

**Tobacco Prevention and Control Advisory Committee Minutes**  
**Thursday, September 3, 2009 – 12:30 P.M.**  
**North Dakota Medical Association Conference Room**  
**1622 E. Interstate Ave.**  
**Bismarck, ND**

**Members Present:** Ms. Kathy Mangskau, Ms. Pat McGeary, Dr. Dale Klein, Dr. Kermit Lidstrom, Mr. Nathan Marion; with Ms. Javayne Oyloe, Ms. Bette Deede and Ms. Lorraine Jacobson via IVN.

**Members Absent:** Mr. Jay Taylor

**Guests:** Ms. Karalee Harper, Ms. Kara Dodd, Mr. Neil Charvat

Quorum Established.

<b>Agenda Items</b>	<b>Discussion</b>	<b>Outcome/Action</b>
<b>Call to Order</b>	Ms. Mangskau called the meeting to order at 12:35 P.M.	
<b>Adoption of the Agenda</b>		Agenda approved.
<b>Approval of Minutes</b>	Minutes reviewed.	July 8 Grant Review Meeting Minutes: Dr. Lidstrom moved to approve as distributed. Mr. Marion seconded. Motion carried. July 23 Grant Review Meeting Minutes: Dr. Lidstrom moved to approve as corrected. Ms. McGeary seconded. Motion carried. August 13 Grant Review Meeting Minutes: Dr. Klein moved to approve as distributed. Dr. Lindstrom seconded. Motion carried. August 13 Committee Meeting

		Minutes: Mr. Marion moved to approve, Dr. Klein seconded. Motion carried.
<b>Old Business Review and Approval of Year One Work Plan</b>	The Year One Work Plan was reviewed. Ms. Mangskau reported that consultant Ms. Judy Ahearn updated a few of the time frames. Ms. Mangskau indicated that further use of consultants may be necessary in order to keep the work plans on track. Discussion ensued regarding a media release; consensus was it would be more effective in combination with the announcement of the new director.	Dr. Lindstrom moved to approve the Year One Work Plan. Mr. Marion seconded. Roll call vote; all members present Aye. Ms. Deede – Aye Ms. Jacobson – Aye Dr. Klein – Aye Dr. Lidstrom – Aye Ms. Mangskau – Aye Ms. McGeary – Aye Mr. Marion – Aye Ms. Oyloe - Aye
<b>Update on Program Implementation</b>	Used furniture has been acquired for the conference room space, and electronic equipment will follow. Twenty-eight applications have been received for the Executive Director position. The five top candidates will be interviewed by the Executive Committee and a representative from Human Resource Management Services. Dr. Lindstrom requested a copy of the five final applications in order to be kept informed. The final five applications will be mailed to board members upon request. Local agency response to summary statements are being reviewed at the Department of Health. The outreach coordinators will review and when satisfactory will forward to the Executive Committee. There will be penalties for late submission of progress and expenditure reports. The first report will have an extended timeline. State Aid contracts should be mailed to all agencies by the end of the day. Fiscal Agent Agreement with Health Department is going well.	

	<p>The Memorandum of Agreement with the Health Department is in process, with only a few more things to add.</p> <p>The Progress Report Template is close to being final.</p> <p>An RFP is being developed for the special initiative grants.</p>	
<b>Report to Budget Section on September 15, 2009</b>	Ms. Mangskau will prepare the testimony and Ms. McGeary will present this report to legislators.	Final copy of the testimony will be sent to committee members.
<b>Future Meeting Dates</b>	There will be no meeting on September 17. The next meeting will be Thursday, October 1, 2009, 1:00 P.M., at the ND Medical Association Conference Room.	
<b>Other Business</b>	<p>Ms. Harper reported that Federal Stimulus dollars may become available to increase service to the ND Quitline. CDC is interested in Measure #3 success story details.</p> <p>Dr. Klein would like to progress on the Resolution of Support for Saving Lives – Saving Money: North Dakota’s Comprehensive State Plan to Prevent and Reduce Tobacco Use 2009-2014.</p> <p>Committee photos with Governor were distributed.</p>	Ms. Mangskau to work with Dr. Klein to draft resolution template.
<b>Remuneration</b>	Reimbursement forms distributed.	
<b>Adjourn</b>	Meeting adjourned at 2:15 P.M.	Dr. Lidstrom moved to adjourn the meeting. Mr. Marion seconded the motion. Motion carried.
<b>Recorded by Ms. Deede</b>		