survey will meet the needs of the Center.	EC will refer back to PETF for more information on what their needs are.
<i>Contract Items with Nexus</i>	Discussion regarding deliverables of SQL reporting and SharePoint development. Discussion of possible collaboration with DoH.	Nexus Q3 payment needs to be made. Nexus will be invited to the 6/10/10 EC meeting to discuss. Jeanne will speak with Erin Abramsohn with the CDC as well.
<i>Accounting Reports: Oct-Dec 2009</i>	Discussion tabled.	
<i>Executive Committee Job Descriptions</i>	Discussion tabled.	
<b>Identification of Next Priority Areas</b>	Discussion regarding next priority areas.	<p>Next priority areas include:</p> <ul style="list-style-type: none"> <li>- CIC Job description</li> <li>- Grant Evaluation forms</li> <li>- Kelly Schmidt documents</li> <li>- Set meeting with Micki and Michelle</li> <li>- Set meeting with DoH Accounting</li> </ul>



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<b>Recess for Lunch 1:10pm – 2:00pm</b>		
<p><b>Meeting with Local Public Health and Health Department</b></p>	<p>Open discussion included questions, concerns and expectations of Locals, DoH and the Center.</p> <p>The lack of Center staffing was one of the main concerns of the locals. It is important to note that the DoH and the Center are working together to get staffing issues resolved. The DoH and the Center do support each other, though there are some staff concerns about where jobs will lie in the future.</p> <p>It was stated that the locals would like to receive information through more open communication on a regular basis rather than calling special meetings when they feel overwhelmed.</p> <p>There was concern expressed that not all communities feel ready to transition to doing strictly Best Practices. Some feel that due to the strict guidelines they have little or no control over activities.</p>	<p>Robin will send out an email that this meeting took place.</p> <p>The general rule is go to your funder with questions and concerns. Jeanne will provide all TA for Center grants until legal issues are clarified and the Center is able to hire additional staff.</p> <p>It was also noted that the Center and DoH should go to Administrators with program issues, changes, budget concerns, etc. rather than discussing administrative issues with coordinators.</p> <p>The monthly Administrators meeting was identified as a good place for the open communication that is being requested. Locals need to bring their issues forward and the DoH and the Center will make an effort to share more of the behind the scenes details. It is important to refer to templates, the State Plan, etc. to provide variety in activities.</p> <p>This meeting will be reviewed and discussed at the next Administrators meeting scheduled for 4/26/10.</p>
<p><b>Remuneration</b></p>		<p>Forms completed and turned in.</p>
<p><b>Adjourn</b></p>		<p>Meeting adjourned at 3:25pm.</p>