

**Tobacco and Health Board of Trustees**

**October 11, 2023**

**Via Microsoft Teams**

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

<https://youtu.be/VdOmb3rnJU>

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

Tobacco and Health Trust Fund Board of Trustees - Members Excused: Robert Boris and Michael Rell

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

Meeting called to order by Chair Claudio Gualtieri at 2:02 P.M.

<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.
Amendment to Agenda	Chair Claudio Gualtieri noted that a public comment period was inadvertently omitted from the agenda and asked the Board if a member would like to make a motion to amend the agenda to add an opportunity for public comment to the end of the meeting. Vote: Deputy Commissioner Jody Terranova made a motion to add public comment to the agenda. Ayesha Clarke seconded. All in favor. Motion carried and public comment was added to the end of the agenda.
Adopt Minutes from June 21, 2023 Meeting	Chair Claudio Gualtieri called for a motion to adopt the minutes from the June 21, 2023 meeting. Anne Foley made a motion to adopt. Representative Cindy Harrison seconded. There was no discussion. Ten (10) members voted in favor and one (1) member, Suchitra Krishnan-Sarin abstained. Motion approved.
State Goal of Today's Meeting	Chair Claudio Gualtieri informed members the purpose of the meeting is to address concerns expressed by Board members in June that their role may be perfunctory and not substantive. The goal is that by the end of the meeting members understand they have significant authority to determine funding priorities and a variety of opportunities to be involved in the request for proposals development and evaluation process.
Review of Statutory Charge and Key Roles: a. Statutory charge b. Roles of Board members c. Role of state agencies d. Role of Legislature	Chair Gualtieri introduced OPM staff person, Melissa Morton to provide an overview the Board's statutory authority. Melissa Morton's presentation consisted of the following content areas: A. <u>Review of Board's statutory charge including comparison of Board purpose and funding priorities as defined in <a href="#">P.A. 23-92</a>.</u>  B. <u>Roles of Board members</u> <ul style="list-style-type: none"><li>• Determine (a) whether funding should be provided to additional categories beyond the statutorily required priority areas (must remain w/in CDC guidelines specified in P.A. 23-92, Sec. 4(a). (b) vote on what the additional funding categories will be.</li><li>• Once funding categories are set – vote on the allocation of Trust Fund dollars for each category.</li></ul>

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<p>Review of Statutory Charge and Key Roles:</p> <ul style="list-style-type: none"> <li>a. Statutory charge</li> <li>b. Roles of Board members</li> <li>c. Role of state agencies</li> <li>d. Role of Legislature</li> </ul>	<ul style="list-style-type: none"> <li>• Send funding allocation plan to the legislature for approval.</li> <li>• Evaluate funded programs.</li> <li>• Opportunities for involvement beyond statutory mandates – i.e. RFP development and evaluation.</li> </ul> <p>C. <u>Roles of the state agencies and legislature</u></p> <ul style="list-style-type: none"> <li>• Role of Legislature: Approve the Board’s proposed funding allocation breakdown by category.</li> <li>• Role of State Agencies: Determine which state agency/agencies will handle various RFP processes; Lead the RFP process from development through selection; Administer and monitor contracts resulting from RFP process or sole source decisions; make payments; and Evaluate programs and provide progress updates to the Board.</li> <li>• Ms. Morton noted the previous iteration of the Board allocated funds to secure a third-party program evaluator and OPM encourages the Board to consider funding such an entity again this round.</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/October-11-2023/Tobacco-Board-Member-Role_Oct-11-2023-meeting.pdf">https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/October-11-2023/Tobacco-Board-Member-Role_Oct-11-2023-meeting.pdf</a></p>
<p>Review of CDC Best Practices and RFP Process:</p> <ul style="list-style-type: none"> <li>a. CDC Best Practice categories and suggested CDC funding allocations</li> <li>b. Procurement process &amp; role of board members – RFPs, grants, and contracts</li> </ul>	<p>Chair Gualtieri introduced DPH, Deputy Commissioner Jody Terranova to provide an overview of the CDC Best Practice Guidelines. Deputy Commissioner Terranova’s presentation consisted of the following content areas: (1) Review of the five (5) CDC best practice categories (a) State and Community Interventions, (b) Mass Reach Communications, (c) Cessation Interventions, (d) Surveillance and Evaluation, and (e) Infrastructure, Administration, and Management and the recommended funding percentages for each. (2) Examples of previously funded activities under each category. She noted the Quitline as a good example of a successful evidence-based project that received prior funding and encouraged the Board to consider continued support of the Quitline when setting this round’s priorities. (3) An overview of the request for proposal (RFP) timeline and the roles Board members without a conflict of interest can voluntarily play in the stages of the RFP process.</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/October-11-2023/DPH-presentation-THTF-Oct-2023.pdf">https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/Agendas-and-minutes/October-11-2023/DPH-presentation-THTF-Oct-2023.pdf</a>.</p>
<p>Discussion of Member Roles &amp; Priority Areas)</p> <ul style="list-style-type: none"> <li>a. Consideration of additional priority areas for funding</li> </ul>	<p><u>Discussion</u></p> <p>The following are highlights of the ensuing discussion:</p> <ul style="list-style-type: none"> <li>• Dr Andrew Salner: (1) suggested the Board set funding ranges for each category rather than set percentages to allow for funding flexibility based on the number and quality of</li> </ul>

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<p>b. Consideration of hiring a consultant for program evaluation</p>	<p>applications that are received under each. (2) Requested that the Board have the opportunity to review all RFP responses and have presentations from proposers and be provided the opportunity to make funding recommendations to State staff.</p> <ul style="list-style-type: none"> <li>• Anne Foley: (1) Shared concern that the CDC Best Practices are from 2014 and there may have been progress in the intervening years. She expressed specific caution about the Board using outdated funded allocations. Deputy Commissioner Terranova said that the CDC has been working on updated guidelines and she will check with the agency to see when they can be expected and if any updated interim guidance is available. (2) Noted that Board purpose and funding priorities are well aligned but questioned how eliminating exposure to secondhand smoke would be covered within the statutory categories. Deputy Commissioner Terranova said that she can share guidance on this matter at the next meeting and noted that she views environmental control issues such as reduction of exposure to secondhand smoke, as a legislative and policy matter. Ms. Foley agreed and noted the previous iteration of the Board decided not to offer legislative proposals, but this Board may wish to reconsider that. (3) Asked whether mass-media outreach funding needs to be increased to meet the requirement of the Board to focus on eliminating disparities. Claudio Gualtieri stated that funding priority areas are all encompassing so equity and reduction of exposure to secondhand smoke can be woven into all projects funded under each category.</li> <li>• Ayesha Clarke stated that proper funding for third-party evaluation is key to making sure programs are effective.</li> <li>• Senator Toni Harp agreed with Anne Foley about wanting to base funding allocations on more recent data. Additionally, she asked if the Board could be informed as to what programs were funded in the past. Claudio Gualtieri reminded members that the June meeting consisted of highlights of previously funded programs and links to retrospective reports that detail all previously funded programs, their success rates and recommendation for future funding considerations. They can be found on the <a href="#">Tobacco and Health Trust Fund web page</a>.</li> <li>• Dr. Andrew Salner agreed with Ms. Clarke adding that third party evaluation lends credibility to the Board’s funding decisions. He also expressed that eliminating disparities can be incorporated into the RFP and be addressed in all categories. Funding allocations to do not necessarily need to be revised.</li> <li>• Claudio Gualtieri noted that statutorily the funds are deposited into a separate non-lapsing fund.</li> </ul>
<p>Adoption of Board Operating Procedures: Vote on Board operations, meeting schedule, location, and duration</p>	<p>Chair Claudio Gualtieri reviewed the results of the Board member meeting survey that was circulated after the June meeting. Members indicated that quarterly meetings held in the morning on the fourth Wednesday of the first month of each quarter would be best. He</p>

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	<p>presented the proposed 2024 meeting schedule for vote based on member preference and called for a motion to adopt the 2024 Tobacco and Health Trust Fund Meeting Schedule. Vote: Deputy Commissioner Terranova made a motion to adopt the 2024 meeting schedule as presented. Seconded by Dr. Andrew Salner. There was no discussion. All in favor. 2024 meeting schedule was adopted.</p> <p>2024 meeting schedule can be found here: <a href="https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/THTF-Meeting-Schedule--2024.pdf">https://portal.ct.gov/-/media/OPM/PDPD/PDPD-HHS/Tobacco-and-Health-Trust-Fund-Board/THTF-Meeting-Schedule--2024.pdf</a>.</p>
Public Comment	<p>Chair Claudio Gualtieri invited members of the public to make comment and acknowledged the attendance of Senator Anwar and Representative McCarthy Vahey.</p> <ul style="list-style-type: none"> <li>• Senator Anwar thanked Board members for their work and encouraged members to consider the effect of any funding goals on small businesses who express that decreasing sales of tobacco and vaping products can harm their businesses. He asked the Board to look into whether small businesses can receive any grants to counteract the financial impacts of decreased tobacco and vape sales.</li> <li>• Representative McCarthy Vahey informed the Board that she would welcome policy recommendations and thinks some matters such as the negative impact on small businesses raised by Senator Anwar may be areas ripe for legislative intervention. She also informed the Board that when considering youth presentation activities to keep in mind that most young people are thinking of cannabis when they think of smoking.</li> </ul>
Summarize Next Steps - Set agenda items for Board action and vote at next meeting Summarize next steps	<p>Chair Gualtieri summarized the following next steps: (1) Next meeting will be used to set funding priority areas and vote on funding allocations. (2) DPH will provide an update on whether the CDC has any updated tobacco prevention and cessation guidelines.</p>
Adjourn	<p>Chair Gualtieri called for a motion to adjourn. Tricia Orozco made a motion to adjourn. Seconded by Anne Foley. All in favor. Meeting adjourned at 3:08 P.M.</p>