



**Oklahoma Tobacco Settlement Endowment Trust
Board of Directors
Regular Meeting
November 15, 2018**

BOARD MEMBERS PRESENT: Bruce Benjamin; Casey Killblane; Curtis Knoles; Don Millican; Ken Rowe; Michelle Stephens

BOARD MEMBERS ABSENT: Jim Gebhart

TSET STAFF PRESENT: Julie Bisbee; Kathie Darr; Jonás Mata; Tessa North; Sjonna Paulson; Lance Thomas; Jennifer Treadwell; John Woods

GUESTS PRESENT: Martha Kulmacz, Attorney General's Office

Agenda Items and Discussions	Actions and Follow-Up Items
1. Open Meeting Act Announcement and Call to Order	
The TSET Board of Directors Chair, Don Millican, called the meeting to order at 10:00 a.m. and announced that TSET had met all Open Meeting Act requirements.	
2. Approval of Minutes of the September 18 – 19, 2018, Regular Board Meeting and Planning Retreat	
<p>Millican asked the board for any corrections to the September 18 – 19, 2018, minutes as written. Hearing none, he called for a motion.</p> <p>Motion: Casey Killblane</p> <p>Second: Bruce Benjamin</p>	The board voted unanimously to approve the minutes from the September 18 – 19, 2018, regular board meeting and planning retreat. (Absent: Ken Rowe)
3. Executive Director's Report	
<p>a. <u>Legislative update</u></p> <p>Woods gave an update on legislative outreach stating that informational packets would be delivered to newly-elected lawmakers after the Thanksgiving holiday to educate them on TSET and matters related to the agency. He indicated that bill filing was underway and the board could expect a briefing on proposed legislation at the January meeting.</p>	Ken Rowe entered at 10:15 a.m.
<p>b. <u>Operations</u></p> <p>Woods stated that efforts to relocate the TSET office from the Classen Blvd. location to the Department of Agriculture building on Lincoln Blvd. were ongoing with final approval of the construction bid expected by the end of the calendar year. He discussed employment vacancies and other staffing matters.</p>	
<p>c. <u>Overview of Executive Director activities</u></p> <p>Having returned recently from the Southern Obesity Summit in West Virginia, Woods shared with the board that Oklahoma had been selected to host the summit in 2019 and TSET staff had begun work on a preliminary framework for the event. He recapped the October Tobacco Stops With Me anniversary event noting increased media exposure and opportunity for advancement of tobacco policy, and outlined participation in other activities across the state.</p>	



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<p>d. <u>Proposed 2019 board meeting dates</u> The board discussed a meeting schedule for 2019 and determined their meeting dates as follows: Tuesday, January 22 Thursday, March 28 Thursday, May 23 Thursday, August 15 Tuesday, November 19 Motion: Bruce Benjamin Second: Ken Rowe</p>	<p>The board voted unanimously to adopt a meeting schedule for 2019.</p>
<p>4. Audit Report Presentation – Dan Bledsoe, Finley & Cook</p>	
<p>Dan Bledsoe was recognized to present findings from the TSET Financial Statements Audit. He stated that the audit process went well and verified a clean opinion on financial statements with no findings of fraud, violation or conflicts.</p>	
<p>5. Oklahoma Center for Adult Stem Cell Research Program Update – Paul W. Kincade, PhD; Courtney Griffin, PhD, Oklahoma Medical Research Foundation</p>	
<p>Dr. Kincade was recognized on behalf of the Oklahoma Medical Research Foundation and gave an update on the OCASCR program. He introduced Dr. Courtney Griffin to the board, noting her credentials and relative experience, and stated that she had been named his successor at OCASCR as Scientific Director. Dr. Griffin addressed the board and elaborated on expanded scope in regenerative medicine and goal metrics for alignment of TSET vision with regard to resource allocation.</p>	
<p>6. Agency Operations Committee Report – Casey Killblane, Vice-Chair</p>	
<p>a. <u>Budget to Actual financial reports</u> Killblane referred the board to their packet for copies of Budget to Actual financial reports through October 30, 2018.</p>	
<p>b. <u>Budget revisions</u> Killblane requested an adjustment to the FY 2019 Operating Budget in the amount of \$6,000 for an increase in software costs. Killblane requested an adjustment of up to \$1,000,000 to the FY 2019 Programs Budget to satisfy a surge in incentive grant applications.</p>	<p>Upon recommendation from the Agency Operations Committee, the board voted unanimously to approve an adjustment to the FY 2019 Operating Budget. Upon recommendation from the Agency Operations Committee, the board voted</p>



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	unanimously to approve an adjustment to the FY 2019 Programs Budget.																						
7. Program Development Committee Report – Bruce Benjamin, Chair																							
<p>a. <u>Discussion and possible action on Healthy Communities Incentive Grants</u> Benjamin acknowledged 10 applications for Healthy Communities Incentive Grants and requested approval.</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">City of Broken Bow</td><td style="text-align: right;">\$36,000</td></tr> <tr><td>City of Holdenville</td><td style="text-align: right;">\$50,000</td></tr> <tr><td>City of Poteau</td><td style="text-align: right;">\$50,000</td></tr> <tr><td>Town of Clearview</td><td style="text-align: right;">\$16,000</td></tr> <tr><td>Town of Delaware</td><td style="text-align: right;">\$36,000</td></tr> <tr><td>Town of Heavener</td><td style="text-align: right;">\$36,000</td></tr> <tr><td>Town of Muldrow</td><td style="text-align: right;">\$36,000</td></tr> <tr><td>Town of Pocola</td><td style="text-align: right;">\$36,000</td></tr> <tr><td>Town of Spiro</td><td style="text-align: right;">\$36,000</td></tr> <tr><td>Town of Wetumka</td><td style="text-align: right;">\$36,000</td></tr> </table> <p>TOTAL \$368,000</p>	City of Broken Bow	\$36,000	City of Holdenville	\$50,000	City of Poteau	\$50,000	Town of Clearview	\$16,000	Town of Delaware	\$36,000	Town of Heavener	\$36,000	Town of Muldrow	\$36,000	Town of Pocola	\$36,000	Town of Spiro	\$36,000	Town of Wetumka	\$36,000	<p>Upon recommendation from the Program Development Committee, the board voted unanimously to approve a slate of Healthy Communities Incentive Grants totaling \$368,000.</p>		
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<p>b. <u>Discussion and possible action on Healthy Districts Incentive Grants</u> Benjamin acknowledged 24 applications for Healthy Districts Incentive Grants and requested approval.</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Agra Public Schools</td><td style="text-align: right;">\$12,000</td></tr> <tr><td>Asher Public Schools</td><td style="text-align: right;">\$15,000</td></tr> <tr><td>Brushy School</td><td style="text-align: right;">\$13,500</td></tr> <tr><td>Chandler Public Schools</td><td style="text-align: right;">\$20,000</td></tr> <tr><td>Colcord Public Schools</td><td style="text-align: right;">\$17,000</td></tr> <tr><td>Cottonwood Public School</td><td style="text-align: right;">\$8,000</td></tr> <tr><td>Davenport Public Schools</td><td style="text-align: right;">\$12,000</td></tr> <tr><td>Dover Public School</td><td style="text-align: right;">\$15,000</td></tr> <tr><td>Guthrie Public Schools</td><td style="text-align: right;">\$30,000</td></tr> <tr><td>Jay Public Schools</td><td style="text-align: right;">\$25,000</td></tr> <tr><td>Konawa Public Schools</td><td style="text-align: right;">\$17,000</td></tr> </table>	Agra Public Schools	\$12,000	Asher Public Schools	\$15,000	Brushy School	\$13,500	Chandler Public Schools	\$20,000	Colcord Public Schools	\$17,000	Cottonwood Public School	\$8,000	Davenport Public Schools	\$12,000	Dover Public School	\$15,000	Guthrie Public Schools	\$30,000	Jay Public Schools	\$25,000	Konawa Public Schools	\$17,000	<p>Upon recommendation from the Program Development Committee, the board voted unanimously to approve a slate of Healthy Districts Incentive Grants totaling \$394,000.</p>
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<p>c. <u>Future grant programs – Healthy Living Program grant discussion</u> Jonás Mata, TSET Director of Programs, was recognized and put forth for consideration a basic framework for future grant programs stating that based on board feedback a more defined proposal would be presented at the January meeting. The board discussed transition challenges with implementation, approach for policy advancement and establishment of grant guidelines.</p>																															
<p>8. Program Implementation Committee Report – Curtis Knoles, Chair</p>																															
<p>a. <u>Health communications update</u> Knoles highlighted ongoing mass media efforts through the Oklahoma Tobacco Helpline, Tobacco Stops With Me and Shape Your Future and congratulated the TSET Health Communications team for award-winning entries at the Oklahoma City Public Relations Society of America UpperCase Awards in October.</p> <p>Dr. Laura Beebe was recognized to present findings from the latest Shape Your Future cross-sectional survey. Noting a correlation in behavior change and investment, she discussed recognition trends of Shape Your Future campaign messaging and general health perceptions and tendencies reported by survey participants.</p>																															
<p>b. <u>FY 2018 Healthy Living Program performance report</u></p>																															



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<p>Jonás Mata, TSET Director of Programs, referred the board to their packet for a copy of the FY 2018 Healthy Living Program performance report representing a status rating of each HLP grantee based upon overall performance.</p>	
<p>10. Election of Officers</p>	
<p><i>*Agenda item 10 was taken up out of order*</i> Motion to nominate Bruce Benjamin to serve as TSET Board of Directors Chair: Don Millican Second: Casey Killblane</p> <p>Motion to nominate Michelle Stephens to serve as TSET Board of Directors Vice-Chair: Don Millican Second: Ken Rowe</p>	<p>The board voted unanimously to elect Bruce Benjamin to serve as the TSET Board of Directors Chair for a two-year term effective January 22, 2019. (Abstain: Bruce Benjamin)</p> <p>The board voted unanimously to elect Michelle Stephens to serve as the TSET Board of Directors Vice-Chair for a two-year term effective January 22, 2019. (Abstain: Michelle Stephens)</p>
<p>9. Public Information and Outreach Committee Report – Ken Rowe, Chair</p>	
<p>a. <u>Outreach update</u> Rowe recognized the board members who were in attendance at the Tobacco Stops With Me anniversary event in October and stated that the event was attended by over 30 partner organizations and widely covered by local and statewide media. He stated that additional outreach information could be found in the board packet including metrics for the TSET newsletter which, he noted, continues to see growth in subscriber numbers.</p>	<p>Michelle Stephens exited at 1:32 p.m.</p>
<p>b. <u>Sponsorship and training grants</u> Rowe reported that \$14,500 of the FY 2019 sponsorship budget had been earmarked representing a 41% spend rate and stated that a listing of recipients could be found in the board packet.</p>	
<p>c. <u>Upcoming events</u> Noting an opportunity for possible board participation at the Stephenson Cancer Center Research Symposium in February, Rowe referred the board to their packet for a complete listing of upcoming events.</p>	
<p>11. New Business</p>	
<p>No new business.</p>	
<p>12. Public Comment</p>	



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Lance Thomas was in attendance and recognized for public comment. He stated that his father had recently received treatment at the Stephenson Cancer Center, noted the quality of care and thanked the board for their investment.	
13. Adjournment	
<i>Motion:</i> Bruce Benjamin <i>Second:</i> Ken Rowe	The board voted unanimously to adjourn and the meeting adjourned at 1:37 p.m. (Absent: Michelle Stephens)