

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting

February 23, 2011

10:00 a.m.

LOCATION

3800 N. Classen

Second Floor Conference Room

Oklahoma City, OK 73118

Contact: Dorothy Antwine (405) 820-6982

AGENDA

1. Open Meeting Act Announcement and Call to Order – Kenneth Rowe, Chair
2. Approval of Minutes of the November 17 and 18, 2010 Regular Board Meeting and Retreat
3. Board of Investors Update – Travis Monroe, Director of Agency Services, State Treasurer’s Office
 - a. Update from the February 22, 2011 Meeting of the Board of Investors
 - b. Estimate of FY 2012 Earnings
4. Chair’s Report – Kenneth Rowe, Chair
 - a. Review of Board Meeting Dates for 2011
 - b. Ethics Commission Reporting
 - c. Board Retreat Follow-up Items
 - i. Discussion and Possible Approval of the Updated Strategic Plan
 - ii. Discussion and Possible Approval of the TSET Branding Implementation Plan
5. Director’s Report – Tracey Strader, Executive Director
 - a. Training Events
 - b. FY 2011 Conference Sponsorships
 - c. Staffing Updates
6. Program Implementation Committee Report – Casey Killblane, Committee Chair
 - a. Discussion and Possible Action on Continuation of the Oklahoma Insurance Department, Cessation Systems Initiative Grant (P.O.# 0929000339)
 - b. Discussion and Possible Action on Assignment of the Texas County Communities of Excellence in Tobacco Control Grant (P.O.# 0929000550) from the Next Step Network, Inc. to the Texas County Health Department.
 - c. Discussion and Possible Action on Amendment to Contract from the Oklahoma State Department of Health for Additional Oklahoma Tobacco Helpline Services (P.O.# 3409014633)
 - d. Presentation – *FY 2010 Tobacco Control Health Communications Updates* – Sjonna Paulson, TSET Director of Communications
7. Program Development Committee Report – Susan Bizé, Committee Chair
 - a. Update on Nutrition and Fitness Initiative – Jonás Mata, Director of Grants and Programs
 - i. Status of Request for Proposals (RFP#092-5)
 - ii. Discussion and Possible Action on Increased Funding Needed for Additional Grant Reviewers
 - iii. Discussion and Possible Action on a Contract with the Tobacco Technical Assistance Consortium for Consultation on a Training and Technical Assistance Plan to be Developed in Collaboration with the Oklahoma Department of Mental Health and Substance Abuse Services and the Oklahoma State Department of Health.
 - b. Discussion and Possible Action on a Contract from the Oklahoma State Department of Health for TSET Administration of the Certified Healthy Communities Initiative.

NOTE: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.

*If you need accommodation on the basis of disability, please contact Dorothy Antwine at 405-521-3887 or dorothy@tset.ok.gov at least 48 hours before the event and we will make arrangements.

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8. Agency Operations Committee – George Foster, O.D., Committee Chair
 - a. FY 2010, Fourth Quarter Programs Budget to Actual, Updated
 - b. FY 2011 Second Quarter Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - c. Discussion and Possible Action on the Purchase of Grants Management Software
 - d. Consideration and Possible Action on FY 2011 Budget Revision
9. Proposed Executive Session
 - a. Review and discussion of unsolicited proposals, as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. Supp. 2006, § 2309(C)(4).
 - b. Consideration and possible vote on items from Executive Session
10. New Business – any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda [25 O.S. § 311 (A)(9)]
11. Public Comment
12. Adjournment

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