



TPC ADVISORY COMMITTEE MEETING - MINUTES

1:30 p.m., Thursday, November 18, 2010

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

PARTICIPANTS:

Advisory Committee members present: Dr. Beth Hughes – Chair, Ms. Kathy Mangskau, Ms. Pat McGeary, Dr. Kermit Lidstrom

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

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Kelli Ulberg, Community Intervention Coordinator; Ms. Donna Thronson, Health Communications Coordinator; Ms. Cami Bauman, Administrative Assistant

Guests present: Mr. Neil Charvat, ND Department of Health; Ms. Kara Dodd, ND Department of Health

Guests participating via teleconference: Mr. Pat Finken, Odney; Ms. Kelly Heyer, Odney; Ms. Kelly Schmidt, Minot State University; Ms. Chelsey Matter, Fargo Cass Public Health

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Dr. Beth Hughes called the meeting to order at 1:36 p.m.
Adoption of Agenda		Dr. Kermit Lidstrom moved to adopt the agenda as distributed. Ms. Pat McGeary seconded. Motion carried.
Approval of Minutes	Draft minutes from 9/9/10 reviewed.	Ms. Kathy Mangskau moved to approve the minutes as written. Dr. Kermit Lidstrom seconded. Motion carried.
Budget Status Update	July – September 2010 budget status reviewed and discussed.	Ms. Jeanne Prom has signed off on July and August reports. September is not yet approved due to pending clarification of some items from the fiscal agent.

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<p>Executive Committee Report -Theresa Will, Executive Committee Chair</p>	<p>Ms. Theresa Will reported on recent Executive Committee activities including: approval of Center policies, Executive Committee areas of interest/expertise, Executive Director 1 year performance review and Executive Committee meeting schedule during legislative session. Mr. Neil Charvat also reported that there are no updates on CDC local grants at this time.</p>	<p>Executive Committee will ask for Advisory Committee volunteers to assist with various tasks as needs arise. Ms. Theresa Will plans to meet with Ms. Jeanne Prom to review her 1 year performance evaluation.</p>
<p>Executive Director Report</p>		
<p>2011-2013 Budget Status</p>	<p>There have been no problems or concerns with our budget as it was submitted to the Office of Management and Budget.</p>	<p>Ms. Jeanne Prom plans to attend the Governor's budget announcement on Dec. 8, 2010.</p>
<p>Grants/Contracts/RFPs</p>	<p>Ms. Jeanne Prom reviewed current Special Initiative Grants and plans to reissue calls for proposals. Rolling deadlines for submission will be used. Contracts for health communications and technical assistance discussed. Discussed plans to contract with Tobacco Control Legal Consortium and University of ND. Discussed upcoming Request for Proposal for independent evaluator.</p>	<p>Ms. Jeanne Prom will continue development and implementation of the projects and related contracts.</p>

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<p>Plans – Evaluation</p>	<p>Ms. Jeanne Prom reported that the Evaluation Plan nearing completion. The draft plan has been sent to the Advisory Committee for review and comment.</p>	<p>Final comments from Advisory Committee may be forwarded to Ms. Jeanne Prom. Upon Executive Committee approval, the final Evaluation Plan will be posted on the BreatheND website.</p>
<p>Health Communications -Donna Thronson, Health Communications Coordinator</p>	<p>Ms. Donna Thronson gave update on Health Communications Request for Proposal review.</p> <p>Reported that two electronic newsletters have been sent out as well as one printed newsletter for policy makers.</p> <p>Discussed expansion of BreatheND website. Secure login areas for Measure 3 recipients, Executive Committee and Advisory Committee have been added.</p> <p>Ms. Donna Thronson reported development of a new ad theme to run in addition to the secondhand smoke theme. The campaign will include two spots on the cost of tobacco use.</p>	<p>Request for Proposal review committee will meet on November 19, 2010 and plan to make a recommendation to the Executive Committee on December 17, 2010.</p> <p>Advisory Committee will be added to mailing list for printed newsletter.</p> <p>Advisory Committee members will be emailed login and password information for the secure area of the website.</p> <p>New theme will utilize tested messages.</p>

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Local Grants, Training Calendar, Local Policy Update -Kelli Ulberg, Community Intervention Coordinator	Ms. Kelli Ulberg reported that all local grant first quarter progress reports have been received as well as two reprogramming requests. A brief overview of the Calendar of Events was given. Discussion on local policy efforts including Bismarck, Devils Lake, Minot, Grand Forks and University of Mary was held.	Ms. Kelli Ulberg will continue working to complete all State Aid files.
Unfinished Business		
Work Plan 2009-2010 Progress Release	Ms. Jeanne Prom reported on the Progress Report on Year One Work Plan. The committee discussed release of the report.	A special meeting of the Advisory Committee will be held on Monday, December 13, 2010 at 10:00 a.m. to release the Year One Work Plan Progress Report. Ms. Jeanne Prom and staff will finalize the report and prepare the document for release.
New Business		
Work Plan 2010-2011 Progress Update	The Center's progress on the Year Two Work Plan was reviewed and discussed.	Data will continue to be filled in as it is received. Ms. Kara Dodd will talk to Mr. Clint Boots about providing Preemption Resolutions to the Center.
State Policy	Discussion regarding policy priorities to focus time and energy on during the upcoming legislative session.	Education efforts will be continued. The Executive Committee will draft a Policy Priorities document.

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Other Business		
Next Meetings	Discussion regarding Advisory Committee meeting schedule for 2011. Meetings during legislative session will have agenda limited to policy priorities.	Advisory Committee will meet on the following dates in 2011 at 2:00 p.m. on: January 13, 27 February 10, 24 March 10, 24 April 7, 21 May 5, 19 (Grant Review) July 14 September 8 November 10
Remuneration		Forms provided to Committee members to complete and return to the Center.
Adjourn		Ms. Pat McGeary moved to adjourn the meeting. Ms. Kathy Mangskau seconded. Motion carried. Dr. Beth Hughes adjourned the meeting at 3:48 p.m.