

Minutes
North Dakota Tobacco Prevention and Control Advisory Committee
Bismarck Public Library, Room B, Bismarck, ND
January 8, 2009
1:30 p.m.

Members Present: Mr. Nathan Marion
Ms. Kathy Mangskau
Dr. Dale Klein
Dr. Kermit Lidstrom
Mr. Jay Taylor
Ms. Jeanne Prom
Ms. Pat McGeary
Ms. Lorraine Jacobsen

Via Conference Call: Ms. Javayne Oyloe

Others Present: Ms. Karalee Harper
Ms. Heidi Heitkamp
Ms. Rosie Sand
Mr. James McPhearson
Ms. Janelle Cole
Ms. Vicki Rosenau
Ms. Dona Hart
Ms. Marie Arseo.

Ms. Mangskau called the meeting to order at 1:33 pm.

Approval of Agenda:

Dr. Lidstrom moved to approve the agenda. Ms. McGeary seconded.

Introductions: Ms. Mangskau presided the meeting. Each board member was introduced and reviewed how tobacco has affected a family member, themselves, their work with tobacco prevention and cessation and their interest in serving on the committee.

Review of Measure 3: Ms. Mangskau reviewed Measure 3. Discussions took place on the various components of the measure.

Select an Executive Committee: Ms. Mangskau emphasized that the executive committee is at the helm of seeing the implementation through. The executive committee powers like a state agency.

There was discussion that took place about the advisory committee having no spending authority at this point.

Mr. Taylor asked for a review of duties – differences between executive committee and the advisory board. Ms. Mangskau summarized the executive board:

- will have to represent to the advisory committee
- take a very active role until the executive director is hired
- serve as spokespeople for the group
- will do coordination with the State Health Dept.

Mr. Taylor took over facilitating the executive board member nominations. Ms. Prom nominated Ms. McGeary, Dr. Klein seconded. Ms. McGeary nominated Ms. Mangskau, Ms. Prom seconded. Dr. Klein nominated Dr. Lidstrom, Mr. Marion seconded. Ms. McGeary nominated Ms. Oyloe, Ms. Mangskau seconded. Dr. Lidstrom withdrew his nomination.

Dr. Klein moved to cast the ballot for the 3 names submitted (Ms. Mangskau, Ms. McGeary, Ms. Oyloe). Ms. Prom seconded.

Aye votes: Mr. Marion, Ms. Mangskau, Dr. Klein, Dr. Lidstrom, Mr. Taylor, Ms. Prom, Ms. McGeary, Ms. Oyloe, Ms. Jacobson. Nays: none. Motion carried.

The terms were next determined by lot. Ms. Oyloe has a 6 month term, Ms. McGeary drew the 1 ½ year and Ms. Mangskau drew the 2 ½ year term. The terms will be staggered and need to be synchronized with all members.

Ms. McGeary moved that Ms. Mangskau be the chair of the executive committee. Ms. Oyloe seconded.

Ayes: Mr. Marion, Ms. Mangskau, Dr. Klein, Dr. Lidstrom, Mr. Taylor, Ms. Prom, Ms. McGeary, Ms. Oyloe, Ms. Jacobson. Nays: None. Motion carried.

Dr. Lidstrom moved that Ms. Mangskau also be chair of the advisory committee, Mr. Taylor seconded the motion.

Ayes: Mr. Marion, Ms. Mangskau, Dr. Klein, Dr. Lidstrom, Mr. Taylor, Ms. Prom, Ms. McGeary, Ms. Oyloe, Ms. Jacobson. Nays: None. Motion carried.

The meeting was recessed at 2:35 p.m. and reconvened at 2:45 p.m.

Operating Procedures: The board decided that agendas, Roberts Rules of Order, and to make sure we are operating under open meetings are key. **Ms. Jacobson moved to use Roberts Rules revised. Dr. Lidstrom seconded. No further discussion. All were in favor.**

Discuss future meeting dates: In order to reach the committees goals, it was decided that the executive board needs to meet weekly and the advisory board every other week. The executive board will meet all Friday's beginning at 10 a.m. The meeting may be a conference call at times. . The advisory meeting will take place from 12:30pm to 4:30 pm. The Fridays will be Jan 23, Feb 6, Feb 20, March 6, March 20, April 3, April 17, May 1, May 15, May 29, June 12, and June 26. Meeting by IVAN will be investigated to save money on traveling. It was recommended that Mary Kay Kelsch from the Attorney General's Office be invited to the next advisory board meeting for an open meetings, open record update. Ms. Mangskau requested the approval from the executive committee to pursue hiring a legal counselor. The legal counselor could be paid by the hour. **Jeanne Prom moved the advisory committee grant the authority to the executive board to look at options for a legal counselor to be present at the meetings. Dr. Lidstrom seconded.**

Ayes: Mr. Marion, Ms. Mangskau, Dr. Klein, Dr. Lindstrom, Mr. Taylor, Ms. Prom, Ms. McGeary, Ms. Jacobson. Nays: none. The motion passed.

The budget hearing for the strategic contribution fund is scheduled for January 20. The executive committee will write up and provide testimony to the legislative hearing.

Ms. Prom stated that all of us need a good education on how the money flows. In summary, the next meeting agenda should have discussion of conflict of interest, open meetings and open records law, how the money flows, and the history on the funding and how the community health grant program began.

There was discussion about taking a role in other tobacco legislation that supports a statewide comprehensive plan.

Define Next Steps: A visit from CDC (Centers for Disease Control) is needed. It would be great to hear from other states who are listed in the "Best Practices Book", their experience with setting up a comprehensive plan. Ms. Oyloe stated to also look at what has not worked. CDC will be contacted.

At the next meeting the process will be discussed. The advisory board will want to gather public input. Some board members reported getting suggestions and opinions from the public by telephone calls. It was agreed to have one or two people on the advisory board to whom the inquiries would be reported to. Ms. Jacobson and Mr. Taylor volunteered to make their emails available for that purpose.

It was concluded that public meetings will be held to gather public input and that May/June would be a good time to start these since money would be available for supplies and travel by then. It may be helpful to hire a consultant.

Ms. Harper spoke and the State Health Department 5 year plan and the annual action plan will be sent to Ms. Mangskau and the advisory committee. It was discussed that the executive board sit down with the ND State Health Department to understand the boundaries of the money and work together.

Dr. Klein recommended to build off of the Blue Ribbon Planning Book which was published in December 2000. Ms. McGeary agreed and added that in addition to the Blue Ribbon Book to use the recent updated CDC Best Practices Guide.

Clarification of compensation was discussed. An executive director is needed soon. Three ways to do this (appropriations) would be:

- The legislature appropriating money beginning July 1, 2009.
- The legislature allowing an emergency clause where the money can be spent beginning in April.
- The legislature could grant retroactive authority to spend.

Meeting adjourned at 4:25 pm.

Recorder,

Pat McGeary