

Topic/lead	Discussion	Status/Follow up
	<p>about the new proposed subcommittee (see discussion below).</p> <p>Discussion: Members felt their most important role was to advise the State Surgeon General and the DOH about how best to run the program, rather than to conduct outreach to potential collaborators. They were also concerned that the collaboration effort requested by the DOH lacked clear goals, and could distract the council from its central role of advising and supporting the State Surgeon General.</p> <p>c. Vote on frequency of meeting. Members made a motion to meet once in between advisory council meetings rather than monthly.</p> <p>d. Vote on definition of quorum. Members agreed that a quorum would be at least two members. Mr. Withers made a motion to conduct business with the members present.</p> <p>Summary: The members reiterated the importance of surveillance and evaluation both to the CDC and to the DOH in order to determine what needs attention in the tobacco program. Members also suggested that everyone who is assigned to this subcommittee be sent a survey asking whether or not they want to remain on the subcommittee. Anyone who is non-responsive to the survey will be dropped from the subcommittee. The Chair of the subcommittee stated he would send a memo about these issues to the DOH.</p>	<p>Motion seconded and approved by voice vote.</p> <p>Motion seconded and approved by voice vote.</p>
New Business, agenda for next meeting	<p>DOH should report back to the subcommittee about how tobacco AHEC will be evaluated. The Evaluation Matrix will be reviewed at each subcommittee meeting. Members not present will be surveyed to see if they want to remain on the subcommittee.</p>	
Recommendations to the TAC	<ul style="list-style-type: none"> • Mr. Webster will make recommendations about subcommittees at the next council meeting. • Mr. Withers recommended the DOH do more public relations about the tobacco program. • Members asked the DOH attorney to provide an opinion about the legality of chat rooms. 	
LYTMOS GROUP INC. Update	<p>Update by Mr. Martinez about LYTMOS GROUP Inc. peer review process. The grant process was contracted to an experienced provider of peer review and grants management projects. To date:</p> <ol style="list-style-type: none"> a. Over 90 applicants registered to submit on-line applications. Applications are due on 4/7/09. b. Grants may be renewed for a three year period, but depend on funds and the success of applicant each year. c. There will be a grant made for each of the 67 counties. d. It may require a second RFA to get quality proposals in all 67 counties. e. Grants are being reviewed by tobacco experts from outside Florida. f. The council will be involved in the process on the June 1, 2009 meeting. 	
Recommendation of agenda items for the next council meeting.	<p>A motion was proposed to have the Research Triangle Inc. (RTI) carve out and report on the AHEC portion of the RTI overall tobacco program evaluation.</p>	<p>Motion seconded and approved by voice vote.</p>
Adjournment	<p>The meeting was adjourned at 10:42 a.m.</p>	