

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Monday, May 17, 2010
Center for Tobacco Prevention and Control Policy
4023 State Street, Conference Room
1-701-328-5136
Bismarck, ND
9:00 AM

PARTICIPANTS: Kathy Mangskau, Javayne Oyloe
GUESTS:

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 9:18am.
Adoption of Agenda		Javayne moved to adopt agenda as distributed, Kathy seconded. Motion carried.
Approval of Minutes	4/30/10 minutes: corrections discussed.	Javayne moved to approve 4/30/10 minutes as corrected, Kathy seconded. Motion carried.
Executive Director Report <i>Status of Health Communications Position</i>	Reference check calls were completed and interview panel unanimously agreed on a candidate. Salary range was discussed.	Javayne moved to authorize Jeanne to request that HRMS approve filling the position above the mid-point of the salary range and to and make an offer to the agreed upon candidate, Kathy seconded. Roll call vote: Javayne – aye, Kathy – aye. Motion carried. Jeanne will request approval through HRMS and make offer to candidate upon receipt of approval.
<i>Update on School Policy/Meeting with NDSBA</i>	A meeting has not yet been scheduled.	Jeanne will attempt to get a meeting set.
<i>Update on Communities Working on Local Ordinances</i>	Napoleon is working toward a local ordinance, but wants the effort to be kept local rather than having heavy	A Central Valley Tobacco Control Coordinator is providing expertise to assist with the local effort in Napoleon.

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<i>Evaluation Plan</i>	outside influence. The first meeting is being scheduled.	First meeting is tentatively scheduled for Friday, 5/21/10 at 9:30am.
<i>COPD State Plan</i>	COPD State Plan meeting will be held June 2, 11am – 3pm.	Jeanne will plan to attend. Kathy may attend as well if her schedule permits.
<i>Worksite Wellness</i>	Center has been approved to be part of the Worksite Wellness program if the EC approves.	Javayne moved to authorize Jeanne to enroll the Center in the Worksite Wellness program in order to qualify for a 1% health insurance discount, Kathy seconded. Roll call vote: Javayne – aye, Kathy – aye. Motion carried. Jeanne will email information to all EC members.
<i>SADD</i>	Kathy and Jeanne received an email inquiring about availability of Special Initiative Grants for SADD funding.	Jeanne and Kathy will attempt to meet with Lee from SADD to discuss opportunities for partnering.
<i>Grand Forks Councilman Letter</i>	A letter has been mailed to each Grand Forks Councilman with a copy of the TPCEC letter to the editor.	Jeanne has emailed a copy of the letter that was mailed to each Grand Forks Councilman to the EC members.
<i>Monthly LPHU Call</i>	Discussion of items such as State Aid, Grant Review, AAR, Media, direction for next biennium, etc. to be discussed on the next call.	Administrators will be encouraged to be on the call if possible.
<i>Administrators Meeting</i>	Discussion of whether we should request a spot on the agenda.	No agenda spot will be requested at this time.

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<i>Sustaining Success Campaign</i>	Discussed importance of face-time with local policy makers and the possibility of adding that to performance standards.	No action taken at this time.
Old Business <i>Reprogramming Requests:</i> <i>Fargo Cass, Cavalier County, Traill District, Pembina County, Lake Region</i> <i>Central Valley</i> <i>Richland County</i> <i>Grand Forks</i> <i>Custer Health</i> <i>Rolette County</i> <i>First District</i> <i>Ransom County</i> <i>Sargent County</i> <i>Nelson/Griggs</i>	<p>Previously discussed and approved, but no official action taken.</p> <p>Reviewed request.</p> <p>Need to resubmit form with revisions.</p> <p>Reviewed request.</p> <p>Discussed request and current restrictions. Will allow only \$5000 to be moved to PETF.</p> <p>Discussed request and questioned printer use.</p> <p>Request discussed.</p> <p>Request reviewed.</p> <p>Discussed request.</p> <p>Discussed email request though no</p>	<p>Javayne moved to approve reprogramming requests for Fargo Cass, Cavalier County, Pembina County, Traill District and Lake Region; Kathy seconded. Roll call vote: Javayne – aye, Kathy – aye. Motion carried. No action taken due to need for more information.</p> <p>Javayne moved to approve request with revised form, Kathy seconded. Roll call vote: Javayne – aye, Kathy – aye. Motion carried. Javayne moved to approve reprogramming, Kathy seconded. Roll call vote: Javayne – aye, Kathy – aye. Motion carried.</p> <p>Kathy moved to lift restriction on \$5000 only and allow reprogramming of those funds, Javayne seconded. Roll call vote: Javayne – aye, Kathy – aye. Motion carried.</p> <p>No action taken due to need for additional information.</p> <p>No action taken due to need for additional detail. Jeanne will email EC with information when received.</p> <p>No action taken due to need for clarification.</p> <p>No action taken due to need for additional information.</p> <p>Javayne moved to approve if form is</p>

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<i>PETF Funding and Ads</i>	form has been received. Discussion on various health communication intervention options for June.	submitted, Kathy seconded. Roll call vote: Javayne – aye, Kathy – aye. Motion carried. Javayne will get information to vendor for review and let the EC/Jeanne know what is recommended with the available funding. If action is needed, it may be conducted via email.
<i>Policy Training Debrief</i>	Debrief not yet scheduled. The Center has received the invoice.	Kathy and Jeanne will get together to set debriefing. Trainers will send written report after the debriefing.
<i>Remaining Center Staff Positions</i>	Kathy spoke to Kate O'Neil with HRMS. Kate's recommendation was to fill the FTE. Kate felt that we should be able to hire an Accountant as a temp so it might be best to fill the FTE with the Community Intervention Coordinator. Kathy has drafted a letter to Edward Erickson for legal advice on filling positions.	Kathy will send letter to Edward Erickson. Upon his favorable response, the Center will move forward with the recruiting and hiring process.
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	Kelly is asking us to postpone contract for approximately 6 months due to MSU request. Discussed the possibility of having Kelly provide some time prior to that date in order to facilitate policy planning session.	Jeanne will follow up with Kelly to discuss reduced time during the 6 month postponement period.
<i>AAR Chart Audit Recommendations</i>	Discussion included suggestions for revisions to simplify and clarify	Kathy will follow up and work with Chelsey Matter on revisions.

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	recommendations. Discussed meeting with locals to give direction on how to complete audit. Possibility of an overview at the next Sites Meeting was brought up.	
<i>Budgeting for Best Practice Components</i>	Kathy and Jeanne met with DoH cessation group on 5/3/10.	Jeanne and Kathy will get Best Practice budgeted amounts to Stephanie Rassmussen at DoH Accounting.
<i>Center Records Management</i>	Discussed transfer of electronic files from Kathy's computer to the Center.	Cami will order large capacity thumb drives to facilitate transfer of electronic records.
<i>ALA Position Update</i>	Kimberlee Schneider has been hired as Manager of Tobacco Control and Advocacy. Discussed offering multiple grant opportunities for partners.	Kathy and Jeanne will work on this process after local grants are complete.
<i>Executive Director 6 Month Performance Review</i>	Discussion will continue at 5/19/10 meeting.	Pat, Kathy and Javayne will meet to complete review process on 5/19/10.
New Business <i>CA Reporting System</i>		Jeanne will send password to Pat and Javayne.
<i>Accounting Reports – October-December 2009, January-March 2010</i>	Discussion tabled.	Items will be gathered next week.
<i>Executive Committee Job Descriptions</i>	Discussion tabled.	
<i>Community Intervention Coordinator Job Description</i>	Kathy added to the job description draft that was started by Javayne. Kathy drafted teaser ad. Discussion	Kathy will update and send to Jeanne and EC members for review. Kathy will also email Edward Erickson for approval to move

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	of both drafts included recommendations for revisions.	ahead with hiring.
Identification of Next Priority Areas	Discussion regarding next priority areas.	Next priority areas include: <ul style="list-style-type: none"> - Hiring of HCC - Budget to Stephanie - Oct-Dec 09 accounting reports - Finalize CIC position documents - Summary Statements
Projects Pending	No discussion at this time.	Pending projects include: <ul style="list-style-type: none"> - Health Communication RFP - Evaluation RFP - Center Monthly Progress Report - Center Policies - Advocacy for Legislative Session - Meeting on School Policy
Ongoing Program Implementation	No discussion at this time.	<ul style="list-style-type: none"> - Special Initiative Grants – Disparate and Special Population Groups - Application Process, Amounts, Promotion, Deadlines
Other Business <i>Next Meeting – 5/28/10</i> <i>Training on New Federal Laws</i>	No discussion at this time. Discussion of providing training to locals on new Federal laws, possibly via 2 hour or half day IVN session.	Next EC meeting: 5/28/10
Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 12:08pm.