



Oklahoma Tobacco Settlement Endowment Trust
Board of Directors
Regular Meeting
March 28, 2017

Board members present: Don Millican; Bruce Benjamin; Jim Gebhart; Casey Killblane; Curtis Knoles; Ken Rowe; Michelle Stephens

TSET staff present: Julie Bisbee; Kathie Darr; Jonás Mata; Tessa North; Sjonna Paulson; Jennifer Treadwell; John Woods

Guests present: Greta Anglin, VI Marketing and Branding; Paola Klein, Oklahoma Tobacco Research Center; Martha Kulmacz, Attorney General's Office; Lisa Murray, Oklahoma State Treasurer's Office

Agenda Items and Discussions	Actions and Follow-Up Items
1. Open Meeting Act Announcement and Call to Order – Don Millican, Chair	
The TSET Board Chair, Don Millican, called the meeting to order at 10:01 a.m. and announced that TSET had met all Open Meeting Act requirements.	
2. Approval of Minutes of the January 24, 2017, Regular Board Meeting	
Millican asked if there were any changes to the January 24, 2017, board minutes as written. Hearing none, he called for a motion. <i>Motion:</i> Jim Gebhart <i>Second:</i> Casey Killblane	The board voted unanimously to approve the minutes of the January 24, 2017, board meeting.
3. Chair's Report – Don Millican	
Millican briefed the board on his recent meeting with Board of Investors Chair and State Treasurer Ken Miller and Board of Investors NEPC Advisor Don Stracke, noting the need for leveling of earnings given the unpredictable nature of return. He stated that concerns would be brought up at the next Board of Investors meeting to be held on June 21.	
4. Executive Director's Report – John Woods	
a. <u>Review of activities</u> Having just returned from the National Conference on Tobacco or Health in Austin, TX, Woods reported to the board that the conference was exceptionally productive and that Oklahoma was well received with regard to tobacco cessation and health-related initiatives. He provided an update on recent meetings, check presentation events and media opportunities.	
b. <u>Legislative update</u> Woods stated he continues to meet with state lawmakers and other elected officials, attended a grantee-hosted legislative event, and that TSET Day at the Capitol was a success. With regard to legislation, Woods updated the board on the status of the cigarette tax increase initiative and reported that of the seven pieces of legislation discussed at the January board meeting, none had survived the deadline to advance from house of origin.	
c. <u>Introduction of Martha Kulmacz, Assistant Attorney General</u>	



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Woods notified the board that Jan Preslar had accepted a position with the State Ethics Commission and that Martha Kulmacz would be providing counsel to TSET on behalf of the Attorney General's Office.	
5. Board of Investors' Report – Lisa Murray, Chief Investment Officer, Oklahoma State Treasurer's Office	
Lisa Murray provided an update from the Board of Investors highlighting market values and overall performance for FY 2016. She confirmed that Don Stracke, with NEPC, was aware of concerns related to earnings swings in the portfolio and invited all board members to attend the June 21 BOI meeting.	
6. Presentation by Heather Summers, Chickasaw Nation Department of Health	
Heather Summers gave an overview of the CNDH covering eligibility criteria, service areas, types of services provided, and volume of patients receiving care at facilities. She expressed concern over staff shortages, in particular primary care physicians, and detailed the benefits of a Family Medical Residency, notably in rural areas. Summers presented a timeline for the CNDH Residency, set to begin in 2018, and outlined startup costs and various support needs.	
7. Program Implementation Committee Report – Curtis Knoles, Chair	
<p>a. <u>Presentation by Robert Mannel, MD, Director, Stephenson Cancer Center</u></p> <p>Dr. Mannel recognized the board for their support stating that TSET had been the most important source of funding in developing the SCC into a nationally recognized cancer research center, and noting intent to apply for National Cancer Institute designation status in May 2017. Outlining cancer statistics and mortality rates, Mannel highlighted ways in which the SCC is raising the standard of cancer care in Oklahoma, and briefed the board on pediatric cancer research initiatives.</p>	
<p>b. <u>Discussion and possible action on the continuation application from Stephenson Cancer Center</u></p> <p>Request from the Oklahoma Tobacco Settlement Endowment Trust Cancer Research Program (OTCRP) for a five-year grant of up to \$5,500,000 annually.</p>	Upon recommendation from the Program Implementation Committee, the board voted unanimously to approve the Stephenson Cancer Center continuation application. Ken Rowe abstained.
<p>c. <u>Discussion and possible action on the continuation application from ChangeLab Solutions</u></p> <p>Request from ChangeLab Solutions for a three-year grant of up to \$400,000 annually.</p>	Upon recommendation from the Program Implementation Committee, the board voted unanimously to approve the ChangeLab Solutions continuation application.
<p>d. <u>Discussion and possible action on the continuation application from OU College of Public Health External Evaluators</u></p>	Upon recommendation from the Program Implementation Committee, the board voted



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<p>Request from the University of Oklahoma College of Public Health (OUCOPH) for a five-year grant of up to \$1,785,000 annually for ongoing external evaluation.</p>	<p>unanimously to approve the OU College of Public Health continuation application. Ken Rowe abstained.</p>
<p>e. <u>Summary of programmatic activities</u> Knoles outlined a short summary of the FY 2016 accomplishments of Rescue/Free the Night, the Oklahoma Tobacco Helpline Evaluation and the Rural Medical Residency grant to the Oklahoma State University Center for Health Sciences.</p>	<p>Note: Provide to board information on smoking quit rates for states with less funding for tobacco cessation compared to quit rates in Oklahoma and Medicaid/healthcare savings directly related to tobacco cessation.</p>
<p>f. <u>Grant updates</u> Knoles provided updates on the FitnessGram grant to the Oklahoma State Department of Health, TSET HLP Community Resident Survey, and the Public Health Academy of Oklahoma.</p>	
<p>g. <u>Health communication interventions</u> Knoles acknowledged efforts related to health education outreach noting various accomplishments, awards and recognitions.</p>	
<p>8. Public Information and Outreach Committee Report – Ken Rowe, Chair</p>	
<p>a. <u>Outreach activities</u> Ken Rowe provided a summary of activities including newspaper editorials and TSET Day at the Capitol, and outlined future opportunities.</p>	
<p>b. <u>Training and conference sponsorships</u> Rowe identified conference and training grants, and detailed recent event branding sponsorships, noting the impact of messaging opportunities.</p>	
<p>c. <u>Upcoming events</u> Rowe listed upcoming events and invited the board to attend when schedules permitted them to do so.</p>	
<p>9. Program Development Committee Report – Ken Rowe, Chair</p>	
<p>a. <u>Discussion and possible action on Healthy School District Incentive Grant</u> Application by Colcord Public Schools for a Healthy School District Incentive Grant in the amount of \$3,000.</p>	<p>Upon recommendation from the Program Development Committee, the board voted unanimously to approve a Healthy School District Incentive Grant to Colcord Schools.</p>



Oklahoma Tobacco Settlement Endowment Trust
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Regular Meeting
March 28, 2017

Rowe notified the board that he would be stepping down as chair of the Program Development Committee and that Bruce Benjamin would be assuming the role and accompanying duties.	
10. Agency Operations Committee Report – Jim Gebhart, Chair	
<p>a. <u>FY 2017 operating and programs budget to actual</u> Gebhart stated that 54 percent of the operating budget and 44 percent of the programs budget had been expended as of the end of February.</p>	
<p>b. <u>Discussion and possible action on FY 2017 operating and programs budget revisions</u> Gebhart acknowledged a need for an increase in the operating budget in the amount of \$4,410. <i>Motion:</i> Jim Gebhart <i>Second:</i> Curtis Knoles</p>	The board voted unanimously to approve the operating budget revision.
<p>c. <u>Discussion of FY 2018 budget</u> Woods briefly revisited the scenarios put forth at the January board meeting and outlined possible reduction recommendations, stating that the final budget would be available for approval at the May board meeting.</p>	
11. New Business	
Woods recommended consideration of possible expansion on youth advocacy programs and those targeted at adolescents who have high propensity to use smokeless tobacco, noting value in micro-targeting specific population. He also briefed the board on a meeting with 2-1-1 and their need for an immediate funding source.	
12. Public Comment	
No public comment.	
13. Adjournment	
<i>Motion:</i> Jim Gebhart <i>Second:</i> Casey Killblane	The board voted unanimously to adjourn and the meeting adjourned at 2:14 p.m.