

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS FOR THE  
OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST**

July 19, 2019

University Research Park  
PHF Conference Center, Kiva Conference Room  
655 Research Parkway  
Oklahoma City, Oklahoma

**1. Open Meeting Act Announcement and Call to Order**

The TSET Board of Directors Vice-Chair, Michelle Stephens, called the meeting to order at 9:30 a.m. and announced that TSET had met all Open Meeting Act requirements.

Members of the board present for the meeting were Michelle Stephens, Casey Killblane, Curtis Knoles, Ken Rowe and Marshall Snipes. Absent: Bruce Benjamin and Don Millican.

Kathie Darr served as recording secretary.

**2. Discussion and Possible Action on OSU Medical Authority Request for TSET Board Commitment to Fund Hospital Residency Programs in Enid, Oklahoma, Beginning in FY 2021 and Renewable Annually Through FY 2023**

TSET Director of Programs, Jonás Mata, was recognized. He stated that due to the loss of a federal waiver and subsequent termination of their hospital residency program, the OSU Medical Authority was seeking from the TSET board a commitment to transfer the remaining grant balance of \$2,391,294 to development initiatives for a physician training program in Enid, Oklahoma, to be housed at St. Mary's Regional Medical Center and INTEGRIS Bass Baptist Health Center.

He stated that the proposal designates FY 2020 funding for necessary planning activities with implementation to occur on July 1, 2020 and that the Authority would submit a new proposal in 2020 for FY 2021 through FY 2023 funding.

Board consensus on the merits of the residency program was positive with discussions revolving around success metrics in underserved areas with particularly low access to primary care.

**Rowe moved board approval of the proposal. Killblane provided a second. Motion carried.**

*Aye: Stephens, Killblane, Knoles, Rowe*

*Absent: Benjamin, Millican*

*Abstain: Snipes*

**3. Budget Revisions**

Bisbee was recognized for explanation of budget revisions.

- (a) She requested revisions to the operating budget including an increase of \$18,302 for legislated pay raises and lateral transfer of longtime TSET employee, LeaAnn Williams, from Program Officer to an accounting position, and a decrease of \$1,536 for Board of Investors support noting that the originally budgeted amount was an estimate pending final contract.

**Killblane moved board approval. Rowe provided a second. Motion carried.**

*Aye: Stephens, Killblane, Knoles, Rowe, Snipes*

*Absent: Benjamin, Millican*

(b) Bisbee requested an increase of \$10,878 to the programs budget for legislated pay raises for programs staff.

**Killblane moved board approval. Rowe provided a second. Motion carried.**

*Aye: Stephens, Killblane, Knoles, Rowe, Snipes*

*Absent: Benjamin, Millican*

#### **4. Update on Board Retreat**

Bisbee provided preliminary details for the upcoming board retreat noting that it would be held in conjunction with the board's next meeting in Guthrie at The Dominion House on September 5 – 6. She stated that she would be in contact with board members individually for feedback on discussion topics.

#### **5. Operations Update on Oklahoma Tobacco Helpline**

Bisbee introduced the newly-hired Director at the Oklahoma Tobacco Helpline, Dr. Jon Hart, who was in attendance at the meeting and noted his credentials. She stated that Dr. Hart had been selected to replace Dr. Stephen Gillaspay upon his resignation and subsequent departure from OTH.

#### **6. Operations Update on Oklahoma Tobacco Research Center**

Bisbee shared with the board staffing updates at the Oklahoma Tobacco Research Center. She stated that Dr. Michael Businelle and Dr. Darla Kendzor had been appointed as Co-Directors at OTRC by Dr. Mannel in June to replace Dr. Jennifer Vidrine who had accepted a faculty position along with her spouse, Dr. Damon Vidrine, at Moffitt Cancer Center in Tampa, FL. Additionally, she informed the board of Dr. Ted Wagener's departure from OTRC in May to join Ohio State University. She stated that eight additional staff members had left OTRC, and that it currently was staffed by 39 total employees.

Dr. Businelle and D. Kendzor, who were in attendance at the meeting, were invited to address the board and provide a brief overview presentation. They gave updates on faculty transitions and status updates on research initiatives and associated funding noting that much of the data collection from studies being done by outgoing researchers would be subcontracted back to OTRC and remain in Oklahoma.

#### **7. Public Comment**

Bisbee, requesting a point of privilege, introduced to the board Thomas Larson who had joined TSET earlier in the week as the agency's Director of Public Information and Outreach. Thomas addressed the board and spoke about his passion for the TSET mission and excitement to be back in state government and helping Oklahomans achieve healthier lifestyles.

#### **8. Adjournment**

**Knoles moved board approval to adjourn. Rowe provided a second. Motion carried.**

*Aye: Stephens, Killblane, Knoles, Rowe, Snipes*

*Absent: Benjamin, Millican*

The meeting adjourned at 10:27 a.m.