



**TPC ADVISORY COMMITTEE MEETING - FINAL MINUTES**

10:00 a.m., Monday, July 23, 2012

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

**PARTICIPANTS:**

**Advisory Committee members present:** Dr. Beth Hughes - Chair, Ms. Javayne Oyloe, Ms. Theresa Will, Ms. Holly Scott, Dr. Kermit Lidstrom.

**Advisory Committee members absent:** Dr. Steve Mattson, Ms. Jayne Vetter, Dr. Jon Rice, Nathan Marion.

**Center Staff present:** Ms. Jeanne Prom, Executive Director; Ms. Kelli Ulberg, Community Intervention Coordinator; Ms. Donna Thronson, Health Communications Coordinator; Ms. Lexi Hagler, Temporary Administrative Assistant.

**Public:** Ms. Megan Houn, Tobacco Free ND; Ms. Kara Dodd, ND Department of Health; Ruby Will.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Call to order, roll call, determination of quorum</b>		Dr. Hughes called the meeting to order at 10:00 a.m. Ms. Hagler recorded the roll and Ms. Prom determined that a quorum was present.
<b>Adoption of agenda</b>		Ms. Will moved to adopt the agenda as distributed. Ms. Oyloe seconded. Motion carried.
<b>Approval of minutes</b>	The committee reviewed draft minutes from May 11, 2012.	Dr. Lidstrom moved to approve the minutes with corrections. Ms. Will seconded. Motion carried.
<b>Unfinished business</b>		
State Plan and Annual Shared Work Plan – Year 4 approval, with partners	Reviewed and updated. Dr. Hughes noted that in the Work Plan: Goal 1- Objective 3 had already been met. There was	Dr. Lidstrom moved to approve the Work Plan. Ms. Oyloe seconded. Motion carried.

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	<p>discussion on whether or not the objective should be amended. Ms. Ulberg informed the committee that there are currently 9 smoke-free communities and two towns considering, making for a possible total of 11. Ms. Ulberg recommended leaving the objective as it is written would be best, not only because of the complication and confusion that would be caused upon updating the goal, but also because it exemplifies the goals we have met and exceeded.</p>	
<p>Annual Shared Work Plan – Year 4 quarterly reporting</p>	<p>The Advisory Committee discussed the value of receiving quarterly updates from other partners to better track the work that is getting done. Ms. Scott agreed. Ms. Prom said that the Center is pursuing the hire of an evaluation coordinator that could possibly coordinate reports.</p>	<p>Ms. Will moved to approve the plan to ask the partners in the shared Work Plan to submit quarterly reports. Dr. Lidstrom seconded. Motion carried.</p> <p>Dr. Hughes will contact partners to request quarterly reports.</p>
<p>Status on FY2013 local policy grants</p>	<p>Ms. Ulberg discussed the Local Policy Grants and stated that she felt comfortable with the status of the grants. 10 of the 24 have been fully executed, 8 need Executive</p>	

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	Committee signatures, and 6 have had no response yet.	
<b>New business</b>		
Advisory Committee/Executive Committee membership, leadership	Names are being submitted but the governor needs to make selections. From the Executive Committee, Ms. Oyloe's term and Dr. Rice's term are expiring. From the Advisory Committee, Mr. Marion's term expires. Dr. Hughes suggested that the Executive Committee positions being vacated be filled after new Advisory Committee members are named.	The next meeting, September 21, 2012 was noted. The Advisory Committee reached the consensus that new Executive Committee members will be nominated after the new Advisory Committee members are appointed. A special Advisory Committee meeting may be needed to nominate Executive Committee members.
Work Plan—Year 3 Progress	Ms. Prom updated everyone on the Center's progress in accomplishing its activities in the Year 3 Work Plan. She noted many of the studies and surveys that were conducted. She also shared the recommendation from the Center audit requiring the Center to ask local public health units for assurance that they do not have, or are otherwise managing, any conflicts of interest.	Ms. Prom also gave a brief overview on the State Plan and explained that 15 of the 17 tasks had been implemented in the first 3 years.

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Policy – smoke-free/tobacco-free policies	Ms. Ulberg provided an update on the latest policies. She reported 110 school districts follow the comprehensive tobacco-free policy, covering 57% of students. Ms. Houn, executive director of Tobacco Free North Dakota, provided an update on statewide smoke-free policy work being done by grassroots volunteers and explained the resolution of support.	Ms. Will moved to approve a resolution of support for Smoke Free North Dakota. Dr. Lidstrom seconded. Motion carried. Advisory Committee members present signed the petition and the Center staff will secure signatures of all Advisory Committee members and return the resolution to Ms. Houn.  Ms. Houn left the meeting.
Advisory Committee compensation for FY2013	The current compensation for Advisory Committee members is \$145 a day. Dr. Lidstrom said that the compensation should parallel that of the legislatures. Dr. Hughes and Ms. Scott stated they agreed with this increase, noting the many volunteer hours outside of meetings put forth to accomplish the goals set.	Dr. Lidstrom moved to adjust the compensation to \$157 a day, retroactive to July 1, 2012. Ms. Oyloe seconded. Roll call vote: Dr. Beth Hughes—yes, Ms. Javayne Oyloe—yes, Ms. Theresa Will—yes, Ms. Holly Scott—yes, Dr. Kermit Lidstrom—yes. Absent and not voting: Dr. Steve Mattson, Mr. Nathan Marion, Ms. Jayne Vetter and Dr. Jon Rice. Motion carried.
Budget status reports – January through May 2012 (FY2012 Q3, part Q4)	The committee reviewed each month’s reports and noted that they liked the new report format created by Center accountant, Ms. Gerding.	Ms. Will moved to accept the January through May 2012 budget status reports. Dr. Lidstrom seconded. Motion carried.
Executive Committee report – annual Advisory Committee evaluation of the effectiveness of the State Plan	Ms. Will provided a brief oral report from the Executive Committee, including the 2009-2011 formal	Ms. Will reported that the Executive Committee accepted the Advisory Committee’s report of the Advisory

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<p>accepted; 2009-2011 audit; 2013-2015 budget; local grants – funding formula, work in areas of oil/population impact and with reservation populations</p>	<p>audit recommendations to complete a fraud risk assessment; and strengthen controls surrounding local policy grants (conduct local site visits/audits; assure grant goals/objectives are met; and assure conflict of interest is avoided or managed). Informal recommendations were to increase use of PCard; obtain bonding coverage; and develop a code of ethics.</p> <p>Ms. Will, Dr. Hughes, Ms. Oyloe and Dr. Lidstrom participated in the last quarterly meeting with administrators in May. Dr. Hughes provided comments on the grant applications and the Advisory Committee review and approval. During that meeting, the group discussed local public health work with reservation populations. This mainly affects five local public health units. The ND Department of Health funds tribes directly, while the Center funds local public health units. Our funding by law is to be used to help all North Dakota</p>	<p>Committee’s annual evaluation of the effectiveness of the State Plan.</p> <p>The Executive Committee approved the 2013-2015 budget, which was submitted to OMB by the July 16 deadline. The budget is hold-even at \$12,937,606. An optional budget request includes funding for program continuity in comprehensive evaluation and in grants. In 2011, the Executive Committee granted \$345,000 per year more in local policy grants because the department of health was no longer funding a local grants program. The Executive Committee agreed to provide this replacement funding directly to those 13 local public health units through June 30, 2014. However, maintaining this funding level beyond that date requires an optional funding request.</p> <p>Over the next six months, the Center and local public health unit administrators will meet and review the local grants funding formula. Advisory Committee members should plan to participate in these meetings. The administrators will provide input, but the final decision on</p>

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	<p>residents. The Department of Health would prefer that our local grants work not include interaction with reservations, but local public health unit staff told the Center they did not want to discontinue communication and interaction with reservations, because these are already underserved populations and they work with the population off the reservation, and with tribal officials on other public health programs. It is important to maintain continuity in communication and services.</p> <p>The Center continues to submit a written report on grants and contracts spending and progress to the Interim Budget Section of the legislature. In June, legislators asked about the status of the general fund showing a 16% increase in tobacco tax revenue while the Center reports tobacco use decreasing. Other legislators pointed out that the state tobacco tax is low and people from border states are buying cheap tobacco in</p>	<p>the funding lies with the Executive Committee.</p> <p>The Executive Committee will continue to provide funding for the benefit of all North Dakota residents.</p>

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Center report	<p>Each staff member reported on their programs.</p> <p>Ms. Prom reported that staffing needs continue and that the Center will begin working with Research Triangle Institute (RTI) on comprehensive evaluation. Working with an in-house accountant in developing the biennial budget improved the efficiency of that process, although the Center staff is grateful for the fiscal agent services previously contracted through the Department of Health.</p>	<p>Ms. Thronson, Health Communications Coordinator, reported on several new strategies being implemented: 1) Due to the success of the 2011 LPHU Public Relations campaign, this annual campaign will continue in FY2012 and again focus on three topics, two of which focus on chronic disease: Heart Month: February; Stroke Month: May; and Great American SmokeOut: November. The campaign includes a) Swiss cheese release for LPHUs, b) print ad, and c) statewide radio buy (where possible). 2) The addition of news alerts to inform BreatheND participants of current news/news releases coming from the Center. 3) On-line message testing for newly produced health communications messages. 4) Introduction of a third theme: tobacco industry manipulation. This will create awareness among North Dakotans of how the tobacco companies market to kids and make their products more appealing and introduce new products to attract new users. This campaign is important as it places the blame where it needs to be: on the tobacco industry and not the smoker.</p>

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<b>Next meeting</b>		The final two Advisory Committee meetings in 2012 are scheduled from 10 a.m. to noon on Friday, September 21, and Friday, November 16, 2012 at the Center.
<b>Remuneration</b>		Remuneration forms are available on the Advisory Committee area of <a href="http://www.breathend.com">www.breathend.com</a> . Each committee member should print and complete their form prior to returning it via fax, email, mail or in person.
<b>Adjourn</b>		Ms. Will moved to adjourn the meeting. Dr. Lidstrom seconded. Motion carried. Dr. Hughes adjourned the meeting at 12:00 p.m.