



North Dakota Tobacco Prevention and Control Advisory Committee Meeting Minutes - FINAL

10:00 a.m., Thursday, February 28, 2013

North Dakota Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

PARTICIPANTS:

Advisory Committee members present: Mr. Nathan Marion – Chair, Dr. Beth Hughes.

Advisory Committee members participating via teleconference: Ms. Theresa Will, Ms. Holly Scott, Mr. Jay Taylor, Ms. Renae Byre, Dr. Steve Mattson.

Advisory Committee members absent: Dr. Kermit Lidstrom, Ms. Jayne Vetter.

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Donna Thronson, Health Communications Coordinator; Ms. Tasha Gerding, Accountant; Ms. Barbara Andrist, Statewide Programs Manager; Ms. Cami Bauman, Administrative Assistant.

Public present: Ms. Krista Headland, ND Department of Health; Ms. Karalee Harper, ND Department of Health; Ms. Kimberlee Schneider, American Lung Association of North Dakota; Ms. Erin Hill-Oban, Tobacco Free North Dakota.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Mr. Nathan Marion called the meeting to order at 10:07 a.m., roll was taken and a quorum was present.
Adoption of agenda		Dr. Beth Hughes moved to adopt the agenda as distributed. Ms. Renae Byre seconded. Motion carried.
Approval of minutes	Draft minutes from 1/10/13 reviewed.	Ms. Theresa Will moved to approve the minutes as distributed. Mr. Jay Taylor seconded. Motion carried.
Unfinished or old business		
Evaluation Site Visit – Mr. Nathan Marion, Ms. Jeanne Prom	Mr. Marion and Ms. Jeanne Prom both met with RTI last week to	The Advisory Committee agreed that their roles are to serve as leaders and

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	discuss the roll of the Advisory Committee.	advocates for the Center and tobacco policy and health issues. The administration and management of the agency is the role of Center Executive Director. Oversight of Center financial and other operations and the Executive Director is the Executive Committee's statutory responsibility.
New business		
Work Plan Progress Report (Y4, Q2) - Ms. Barbara Andrist	Ms. Barbara Andrist reported year 4, quarter 2 progress on the statewide comprehensive work plan of the Center, Department of Health, local public health units and other partners, including the Special Initiative Grants. The report provided will be augmented by additional aggregate data.	The report with aggregate data will be sent to the Advisory Committee.
Evaluation of Effectiveness of State Plan – Ms. Barbara Andrist	Ms. Andrist facilitated the evaluation of the effectiveness and implementation of the State Plan. The committee was pleased with the updated evaluation form.	The Advisory Committee directed Center staff to record the evaluation determinations and provide the written report to the Executive Committee at their meeting on March 14, 2013.
Budget Status Reports – November and December 2012, January 2013 - Ms. Jeanne Prom	Ms. Prom provided an explanation of the November and December 2012 and January 2013 fiscal reports. The Executive Committee previously approved the reports.	Ms. Will moved to accept the three reports as presented. Dr. Hughes seconded. Motion carried.
Executive Committee Report –	Ms. Will reported that current	The Executive Committee and Center

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<p>Ms. Theresa Will, Chair 2013 Legislative Session – Appropriation, Legislation Affecting Measure 3 (2008) and Measure 4 (2012), Other Legislation Other Center Reports – Center Staff</p>	<p>Executive Committee work is focused on legislation. Ms. Andrist and Ms. Prom reported on details of legislative activity and provided a spreadsheet with updates on bills currently being followed by the Center. Ms. Prom explained the CDC Best Practice amounts forecasted for 2014 and 2015, as approved by the Senate.</p>	<p>staff requested that Advisory Committee members plan to attend hearings affecting the Center’s appropriation, 2008 Measure 3 and 2012 Measure 4 when possible. SB 2024, the Center’s appropriation, will be heard in House Appropriations Human Resources Committee at 8:30 a.m., Thursday, March 7. Center and partners will continue to follow all tobacco control funding and policy legislation.</p>
<p>Other business</p>		
<p>Next meetings</p>	<p>Local policy grant proposals from local public health units will be reviewed by a subcommittee of Dr. Hughes, Dr. Lidstrom, Mr. Marion and, if available, Ms. Jayne Vetter. The full committee previously decided a subcommittee of Advisory Committee members would review these grants. The subcommittee would include Advisory Committee members who are not employed by local public health units or other organizations directly or indirectly receiving local policy grants or contracts from local public health units.</p>	<p>The Advisory Committee grant review subcommittee is scheduled to meet from 10 a.m. to 4 p.m. on Thursdays, 4/18/13 and, if needed, 5/2/13. The full Advisory Committee is scheduled to meet from 10 a.m. to noon, Thursday, 5/16/13.</p>
<p>Remuneration</p>		<p>Remuneration forms are available on the</p>

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		Advisory Committee area of www.breathend.com . Each committee member should print and complete their form prior to returning it via fax, email, mail or in person.
Adjourn		Dr. Hughes moved the meeting adjourn. Ms. Holly Scott seconded. Mr. Marion adjourned the meeting at 12:16 p.m.