

# *Arkansas Tobacco Settlement Commission*

## **Meeting Minutes**

*Wednesday, July 23, 2008*

*Arkansas Real Estate Commission Conference Room*

*1:30 p.m. to 4:30 p.m.*

Type of Meeting: Quarterly Meeting

Chairperson: Bill B. Lefler

Board Members Present:

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

Omar Atiq, M.D.

John Selig

Steve Stanley (designee for John Ahlen, PhD)

Paul Halverson, DrPH

Karen Wheeler, Ph.D. (designee for James Purcell, Ed.D.)

Staff Present:

Aaron Black

Karen Elrod

Invited Guests:

Dr. Wynona Bryant-Williams, AMHC

Dr. Robin McAtee, AAI

Dr. Claudia Beverly, COA

Dr. Becky Hall, Delta AHEC

Dr. Jennifer Dillaha, TPCP

Dana Schultz, RAND

Leslie Humphries, ABI

Dr. Bobby McGehee, ABI

Dr. Carolyn Dresler, TPCP

Joyce Dees, Governors Office

John Engberg, RAND

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

**General Lefler**

Meeting called to order at 1:30 p.m.

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

**General Lefler**

Minutes from the April 14, 2008 meeting, July 14, 2008 meeting, and the July 16, 2008 meeting were reviewed by Commissioners.

General Lefler entertained a motion to vote to approve the minutes.

Motion to Approve: Karen Wheeler

Seconded by: John Selig

Minutes unanimously approved.

### **III. Financial Update**

**Aaron Black**

#### **ATSC Financial Report**

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

**Program Financial Reports**

**Aaron Black**

Financial updates from the seven funded programs were included in the packets.

General Lefler entertained a motion to vote to approve the ATSC and Program quarterly financial reports.

Motion to Approve: Omar Atiq

Seconded by: John Selig

ATSC and Program quarterly financial reports were unanimously approved.

**IV. Old Business**

**Final 2009 ATSC Community Health Grant List**

**Aaron Black**

The list of 2009 ATSC grant recipients was presented to the Commissioners

**V. New Business**

**RFP Answers for Vendors**

**Aaron Black**

RFP vendors have until July 23 to provide written questions to the Commission regarding the RFP. Written answers are due back to the vendors from the Commission on August 13, 2008. Since there is no meeting prior to that date, staff recommended the Commission authorize the RFP Drafting Committee to respond to any questions received from potential vendors.

General Lefler entertained a motion to allow the RFP committee to respond to potential vendor questions.

Motion to Approve: Omar Atiq

Seconded by: Paul Halverson

Motion unanimously approved.

**RAND Technical Capacity Funds for Programs**

**Aaron Black**

The Commissioners OK'd the staff to move forward on the process for issuing RFP's or contracts to provide technical training for the ATSC programs.

**RAND Appointment Recommendations**

**Aaron Black**

RAND has a concern with the scheduled loss of three of the four appointed members to the Commission on September 30, 2009. Staff has contacted the Governor's Office as well as the Attorney General's Office to seek possible options in addition to the one RAND has recommended in their report.

**Review Legislative Audit of ATSC**

**Aaron Black**

The Arkansas Tobacco Settlement Commission (ATSC) did enter into an agreement with the Arkansas Center for Health Improvement (ACHI) for professional services for \$98,064. This contract, while supported by the Commission, was not correctly coordinated through the Department of Finance and Administration (DFA) by the past executive director of the Commission.

Since the time of that contract, the Commission has hired a new executive director and has completed multiple professional services contracts by following the procedures and guidelines set forth by DFA. The Commission is in full compliance with all known requirements for professional services contracts and works closely with the staff of the

DFA Office of State Procurement on any request for proposal (RFP) or contract completed by the Commission. Also, several Commission members and staff have received training on the RFP process from staff at DFA.

The ATSC has reviewed the concerns brought out by the audit of the cell phone used by the past executive director of the Commission. In response, the ATSC has voted to issue a letter to the past executive director seeking reimbursement for the excessive charges on the cell phone plan. The Commission will inform the Division of Legislative Audit when a response has been received from the past executive director.

Since the time of the phone misuse, the Commission's new executive director has cancelled the existing cell phone contract and does not use a cell phone provided by the Commission. The Commission feels this issue is currently resolved in the fact that no staff member currently has a cell phone paid for by the Commission.

General Lefler entertained a motion to accept the audit findings.

Motion to Approve: Karen Wheeler

Seconded by: Paul Halverson

Motion unanimously approved.

## **VI. Presentations**

### **RAND Report**

**Dr. John Engberg**

**Dr. Dana Schultz**

Dr. Engberg and Ms. Dana Schultz presented evaluation results of the biennial RAND report to the ATSC.

## **VII. Meeting Adjournment**

**General Lefler**

General Lefler entertained a motion to adjourn

Motion to adjourn: John Ahlen

Seconded by: Karen Wheeler

Motion passed unanimously

Meeting adjourned