

Tobacco Prevention and Control Advisory Committee Minutes
Friday, May 29, 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. Ms. Javayne Oyloe, Ms. Bette Deede, Mr. Jay Taylor. Ms. Lorraine Jacobson via IVN

Members Absent: Mr. Nathan Marion

Guests: Ms. Jeanne Prom, Mr. Neil Charvat **Guests via IVN:** Ms. Chelsey Matter

Quorum Established. Ms. McGeary, Recorder

<u>Agenda Items</u>	<u>Discussion</u>	<u>Outcome/Action</u>
CDC call Call to Order	CDC gave recommendations to 5 year plan Ms. Mangskau called the meeting to order at 1:30 p.m.	12:40 – 1:30 p.m.
Adoption of the Agenda		Dr. Klein moved to approve the agenda. Dr. Lidstrom seconded. All in favor. Agenda approved.
Approval of Minutes	Minutes reviewed.	Dr. Klein moved to approve. Ms. McGeary seconded. All in favor. Minutes approved.
<u>Old Business</u> Legislative Update	Ms. Mangskau gave a review of the legislative action leading up to HB 1015 passing. Files will be compiled for a good historic record.	
Summary of Community Forums/Next Step	Community Forums are completed.	Ms. Jacobson will compile all comments from the forums and the web into the 5 component areas.
June 15-16 Meeting to Finalize State Plan and Develop Year 1 Work Plan	Ms. Judy Ahearn will conduct these meetings. Board Members are to do some pre-work. Read the draft again.	Ms. McGeary will reserve a room at BSC for June 15, 8:30 a.m. to 5:00 p.m. and on June 16 for 8:00 a.m. to 1:00 p.m.

<u>New Business</u> Grants to Local Public Health Units	Local public health units will need to contribute to the Health Communications Component. PETF (Public Education Task Force on Tobacco) Contributing so continuity is established. The rate is 65 cents per capita.	Mr. Charvat and Ms. Harper will get the amounts calculated.
Review Process and Dates	Grant reviewing dates are July 9 and July 23. A drafted grant review criteria has been completed. The Special Initiatives may roll out by September.	Ms. Mangskau will divide the board into two teams of 5 and each team will meet either on July 9 or July 23. Ms. McGeary will update the timeline and task sheet and send out to members.
Program Implementation	Ms. Mangskau has been working with OMB. Our budget will be set up so money will be coded in the 5 Tobacco Prevention and Control components as well as the standard budget categories. This will be valuable when reporting at the quarterly legislative meetings.	
Office Space – Facilities Management Meeting	Ms. Mangskau and Ms. McGeary have been looking at office space. Several options exist.	Ms. Mangskau and Ms. McGeary will be looking at used furniture today that will work for the agency.
Hiring Staff – HRMS Meeting	Ms. Mangskau reported that PIQ will need to be done by the Executive Committee soon. We have an HR staff person assigned to us.	Executive Committee to complete PIQ in the next two weeks.
Other Business CHAT meetings		Ms. Mangskau will call and get more information on the CHAT meetings which have to do with insurance coverage.
Other Business Continued	A name for the final 5 year Tobacco Prevention and Control Plan (2009 – 2014) is needed.	
Remuneration	Forms were distributed for time and expenses for the meeting.	
Adjourn		Dr. Klein moved to adjourn the meeting. Dr. Lidstrom seconded. Motion passed. Meeting adjourned at 3 p.m.

