

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, June 19, 2009
10:00 AM

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 10:05 a.m.
Approval of 6/5/09 Minutes	Minutes reviewed and corrected.	Minutes approved as corrected.
Prairie Public Interview 6/17	Discussion on radio interview for NPR given by Kathy	Kathy was interviewed on the "Hear at Now" radio talk show. She reviewed tobacco best practices and what has been shown to work in reducing death and sickness associated with tobacco use.
Name of Agency	Discussion on agency name	The executive committee will give some thought and ask for suggestions to simplify the agency name. Some local coordinators suggested "Measure 3, Tobacco Free" during the National Tobacco Conference. Kathy asked for consideration of how a person would answer the phone "Office of..." and what name would be appropriate.
Budget Meeting with OMB	Discussion on OMB meeting	Kathy met with OMB staff to set up an accounting system and finalize the line item budget.
Pictures with the Governor	Discussion on a photo opportunity with the Governor	Kathy asked OMB staff if there would be an opportunity for a photo with the Governor. Pam Sharp from OMB said she would check.
Press Conference for Release of Plan	Discussion on Press Conference for July 7 th	Jeanne Prom volunteered to coordinate a press conference July 7 th to help publicize the release of the tobacco plan. The Governor and Advisory Committee will be asked to attend.
Terms expiring June 30, 2009	Discussion on advisory committee terms expiring	Nathan, Javayne and Bette Deede's (the spot formerly held by Jeanne Prom) need to be filled

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		or reappointed to be sure committee work continues. NDPHA was working on getting names to submit to the Governor for Javayne and Bette's positions.
Clarification of PETF funding	Discussion on PETF funding	Javayne reviewed the process PETF will be using during the transition period. An amendment to the current vendor's contract will be signed next week. All health units have been requested to maintain level funding in their grants. As a Health Communication Plan is developed the Executive Committee will provide funds to meet objectives.
Local Grant Review Process and Forms	Discussion on grant review process and forms	Kathy provided documents to facilitate the grant review process. They were reviewed with no suggestions for improvement. The Department of Health outreach coordinators are answering questions and providing technical assistance to grantees based on the grant guidance.
Questions on Collaboration Grants	Discussion on collaboration grants	Health Units originally planning to collaborate will be given the opportunity to apply for grant funds individually.
Budget Committee Report	Discussion on budget committee report	Kathy will provide a report to the legislative budget committee on June 23 rd . Kathy will present information on expenditures, progress and next steps. Kathy is waiting on Department of Health Tobacco Budget to complete a more detailed budget for the new ND program tobacco program.
Program implementation	Discussion on program implementation.	The executive committee continues to work on

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		acquiring office space and a fiscal agent. Kathy is working with Human Resources during our process of preparing to hire. The executive committee worked on PIQ and job description for the needed positions. Discussion about special initiative grants was tabled.
Other business	Discussion on logistics for future meetings	Pat will provide a listing of future meetings and secure locations, as needed.
Adjourn		Kathy adjourned the meeting 12:31 p.m.

Javayne Oyloe
Recorder