

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

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Monday, June 14, 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, Pat McGeary  
**GUESTS:**

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

<b><u>AGENDA ITEMS</u></b>	<b><u>DISCUSSION</u></b>	<b><u>OUTCOME/ACTION</u></b>
<b>Call to Order</b>		Kathy called the meeting to order at 9:01am.
<b>Adoption of Agenda</b>	Discussion of amendments to agenda.	Pat moved to adopt agenda as amended, Javayne seconded. Motion carried.
<b>Approval of Minutes</b>	5/28/10 minutes: corrections discussed.	Pat moved to approve 5/28/10 minutes as corrected, Javayne seconded. Motion carried.
<b>Executive Director Report</b> <i>Introduction of Health Communication Coordinator</i>  <i>Update on School Policy/Meeting with NDSBA</i>  <i>Update on Communities Working on Local Ordinances</i>	<p>Donna Thronson was introduced as the Center's new Health Communication Coordinator. Donna gave a brief statement of her history and experience. There was discussion of Donna's top priorities for getting started.</p> <p>Meeting has been scheduled.</p> <p>Napoleon's ordinance passed and will take effect on 8/8/10. There was discussion of writing letters to key people rather than sending letters to the editor. Grand Forks' ordinance takes effect on 8/15/10. Discussed</p>	<p>Jeanne has started putting a plan together and will forward that information to the EC for review and discussion at the next meeting.</p> <p>Meeting scheduled for Thursday, 6/24/10 at 11:00 a.m.</p> <p>Nancy Thoen will be consulted regarding who letters should be directed to in Napoleon.</p> <p>Grand Forks will begin their countdown to 8/15/10.</p>

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<i>Status of Health Communications and Evaluation Plans</i>	the GF countdown plan. Minot is in planning phase and has final draft of survey to be conducted.  Jeanne gave update on plan goal areas. Health Communication Plan is nearing completion and Evaluation Plan is moving forward as well.	Minot will continue planning process.  Jeanne will meet with Donna to update on both plans and Donna will join both planning teams.
<i>Update from CDC CPPW Meeting</i>	Discussion regarding programs that Jeanne and Javayne attended and the possibility of conducting IVN sessions for locals.	Cami will copy documents/flash drive and forward to EC. Jeanne will look at the CDC checklist and we will order appropriate documents.
<i>Status of Employee Performance Reviews</i>	Discussed Cami's 3 Month Employee Performance Reviews.	EC will review and forward comments to Jeanne by end of day on Thursday.
<i>Status of Fiscal Agent Contract</i>	Discussion regarding new contract.	Jeanne will follow up with Kathy Albin to see if contract is acceptable as it is.
<b>Old Business</b> <i>Meeting with OMB and the Health Department</i>	Kathy and Jeanne met with OMB and DoH on 6/1/10 to discuss opportunities for future operational efficiency. Updates on changes over the past year were given.	Need to discuss the most effective means of operations, including FTE distribution. Jeanne will continue to work on budget and meet with DoH. Budget to be completed prior to 7/15/10.
<i>Policy Training Debrief</i>	Kathy and Jeanne met with Donna Nichols, facilitators and DeAnna Askew for the debriefing session. Discussion regarding a future training session, possibly later this year.	Written report will be shared with EC upon receipt.

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<i>Status of Community Intervention Coordinator Position</i>	The posting closes on Friday and Jeanne has had calls from interested parties. Discussion on who will be on interview panel and when interviews will be scheduled.	Javayne will work on interview questions and scoring.
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	Kelly is working on a new budget and work plan to reflect 10% time.	Jeanne will forward information to the EC as it arrives from Kelly.
<i>AAR Chart Audit Recommendations</i>	Discussion tabled.	
<i>Budgeting for Best Practice Components</i>	Budgeted amounts were reviewed.	Jeanne and Kathy will review and get Best Practice budgeted amounts to Stephanie Rassmussen at DoH Accounting as requested.
<i>Status of Grantee Summary Statements and Contracts</i>	All Summary Statements have gone out to local units. 22 of 23 follow up calls have been scheduled. 8 responses have been received: 4 have been approved, 2 are pending and 2 have been returned as incomplete.	Kathy and Jeanne will continue making follow up calls. As responses are approved, Cami will send out Notice of Grant Awards with Cover Letter and Attachment A.
<i>Center Records Management</i>	Electronic files have begun to be transferred. This will be an ongoing project.	Cami has multiple large capacity flash drives on order to facilitate transfer of electronic records. Cami and Kathy will continue to work on creation/transfer of electronic files.
<i>Executive Committee Job Descriptions</i>	Discussion of EC member and chair job descriptions.	Javayne moved to approve EC Job Description, Pat seconded. Roll call vote: Pat – aye, Kathy – aye, Javayne – aye.

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<i>Advisory Committee Job Descriptions</i>	Discussion of AC member and chair job descriptions.	Motion carried.  Jeanne will forward to AC members and ask for comments by 6/18/10. Comments will be shared with EC members.
<i>Executive Director 6 Month Performance Review</i>	Discussion regarding Jeanne's 6 Month Performance Review.	Review completed.
<b>New Business</b> <i>Orientation Session for New Committee Members</i>	Discussed new member orientation and need for call with all new members to review forms, job description, legalities and materials.	Cami will order supplies, create tabs and put together orientation binders for new AC members.
<i>June 22 Testimony to Budget Section</i>	Fiscal report has been requested from Stephanie Rasmussen. Discussion of highlights to be included in testimony.	Jeanne will draft testimony and forward to EC by 6/18/10. Jeanne will present testimony on 6/22/10.
<i>Status of Appointment of New Committee Members</i>	Medical Association nominations are the only outstanding piece at this point. Nominations should all be in this week.	Appointments have not yet been announced. Jeanne will follow up to ask for information on appointments as soon as it is available.
<i>Fargo Evaluation Studies</i>	Kathy and Jeanne have reviewed study results and presenter comments. Discussions have taken place with Annie Tegen, Jodi Radke and Bette Deede regarding results, presenters and messaging.	Jeanne will follow up with Bette.
<i>Letter to Editor – Napoleon</i>	Discussion of letter writing options.	Jeanne and Kathy will discuss with Nancy Thoen.

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<i>Temp for Administrative Assistant Maternity Leave</i>	Discussion regarding the bid/hiring process, what will be required of the temp, work hours, pay rate. The possibility of Cami working some hours with temp overlap was discussed.	Cami will request that the Center be added to the Agency Center on the OMB website. Kathy and Jeanne will review PIQ and determine responsibilities. Jeanne, Kathy and Cami will finalize information and forward to Karen Scanson.
<i>Special Initiative Grants</i>	Discussion of revisions to the draft that Jeanne had sent to the group.	This will be a high priority in the next two weeks.
<i>CA Reporting System</i>	Discussion tabled.	
<i>Accounting Reports – October-December 2009, January-March 2010</i>	Discussion regarding discrepancies in Oct – Dec 09 accounting records.	Approval tabled pending clarification of some items by fiscal agent.
<i>Comp Time Policy</i>	Discussion of options for internal comp time policy. Jeanne has distributed 1 example.	Jeanne will compile additional examples and forward to EC for comparison. No action taken at this point.
<i>Evaluation of Grants Process</i>	Discussed revisions to survey, timeline and who will compile results.	Kathy will make revisions and send survey out to local administrators and coordinators.
<b>Identification of Next Priority Areas</b>	Discussion regarding next priority areas.	Next priority areas include: <ul style="list-style-type: none"> <li>- 6/22/10 Testimony</li> <li>- Budget</li> <li>- Special Initiative Grants</li> <li>- Questions for CIC Interviews</li> <li>- Temp position</li> <li>- HC Plan finalization</li> <li>- Eval Plan</li> <li>- Comp Time Policy</li> </ul>
<b>Projects Pending</b>	No discussion at this time.	Pending projects include:

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		<ul style="list-style-type: none"><li>- Health Communication RFP</li><li>- Evaluation RFP</li><li>- Center Monthly Progress Report</li><li>- Center Policies</li><li>- Advocacy for Legislative Session</li><li>- Meeting on School Policy</li></ul>
<b>Ongoing Program Implementation</b>	No discussion at this time.	<ul style="list-style-type: none"><li>- Special Initiative Grants – Disparate and Special Population Groups - Application Process, Amounts, Promotion, Deadlines</li></ul>
<b>Other Business</b> <i>Next EC Meeting – 6/25/10</i>	Discussed need for rescheduling due to conflicts.	Cami will send out email to reschedule next EC meeting.
<b>Remuneration</b>		Forms completed and turned in.
<b>Adjourn</b>		Meeting adjourned at 1:13pm.