



Oklahoma Tobacco Settlement Endowment Trust

Board of Directors Regular Meeting
10:00 a.m., Thursday, November 16, 2023
Stephenson Cancer Center
800 NE 10th Street, Conference Room 5058
Oklahoma City, OK 73104

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the August 23-24, 2023, Regular Board Meeting and Board Planning Retreat
3. Chair's Report
 - a. Tribute to Susanna Gattoni
 - b. Introduction of new board member Jennifer Needham
 - c. Overview of activities
4. Agency Operations Committee Report – *Jack Allen, Jennifer Needham*
 - a. Presentation of FY23 Audit, *Dan Bledsoe – Finley and Cook*
 - i. Discussion and Acceptance of Audit Findings
 - b. Certification of FY23 Fund Earnings
 - c. Financial Reports
 - i. FY23/FY24 Budget to Actual – Operating
 - ii. FY23/FY24 Budget to Actual – Programs
5. Governance Committee – *Bruce Benjamin, Michelle Stephens*
 - a. Discussion and possible action on nomination and election of Board Officers for 2024
 - i. Board Chair
 - ii. Board Vice-Chair
 - b. Discussion and possible action on TSET Board Committee Assignments
 - i. Governance Committee
 - ii. Agency Operations Committee
 - iii. Program Committee
 - iv. Public Information and Outreach Committee
6. Executive Director's Report – *Julie Bisbee, Executive Director*
 - a. Overview of Executive Director Activities and Agency Updates
 - b. Legislative Update – *Thomas Larson, Director of Public Information and Governmental Affairs*
 - c. Recognize new staff
 - i. Tonia Lowrey, Director of Quality and Performance
 - ii. Lauren Riepl, Program Manager
 - iii. Kelsey Nation, SYF/HYI Campaign Manager

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 Susan Yingling at (405) 623-8060 for assistance.

- iv. Susan Yingling, Executive Assistant/Board Secretary

7. Consent Agenda

The agenda items presented on the Consent Agenda are considered as one item for voting purposes. The Consent Agenda includes items that are administrative in nature and done as routine action; have been reviewed through committee; or are statutorily or constitutionally required to be performed by the Oklahoma Tobacco Settlement Endowment Trust Board of Directors. Any member of the Board may request discussion or separate action of any item on the Consent Agenda.

a. Approve Awards for FY24 Healthy Incentive Grants for School Districts

	Organization	County	Intended Use of Funds	Amount
i.	Deer Creek School District	Oklahoma	District wide efforts to promote healthy lifestyles.	\$10,000
ii.	Lindsay Independent School District	Garvin	Increase opportunities for students to be physically active by making improvements to the school playground.	\$19,000
iii.	Meeker Public School District	Lincoln	Increase opportunities and options for physical activity and physical education district wide.	\$17,000
iv.	Oklahoma School for the Blind	Muskogee	Enhancing opportunities for students, teachers, staff to drink more water by adding water bottle filling stations throughout the school.	\$7,000
v.	Sand Springs Public Schools	Tulsa	Increasing opportunities for teachers and staff to be physically active.	\$60,000
vi.	Turkey Ford School District	Ottawa	Increasing access to healthy food by purchasing cooking appliances and tools.	\$15,000
vii.	Tuskahoma Public School	Pushmataha	TSET funds will be used to encourage healthy nutrition, physical activity, and employee wellness.	\$15,000

b. Approve Awards for Healthy Incentive Grant for School Sites

	Organization	County	Intended Use of Funds	Amount
i.	Comanche Middle School	Stephens	Purchasing materials for the school garden, exercise equipment, & supplemental materials for the new Oklahoma Academic Physical Education standards.	\$8,000
ii.	Oktaha Elementary	Muskogee	Funding for playground equipment improvements, purchasing new equipment for special needs students, installing shade structure and walking path.	\$20,000
iii.	Stillwater Junior High School	Payne	Purchasing new recess equipment.	\$5,000
iv.	Stilwell High School	Adair	Purchasing outdoor exercise equipment and enhancing outdoor areas for students.	\$12,500
v.	Stilwell Middle School	Adair	Funding to repair the school greenhouse for students to use to grow healthy foods.	\$3,000

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 Susan Yingling at (405) 623-8060 for assistance.

c. Approve 2024 TSET Regular Board Meeting Dates

Thursday	January 25, 2024	10:00 a.m. – 1:00 p.m.
Thursday	March 28, 2024	10:00 a.m. – 1:00 p.m.
Thursday	June 6, 2024	10:00 a.m. – 1:00 p.m.
Wednesday	August 21, 2024	Board Meeting & Planning Retreat
Thursday	August 22, 2024	Board Meeting & Planning Retreat
Thursday	November 21, 2024	10:00 a.m. – 1:00 p.m.

End of Consent Agenda

8. Public Information and Outreach Committee, *Michelle Stephens, Ken Rowe*
 - a. Discussion and possible action to award 6-year contract for Adult Media Services
 - b. Committee Reports
 - i. Youth Focus Brands
 - ii. Adult Focus Brands
 - iii. Upcoming Events and Trainings
 - iv. Sponsorship Update

9. Program Committee, *Dr. Runako Whittaker, Jack Allen*
 - a. Presentation on Built Environment Grant Overview and Updates, *Jessica Davis, Director of Engagement and Impact*
 - b. Discussion and possible action to award grant funds for FY24 Built Environment Grants
 - c. Committee Reports
 - i. Oklahoma Tobacco Helpline
 - ii. Loss of TSET Healthy Living Program service to Blaine County
 - iii. OSU Student Farm Update

10. 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. Program Manager
 - ii. Partner Support Specialist
 - iii. Event Outreach Coordinator
 - iv. Grants Manager
 - b. Consideration of a motion and vote to return to Open Session
 - c. Discussion and possible action regarding hiring of Program Manager
 - d. Discussion and possible action regarding hiring of Partner Support
 - e. Discussion and possible action regarding hiring of Event Outreach Coordinator
 - f. Discussion and possible action regarding hiring of Grants Manager

11. 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)]

12. 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 Susan Yingling at (405) 623-8060 for assistance.