

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Monday, August 31, 2009
 Bismarck Burleigh Public Health
 500 E Front Ave, Conference Room
 1-701-355-1597
 Bismarck, ND
 2:00 PM

PARTICIPANTS: Kathy Mangskau, Pat McGeary and Javayne Oyloe

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 2:05 p.m.
Approval of 8/20/09 Minutes	Minutes reviewed	Minutes approved as corrected.
Securing office furniture	Discussion on securing office furniture	Pat made a motion to authorize Kathy to pay for furniture obtained through the ND Nurses Association and the movers. Javayne seconded. All in favor. Motion passed. Kathy is working with Brown and Saenger to design three offices and provide an estimate. Kathy will ask for estimates from other state vendors.
ITD Phone connections	Discussion on ITD connections	Javayne moved to authorize Kathy to pay for ITD to be connected after furniture placement has been defined. Pat seconded. All in favor. Motion passed.
Update on Executive Director job posting/matrix/interviewing/classification	Discussion on the Executive Director position	The job opening for Executive Director closes tomorrow, 8/1. The Executive Committee will finalize scoring and interview questions. Interview dates will be set up in the near future based on interviewer schedules.
Review of third draft of MOU and lines of authority	Discussion on MOU with the Executive Committee and the Department of Health	The Executive Committee discussed the third draft and will discuss a few revisions with the Department of Health.
Review of draft tobacco contracts for local agencies	Discussion on draft contracts for local agencies.	The documents were reviewed and will be given to the Department of Health and the

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		Attorney General's office for approval. With their approval Kathy will mail the documents to the local health departments.
Update on ATS decisions	Discussion on Adult Tobacco Survey	The Executive Committee agreed the survey addressed most of the policy issues we want covered. The Executive Committee has not been requested to provide funding for this survey.
School policy	Discussion on transition to the new comprehensive school policy	The Executive Committee is waiting to hear from the Department of Health about the work group's questions on inclusion of housing in the policy, branding and timeline to complete the school policy project. We will provide a response to the group based on the answers to our questions.
PHS policy discussion (1-888-597-9725)	Discussion on PHS Guidelines Policy and related documents with the work group.	The Executive Committee answered questions about the policy and felt the group was on the right track.
PETF/Media discussion	Discussion on media	Kathy will request both the Department of Health procurement experts and the Attorney General's Office to assist in making the transition from PETF funding to the Health Communications funding identified in the budget. The Executive Committee agreed that an RFP would need to be written for expenditures much beyond the PETF/local investment. We may request assistance from

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		CDC on the RFP draft.
Status of progress report tool	Discussion on the first draft of the progress report tool	Kathy will share recommendations from the Executive Committee with the Grants Manager and other Health Department Staff.
Special Initiative Grants	Tabled	Pat has draft documents for review in the near future.
Ongoing program implementation	Tabled	The Executive Committee will continue to work with HRMS to fill the open positions at the Center for Tobacco Prevention and Control Policy.
Other business	Testimony for Budget Section of the Legislature	Pat will provide testimony for the Budget Section on September 15 th .
Adjourn		Kathy adjourned the meeting at 5:59 p.m.

Javayne Oylo
Recorder