



**Oklahoma Tobacco Settlement Endowment Trust
Board of Directors
Regular Meeting
Tuesday, January 26, 2021
10:00 a.m.**

Location:
University Research Park
PHF Conference Center, KIVA Conference Room
655 Research Parkway, Suite 100
Oklahoma City, OK 73104

OSU CHS Medical Library
G40, 1111 W. 17th St.
Tulsa, OK 74107

In addition to the physical location noted above, this meeting will also be held via Zoom videoconference with a livestream option for enhanced public accessibility.

*Face masks are required for all in-person attendees. Members of the public who plan to attend in person must complete the OUHSC COVID-19 Screening and Reporting Tool, 24 hours in advance of the meeting: https://covidreporting.ouhsc.edu/visitor_screening.

Attendees must provide a printed copy of receipt of their screening by OUHSC Employee Health Clinic to the Conference Center, who will maintain them until further notice, in case the need for contact tracing should occur. The public can also join the meeting at ZOOM or watch the livestream at YOUTUBE.

Zoom link: <https://zoom.us/j/97408191651>

YouTube livestream: <https://youtu.be/OJZdy-j2-2k>

Board members: Bruce Benjamin, Susanna Gattoni, Ken Rowe, Marshall Snipes and Michelle Stephens will be present.

Jack Allen will be joining from OSU CHS Medical Library, G40, 1111 W. 17th St., Tulsa, OK 74107.

Casey Killblane will not be in attendance.

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the November 12, 2020 Regular Board Meeting

Note: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item(s) on the agenda.

If accommodation is needed on the basis of ability, please contact Anna Lisa Phillips at (405) 521-3888 or (405) 623-8060 for assistance.

3. Chair's Report – *Bruce Benjamin*
 - a. TSET strategic plan
 - i. Promoting improved health through policy change
 - b. Election of Officers

4. Executive Director's Report – *Julie Bisbee*
 - a. Overview of Executive Director activities
 - b. Recognition of Dr. Bruce Benjamin, outgoing TSET Board Chair (2019-2021)

5. Programs Committee Report – *Bruce Benjamin*
 - a. Update and revision to impact modeling for Health Systems Initiative grants
 - b. Discussion and possible action on FY 2022 grant renewal
 - i. Oklahoma Health Care Authority
 - ii. Oklahoma Hospital Association
 - iii. Oklahoma Department of Mental Health and Substance Abuse Services
 - c. Discussion and possible action on proposal for youth advocacy program
 - i. Rescue
 - d. Discussion and possible action on Emerging Opportunity grant
 - i. Improving built environment – Oklahoma Department of Transportation

6. Public Information and Outreach Committee Report – *Casey Killblane*
 - a. Discussion and possible action on health communication FY2021 budget
 - b. Health Communication Update
 - c. Public Health Academy of Oklahoma Update
 - d. TSET Healthy Youth Initiative Update
 - e. Outreach Update
 - f. Sponsorships
 - g. Upcoming Events and Training

7. Agency Operations Committee Report – *Marshall Snipes*
 - a. Financial Reports
 - i. FY20 Budget to Actual - Operating
 - ii. FY20 Budget to Actual - Programs
 - iii. FY21 Budget to Actuals - Operating
 - iv. FY21 Budget to Actuals – Programs
 - b. Discussion and possible action on budget revision
 - i. FY21 Programs Budget
 - c. Current Commitments
 - d. Discussion of FY22 Budget

8. Appointment of Program Officer
 - a. Consideration of a motion and vote to enter into Executive Session pursuant to 25 O.S. § 307 (B)(1) to discuss candidates for Program Officer

Note: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item(s) on the agenda.

If accommodation is needed on the basis of ability, please contact Anna Lisa Phillips at (405) 521-3888 or (405) 623-8060 for assistance.

- b. Executive Session pursuant to 25 O.S. § 307 (B)(1) relating to employment, hiring, appointment of any individual salaried public officer or employee, specifically the position of Program Officer
 - c. Consideration of a motion and vote to return to Open Session
 - d. Discussion and possible action on the appointment of Program Officer
9. 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)]
10. Adjournment

Note: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item(s) on the agenda.

If accommodation is needed on the basis of ability, please contact Anna Lisa Phillips at (405) 521-3888 or (405) 623-8060 for assistance.