

Tobacco Use Prevention and Cessation Advisory Committee

Minutes

December 10, 2002
Oklahoma State Department of Health
1000 N.E. 10th, Room 806
Oklahoma City, OK

Members Present: Richard Barnes, Dr. Leslie Beitsch, Sherry Bynum, Larry Didier (designee for Dr. Terry Cline), Dr. Frank Collins, Sue Ellis, Nancy Kabriel (designee for Sandy Garrett), Lynne Kennedy, Lacey Masterson, Sallie McLaughlin, Dr. Mike Morgan, Dr. Sheila Simpson, Dr. Gary Watson, and Koorosh Zahrai.

Members Absent: Dr. Matthew Britt, Keith Burt, Robin Gurwitch, Jackie Myles, Mike Thornbrugh, and Dr. Francene Weatherby.

Governor's Task Force on Tobacco & Youth Members Present: Richard Barnes, Dr. Leslie Beitsch, Larry Didier (designee for Terry Cline), Joy Leuthard (designee for Brian Foy), Nancy Kabriel (designee for Sandy Garrett), Alice McGrew, Bob Miner, Mike Morgan, Cathy Post, Paula Jones (designee for Misti Rice), Anne Roberts, Missy Dean (designee for Carolyn Stager), Raymond Vaughn, Jr., and Don Wigley.

Task Force members not present were: Steve Brown, Keith Burt, Kay Floyd, David Johnson, Donna Rhodes Martin, Lynette McLain, Nina Smith-Leckie, Phillip Stambeck, Flossie Thurston, Duc M. Tu, and Lisa Young.

Visitors: Tracey Strader (Tobacco Settlement Trust Fund), Barbara Kumpe (American Heart Association), Brenda Peters (NATCO), Wiley Hugos (Oklahoma City County Health Department), and Maekala Mims.

OSDH Staff Present: Jennifer Wilson, Janet Love, Joyce Morris, Dave Wattenbarger, Linda Wright Eakers, Doug Matheny, and Pamela Charboneau.

Dr. Mike Morgan called the meeting to order. At the time the meeting began, there was a quorum of the Advisory Committee members, but not of the Task Force. Dr. Morgan moved on to general agenda items until a quorum could be reached later in the meeting.

Dr. Morgan asked Doug Matheny to discuss item #5 on the agenda (Discussion and possible action by Advisory Committee to create sub-committees). Mr. Matheny discussed the possibility of creating five sub-committees, or "teams," one for each of the areas of Prevention, Cessation, Protection, Communications, and Evaluation. He also suggested that it might be beneficial to also invite individuals to serve on the teams who were not on the Advisory Committee, including all members of the Governor's Task Force on Tobacco and Youth. Personnel from the Tobacco Use Prevention Service would be used to help staff the teams.

A document was distributed and discussed that provided a short draft description of the responsibilities for each of the proposed teams. These responsibilities were briefly discussed. Dr. Gary Watson made a motion to recognize this document as a “working document” for the establishment of the Advisory Committee teams. The motion was seconded and was unanimously approved. Those present were invited to contact Pam Charboneau if they had an interest in serving on a particular team.

Sue Ellis made a suggestion to create a sub-committee to create bylaws for the Advisory Committee. It was agreed the topic should be discussed at the next Advisory Committee meeting.

Under item #6 on the agenda (Discussion and possible action by Advisory Committee regarding minimum attendance requirements), Dr. Gary Watson presented the findings and suggestions regarding Advisory Committee member attendance as had been determined by a sub-committee created previously to study this issue. A document was distributed that included the policies that had been adopted by other OSDH advisory committees regarding the issue of attendance requirements. After discussion, Dr. Gary Watson made a motion that “if an appointee or appointed member misses three of four regularly scheduled quarterly meetings within one year’s time, that member’s appointment will be reviewed by the Advisory Committee and a recommendation will be given to the Chair.” The motion also stated that a “notification will be sent to the appointee of any action pending.” The motion was seconded and was unanimously approved.

Sallie McLaughlin suggested that the Advisory Committee consider taking immediate action regarding any members who have not attended a meeting in the past year. A motion was made to forward to the Governor a recommendation to replace the two Advisory Committee members who have not attended in the past year. The motion was seconded and was unanimously approved.

Dr. Morgan then asked Doug Matheny to discuss the three items on the agenda related to proposed updates to the State Plan. Mr. Matheny offered several examples of statistical updates needed. A motion was made to update the State Plan as needed to reflect current dates and statistical information. The motion was seconded and passed with 13 in favor and none opposed. One member abstained from voting because he was not present during the introduction or discussion of the motion.

Dr. Beitsch provided a brief update on the current status of the Board of Health rule regarding smoking in public places and workplaces.

Under item #11 on the agenda (Update and discussion – surveillance and evaluation), Dr. Joyce Morris provided an update on the completion and initial report of the 2002 Oklahoma Youth Tobacco Survey. Members were invited to contact Dr. Morris if they needed specific data from the report.

Both the Governor’s Task Force on Tobacco and Youth and the Tobacco Use Prevention and Cessation Advisory Committee reviewed and voted unanimously to accept the minutes as drafted for the September 10th joint meeting of their respective groups.

It was then stated that this meeting would be the last meeting of the Governor’s Task Force on Tobacco and Youth as the Executive Order authorizing the Task Force would expire on December 31, 2002. Representative Vaughn, Chair of the Task Force since 1996, personally recognized each member and presented individual plaques in appreciation for their years of dedicated service.

Representative Vaughn then led a discussion regarding item #4 on the agenda, (Discussion and possible action by Governor's Task Force on Tobacco and Youth regarding final summary report and recommendations). After discussion, a motion was made and seconded for the Task Force to accept the findings and recommendations as drafted. The motion was approved with 12 in favor and one opposed.

Dr. Morgan then introduced Item #10 on the agenda (Update and discussion – program funding). Tracey Strader, Executive Director of the Tobacco Settlement Trust Endowment Fund, related that the Trust Fund Board of Directors had taken action on November 11th to fund a statewide smoker's quitline and a limited paid media campaign to help promote the quitline. Ms. Strader also briefly discussed the failure of State Question 701 and the potential effects on future Trust Fund activities.

Doug Matheny noted that the Request for Proposal (RFP) would soon be released by CDC and that Oklahoma's application for a new five-year funding period would be due shortly thereafter. It was stated that assistance would likely be needed from Advisory Committee members to assist in this application process. Mr. Matheny also announced that the three-year, \$2.25 million grant from the American Legacy Foundation would expire on August 31, 2003 and that future funding of the statewide "Students Working Against Tobacco" (SWAT) program supported by the Legacy grant was uncertain.

The Advisory Committee meeting dates for 2003 were discussed, and the suggested regular quarterly meetings dates and times were as follows:

- March 11th, 3 p.m. to 5 p.m.
- June 17th, 10 a.m. to 12 p.m.
- September 23rd, 3 p.m. to 5 p.m.
- December 9th, 3 p.m. to 5 p.m.

A motion was made to accept these dates and times for regular meetings of the Advisory Committee in 2003. The motion was seconded and was approved unanimously.

Dr. Morgan stated he recalled a previous motion or mention of seeking new Legislation to allow for an additional official member in the Advisory Committee. It was discussed that the State Plan strongly recommends that the Oklahoma Tobacco Use Prevention and Cessation Act be amended to add a 21st member selected from a list provided by the Native American Tobacco Coalition of Oklahoma. A brief discussion followed on concerns related to requesting new legislation at this time. Dr. Morgan asked Doug Matheny to study this issue further.

A brief update was offered on the status of the Director of Planning and Administration position that had been vacated by Tracey Strader in August. The job description for this position includes the role of the Executive Director of the Advisory Committee. After Cabinet Secretary approval had been secured for refilling the position in the midst of a strict state employee hiring freeze, the position had been announced just prior to the Thanksgiving holidays and then re-announced for two more weeks (through December 20) to provide the opportunity to gain a larger group of qualified applicants. Advisory Committee members were invited to serve on the selection committee.

Upon invitation by Dr. Morgan, a motion was made and seconded to adjourn the meeting. The motion was approved unanimously.