

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting
May 9, 2013 - 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 – Casey Killblane, Chair
2. Approval of minutes of the February 20, 2013 regular board meeting
3. Board of Investors update – Sherian Kerlin, Director of Portfolio Accounting and Reporting, Office of the State Treasurer
 - a. Update from the Board of Investors
 - b. Status of FY 2013 payments and earnings
 - c. FY 2014 contract for staff support
4. Chair's Report – Casey Killblane, Chair
 - a. Introduction of incoming board member, Curtis Knoles, M.D.
 - b. Recognition of outgoing board member, Susan Walters Bizé
 - c. Recognition of W.R. "Bill" Lissau, former TSET Board Member
 - d. Recognition of Georgiana Stephens, former Deputy Chief Investment Officer, Office of the State Treasurer
 - e. Recognition of Riley Shaull, former Chief Operations Officer, Agency Business Services, Oklahoma Office of Management and Enterprise Services
 - f. Review of remaining board meeting dates for 2013
 - g. Status of Ethics Commission reports
 - h. Discussion and possible action on the updated strategic plan
5. Director's Report – Tracey Strader, Executive Director
 - a. Employee recognition for Public Service Recognition Week
 - b. Presentation, *TSET and OSDH Strategic Alliance and Integrated Work Plan for Tobacco, Physical Activity, Nutrition, and Obesity*
 - c. Recent and upcoming training events
 - d. Public Information and Outreach Updates – Julie Bisbee, TSET Public Information and Outreach Officer
 - i. TSET outreach survey
 - ii. TSET Day at the Capitol
 - iii. Policy updates
 - iv. FY 2013 conference sponsorships
 - v. Update on student interns
6. Program Implementation Committee report – Jim Gebhart, Committee Chair
 - a. Presentation - *Organizational Changes within the Oklahoma Tobacco Research Center* – D. Robert McCaffree, M.D., Co-Director
 - b. Discussion and possible action on amendment to RFP # TSET 092-3 to remove requirement for provision of video-to-video services through the Oklahoma Tobacco Helpline for the deaf and hard of hearing.

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.

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- c. Update on FY 2013 health communications
- d. Discussion and possible action on FY 2014 health communications plans and recommended budget
- e. Discussion and possible action on renewal of program grants and contracts for FY 14
 - i. Communities of Excellence in Tobacco Control
 - 1. Wave I
 - 2. Wave II
 - 3. Wave III
 - ii. Communities of Excellence in Physical Activity and Nutrition
 - iii. Research and grants
 - 1. Oklahoma Center for Adult Stem Cell Research – Oklahoma Medical Research Foundation
 - 2. TSET Cancer Research Program – Peggy and Charles Stephenson Cancer Center
 - 3. Oklahoma Tobacco Research Center – Peggy and Charles Stephenson Cancer Center, for research and program evaluation
 - iv. Oklahoma Tobacco Helpline services – Alere Wellbeing, Inc.
 - v. Unsolicited proposals
 - 1. Oklahoma Child Care Association – for wellness initiatives in three star child care facilities
 - 2. Communities Foundation of Oklahoma, Oklahoma Afterschool Network (OKAN) – for development of after school standards
 - 3. Oklahoma State University Dining Services – improved nutrition, menu labeling, and student involvement
 - 4. Physician Manpower Training Commission – for physician recruitment to rural and underserved areas
 - vi. Program Support
 - 1. Tobacco and Physical Activity and Nutrition promotion and program support – Oklahoma Health Care Authority
 - 2. Tobacco Control and Physical Activity and Nutrition State Program Office - Oklahoma State Dept. of Health, Center for the Advancement of Wellness
 - 3. Physical Activity and Nutrition community grants evaluation – Oklahoma State University, Division of Nutrition Sciences
 - vii. Health Communications Initiatives
 - 1. Marketing Services - VI Marketing and Branding, Inc.
 - 2. Web Site Services – Ok.gov
 - 3. Graphic Design – Shauna Schroder
- f. Discussion and possible action on renewal of program contracts from other agencies
 - i. Oklahoma State Dept. of Health – Healthy Communities and Healthy Schools Incentive Grants programs
 - ii. Oklahoma Health Care Authority – health communications for SoonerCare and Insure Oklahoma members
 - iii. Oklahoma Health Care Authority – cost-share for Oklahoma Tobacco Helpline services for SoonerCare and Insure Oklahoma members
 - iv. Oklahoma Employees Group Insurance Division, Oklahoma Management and Enterprise Services– cost-share for Oklahoma Tobacco Helpline Services for HealthChoice members.
 - v. Oklahoma State Dept. of Health – cost-share for Oklahoma Tobacco Helpline Services
- 7. Agency Operations Committee report – George Foster, O.D., Committee Chair
 - a. Discussion and possible action on a Business Analyst staff position
 - b. Update on grants management software and recommended FY 2014 budget
 - c. FY 2013 budget revision to increase the budget for the Oklahoma Tobacco Helpline, program consultation, and Health Care Authority reimbursements, and decrease the budgets for incentive grants, and a youth program in physical activity and nutrition.
 - d. Discussion and possible action on office space renovation or expansion
 - e. FY 2013 Third Quarter Budget to Actual

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- i. Operating Budget
 - ii. Programs Budget
 - f. Discussion and possible action on FY 2014 budget
 - i. Operating Budget
 - ii. Programs Budget
 - g. Discussion and possible action on final Allocation of Earnings and Reserve Fund Policy
- 8. Program Development Committee report – Lisa Nowlin, DDS., Committee Chair
 - a. Proposed Executive Session
 - i. Review and discussion of Healthy Communities Incentive Grant applications, as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. 2011, § 2309(D)(4).
 - ii. Review and discussion of Healthy Schools Incentive Grant applications, as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. 2011, § 2309(D)(4).
 - iii. 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. 2011, § 2309(D)(4).
- 9. Consideration and possible action 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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