

# *Arkansas Tobacco Settlement Commission*

## **Meeting Minutes**

*Thursday, January 24, 2008*

*Real Estate Commission Conference Room*

*1:30 p.m. to 3:00 p.m.*

Type of Meeting: Quarterly Meeting

Chairperson: Bill B. Lefler

Board Members Present:

Gen. (Ret.) Bill B. Lefler, DDS, FACP, Chairman

Drew Kumpuris, M.D.

John Selig

John Ahlen, PhD

Paul Halverson, DrPH

Ken James, Ed. D.

Dee Cox

Cynthia Moten (designee for James Purcell, Ed.D.)

Staff Present:

Aaron Black

Karen Elrod

Invited Guests:

Joyce Dees, Governors Office

Dr. Robin McAtee, AAI

Suzanne McCarthy, ACHI

Willa Sanders, COPH

Linda Deloney, UAMS

Melissa Dean, DHHS

Dr. Jennifer Dillaha, TPPS

Dwane Tankersly, DHHS

Chantel Tucker

Dr. Wynona Bryant-Williams, AMHC

Leslie Humphries, ABI

Dr. Bobby McGehee, ABI

Dr. Claudia Beverly, COA

Dr. Carolyn Dresler, TPPS

Barbara Pauly, TPPS

Dr. Becky Hall, Delta AHEC

Nancy Green, ADE

Dr. Fred Taylor

### **I. Call to order**

**General Lefler**

Meeting called to order at 1:40 p.m.

### **II. Approval of minutes from last meeting**

**General Lefler**

Minutes of the October 17, 2007 meeting were reviewed by Commissioners.

General Lefler entertained a motion to vote.

Motion to Approve: Paul Halverson

Seconded by: John Ahlen

Minutes from meeting unanimously approved.

### **III. Financial Update**

**Aaron Black**

The current Arkansas Tobacco Settlement Commission financial information was included in the packets.

General Lefler entertained a motion to vote to approve the quarterly financial report.

Motion to Approve: Paul Halverson

Seconded by: John Ahlen  
Quarterly budget unanimously approved.

**ACHI Contract Update**

**Aaron Black**

January 23<sup>rd</sup> the Commission went before the State Legislature, the ACHI claim was unanimously approved for inclusion in the ASCC legislation for the 2009 session. Final payment to ACHI is expected to be issued in the spring or summer of 2009.

**DHS Medicaid Expansion Presentation**

**Melissa Dean, DHHS**  
**Dwane Tankersly, DHHS**

**Arkansas Aging Initiative Presentation**

**Dr. Robin McAtee**  
**Dr. Fred Taylor**

**Arkansas Coordinated School Health Initiative Presentation**

**Tamara Baker (ADH) ADH & ADE Co-Directors**  
**Laura McDowell (ADE)**

**IV. New Business**

**Quarterly Program Reports**

**Aaron Black**

Regular quarterly printed reports were included in the packets. The ATSC will present the quarterly reports to the PHWLC in the next month.

**Program Financial Quarterly Reports**

**Aaron Black**

This is the reporting that RAND recommended for the programs, financial updates from the seven funded programs were included in the packets.

**ATSC Community Health Grant Program  
Update on Grant Timelines**

**Aaron Black**

Below is a breakdown of the timelines for the most recent grant cycles, as well as future grant cycles.

2007 FISCAL YEAR GRANTS - \$372,000	January - July 2007
2008 FISCAL YEAR GRANTS - \$500,000	July - December 2007
2009 FISCAL YEAR GRANTS - \$500,000	January - June 2008
2010 FISCAL YEAR GRANTS - Amount unknown	January - June 2009

**New Grant Recipient Payment System**

The following system would be put in place for issuing grant funds to grant recipients over the period of their 12 month cycle, as opposed to a one time, up-front payment.

RAND has reviewed this proposed multiple payment system and feels it is adequate to provide the Commission with the additional oversight it is seeking.

July 1, 2008 - Issue initial payment of 50% of grant funds awarded to grantees.

November 31, 2008 - Require first grant report based on five months of operation.

January 1, 2009 - Issue payment of remainder of grant funds to eligible grantees.

June 30, 2009 - End grant cycle and require final grant report for the full 12 months of grant operation.

### **Saint Vincent Grant**

The Commission discussed allowing for an extension to the Saint Vincent Foundation grant program timetable. This would postpone the start of the grant program for up to eight months while the Foundation works with the AHTD to secure a new van. While the change does not alter the scope of the grant, it would alter their proposed timeline.

John Selig entertained a motion to extend the Saint Vincent grant timetable.

Motion to Approve: General Lefler

Seconded by: Paul Halverson

Extension for grant timetable unanimously approved.

### **RAND Program Review Update & Spring Site Visit**

**Aaron Black**

RAND will come to visit the programs in April of 2008. RAND has requested meeting with the Commission on the 14<sup>th</sup> of April.

### **ATSC Independent Evaluator**

**Aaron Black**

The Commission is contracted with RAND to use their services as the Independent Program Evaluator through December 31, 2008. At that time, the Commission can issue one final extension of the contract which would end on June 30, 2009 (six months after the end of the current contract). At the end of that final extension (which would meet the seven year maximum allowed under state law), a new bid or Request for Proposal (RFP) process must take place.

The RFP process would include:

- Training Seminar administered by DFA Office of State Procurement.
- Selection of an Evaluation Committee (odd number, suggested three).
- The creation of RFP language by the Committee (two to three months).
- Approval of the RFP by DFA Office of Procurement (one month).
- Issuance of the RFP.
- Time period for questions by potential bidders and responses issued by the Evaluation Committee (three to four months).
- Possible oral presentations to the entire Commission (an additional month).
- Evaluation Committee review of all bids submitted (one to three months).
- Commission review of Evaluation Committee recommendations and selection of a final candidate (one month).
- Two week intent to award process, if there is no protest, then the process moves forward (two weeks). If there is a protest, then the process is halted until the protest is resolved. This would be a time when the final six month extension option of the current contract might be beneficial.
- Commission submits the final decision to the Legislature for approval (roughly one to two months, depending on meeting dates).

After discussing this issue with DFA Office of State Procurement, we would estimate this process could take up to twelve months to complete. If the Commission chose to start the process immediately, this should provide enough time to complete the RFP prior to the end of the current RAND Contract.

General Lefler entertained a motion to form a RFP committee and initiate the RFP process.

Motion to Approve: Ken James

Seconded by: John Selig

Formation of a RFP committee and initiating the RFP process was unanimously approved.

**ATSC Program Highlight Brochure**

The ATSC brochure was included in the packets.

**Aaron Black**

**V. Meeting Adjournment**

General Lefler entertained a motion to adjourn

Motion to adjourn: John Selig

Seconded by: John Ahlen

Motion passed unanimously

Meeting adjourned

**General Lefler**