



Oklahoma Tobacco Settlement Endowment Trust

Board of Directors

Regular Meeting

10:00 a.m., Thursday, November 17, 2022

655 Research Parkway, Suite 100

Oklahoma City, OK 73104

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the August 31-September 1, 2022, Regular Board Meeting and Board Planning Retreat
3. Executive Director's Report – *Julie Bisbee*
 - a. Overview of Executive Director Activities and Agency Updates
 - b. Retirement recognition of DeLynn Fudge, Program Officer
 - c. Introduction of new staff
 - i. Program Officer Terry Rousey
 - ii. Accountant Kaya Birdsong-Watson
 - iii. Outreach Specialist Taylor Verkler
 - iv. AV Story-Teller Samuel Carillo
4. Governance Committee Report, *Susanna Gattoni, Bruce Benjamin*
 - a. Discussion and possible action on strategic guiding principles policy
 - b. Discussion and possible action on approval of governance manual
 - c. Nomination and possible action on election of board officers
 - d. Discussion and possible action on assignment to board committees
 - e. Discussion and possible action on nomination of committee chairs
5. Agency Operations Committee Report – *Marshall Snipes, Bruce Benjamin*
 - a. Presentation of FY22 Audit, Finley and Cook
 - b. Financial Reports
 - i. FY22 Budget to Actual – Operating
 - ii. FY22 Budget to Actual – Programs
 - iii. FY23 Budget to Actual – Operating
 - iv. FY23 Budget to Actual – Programs
 - c. Analysis of Reserves and three-Year Rolling Average
 - d. Final Certification of Endowment Earnings for FY2022
6. Programs Committee Report – *Susanna Gattoni/Jack Allen*

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 Samantha Piñeiro at (405) 623-8060 for assistance.

- a. Discussion and possible action to award TSET grant funds
 - i. TSET Discovery Grants

Organization	Project Title	FY23 Request
LIFE Senior Services, Inc.	Senior Center and Adult Day Health Wellness Program	\$150,000
NewView Oklahoma, Inc	Comprehensive Wellness Initiative for Oklahomans with Vision Loss	\$136,000
Oklahoma Senior Games	Program for Coaching Seniors (50+) in Lifetime Sports Statewide	\$100,000
Oklahoma State University	OSU Family and Consumer Sciences Extension Health Disparities Project	\$121,612
OU Health Sciences Center	Saving Tiny Sooners	\$223,804
River Parks Authority	River Parks Turkey Mountain Wilderness Improvements	\$350,000
The City of Sallisaw	Sallisaw Aquatic Center and Skate Park	\$0**

- ii. Update on TSET Successful Futures
- iii. TSET Healthy Incentive Grants for Schools

School	County	Recommended Amount
Antlers High School	Pushmataha	\$6,000
Altus Primary School	Jackson	\$7,500
Altus High School	Jackson	\$12,500
Ravia School	Johnston	\$5,000
Altus Early Childhood Center	Jackson	\$10,000
L Mendel Rivers Elementary School	Jackson	\$10,000
Altus Intermediate School	Jackson	\$10,000
Altus Elementary School	Jackson	\$4,000
Altus Junior High School	Jackson	\$10,000
Jenks Middle School	Tulsa	\$15,000

- iv. TSET Healthy Incentive Grants for School Districts

District	County	Recommended Amount
Morrison Public Schools	Noble	\$20,000
Blanchard Public Schools	McClain	\$14,500
Lindsay Public Schools	Garvin	\$6,000

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Yale Public Schools	Payne	\$15,000
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b. Program Progress and Reports

- i. Update on Proposal for Low-Dose Cancer Screening partnership with Stephenson Cancer Center
- ii. Oklahoma Tobacco Helpline Quarterly Update, *Dr. Jon Hart, Director, Oklahoma Tobacco Helpline*
- iii. Double Up Oklahoma (DUO) Hunger Free Oklahoma
- iv. TSET Healthy Living Performance Report, *Jessica Davis, Assistant Director of Programs*
 - a. Kay County Grantee Presentation, *Jenny Creech, Program Coordinator, OSU Department of Wellness and Community and Vanessa Morrison, Associate Director, Institute for Quality Communities, University of Oklahoma*
 - b. Mayes County Grantee Presentation, *Arianna Derr, Program Coordinator and Marti Schneider, Assistant Coordinator, Mayes County HOPE*

7. Public Information and Outreach Committee

- a. Health Communication Adult-Focused Brands
- b. Health Communication Youth-Focused Brands
- c. Public Health Academy of Oklahoma (PHAO) Update
- d. Outreach Update
- e. Update on elections
- f. Sponsorships
- g. Upcoming Events and Trainings

8. Personnel Actions

- a. Consideration of a motion and vote to enter into Executive Session pursuant to 25 O.S. §307 (b)(1) for the discussion of employment for any individual salaried public officer or employee
 - i. Administrative Assistant
 - ii. Program Officer
 - iii. Data Management Specialist
 - iv. Health Communication Consultant
 - v. Chief of Staff
- b. Consideration of a motion and vote to return to Open Session
- c. Discussion and possible action on a motion and vote related to the employment and compensation of any salaried public officer or employee

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

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