



TPC ADVISORY COMMITTEE MEETING - FINAL MINUTES

10:00 a.m., Friday, September 21, 2012

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

PARTICIPANTS:

Advisory Committee members present: Dr. Beth Hughes - Chair, Dr. Kermit Lidstrom, Mr. Jay Taylor, Ms. Renae Byre, Mr. Nathan Marion

Advisory Committee members participating via teleconference: Ms. Theresa Will, Ms. Holly Scott, Ms. Jayne Vetter

Advisory Committee members absent: Dr. Steve Mattson

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

Guests present: Ms. Michelle Walker, ND Department of Health; Ms. Kelly Buettner-Schmidt, Healthy Communities International; Ms. Pat McKone, American Lung Association of the Upper Midwest; Ms. Megan Houn, Tobacco Free North Dakota

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Dr. Hughes called the meeting to order at 10:03 a.m. Ms. Prom recorded the roll. A quorum of current members was established.
Introductions of Members and Staff		All Advisory Committee members, Center staff and guests were introduced.
Adoption of Agenda		Dr. Lidstrom moved to adopt the agenda as distributed. Ms. Byre seconded. Motion carried.

TPC ADVISORY COMMITTEE MEETING MINUTES

Friday, September 21, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Approval of Minutes	Draft minutes from July 23, 2012 were reviewed. One amendment on page 4 was requested by Ms. Will.	Dr. Hughes requested that Ms. Prom review her notes from the July 23, 2012 meeting and make the requested amendment. Ms. Will moved to approve the minutes as amended. Mr. Taylor seconded. Motion carried. Amended minutes will be reviewed at the next Advisory Committee meeting.
Unfinished Business		
Letter to Family Dollar	Ms. Thronson provided an overview of the content of the letter sent to Family Dollar by Dr. Hughes as the Advisory Committee chair, as well as the reasoning behind sending the letter.	Ms. Prom encouraged the Advisory Committee to continue to advocate for health in circumstances like these.
New Business		
Roles and Responsibilities of Advisory Committee, Executive Committee	Ms. Prom noted that assurances are needed regarding conflicts of interest based on our audit. Dr. Hughes highlighted three important points: Advisory and Executive Committee members should make a concerted effort to participate in meetings whenever possible; committee members need to be sure they are not being compensated by their employers for the same time that they are being remunerated by the State of	Ms. Prom will send each Advisory Committee member a copy of the updated Roles and Responsibilities to be signed and returned to the Center. A copy of the signed document will be returned to each Advisory Committee member by the Center.

TPC ADVISORY COMMITTEE MEETING MINUTES

Friday, September 21, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	ND for official committee business; content experts in the form of Center staff should be utilized and chain of command should be followed at all times in order to be consistent in messaging.	
Advisory Committee/Executive Committee Membership, Leadership	Mr. Nathan Marion has been re-appointed to Advisory Committee. Mr. Jay Taylor and Ms. Renae Byre have been appointed to fill the seats vacated by Ms. Javayne Oyloe and Dr. Jon Rice. There are currently 2 open seats on the Executive Committee that should be filled today. Ms. Will and Ms. Prom reviewed the role and commitment of the Executive Committee and answered questions.	Dr. Hughes opened the floor to nominations for Executive Committee positions. Ms. Will nominated Dr. Hughes. Ms. Vetter seconded the nomination. Dr. Hughes nominated Ms. Scott. Mr. Taylor seconded the nomination. Ms. Scott respectfully declined the nomination. Dr. Hughes withdrew the nomination. Ms. Will nominated Dr. Lidstrom. Mr. Marion seconded the nomination. Ms. Byre moved to close nominations. Mr. Marion seconded. Ms. Will moved to cast a unanimous ballot to elect Dr. Hughes and Dr. Lidstrom to the Executive Committee. Mr. Taylor seconded the motion. Roll call vote: Dr. Hughes – aye, Ms. Byre - aye, Dr. Lidstrom – aye, Mr. Marion – aye, Ms. Scott – aye, Mr. Taylor – aye, Ms. Vetter – aye, Ms. Will – aye, Dr. Mattson – absent and not voting.

TPC ADVISORY COMMITTEE MEETING MINUTES

Friday, September 21, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		<p>Unanimous ballot electing Dr. Hughes and Dr. Lidstrom to the Executive Committee cast.</p> <p>Due to election to the Executive Committee, Dr. Hughes resigned her position as Advisory Committee chair effective at the conclusion of today's meeting. Dr. Hughes opened the floor to nominations for the position of Advisory Committee chair.</p> <p>Mr. Taylor nominated Ms. Scott. Dr. Hughes seconded the nomination. Ms. Scott respectfully declined the nomination. Mr. Taylor withdrew the nomination.</p> <p>Dr. Hughes nominated Mr. Marion. Dr. Lidstrom seconded the nomination.</p> <p>Mr. Taylor moved to close the nominations. Ms. Byre seconded.</p> <p>Roll call vote: Dr. Hughes – aye, Ms. Byre – aye, Dr. Lidstrom – aye, Mr. Marion – aye, Ms. Scott – aye, Mr. Taylor – aye, Ms. Vetter – aye, Ms. Will – aye, Dr. Mattson – absent and not voting.</p> <p>Unanimous ballot electing Mr. Marion to the position of Advisory Committee chair cast.</p>
Work Plan – Year 4, Quarter 1 – Progress	Ms. Andrist gave an oral report of quarter 1 progress on the year 4	Ms. Andrist will provide a written report on the quarter 2 progress after December

TPC ADVISORY COMMITTEE MEETING MINUTES

Friday, September 21, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	work plan. Ms. Walker provided a brief overview of the Department of Health's progress on their tobacco related work plan activities to date.	31, 2012. Dr. Hughes requested that Ms. Walker make the Department of Health's work plan in relation to tobacco control available to the Advisory Committee prior to the start of the 2013 Legislative Session in an attempt to ensure that there is no duplication of services.
Policy – Smoke-Free/Tobacco-Free Policies	Ms. Ulberg provided an update on local policy progress. Ms. McKone and Ms. Houn provided an update on statewide policy efforts. At the request of Dr. Hughes, Ms. Prom gave a brief explanation of what is or is not allowable for committee members in regards to advocacy.	There are currently 11 communities with comprehensive local ordinances, covering 38% of the state population. Three additional communities with comprehensive ordinances on their November, 2012 ballot. Committee members are encouraged to contact the Center prior to engaging in any activity that could possibly be perceived as lobbying.
Legislation – Budget Section, Status of the General Fund, Interim Committees, Communication to the Legislature	Ms. Prom reviewed the written testimony and addendum provided to the Interim Budget Section Committee. A document was provided to give a brief overview of the Status of the General Fund.	The Center will continue to monitor interim committee activities.
Budget Status Reports – June 2012, July 2012, August 2012	Ms. Prom and Ms. Gerding explained the budget status reports for June, July and August 2012 noting that the Center is comfortably on-track for spending.	Ms. Vetter moved to accept the reports as presented. Mr. Marion seconded. Motion carried.

TPC ADVISORY COMMITTEE MEETING MINUTES

Friday, September 21, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	Committee questions were answered.	
Executive Committee Report	Ms. Will reported on recent Executive Committee activities including work on the local grant funding formula and moving forward with the Memorandum of Understanding with the Department of Health.	
2013-2015 Budget Update	The Center's 2013-2015 budget has been submitted to OMB and has been verified.	The Center will meet with OMB regarding the budget.
Local Grants – Funding Formula, Work in Areas of Oil/Population Impact and with Reservation Populations	Ms. Ulberg and Ms. Gerding reviewed the current funding formula and the necessity for revision. Three options for a new funding formula were reviewed.	After additional meetings with local public health units, a recommendation will be provided to the Executive Committee for final decision on the new funding formula for the next grant year. Advisory Committee members were encouraged to join the meeting with local public health administrators taking place on Monday, September 24, 2012 at 3:00 p.m. Participation can be in person at the Center or via telephone on the Center's MeetingOne line.
Center Report	Ms. Prom and Center staff reviewed recent Center activities, accomplishments and challenges.	
Other Business		
Other		No other business noted.

TPC ADVISORY COMMITTEE MEETING MINUTES

Friday, September 21, 2012

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Next Meeting		Advisory Committee will meet at the Center on Friday, November 16, 2012 from 10:00 a.m. to 12:00 p.m.
Meeting Dates and Times	The meeting schedule for 2013 will be discussed and set at the next meeting.	Advisory Committee members are encouraged to bring their calendars to the meeting on November 16, 2012 in order to plan the meeting dates and times for 2013.
Remuneration		Remuneration forms are available on the 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. Lidstrom moved to adjourn the meeting. Mr. Taylor seconded. Motion carried. Dr. Hughes adjourned the meeting at 12:08 p.m.