

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, July 15, 2009  
3:30 PM

**PARTICIPANTS:** Kathy Mangskau, Pat McGeary, and Javayne Oyloe

<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 3:57 p.m.
<b>Approval of 7/10/09 Minutes</b>	Minutes reviewed and corrected.	Minutes approved as corrected.
<b>Status of property lease/contract</b>	Discussion on property lease	Kathy is waiting for Conmark Property Management signature to finalize the lease agreement.
<b>Status of draft fiscal agent contract</b>	Discussion on fiscal agent contract.	Kathy is working with the Department of Health to finalize the fiscal agent contract agreement.
<b>Review of Executive Director job description, PIQ, Vacancy and Ad</b>	Discussion on documents related to the Executive Director position	The Executive Committee (EC) reviewed, discussed and documented recommended changes. Kathy will request clarification by the HRMS on classification and other related issues.
<b>Name of Agency</b>	Discussion on the name for the newly formed agency.	Based on Edward Erickson's recommendations and Executive Committee input, Kathy will request input of the advisory committee about a name for the newly formed agency.
<b>Review of draft MOU and lines of authority</b>	Discussion on draft MOU and lines of authority	Kathy requested the Executive Committee review the MOU and lines of authority draft documents for edits. Kathy provided a copy of the unfinished draft annual work plan to compare with the MOU language. Have edits by the next E.C. meeting 7/24.
<b>Sites meeting comments on taking over grants program</b>	Discussion on comments for sites meeting related to local grant program	Kathy will share the intention of the Health Department to have the new agency take over the local grants program and that we are waiting on a letter from Arvy Smith and to finalize the MOU and lines of authority documents.
<b>Ongoing Program Implementation</b>	Tabled	Tabled

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<b>Other business</b>	Discussion on ALA request, HND cessation committee, PETF question, E.C. roles and responsibilities and Advisory Committee meetings	Javayne made a motion for the Executive Committee to send a letter of support to the American Lung Association, ND for NHBLI's COPD Learn More Breathe; Better Campaign. Pat – aye, Kathy – aye, Javayne – aye. Motion passed. We expect the current Healthy North Dakota Cessation Committee will become the Cessation Team working on the State Plan, along with other partners. PETF will soon be running ads on the harms of secondhand smoke. The timeline depends on whether they can find ads from other states or if they will need to develop new creative. Javayne was requested to provide the most updated E.C. roles and responsibilities listing to Kathy and Pat. Kathy has submitted future meeting dates for the advisory and will make adjustments and provide notice if there are changes.
<b>Adjourn</b>		Kathy adjourned the meeting 6:59 p.m.

Javayne Oyloe  
Recorder