



**TPC ADVISORY COMMITTEE MEETING MINUTES**

9:00 a.m., Thursday, May 19, 2011

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

**PARTICIPANTS:**

**Advisory Committee members present:** Dr. Beth Hughes, Ms. Theresa Will, Ms. Kathy Mangskau, Dr. Kermit Lidstrom, Ms. Pat McGeary, Ms. Javayne Oyloe, Dr. Steve Mattson, Mr. Nathan Marion

**Advisory Committee members absent:** none

**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:** none

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Call to Order</b>		Dr. Hughes called the meeting to order at 9:07 a.m. Ms. Bauman recorded roll.
<b>Adoption of Agenda</b>	Ms. Ulberg recommended two revisions to agenda.	Towner County Public Health District's application has been rejected by the Center and will be removed from the agenda pending resubmission. A discussion regarding rejected grant applications will be added to the agenda.
<b>Approval of Minutes</b>	Draft minutes from 5/9/11 grant review session were discussed and necessary revisions noted.	Ms. Bauman will make all necessary revisions. Mr. Marion moved to approve the 5/9/11 minutes with revisions. Ms. McGeary seconded. Motion carried.
<b>Rejected Grant Applications</b>	Upon resubmission of a previously rejected grant application, Ms. Ulberg will thoroughly review the	Dr. Lidstrom made a motion to delegate resubmitted grant applications that require further revisions to the Executive

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	<p>application. If the resubmission is able to be approved without further revisions, the application will be brought back to the Advisory Committee for approval. Ms. Ulberg suggested that resubmissions that will require further revision be delegated to the Executive Committee in order to expedite the process.</p> <p>Ms. Ulberg relayed to the committee that she had a discussion with Ms. Nancy Thoen and Ms. Robin Iszler from the Central Valley Collaborative regarding the necessary revisions to their grant application. The Advisory Committee understands that there are special challenges due to the collaborative status and are prepared to offer technical assistance in the form of a contractor, to help with delineation of roles within the collaborative and grant application revisions.</p>	<p>Committee. Ms. Mangskau seconded. Roll call vote: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. Oyloe – aye, Dr. Mattson – aye, Ms. Will – aye, Ms. McGeary - aye. Motion carried.</p> <p>Ms. Ulberg will contact the Central Valley Collaborative and request participation in the 5/27/11 Executive Committee meeting to discuss available options for technical assistance.</p>
<b>Review of Process</b>	<p>Ms. Ulberg reviewed the process to be used for discussion of each grant application. Ms. Bauman distributed materials for today's</p>	<p>Ms. Ulberg will lead discussion on each budget and work plan. The assigned lead reviewer for each application will lead discussion on narrative strengths</p>

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	session. Discussion regarding new online application system, review process, re-submission process and potential changes for next year.	and weaknesses. Ms. Ulberg will discuss with all applicants the common mistakes among all or most applications including goal section, definitions and budgeting for national conference.
<b>Grant Review</b>		
<b>First District Health Unit</b>	Ms. Mangskau led discussion of application strengths and weaknesses.	Roll call vote to approve budget with revisions and restrictions and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. Oyloe – aye, Dr. Mattson – aye, Ms. Will – aye, Ms. McGeary - aye. Application approved with revisions and restrictions.
<b>Rolette County Public Health District</b>	Mr. Marion led discussion of application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye, Ms. Will - aye. Application approved with revisions.
<b>Pembina County Health Department</b>	Mr. Marion led discussion of application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye. Ms. Will - aye. Application approved with revisions.
<b>Custer District Health Unit</b>	Ms. Oyloe led discussion of	Roll call vote to approve budget and work

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	application strengths and weaknesses.	plan with revisions: Dr. Hughes – aye, Mr. Marion – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Dr. Mattson – aye. Ms. Will - aye. Application approved with revisions.
<b>Break for lunch</b> (Dr. Mattson and Mr. Marion not returning after lunch break)		
<b>Nelson-Griggs District Health</b>	Ms. Ulberg led discussion on application strengths and weaknesses due to Dr. Mattson’s absence.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Ms. Will - aye. Dr. Mattson and Mr. Marion were absent and not voting. Application approved with revisions.
<b>Upper Missouri District Health Unit</b>	Ms. Oyloe was excused. Ms. Will led discussion on application strengths and weaknesses.	Roll call vote to approve budget with revisions and restrictions and work plan with revisions: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Will – aye. Dr. Mattson and Mr. Marion were absent and not voting. Ms. Oyloe was absent and abstaining. Application approved with revisions and restrictions.
<b>Richland County Public Health Department</b>	Ms. McGeary led discussion on application strengths and weaknesses.	Roll call vote to approve budget with revisions and restrictions and work plan with revisions: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Ms. Will - aye. Dr. Mattson and Mr.

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		Marion were absent and not voting. Application approved with revisions and restrictions.
<b>Ransom County Public Health Department</b>	Ms. Ulberg began budget and work plan review, but due to incomplete grant application, it was decided that this application should be rejected.	Application rejected by Center pending resubmission due to incomplete grant application.
<b>Walsh County Health District</b>	Ms. McGeary led discussion on application strengths and weaknesses.	Roll call vote to approve budget with revisions and restrictions and work plan with revisions: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. McGeary – aye, Ms. Oyloe – aye, Ms. Will - aye. Dr. Mattson and Mr. Marion were absent and not voting. Application approved with revisions and restrictions.
<b>Towner County Public Health District</b>	Removed from agenda.	Application rejected by Center pending resubmission due to incomplete grant application.
<b>Sargent County District Health Unit</b>	Ms. Ulberg began budget and work plan review, but due to incomplete grant application, it was decided that this application should be rejected.	Application rejected by Center pending resubmission due to incomplete grant application.
<b>Wells County District Health Unit</b>	Ms. Ulberg began budget and work plan review, but due to incomplete grant application, it was decided that this application should be	Application rejected by Center pending resubmission due to incomplete grant application.

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	rejected.	
<b>Other Business</b>		
<b>Next Meetings</b>		Advisory Committee will meet on the following dates in 2011 at 2:00 p.m. except where noted: May 31 (full day – 9 a.m. to 4:30 p.m.) July 14 September 8 November 10
<b>Remuneration</b>		Forms provided to Committee members to complete and return to the Center.
<b>Adjourn</b>		Ms. Will moved to adjourn the meeting. Ms. McGeary seconded. Motion carried. Dr. Hughes adjourned the meeting at 4:43 p.m.