

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting

September 12, 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 May 9, 2013 regular board meeting and June 3, 2013 special board meeting
3. Board of Investors update – Lisa Murray, Chief Investment Officer, Office of the State Treasurer
 - a. Update from the Board of Investors
 - b. Status of FY 2013 audit
 - c. Status of FY 2013 earnings
4. Chair's Report – Casey Killblane, Chair
 - a. Presentation – *Facing the challenge: tobacco use and obesity in Oklahoma* – Terry Cline, PhD, Secretary of Health and Human Services, and Commissioner, Oklahoma State Department of Health
 - b. Discussion of December planning retreat and anticipated meeting dates for 2014
 - c. Recent and upcoming community events
5. Director's Report – Tracey Strader, Executive Director
 - a. Staffing updates
 - i. Introduction of new TSET Business Analyst, Jennifer Treadwell
 - ii. Recognition of Sjonna Paulson's volunteer service to the City of Moore
 - b. TSET Certified Healthy Business application
 - c. Recent and upcoming training events
6. Public Information and Outreach Report – Julie Bisbee, TSET Public Information and Outreach Officer
 - a. Update on sharing the mission
 - b. 10th Anniversary of the Oklahoma Tobacco Helpline
 - c. Conference sponsorships
 - d. Policy updates – upcoming interim studies
7. Program Development Committee – Lisa Nowlin, D.D.S., Committee Chair
 - a. Update on Disaster Relief Funding – Frank Merrick, President and CEO, Foundation Management, Inc.
 - b. Discussion and possible action to on proposed program revisions for the Healthy Communities and Healthy Schools Incentive Grants programs
 - c. Discussion and possible action on hiring a consultant to assist with conducting an assessment of school-based health education in Oklahoma.
 - d. Discussion and possible action on a proposed plan of action to prepare for the release of a Request for Proposals for a community-based grant program in wellness (to address at the board's prevention priorities of tobacco and obesity prevention). Anticipated release October 2014.
 - e. Discussion and possible action on proposed parameters for a one-year Request for Proposals, to avoid a break in serves for the Communities of Excellence in Tobacco Control Wave I program during TSET's transition to a new community-based wellness approach. Anticipated release October 2013.
 - f. Discussion and possible action on funding of trails, playgrounds, and similar built environment projects.

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 accommodation is needed 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.

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8. Program Implementation Committee report – Jim Gebhart, Committee Chair
 - a. Presentation - *Shape Your Future Media Tracking Survey: Brief Evaluation Report* – Laura Beebe, Ph.D., Co-Director, Oklahoma Tobacco Research Center
 - b. Notification of finalization of grant awards for Communities of Excellence grants in Tobacco Control and Physical Activity and Nutrition
 - c. Discussion and possible action on the Oklahoma Tobacco Research Center’s use of carryover funding from FY 2013 for additional research projects.
 - d. Update on FY 2014 health communications
 - e. Discussion and possible action on funding an evaluation of the *Shape Your Future* campaign
 - f. Update on status of the Public Health Academy of Oklahoma
9. Agency Operations Committee report – George Foster, O.D., Committee Chair
 - a. Update on grants management software
 - b. Discussion and possible action on office space expansion, contingent upon request to OMES
 - c. FY 2013 Fourth Quarter Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - d. FY 2014 budget revision to increase evaluation budget for Shape Your Future campaign, office space, and a consultant to assess health education; reflect the addition of carryover for the OTRC, and adjust the budget to reflect final figures from all Communities of Excellence awards, contract with the Office of the State Treasurer, and contract for evaluation of the Healthy Communities and Healthy Schools Incentive Grants programs.
10. 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. Board of Directors to discuss evaluation of the executive director as authorized by 25 O.S. § 307(B)(1).
11. Consideration and possible action on items from Executive Session
12. 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)]
13. Public Comment
14. Adjournment

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