Tobacco Prevention and Control Advisory Board Meeting
October 29, 2021, 3:00 p.m. to 4:00 p.m.
Via Zoom

Members Present:	Sharlene Chun-Lum; Robert Hirokawa; Dr. Hye-Ryeon Lee; Jennifer Ryan; Darrin Sato; Dr. Anthea Wang (Chair); Danette Wong -Tomiyasu
Members Absent:	Dr. Sheri Daniels
Dept. of Health:	Lola Irvin; Heidi Hansen-Smith; Lila Johnson; Jill Tamashiro; Danelle Cheng
Dept. of Attorney General:	Blair Goto
Guests (Public):	Tom Matsuda, HCF; Larissa Kick, HCF; Tricia Mabellos, HCF; Nanda Freeman, HCF Jessica Yamauchi, HIPHI; Cynthia Au, ACS; Julian Lipsher, CFTH; Don Weisman, AHA; Robert Toyofuku, Advocates; Helen Victor, UH JABSOM; Pedro Hara, ALA

Agenda	Discussion	Decision	Outcome
Call to Order	Meeting was called to order at 3:02 p.m. by Chair Wang • Incoming Board Members welcomed: Darrin Sato, House Nominee and Jennifer Ryan, DOE Superintendent Designee • Outgoing Board Members: Recognized: Danielle Bass, House Nominee, Dr. Christian Gloria, Dr. Elizabeth Tam • Time for Remembrance for Dr. Elizabeth Tam • Introductions of Board Members • Virtual meeting instructions reviewed • Guests welcomed. • Minutes of 6/18/21 meeting reviewed • Agenda reviewed	Chun-Lum moved to approve minutes as submitted. Lee seconded.	Minutes approved unanimously.
Workflow from State Tobacco Prevention Plan to Grantmaking	Irvin shared the DOH and TPCAB role and responsibility to the Tobacco Prevention & Control Trust Fund RFP process, grantmaking, and budget. Kick presented on the Request for Proposal		Presentation slide decks were shared in meeting packet. Questions taken and time for discussion provided.

	(RFP) Process utilized by the Hawaii Community Foundation (HCF) grantmaking programs which includes those grants funded by the Tobacco Prevention and Control Trust Fund. Since 2000, the DOH has contracted HCF to: • Manage and monitor investment performance of the Trust Fund. • Administer community programs – cessation, youth prevention and tobacco control vendors such as the Hawaii Tobacco Quitline. HCF has a standard decision- making process approved by their Board of Governors. RFP Flowchart Process shared.		RFP Flowchart Handout provided in meeting packet. Members expressed appreciation for flowchart clarity as it highlights the RFP process very transparently.
Review of Tobacco Trust Fund Budget for 2022	Matsuda shared the proposed 2022 Tobacco Prevention & Control Trust Fund Budget. Overview of major programs and providers included in the budget shared.		Hirokawa asked in terms of surveillance if there is any need by the DOH for increased capacity as it relates to the Behavioral Risk Factor Surveillance System (BRFSS) and Youth Risk Behavior Survey (YRBS). Is DOH able to track trends over time? It's very important to be able to track that to understand what's going on. Irvin responded that due to reduced federal funding and reduced support from CDC, DOH is only conducting YRBS and not Youth Tobacco Survey (YTS) this year. CDC no longer provides data cleansing and weighting, and technical support for the YTS. Irvin requested time for DOH to come back to Advisory Board with a response to include impact of loss of YTS data and what cost would be if Advisory Board is to make any recommendations.

	Chair called for motion to adopt Tobacco Trust Fund Budget for 2022	Hirokawa moved to approve Tobacco Trust Fund Budget for 2022. Lee seconded.	Lee supported DOH taking time to get back to the Board regarding the impact and cost of discontinuing YTS. Expressed concerned regarding methodological issues that may prevent continuous analysis of data. Interested in knowing what questions are being maintained and what questions will be left out. Chair asked for confirmation whether at the end of grant cycles in 2022 & 2023 new grants will reflect most recent strategic plan with subgroup representation. Matsuda confirmed that yes, this is correct, and the current strategic plan will be reflected in any future RFPs being issued. Tobacco Trust Fund Budget for 2022 was adopted unanimously.
Request for Public Comment	Chair made request for Public Comment.		No public comment offered
Adjournment	Meeting was adjourned by Chair at 4:05 pm		

Respectfully submitted,

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Lola Irvin
Chronic Disease Prevention and Health Promotion Division
Department of Health

Approved:

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Dr. Anthea Wang, Chair