



Oklahoma Tobacco Settlement Endowment Trust
Regular Board Meeting
Tuesday, May 24, 2016 10:00 a.m.

Board Members present: *Jim Gebhart, FACHE; Casey Killblane; Ken Rowe, CPA; Don Millican, CPA, Bruce Benjamin, PhD, Michelle Stephens, JD*

Board Members absent: *Curtis Knoles, MD*

TSET Staff present: *Tracey Strader, Julie Bisbee, Jonás Mata, Sjonna Paulson, Kim McCoy, Jennifer Treadwell, and Janet Love*

Guests present: *Jan Preslar, J.D., Assistant Attorney General*

MINUTES

Agenda Items and Discussions	Actions and Follow-up Items
1. Open Meeting Act Announcement & Call to Order – Jim Gebhart, Chair	
The TSET Board Chair, Jim Gebhart, called the meeting to order at 10:02 am and announced that TSET had met all Open Meeting Act requirements, including the filing of the meeting time and location with the Secretary of State. Agenda was posted 24-hours in advance at the TSET office and the meeting location of 655 Research Parkway, Oklahoma City, Oklahoma.	
2. Approval of Minutes of the January 19, 2016 Regular Board Meeting	
Mr. Gebhart asked if there were any changes to the March 24, 2016, board minutes. Hearing none, he called for a motion.	<i>A motion by Ken Rowe to approve the minutes of the Jan 19, 2016 board meeting as written was seconded by Bruce Benjamin. Motion passed unanimously by presiding members.</i>
3. Chair’s Report – Jim Gebhart	
A. Announcement of April 2016 Master Settlement Agreement payments and amounts allocated to the Tobacco Settlement Endowment Trust Fund Mr. Gebhart referred to the memo and press release included in the board packet, which stated the MSA payment of \$76 million was received by the State in April 2016, and \$57 million of that was immediately allocated to the endowment for investment. The total value of the TSET endowment was \$1,122,000, in April.	<i>Mr. Millican arrived during this discussion</i>
B. Recognition of Kim McCoy, TSET Director of Grants Management Mr. Gebhart thanked Kim McCoy for her service and provided her with a TSET recognition plaque. Ms. McCoy thanked the board for the opportunity to provide service to the board and the people of Oklahoma.	



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<p>C. Upcoming board meeting dates and locations Ms. Strader shared that the board planning retreat is scheduled for September 6 & 7 and will most likely occur at the Chickasaw Retreat and Conference Center in Davis, OK. The last meeting of the calendar year will be November 7th (it was originally scheduled for November 17th).</p>	<p><i>Follow up with Dr. Knoles for date change</i></p>
<p>D. Ethics Commission filings for board and staff All TSET board members are in compliance with the Ethics Commission filing requirements.</p>	
4. Public Information and Outreach Committee, Ken Rowe, CPA, Committee Chair	
<p>A. Update on Public Information and Outreach Plan Ken Rowe initiated the committee report. Tracey Strader provided an update on the TSET Board Outreach Plan. Ms. Strader shared the results from a follow-up TSET survey conducted by CHS Strategies. While previous respondents had little knowledge of TSET and its programs the most recent survey found that:</p> <ul style="list-style-type: none"> • “TSET” favorable rating up from 4 percent favorable in 2015 to 14 percent favorable in 2016. • “Tobacco Settlement Endowment Trust” favorable rating up from 19 percent favorable in 2015 to 28 percent favorable in 2016. • 74 percent of respondents strongly agree with the statement that is important for TSET to maintain its independence from the state legislature. • 62 percent of respondents strongly agree that it is a good thing that TSET is governed by an appointed, bipartisan board • 65 percent of respondents identified long-term issues like smoking prevention, obesity and reducing cancer and cardiovascular risks for the entire population as an issue TSET should be addressing. <p>Ms. Strader noted that results also showed that respondents like TSET youth-targeted programming. Mr. Gebhart shared that these data reflected a huge accomplishment for TSET and thanked and congratulated the TSET staff and stakeholders in advancing public health indicators.</p>	
<p>B. Discussion and possible action to create a Public Information and Outreach Specialist FTE Ken Rowe stated that the Committee recommends creation of an FTE, a Public information and Outreach Specialist as the responsibilities in this area have grown. Tracey Strader explained that for over a year TSET utilized the services of the Galt Foundation to provide full-time temporary staff, but as a result of the increasing workload a permanent position is needed.</p>	<p><i>Upon recommendation of the Public Information and Outreach Committee, board members present passed the motion unanimously.</i></p>



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<p>C. Policy updates</p> <p>Julie Bisbee provided updates on pending legislation related to TSET and/or other public health efforts. Board Member Ken Rowe reported that the cigarette tax was dormant for the year. Jim Gebhart confirmed that the efforts of the tobacco industry lobby were very effective in convincing the legislature that the tax was an undue burden on the poor. Tracey Strader shared that public health stakeholders have worked over the years to educate the legislature on the significant role of the pricing strategy in preventing and reducing smoking, particularly among youth. The board further discussed the public outreach plan strategies and timelines.</p>																													
<p>D. Training events and sponsorships</p> <p>These are available in the board packet, no new sponsorships for this fiscal year. Tracey Strader reported that after conferring with the Chair and Vice-Chair about the budget status, staff have closed the sponsorship category. Notice was posted on the TSET website and emails were sent to past sponsorship recipients.</p>																													
<p>5. Program Development Committee Report – Ken Rowe, CPA, Committee Chair</p>																													
<p>A. Discussion and possible action on Healthy Communities Incentive Grants</p>																													
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6. Program Implementation Committee Report – Curtis Knoles, MD, Committee Chair	
<p>In Dr. Knoles' absence, Tracey Strader provided the committee report.</p> <p>A. Discussion and possible action on continuation application from Rescue Social Change Group Free the Night smokefree bars and clubs program</p> <p>Tracey Strader stated that the Committee recommends approval of this three-year continuation application to continue the progress of the Free the Night smokefree bar and club initiative.</p>	<p><i>Upon recommendations from the Program Implementation Committee, the board members present unanimously approved the continuation application submitted by the Rescue Social Change Group for the Free the Night program.</i></p>
<p>B. Discussion and possible action on Oklahoma State Department of Health, Center for the Advancement of Wellness, Continuation agreement Technical assistance, coordination, and training</p> <p>Tracey Strader stated that the Committee recommends approval of a new five-year agreement to continue the technical assistance, training, and coordination support provided to TSET and TSET-funded grantees on prevention and wellness. Ms. Strader also explained that the format of the contract changed from delivery of a percent of FTEs to provision of project-based deliverables, which will facilitate the ability of both organizations to monitor progress with greater ease.</p>	<p><i>Upon recommendations from the Program Implementation Committee, the board members present unanimously approved the contract for the Oklahoma State Department of Health Center for the Advancement of Wellness for the delivery of project-based technical assistance.</i></p>
<p>C. Health Communication update and plans for FY 17</p> <p>Tracey Strader indicated that the update was contained in the board packet. She stated that the Committee recommends approval of \$888,000 in carryover needed to launch the <i>Rethink Your Drink</i> Health Communication intervention, due to delays in FY 16.</p>	<p><i>Upon recommendations from the Program Implementation Committee, the board unanimously approved the carryover of \$888,000 to launch the Rethink Your Drink Health Communication Intervention.</i></p>



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<p>D. Discussion and Possible Action on FY 17 Grant & Contract renewals</p>																																																	
<p>Tracey Strader stated that the Committee recommends renewal of the item D xii: OSDH agreement for FitnessGram, contingent upon a progress report in September, with possible termination by November if the IT issues have not been resolved.</p>	<p><i>Upon recommendations from the Program Implementation Committee, the board members present unanimously approved the FY2017 FitnessGram contract contingent upon the receipt of a deliverables report in September 2016 demonstrating that the IT issues are resolved.</i></p>																																																
<p>Tracey Strader requested approval of a recommendation put forth by the Program Implementation Committee to issue grant and contract renewals for the following organizations:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">VI Marketing and Branding, Health Communications</td> <td style="text-align: right; vertical-align: bottom;">\$12,598,000</td> </tr> <tr> <td style="padding-left: 20px;">Tobacco Stops With Me, Shape Your Future, Oklahoma Tobacco Helpline campaigns</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Dept. of Mental Health and Substance Abuse Services</td> <td style="text-align: right; vertical-align: bottom;">\$390,000</td> </tr> <tr> <td style="padding-left: 20px;">TSET Health Systems Initiative</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Health Care Authority</td> <td style="text-align: right; vertical-align: bottom;">\$470,000</td> </tr> <tr> <td style="padding-left: 20px;">TSET Health Systems Initiative</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Hospital Association</td> <td style="text-align: right; vertical-align: bottom;">\$660,000</td> </tr> <tr> <td style="padding-left: 20px;">TSET Health Systems Initiative</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Physician Manpower Training Commission</td> <td style="text-align: right; vertical-align: bottom;">\$391,000</td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Medical Loan Repayment Program</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma State University – Center for Health Sciences</td> <td style="text-align: right; vertical-align: bottom;">\$635,000</td> </tr> <tr> <td style="padding-left: 20px;">Rural Medical Residencies</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Medical Research Foundation</td> <td style="text-align: right; vertical-align: bottom;">\$3,000,000</td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Center for Adult Stem Cell Research</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Univ. of Oklahoma Health Sciences Center – Stephenson Cancer Center</td> <td style="text-align: right; vertical-align: bottom;">\$5,500,000</td> </tr> <tr> <td style="padding-left: 20px;">TSET Cancer Research Program</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Univ. of Oklahoma Health Sciences Center – Stephenson Cancer Center</td> <td style="text-align: right; vertical-align: bottom;">\$3,800,000</td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Tobacco Research Center</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Univ. of Oklahoma Health Sciences Center – Stephenson Cancer Center</td> <td style="text-align: right; vertical-align: bottom;">\$4,289,000</td> </tr> <tr> <td style="padding-left: 20px;">Oklahoma Tobacco Helpline services and oversight</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Univ. of Oklahoma Health Sciences Center – College of Public Health</td> <td style="text-align: right; vertical-align: bottom;">\$1,785,000</td> </tr> <tr> <td style="padding-left: 20px;">Evaluation services, sub-contract to OSU Department of Nutrition Sciences</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">ChangeLab Solutions, Inc.</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Technical assistance, consultation and resource development for the TSET Healthy Living Program</td> <td style="text-align: right; vertical-align: bottom;">\$400,000</td> </tr> </table>		VI Marketing and Branding, Health Communications	\$12,598,000	Tobacco Stops With Me, Shape Your Future, Oklahoma Tobacco Helpline campaigns		Oklahoma Dept. of Mental Health and Substance Abuse Services	\$390,000	TSET Health Systems Initiative		Oklahoma Health Care Authority	\$470,000	TSET Health Systems Initiative		Oklahoma Hospital Association	\$660,000	TSET Health Systems Initiative		Physician Manpower Training Commission	\$391,000	Oklahoma Medical Loan Repayment Program		Oklahoma State University – Center for Health Sciences	\$635,000	Rural Medical Residencies		Oklahoma Medical Research Foundation	\$3,000,000	Oklahoma Center for Adult Stem Cell Research		Univ. of Oklahoma Health Sciences Center – Stephenson Cancer Center	\$5,500,000	TSET Cancer Research Program		Univ. of Oklahoma Health Sciences Center – Stephenson Cancer Center	\$3,800,000	Oklahoma Tobacco Research Center		Univ. of Oklahoma Health Sciences Center – Stephenson Cancer Center	\$4,289,000	Oklahoma Tobacco Helpline services and oversight		Univ. of Oklahoma Health Sciences Center – College of Public Health	\$1,785,000	Evaluation services, sub-contract to OSU Department of Nutrition Sciences		ChangeLab Solutions, Inc.		Technical assistance, consultation and resource development for the TSET Healthy Living Program	\$400,000
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Emory University	
Management of the Public Health Academy of Oklahoma	
University of Wisconsin – Center for Tobacco Research and Intervention	
Consultation on research and evaluation	
Cati Brown-Johnson, PhD	
Consultation on Health Communications	
Oklahoma City Boathouse Foundation	
Youth outreach	
TSET Healthy Living Program	
Adair County Environmental Health Initiative, Inc. (ACE-HI)	
Adair County	
Atoka County Health Department	
Atoka and Coal Counties	
Bryan County Health Department	
Bryan County	
Canadian County Health Department	
Canadian County	
Carter County Health Department	
Carter County (Two Sectors)	
Cherokee County Health Services Council	
Cherokee County	
Choctaw County Health Department	
Choctaw Counties	
City of Elk City Youth and Family Programs	
Beckham, Custer, Roger Mills, Washita Counties	
Comanche County Health Department	
Comanche County (Two Sectors)	
Comanche County Memorial Hospital	
Comanche County (Two Sectors)	
Community Children's Shelter and Family Services Center Inc.	
Carter County (Two Sectors)	
Gateway to Prevention and Recovery	
Pottawatomie County	

Upon recommendations from the Program Implementation Committee, the board members present unanimously approved the slate of FY2017 Healthy Living Program contracts.



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Gateway to Prevention and Recovery Hughes, McIntosh, Okfuskee Counties	\$330,000	
Gateway to Prevention and Recovery Seminole County	\$245,000	
Great Plains Youth & Family Services, Inc. Caddo and Kiowa Counties	\$265,000	
Jackson County Health Department Jackson County (Two Sectors)	\$200,000	
Johnston County Health Department Johnston and Marshall Counties	\$195,000	
KI BOIS Community Action Foundation, Inc. Haskell and Latimer Counties	\$195,000	
Kingfisher County Health Department Kingfisher and Blaine Counties	\$275,000	
LeFlore County Youth Services, Inc. LeFlore County	\$248,000	
Lincoln County Health Department Lincoln County	\$298,000	
Logan County Health Department Logan County	\$289,000	
Mayes County HOPE Coalition Mayes County	\$309,000	
McClain Garvin County Youth and Family Center, Inc. Garvin County	\$177,000	
McCurtain County Health Department McCurtain County	\$215,000	
Muskogee County Health Department Muskogee County	\$420,000	
Norman Regional Health System Cleveland County	\$440,000	
Norman Regional Health System McClain County	\$260,000	



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Norman Regional Health System Grady County	\$270,000	
Northeastern Tribal Health System Ottawa County	\$250,000	
Northwest Family Services, Inc. Woods, Major and Alfalfa Counties	\$155,000	
Nowata CAN Nowata County	\$175,000	
Oklahoma City-County Health Department Oklahoma County	\$666,000	
Oklahoma State University Department of Wellness Payne County	\$310,000	
Oklahoma State University Department of Wellness Kay County	\$275,000	
Oklahoma State University Department of Wellness Creek County	\$340,000	
Okmulgee County Health Department Okmulgee County	\$279,000	
People Inc. Sequoyah County	\$205,000	
Pittsburg County Health Department Pittsburg County	\$315,000	
Pontotoc County Health Department Pontotoc County	\$285,000	
Pushmataha County Health Department Pushmataha County	\$175,000	
ROCMND Area Youth Services, Inc. Delaware County	\$275,000	
ROCMND Area Youth Services, Inc. Craig County	\$190,000	
Rogers County Volunteers for Youth, Inc. Rogers County	\$320,000	



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<p>Rural Health Projects, Inc. \$250,000 Garfield and Grant Counties</p> <p>Southwest Oklahoma Community Action Group, Inc. \$200,000 Greer, Harmon, Jackson and Tillman Counties (Two sectors in Jackson Co.)</p> <p>Texas County Health Department \$204,000 Texas County</p> <p>Tulsa City-County Health Department \$716,770 Tulsa County</p> <p>Wagoner County Health Department \$330,000 Wagoner County</p> <p>Woodward County Health Department \$105,000 Woodward County</p>	
7. Agency Operations Committee Report – Don Millican, CPA Committee Chair	
<p>A. i. Third Quarter FY 16 Budget to Actual – Operating Budget Mr. Millican reported that expenditures thru April 2016 are at approx. 70% of the budgeted amount and travel expenditures are low due planned reduction in staff travel</p>	
<p>ii. Programs Budget Mr. Millican reported that expenditures thru April 2016 are at approx. 61% of budgeted amount</p>	
<p>B. Discussion and possible action on FY 16 Programs Budget Revisions to reduce agreements related to anticipated unspent funds. Mr. Millican reported that the proposed programs budget revision is fairly significant as a result of anticipated unspent funds. Some of this is due to the Governor’s Executive Order limiting staff hiring and travel, which had a significant impact on lead agencies such as county health departments. In addition conference sponsorships have been temporarily suspended, which has reduced spending, however, the Oklahoma Tobacco Helpline utilization has increased and the budget revision reflects and increase to meet this need. Mr. Millican stated that the Committee recommends approval of the budget revision.</p>	<p><i>Upon recommendation of the Agency Operations Committee, Board members present approved the budget revision unanimously.</i></p>



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<p>Ms. Killblane requested information on the total amount of TSET funding allocated to the Oklahoma State Department of Health, including the affiliated county health departments.</p>	<p><i>Follow-up with the amount of TSET funding allocated to the Oklahoma State Department of Health and its affiliated county health departments.</i></p>
<p style="text-align: center;">C. Discussion and possible action to establish FY 17 Budgets</p> <p style="text-align: center;">i. Operating Budget</p> <p>Mr. Millican reported that the proposed FY 17 budgets meet the board’s policy of a rolling three-year average of earnings plus expected lapse (earnings divided by 0.9). The FY 17 operating budget includes salary and fringe for a CEO, as well as a Public Information and Outreach Specialist. In addition the Grants Manager salaries are expressed for 12 months as this will be their first full year on staff.</p> <p>Mr. Millican stated that the Committee recommends approval of the FY 17 Operating budget of \$2,055,752.</p>	<p><i>Upon recommendation of the Agency Operations Committee, the board members present unanimously approved the FY 17 Operating Budget of \$2,055,752.</i></p>
<p style="text-align: center;">ii. Programs Budget</p> <p>Mr. Millican reported that the proposed FY 17 Programs budget reflects reductions in many categories, with the exception of planned increases in research and evaluation. It also includes the approved \$888,000 in carryover for Health Communications, which has been previously discussed during this meeting. He stated that the health communication budget, Healthy Living Program budget, and other budget items are lower than originally projected as the staff have worked to cut back in order to meet the board’s policy on rate of expenditures.</p> <p>Mr. Millican stated that the Committee recommends approval of the FY 17 Programs budget of \$51,062,722, comprised of \$1,492,310 in external funding or match, and \$49,570,412 in TSET certified earnings.</p>	<p><i>Upon recommendation of the Agency Operations Committee, the board members present approved the FY 17 Programs Budget of \$51,062,722 unanimously.</i></p>
<p>8. Discussion and possible action to enter into Executive Session</p>	
<p>Casey Killblane made a motion to move into executive session to interview and discuss candidates A, B, and C for the TSET Chief Executive Officer position. Bruce Benjamin seconded the motion. Jim Gebhart called for the vote.</p>	<p><i>Motion to move into executive session was approved unanimously by the board members present.</i></p>



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9. Discussion and possible action to enter into Open Session	
Michelle Stephens made a motion to enter into Open Session. Bruce Benjamin seconded the motion. Jim Gebhart called for the vote.	<i>Motion to move into Open Session was approved unanimously by the board members present</i>
10. Discussion and possible action on items arising from Executive Session	
Michelle Stephens made a motion that a special board meeting be held on June 7, 2016 to further discuss the candidates and make a selection for the TSET CEO. Bruce Benjamin seconded the motion. Jim Gebhart called for the vote.	<i>Motion to hold a special board meeting on June 7, 2016 was approved unanimously by the board members present</i>
11. 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)]	
Jim Gebhart called for new business. There was no new business	
12. Public Comment	
Mr. Gebhart asked if there was any public comment. There was no public comment.	
13. Action to Adjourn	
Don Millican made a motion to adjourn the meeting. Casey Killblane seconded the motion. Jim Gebhart called for the vote.	<i>Motion to adjourn was approved unanimously by the board members present.</i>