

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Monday, April 5, 2010
Center for Tobacco Prevention and Control Policy
4023 State Street, Conference Room
1-701-328-5136
Bismarck, ND
8:30 AM

PARTICIPANTS: Kathy Mangskau, Javayne Oyloe, Pat McGeary
GUESTS: Arvy Smith, Karalee Harper

Executive Director: Jeanne Prom
Secretary: Cami Bauman

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 8:30am
Adoption of Agenda	Old Business was moved to the first order of business in order to accommodate Arvy Smith and Karalee Harper from the ND DoH. New Business was moved ahead of Executive Director Report.	Agenda was adopted with change of order.
Old Business <i>Status of MOA/Staffing Discussion with Health Department – Arvy Smith & Karalee Harper</i>	Due to DoH reorganization (attachment 1), Arvy believes .5 – 1.0 FTE could be moved out of DoH Tobacco in the future. There were questions regarding reduction of Surveillance services due to reorganization. There were also legal concerns regarding possible supplanting issues. There was discussion about Electronic Health Records for local health units and whether the Center will be helping to fund systems. The state would like to help fund one system that could be used statewide, but a system has not yet been identified.	Arvy recommended that any transfer of FTE not be done mid-biennium, but rather at the start of the next biennium in an effort to not draw unwanted scrutiny. The legal issues will be clarified prior to moving forward with any action. The Center would like to participate in discussions regarding IT system for locals in order to see where the process is going and how much local/state tobacco programs would benefit.

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<i>Fiscal Agent Contract</i>	There was discussion as to when the best time would be to transition from the DoH as fiscal agent to an in house accountant. Discussion included the Center's need for having an in-house accountant as well as personnel to handle day-to-day technical assistance for local public health units.	Cami will forward Fiscal Agent Contract to the EC for review. A meeting will be set with Kathy Albin, Arvy Smith, Stephanie Rasmussen to discuss fiscal agent situation and need for in house person to work contracts and provide immediate service during Legislative Sessions. Final decisions will be deferred pending a meeting with DoH to determine their stance.
<i>April 21-22 Policy Training</i>	Discussion regarding registration for Shaping Policy for Health training sessions.	Cami will send invitations to Tribal Tobacco Prevention Coordinators. Kathy and Pat will put together briefing documents for facilitators. Jeanne, Kathy and facilitators have a call scheduled for 4/9/10.
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	Review of document outlining what the Center needs from Kelly. Discussion regarding contractual needs. Discussion included budget for payment, establishing local needs, not duplicating services with Outreach staff.	Kathy will edit language in document outlining needs and EC will review again before it is discussed with Kelly Schmidt.
<i>Development of Year 2 Work Plan/Update State Plan</i>		Jeanne and Kathy will meet with Michelle and Micki to update cessation objectives prior to the 5/13/10 Advisory Committee meeting.
<i>Budgeting for Best Practice Components</i>	Discussion of evaluation components. Eval to Health Officer by Nov, 2011.	

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<i>PHS Guidelines Implementation</i>	Discussion on language changes and percentage of charts to be audited.	Report on implementation progress due 6/30/10.
<i>Server/Master File/Filing System/Back-Up</i>	The Center now has shared (H) and personal (Z) drives that automatically back up to the server daily. The Center has not yet set up the master electronic filing system.	Kathy moved to require all final forms to be locked prior to saving in the shared H drive. Pat seconded. Kathy – aye. Pat – aye. Javayne – aye. Motion carried. Kathy will begin to set up the master filing system and transfer her master files to the Center's shared H drive.
<i>Evaluation Plan</i>	Planning team is in the process of being assembled.	Team assembly process will continue.
<i>Center Records Management</i>	Addressed above in the Server/Master File/Filing System/Back-Up section.	
<i>July ANR/CTFK Tobacco Policy Training</i>		Currently on Jeanne's to do list.
<i>ALA Position</i>	Discussion regarding RFP and need for other funding source in addition to the Center. Discussion included possible options for TFND activity coordination.	
Approval of 3/19/10 Minutes	Minutes reviewed. A typographical error was pointed out on page 6.	Minutes approved as corrected.
New Business <i>Reprogramming Requests:</i> <i>Bismarck</i>	Discussion on need for adjusted instructions and example of Reprogramming Request next time the forms go out to locals. Review of Bismarck-Burleigh Public Health	Javayne moved to approve \$20,670 for reprogramming. Kathy seconded. Kathy – aye. Javayne – aye. Pat abstained due to conflict of interest. Motion carried. Pat will submit separate \$15,000 request for

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<i>Towner</i>	Reprogramming Request (attachment 2). Discussion regarding portion of request to cover a portion of cost for new electronic record system. Review of Towner Reprogramming Request (attachment 3).	Electronic Health Records system and bring more information to the next meeting.
<i>6 Month Performance Review Forms</i>	Two forms (6 Month Performance Review Form and Performance Report Form) reviewed and discussed.	Kathy called for a roll call vote to approve \$7,877 for reprogramming. Kathy – aye. Pat – aye. Javayne – aye. Motion carried. Both forms approved for use.
<i>Accounting Reports Jul-Sept 09</i>	Explanation of records being turned over to the Center. Review of reconciliations and Memos to File.	Kathy turned over the following original accounting records to the Center: W9s, Advisory Committee forms, 2007-2009 Fiscal Reports, 2009 Year End Reports, July - Sept Accounting Records and Reconciliations. Javayne moved to approve reconciliations of expenditure reports July – Sept 2009. Pat seconded. Javayne – aye. Pat – aye. Kathy abstained. Motion carried.
<i>Executive Committee Job Descriptions</i>		Discussion tabled.
Javayne left meeting due to time constraints.		
Executive Director Report <i>Status of Health Communications Position</i>	The job posting closed on 4/1/10. HRMS received approximately 25 applications.	Jeanne will get applicant information from HRMS and interviews will be scheduled as soon as possible.
<i>Grant Guidance TA to Local Agencies</i>	Discussion regarding fax referral and Quit Line rates. Fargo's proposal regarding MeritCare	Committee would like more information regarding statewide rates to compare. Meeting 4/7/10 to discuss Fargo's approach.

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	and Innovis discussed. Committee would like to see an evaluation piece included in proposal. Discussion regarding Nelson/Griggs' letter. Jeanne has had conversations with several locals regarding grant guidance and TA.	Committee needs more detail in order to approve or deny request. Jeanne will obtain more detailed information. Action tabled until the next meeting. Jeanne will attempt to meet with some locals at the Dakota Conference if any are available during that time.
<i>Status of Copier/Printer Hook Up/Insurance</i>	The copier/printer is hooked up and functional. Insurance has not been obtained at this point.	Jeanne will speak to Barb Mehlhoff regarding adding unit to insurance policy. EC will be copied on correspondence.
<i>Update on School Policy/Meeting with NDSBA</i>	Edward Erickson is out of the office until 4/15/10.	Meeting will be scheduled when both Mr. Edward Erickson and Mr. Gary Thune are available, after 4/15/10.
<i>Health Communications Plan</i>	Update on first meeting that took place 4/1/10. Discussed major areas to be addressed during upcoming meetings.	Meetings scheduled for 4/8/10 and 4/29/10.
<i>Update on Orientation Site Visits</i>	Jeanne has visited Kidder County, Traill County and First District.	Jeanne will visit Dickey County 4/6/10 and Richland County 5/4/10.
<i>Grant Restrictions Remaining</i>	Jeanne reviewed remaining restrictions.	Foster has been lifted. Traill/Steele has been lifted. Dickey will be discussed at the site visit 4/6/10. Jeanne will talk to Custer.
<i>Update on Communities Working on Local Ordinances</i>	Grand Forks and Devil's Lake both at City Council tonight.	Jeanne will go to the Grand Forks City Council meeting tonight.

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<i>Meetings with CDC</i>	Reviewed and discussed Jeanne's notes from conversations with CDC.	
Identification of Next Priority Areas	Discussion regarding next priority areas.	Next priority areas include: <ul style="list-style-type: none"> - Follow up with Julie Ferry at Nelson/Griggs. - Follow up on Printer/Copier Insurance. - 4/16/10, 2pm – 4pm meeting with local administrators – will be discussed at 4/16/10 EC meeting
Projects Pending	Tabled	
Ongoing Program Implementation	Tabled	
Other Business	<p>Discussion regarding BreatheND.</p> <p>Discussion regarding grant document unlocking.</p> <p>Save the Date for June CDC Health Communication Training discussed.</p> <p>Discussion regarding Fargo/Cass concerns.</p> <p>Update on May Advisory Committee Grant Review Sessions.</p>	<p>The situation seems to be under control.</p> <p>Cami will call Dale and Nathan to confirm attendance.</p>
Adjourn		Kathy adjourned the meeting at 1:18pm.