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NORTH DAKOTA TOBACCO PREVENTION & CONTROL ADVISORY COMMITTEE MEETING - FINAL MINUTES

1:00 p.m. to 3:00 p.m., Thursday, February 13, 2014

BreatheND Center for Tobacco Prevention and Control Policy, 4023 State St., Suite 15, Bismarck, ND

PARTICIPANTS:

Advisory Committee members present: Ms. Hannah Rexine. **Advisory Committee members participating via phone or interactive video network:** Dr. Beth Hughes, Dr. Eric Johnson, Ms. Jayne Vetter, Ms. Renae Byre, Ms. Holly Scott, Mr. Jay Taylor, Ms. Jane Croeker, Ms. Clara Sue Price.

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Barbara Andrist, Statewide Programs Manager.

Public: Erin Hill-Oban, Krista Fremming.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order Roll call and determination of quorum Introduction of new members	New Advisory Committee members Ms. Hannah Rexine and Ms. Jane Croeker introduced themselves. They are completing the unexpired terms, respectively, of Mr. Nathan Marion, who was no longer eligible by age to serve as the youth/young adult member; and Dr. Kermit Lidstrom, who died in November 2013. The other committee members introduced themselves.	In the absence of an Advisory Committee chair, Executive Committee Chair Dr. Beth Hughes called the meeting to order at 1:10 p.m. Ms. Jeanne Prom recorded the roll. All members and a quorum were present. Dr. Hughes welcomed the new members and asked them to introduce themselves, and then asked all members to introduce themselves to the group.
Adoption of agenda		Ms. Holly Scott moved to approve the agenda with the election of the Advisory Committee chair and Executive Committee member moved to the

NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

		beginning of new business. Mr. Jay Taylor seconded. Motion carried.
Approval of minutes	Draft minutes from the November 7, 2013 meeting were reviewed.	Ms. Renae Byre moved to approve the minutes as distributed. Ms. Jayne Vetter seconded. Motion carried.
Unfinished business		
2014 schedule – group picture		All members plan to attend the May 15, 2014 meeting in person to be part of the group photo.
Formal policy on compensation -- approval	Ms. Prom provided a draft of a formal written policy on Advisory and Executive Committee compensation, to reflect Advisory Committee action from July 23, 2012 to set compensation at the same rate as the legislature. The auditor suggested a formal written policy in addition to the Advisory Committee meeting minutes.	Ms. Vetter moved to approve the formal written policy on Advisory Committee and Executive Committee compensation reflecting previous Advisory Committee action to set all committee compensation at the same rate as the legislature. Ms. Scott seconded. Motion carried. The policy will be included in the agency policy manual.
New business		
Election of Advisory Committee chair, Executive Committee member	The committee discussed the role of the Advisory Committee chair and the role of the Executive Committee. Ms. Clara Sue Price suggested that the EC should represent diverse perspectives including public health. Dr. Hughes noted that the Advisory Committee is diverse and includes public health and other perspectives. The EC is chosen	Dr. Hughes opened nominations for Advisory Committee chair. Dr. Hughes nominated Ms. Scott. Ms. Scott accepted the nomination noting that if she was to serve as AC chair, it would be until her term expires June 30, 2014. Dr. Hughes asked for other nominations. Ms. Renae Byre nominated Mr. Jay Taylor. Mr. Taylor accepted. Ms. Scott moved nominations for Advisory Committee chair cease. Ms. Price

NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

	<p>from this diversity on the AC. Dr. Hughes noted that Ms. Price's suggestion was made to bring in as many points of view to the EC as possible.</p>	<p>seconded. To elect the AC chair from this slate of nominations, the following roll call vote was taken and recorded (AC member listed before their vote): Ms. Byre – Mr. Taylor; Dr. Hughes – Ms. Scott; Ms. Croeker – Mr. Taylor; Dr. Johnson – Ms. Scott; Ms. Rexine – Mr. Taylor; Ms. Scott – Mr. Taylor; Mr. Taylor – Ms. Scott; Ms. Vetter – Mr. Taylor; Ms. Price – Mr. Taylor. Mr. Jay Taylor was elected the Advisory Committee chair on a 6-3 vote. Motion carried.</p> <p>Ms. Scott moved to open nominations for the Executive Committee position. Ms. Byre seconded. Motion carried. Ms. Byre nominated Ms. Price. Dr. Hughes nominated Ms. Scott. Dr. Hughes asked Ms. Price and Ms. Scott if they accepted their nomination and both accepted, with Ms. Scott noting that if she was to serve on the Executive Committee, it would be until her term on the Advisory Committee expires June 30, 2014. Ms. Hughes asked for more nominations or a motion to close the nominations. Ms. Vetter moved nominations for Executive Committee cease. Ms. Croeker seconded. Discussion: Ms. Price and Ms. Scott</p>
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NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

		<p>opted to leave their meeting area during voting, except to cast their ballots. To elect the AC chair from this slate of nominations, the following roll call vote was taken and recorded (AC member listed before their vote): Ms. Scott – Ms. Price; Ms. Price – Ms. Scott; Ms. Byre – Ms. Price; Dr. Hughes – Ms. Scott; Ms. Croeker – Ms. Scott; Dr. Johnson – Ms. Scott; Ms. Rexine – Ms. Price; Mr. Taylor – Ms. Scott; Ms. Vetter – Ms. Scott. Ms. Holly Scott was elected as an Executive Committee member on a 6-3 vote. Motion carried.</p> <p>Ms. Prom explained the nominations process involving nominating organizations. Ms. Byre previously submitted a draft outline for this process and suggested a bylaws task force. Ms. Prom and Ms. Byre will work on drafting bylaws to include a nominations process. The draft bylaws will be reviewed by the full committee at an upcoming meeting. Ms. Prom asked for other Advisory Committee members to work on bylaws. No one volunteered. Ms. Byre recommended Dr. Kelly Buettner-Schmidt as a reviewer.</p>
State Plan Year 5 Quarters 1 and 2 Progress Report (including BreatheND Center updates) -- Ms. Barbara Andrist	Ms. Andrist noted the following areas of significant progress in new or updated objectives: local	Ms. Andrist reviewed highlights of progress made in meeting state plan objectives in the first two quarters of

NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

	<p>policies and statewide public information from local policy grants and Tobacco Free North Dakota on e-cigarettes and point-of-sale ordinances; Bismarck Burleigh Public Health work with United Tribes Technical College to pass and implement the model tobacco-free campus policy that also includes the K-8 school on campus; public education on the one-year anniversary of the comprehensive statewide smoke-free law; work with department of health environmental health section to mail signs to businesses; Public Health Law Center researched and drafted a model daycare policy; desk audits of local policy grants initiated; job classification and re-classification done for BreatheND positions; and Bismarck Burleigh Public Health completed and released an economic study showing no negative economic impact of local smoke-free ordinances and the new smoke-free state law</p> <p>Dr. Hughes noted that those working to meet the objectives of</p>	<p>year 5. Ms. Andrist asked for comments on the updated format and Dr. Hughes, Mr. Taylor and Ms. Price said it was improved and very easy to follow. Dr. Hughes noted the color coding of each goal was helpful. Dr. Johnson recommended the term “smoking ban” should be replaced with “tobacco-free” or “smoke-free” to more accurately describe the policy of eliminating exposure to secondhand smoke and tobacco use behaviors, and the resulting health benefits. Based on other suggestions, Ms. Andrist will print future reports using landscape layout and add each quarter status and number of objectives to correlate with the State Plan.</p> <p>The behavioral health conference is May 13, 2014 in Bismarck and will include a Center-sponsored presentation by Dr. Jill Williams, an expert on tobacco cessation treatment for people with mental illness. Ms. Price noted that providing continuing education credit is effective in attracting participation at educational events. Ms. Andrist reported that CEUs for social workers were available at Dr. Williams’ workshop in November 2013. This conference was also sponsored by BreatheND</p>
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NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

	<p>the state plan have made significant progress in the past five years.</p>	<p>Center and received excellent evaluation comments. Ms. Prom will forward Mr. Taylor's information about Dr. Williams' upcoming webinar. Ms. Andrist will check on any federal rules requiring tobacco-free facilities and grounds for places receiving federal substance abuse/mental health prevention and treatment funding. Ms. Byre will send Ms. Andrist additional information on this topic.</p> <p>On Ms. Price's suggestion, Ms. Andrist will work with Bismarck Burleigh Public Health on a booth at the upcoming landlord and apartment owner convention.</p>
<p>Evaluating the effectiveness of state plan – Ms. Andrist</p>	<p>Ms. Andrist explained the process for updating the current state plan. In summer 2013, she convened a working group of BreatheND staff, Advisory Committee members, and staff from the following organizations: Department of Health, Tobacco Free North Dakota, American Cancer Society Cancer Action Network, and American Lung Association. This group met several times to review the state plan, progress and science of tobacco control. Together they developed the</p>	<p>Mr. Taylor moved to report to the Executive Committee that the current updated state plan is consistent with CDC Best Practices for Comprehensive Tobacco Control Programs and is therefore effective. Ms. Price seconded. Discussion: The committee discussed that the state plan has been updated recently, and its goals, objectives and activities can reasonably be expected to prevent and reduce tobacco use, because the goals and objectives have been proven effective by rigorous scientific evaluation and are considered best practices by the CDC. Roll call</p>

NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

	<p>updated state plan and assured it continued to be consistent with Centers for Disease Control (CDC) Best Practices for Comprehensive Tobacco Control Programs.</p>	<p>vote: Ms. Byre – aye; Dr. Hughes – aye; Ms. Croeker – aye; Dr. Johnson – aye; Ms. Rexine – aye; Ms. Scott – aye; Mr. Taylor – aye; Ms. Vetter – aye; Ms. Price – aye. Motion carried. BreatheND Center staff will present this report to the Executive Committee at its meeting March 13, 2014. Dr. Hughes thanked Ms. Andrist for her work.</p> <p>Ms. Andrist will convene a work group to review the updated state plan in 2014, to assure it is consistent with CDC Best Practices for Comprehensive Tobacco Control Programs 2014, issued January 30, 2014. Ms. Byre, Mr. Taylor and Dr. Hughes volunteered to serve on the work group. Other partners may be asked to be part of the work group, as before. Ms. Andrist will send meeting notices to all Advisory Committee members.</p>
<p>Quarterly budget report (July through December 2013) – Ms. Prom</p>	<p>Ms. Prom explained the new report by quarter for the first two quarters of the 2013-2015 biennium. The Executive Committee had previously reviewed and approved monthly reports through November 2013, but had not yet reviewed the December 2013 report. Ms.</p>	<p>Mr. Taylor moved to acknowledge receipt by the Advisory Committee of 2013-2015 quarters 1 and 2 expenditures by the BreatheND Center. Ms. Scott seconded. Motion carried.</p>

NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

	<p>Croeker asked about the percentage of funding in grants over time. Ms. Prom explained that as the comprehensive program matures, the percentage of total expenditures in grants as a percentage of overall BreatheND Center expenditures is reduced as expenditures in other CDC Best Practices categories (such as evaluation) increase. In response to questions, Ms. Prom clarified that the expenditures are BreatheND Center expenditures only, and that public education task force funding is included in the local grants line.</p>	
<p>Interim study of the comprehensive program</p>	<p>The interim Health Services Committee met January 8, 2014 and Dr. Hughes provided testimony. Ms. Prom sent the testimony to all committee members prior to the legislative meeting.</p>	<p>Next meeting of this committee is tentatively scheduled for April 24, 2014.</p>
Other business		
<p>Next meeting reminder</p>		<p>The next regularly scheduled Advisory Committee meeting will be 1-3 p.m., Thursday, May 15, 2014, at the BreatheND Center. An Advisory Committee photo will be taken.</p>

NORTH DAKOTA TOBACCO PREVENTION AND CONTROL ADVISORY COMMITTEE MEETING MINUTES -- FINAL

Thursday, February 13, 2014

Remuneration		<p>Remuneration forms are available on the Advisory Committee area of the BreatheND website. Each committee member should print and complete their form prior to returning it via fax, email, mail or in person.</p> <p>Ms. Byre invited the group to a nicotine dependence treatment mini conference July 10-11, 2014 at Trinity Health, Minot, as part of their Million Hearts grant. Dr. William Hurt, a global tobacco control expert, will be speaking and topics include e-cigarettes and the systems approach in addressing nicotine addiction.</p>
Adjourn		<p>Dr. Hughes thanked the committee for their attendance, actions and discussion and adjourned the meeting at 3:00 p.m.</p>