

**Tobacco and Health Board of Trustees**

**June 21, 2023**

**Via Microsoft Teams**

**The meeting was recorded and can be viewed in its entirety at this link**

[https://www.youtube.com/watch?v=YTNUgeAyl\\_c](https://www.youtube.com/watch?v=YTNUgeAyl_c)

Tobacco and Health Trust Fund Board of Trustees - Members in Attendance: Claudio Gualtieri (Chair), Robert Boris, Ayesha Clarke, Anne Foley, Pareesa Charmchi Goodwin, Toni Harp, Rep. Cindy Harrison, Mathew Jasinski, Tricia Orozco, Michael Rell, Andrew Salner, and Judy Terranova

Tobacco and Health Trust Fund Board of Trustees - Members Excused: Elizabeth Keyes and Suchitra Krishnan-Sarin

Guest Speakers: Senator Saud Anwar, Representative Cristin McCarthy Vahey, and Allison Sullivan, Department of Public Health (DPH)

Board of Trustees Staff: Melissa Morton, Office of Policy and Management (OPM)

<b>Agenda Item</b>	<b>Minutes</b>
Welcome and introductions	Chair Claudio Gualtieri, (OPM) called the meeting to order at 10:02 A.M. Melissa Morton, (OPM) called the role and members introduced themselves. Chair Gualtieri introduced special guests Public Health Committee Chairs, Senator Saud Anwar and Representative Cristin McCarthy Vahey who provided comments thanking members for their participation on the Board, expressing the need for continued work on tobacco and nicotine cessation and prevention programs and the importance of the charge before the Board.
Review of statutory authority, board charge and budget	Chair Gualtieri provided an overview the Board's statutory authority: <ul style="list-style-type: none"><li>• Public Act 22-118 (Sections 196 and 197) reestablished the Tobacco and Health Trust Fund Board and allocated a transfer of \$12 million in Tobacco Settlement funds to the Tobacco and Health Trust Fund.</li><li>• P.A. 23-92: (1) authorizes a deposit of \$12 million in SFY '24 and SFY'25, (2) requires Department of Mental Health and Addiction Services Commissioner to submit a report to the Board annually beginning on 9/1/24 detailing how JUUL settlement moneys disbursed in the preceding fiscal year were distributed and spent, (3) makes language revisions to strengthen the Trust Fund's commitment and focus on tobacco and smoking education and cessation and adds vaping, (4) specifies that the Board support &amp; encourage development of programs that use evidence-based best practices, (5) defines terms limits for Board members, and (6) requires the biennial report to the General Assembly to include the measurable outcome and evaluation criteria and application process used to select programs to receive such funds.</li></ul>
Review of statutory authority, board charge and budget	

Agenda Item	Minutes
	<ul style="list-style-type: none"> <li>Chair Gaultieri reviewed the Board's statutorily defined funding utilization requirements: Funding shall be directed to support and encourage tobacco and nicotine use prevention, education, and cessation programs that use evidence-based best practices for the following: (1) state and community interventions; (2) communication methods to disseminate health information to a wide audience; (3) cessation interventions; (4) surveillance and evaluation; and (5) infrastructure, administration, and management.</li> <li>Chair Gaultieri noted the state budget authorizes \$12 million of Tobacco Settlement funds to be transferred to the Trust Fund in FY 23, FY 24 and FY 25 for a total of \$36 million in deposits. This is in comparison to the \$29.2 million total funds disbursed by the Trust Fund Board 2003-2016.</li> </ul> <p>Presentation slides can be found on the Tobacco and Health Trust Fund Board web page: <a href="https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/June_21-2023/Tobacco-Board-History- June-21-2023-meetingFINAL.pdf">https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/June_21-2023/Tobacco-Board-History- June-21-2023-meetingFINAL.pdf</a></p>
Review of Board history: (a) prior operating procedure	<p>Chair Gaultieri asked Melissa Morton to provide a brief overview of the history of the Board's operations from establishment in 1999 – disbandment in 2018. Ms. Morton's presentation consisted of the following content areas: (1) review of prior statutory authority and charge; (2) overview of how the \$29.2 million in total funding received by the Board 2003 – 2016 was disbursed; (2) review of Public Acts 15-244 and 17-02 that ended additional fund transfers to the Trust Fund and transferred the unobligated Fund balance to accounts for other purposes; (3) review of the Board's refreshed statutory charge and composition; (4) review of the lessons learned and recommendations put forward in the previous Board's 2017 Retrospective Report and 2018 Summary of Tobacco and Health Trust Fund Programs Report; and (5) a brief review of the current need for continued tobacco prevention and cessation initiatives.</p> <p>Presentation slides can be found on the Tobacco and Health Trust Fund Board web page: <a href="https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/June_21-2023/Tobacco-Board-History- June-21-2023-meetingFINAL.pdf">https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/June_21-2023/Tobacco-Board-History- June-21-2023-meetingFINAL.pdf</a></p>
Review of Board history: (b) prior processes for Board recommendations, adoption of CDC best practices,	<p>Chair Gaultieri introduced DPH Deputy Commissioner Judy Terranova to provide an overview of Board process history, adoption of CDC Best Practices, the grant award process and review of previously funded projects.</p> <ul style="list-style-type: none"> <li>Deputy Commissioner Terranova acknowledged DPH's enthusiasm for the reestablishment of the Tobacco and Health Trust Fund Board</li> </ul>

Agenda Item	Minutes
<p>RFP process, grants, and contracts; and (c) overview of previously funded projects</p>	<p>and affirmed DPH's commitment to continue playing an integral role in the disbursement of funding. She thanked retired DPH staff person Barbara Walsh for her work on leading efforts to disburse previous rounds of Trust Fund monies and introduced her replacement at DPH, Allison Sullivan, who will be leading the grant process moving forward to provide a brief review of CDC Best Practices and previously funded projects.</p> <ul style="list-style-type: none"> <li>• Allison Sullivan's (DPH), presentation consisted of the following content areas: (1) summary of board funded initiatives; (2) overview of successes and lessons learned from prior grant programs; (3) review of the CDC Best Practices and how DPH is using them to guide their department's tobacco related staffing, funding allocations and programming; (4) a review of Tobacco and Health Trust Fund allocation breakdown by program category according to CDC fund utilization best practices; and (5) a review of grant planning and implementation timelines. She also clarified that based on the Board's recommendations DPH goes out to bid for entities to request funding and that Board membership participation on the request for proposal evaluation panel would be a good way for members to get more involved in the allocation process as long as they are not representing an entity that is seeking funds or have any other conflict of interest.</li> </ul> <p>Presentation slides can be found on the Tobacco and Health Trust Fund Board web page: <a href="https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/June_21-2023/DPH-Presentation_June-21-2023-THTF-1st-mtg.pdf">https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/June_21-2023/DPH-Presentation_June-21-2023-THTF-1st-mtg.pdf</a></p> <p>Board members made the following remarks:</p> <ul style="list-style-type: none"> <li>• Anne Foley, noted she had past involvement on the Board and shared the following thoughts: (1) the Board should spend all deposited funds as there is no guarantee the funds will remain available the next fiscal year; (2) a link to the new statutory authority should be added to the web site; (3) she supports the statutory change making the Board's work solely focused on tobacco and nicotine matters as balancing funds between tobacco related programs and mental health services was historically a challenge; (4) has some concern about limiting funding to only evidence-based practices and programs as some of the most successful programs funded by the last iteration of the Board were new and innovative programs that had not yet been studied and, therefore, were not evidence-based. She also shared concern that there may not be evidence-based practices in existence to serve certain target populations; (5) asked if the Board can fund surveillance and evaluation and Chair Gualtieri said yes, that is specified in statute;</li> </ul>

Agenda Item	Minutes
RFP process, grants, and contracts; and (c) overview of previously funded projects	<p>(6) questioned the adoption of CDC Best Practices and the specific program goals detailed in the DPH report. Allison Sullivan clarified those were DPH specific goals and not the goals of the Board; and (7) the request for proposal process seemed protracted and she questioned whether it needed that much time to be completed.</p> <ul style="list-style-type: none"> <li>Chair Gualtieri informed the group that policy staff tried to model revised Tobacco and Health Trust Fund statutory language after that for the disbursement of opioid settlement funds. He offered that perhaps further discussion can be had around revising the tobacco language to allow funds to be used for a broader purpose than strictly evidence-based programming in order to allow for funding of innovative programs.</li> <li>Michael Rell, also a member of the previous Board, shared the following: (1) the MATCH Coalition was a good resource for the Board in past years and may be helpful to the reestablished Board; (2) shares Anne Foley's concern about a protracted award process as there is no guarantee money will still be available over time, so the Board needs to make sure it is protected. He also shared Ms. Foley's concern about limiting funding to only evidence-based programs; and (3) historically, media campaigns focused on TV and radio. This time around social media will be a key component of outreach. Working with Youth Service Bureaus was also helpful in outreach.</li> <li>Andrew Salner shared that he is also a returning member of the Board and stated the following: (1) praise to the Governor and legislative leaders for restoring funding to the Trust Fund and restarting prevention and cessation efforts and his hope that this iteration of the Board builds on the lessons learned from prior years; (2) noted that tobacco use and nicotine addiction effect those who can least afford it the most; (3) suggested that when looking at revising the evidence-based program criteria that people look at "evidence-based themes"; (4) pointed out that the \$12 million annual allocation is roughly 1/3 of the amount of resources the CDC recommends for a state the size of CT; and (5) shared thoughts on program evaluation moving forward.</li> </ul>
Adoption of Board operating procedures	<ul style="list-style-type: none"> <li>Chair Gualtieri informed members that Melissa Morton will circulate a Survey Monkey to gauge people's preferences for meeting frequency, dates and times. He suggested that moving forward the Board meet in-person or offered a hybrid option rather than strictly virtual meetings. He opened the floor to members to share their thoughts. Individuals who spoke were in favor of members making every effort to attend in-person but having a virtual option available when in-person attendance is not possible and noted that the cadence of the Board's work will determine meeting frequency.</li> </ul>

<b>Agenda Item</b>	<b>Minutes</b>
Adoption of Board operating procedures	<ul style="list-style-type: none"> <li>Toni Harp shared that she is not entirely clear what the role of the Board is in the funding allocation and grant process and, therefore, she is unclear on the appropriate meeting frequency. She also questioned whether the \$36 million in funding has already been allocated by DPH.</li> <li>Chair Gualtieri clarified for members the following: (1) none of the \$36 million appropriated in FY 23 – FY 25 have been allocated yet. Deputy Commissioner Terranova confirmed that and shared that the programs presented on today were those funded previously by the Board and the chart reflecting the breakdown of the FY 23 \$12 million is what the funding would like “if” the board allocated the funds according to CDC recommendations. The Board has the final say in developing the recommendations for how funding is disbursed. Anne Foley clarified that the Board is statutorily required to present Board recommendations to the Committees of Cognizance of the General Assembly and then must be approved by the Committees before any funding can be spent.</li> </ul>
Summarize next steps	Chair Gualtieri summarized the following next steps: (1) General consensus around meeting in-person when possible and offering a hybrid option; (2) OPM and DPH will meet to flesh out expectations, duties and levels of engagement of Board members and will share with members clarifying information on baseline Board expectations based on statutory charge versus extra opportunities available to members who want more involved; and (3) Survey Monkey will be distributed to gather preference of meeting frequency, dates and times.
Adjourn	Chair Gualtieri made a motion to adjourn, seconded by Ayesha Clarke. All in favor. Meeting adjourned at 11:31 A.M.