



TPC ADVISORY COMMITTEE MEETING - MINUTES

10:00 a.m., Friday, September 9, 2011

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, Ms. Holly Scott

Advisory Committee members participating via teleconference: Ms. Javayne Oyloe, Ms. Theresa Will, Mr. Nathan Marion, Dr. Jon Rice, 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

Guests present: Ms. Michelle Walker, ND Department of Health

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order Introduction of New Member	Introduction of Ms. Jayne Vetter, the new committee member representing the North Dakota Nurses' Association.	Dr. Hughes called the meeting to order at 10:03 a.m. Ms. Bauman recorded the roll – quorum verified.
Adoption of Agenda		Dr. Lidstrom moved to adopt the agenda as distributed. Ms. Scott seconded. Motion carried.
Approval of Minutes	Draft minutes from 7/26/11 reviewed.	Dr. Lidstrom moved to approve the minutes as written. Dr. Rice seconded. Motion carried.
Old Business		
Year 3 Work Plan	Ms. Prom gave a brief overview of Year 3 Work Plan including where to find it on the website.	
Evaluation	Ms. Prom gave a general overview	Ms. Thronson is working on a press

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	of the recently released independent evaluation of the first 2 years of the state comprehensive tobacco control program.	release.
New Business		
Election of Executive Committee Member	Dr. Hughes asked for volunteers for the open Executive Committee seat. Ms. Prom reviewed the law and roles/responsibilities. Dr. Lidstrom volunteered. Dr. Rice volunteered. Each gave a brief description of their background and reason for being interested in the position.	Ms. Will moved to vote via secret ballot. Ms. Scott seconded. Motion carried. Eight votes were collected by Ms. Bauman. Dr. Jon Rice received the majority of votes and is thereby elected to the Tobacco Prevention and Control Executive Committee, effective immediately.
Grant Review Process Discussion	Ms. Prom provided an overview of the grant review process up to this point. Ms. Ulberg discussed pros and cons of the current system as well as questions and suggestions for going forward. Discussion regarding ideas for streamlining the review process for the future.	Dr. Lidstrom made a motion to delegate the decision on how to revise the grant review process to the Executive Committee. Dr. Lidstrom withdrew his motion. Ms. Vetter moved to have the Executive Committee devise options for the Advisory Committee to vote on. Mr. Marion seconded Ms. Vetter's motion. Motion carried.
State Plan Review Discussion	Ms. Prom gave a brief overview of the 5 Year State Plan and requested a mid-term review of plan effectiveness including statewide partners.	Ms. Scott moved to direct Ms. Prom to work with partners on a mid-term evaluation of plan effectiveness. Dr. Lidstrom seconded. Motion carried.
Budget Status Report: June 2011	Ms. Prom gave a final fiscal report	

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	from the 2009-2011 biennium.	
Center Update – Budget Section Testimony – Sept 15, 2011		Ms. Prom will provide testimony to the Interim Budget section on 9.15.11. Any committee members available are encouraged to attend. Testimony will be posted to the website.
Executive Committee Report	Ms. Prom reported on recent Executive Committee activities including: the Evaluation RFP, a recent meeting with BCBS regarding a possible collaboration project for the future, the new 'Dude' commercial currently airing, and Dickinson State University's recent tobacco free campus policy.	
Quarterly Sites Training – Oct 19, 2011 in Bismarck	Ms. Ulberg gave a brief overview of some of the items to be included on the agenda.	Dr. Hughes requested that UND evaluators make a presentation to the Advisory Committee at an upcoming meeting in addition to presenting at the upcoming Sites Training Session. Ms. Prom will arrange for the presentation.
Other Business		
Next Meetings	Meeting scheduled for November 18, 2011 was rescheduled to November 4, 2011 at 10:00 a.m. in the Center conference room.	Advisory Committee will meet on the following dates in 2011: Friday, November 4 at 10:00 a.m. (rescheduled from November 18)
Remuneration		Forms provided to Committee members to complete and return to the Center.
Adjourn		Dr. Lidstrom moved to adjourn the

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		meeting. Dr. Rice seconded. Motion carried. Dr. Hughes adjourned the meeting at 11:53 a.m.