



Oklahoma Tobacco Settlement Endowment Trust

Board of Directors Regular Meeting
10:00 a.m., Thursday, March 23, 2023
Stephenson Cancer Center
800 NE 10th St, Seminar Room 5058
Oklahoma City, OK 73104

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of the January 26, 2023, TSET Board of Directors Regular Meeting Minutes
3. Chair's Report
 - a. Update on OCASCR grants – *Bruce Benjamin*
4. Executive Director's Report – *Julie Bisbee, Executive Director*
 - a. Overview of Executive Director Activities and Agency Updates
 - b. Introduction of new staff
 - i. Director of Finance Allison McMichael
 - c. Listening Sessions Update – Next Steps
5. Governance Committee Report – *Michelle Stephens, Bruce Benjamin*
 - a. Discussion and possible action to adopt a consent agenda policy for TSET Board of Directors Meetings
 - b. Discussion and possible action to adopt Board Policy Manual
6. Agency Operations Committee Report – *Jack Allen, Susanna Gattoni*
 - a. Financial Reports
 - i. FY23 Budget to Actual – Operating
 - ii. FY23 Budget to Actual – Programs
 - b. Analysis of Reserves and Three-Year Rolling Average
 - c. Overview of TSET Balance Sheet
 - d. Budget Revisions
 - i. FY23 Operations Budget Revision
 - ii. FY23 Program Budget Revision
 - e. FY24 Draft Budget Discussion
 - f. FY23 Strategic Planning Process Timeline
 - g. Update on TSET business function planning

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If accommodation is needed on the basis of ability, please contact Samantha Piñeiro at (405) 623-8060 for assistance.

7. Programs Committee Report – *Jack Allen, Runako Whittaker*

a. Discussion and possible action to award TSET grant funds – *Tessa North, Director of Grants Management*

i. Healthy Incentive Grants for Schools

Organization	County	Intended Use	Recommended Amount
Bennington Elementary School	Bryan	Increase activity by adding playground equipment for elementary school	\$3,000
Bennington High School	Bryan	Encourage health & fitness by purchasing Phys Ed Equipment for High School	\$3,000
Charter Oak Elementary School	Logan	Provide rubber mulch ground cover under existing play structures	\$4,000
North Rock Creek Elementary School	Pottawatomie	Purchasing equipment for nursing station, physical education classroom and health ed programs	\$20,000
Oklahoma School for the Blind -- Elementary	Muskogee	Provide safe and accessible walking environment at school entry by combining funds from all school site awards	\$5,000
Oklahoma School for the Blind – Middle School	Muskogee	Provide safe and accessible walking environment at school entry by combining funds from all school site awards	\$5,000
Oklahoma School for the Blind -- High School	Muskogee	Provide safe and accessible walking environment at school entry by combining funds from all school site awards	\$5,000
Tahlequah High School	Cherokee	Purchase educational curriculum to promote healthy life choices, decrease tobacco/vape use by students and update no tobacco/no vape/no smoke signage	\$6,000
Will Rogers Elementary School	Pittsburg	Promote physical activity by updating playground for younger students and students w/varying developmental abilities	\$20,000
		Total:	\$71,000

ii. Healthy Incentive Grants for Districts

Organization	County	Intended Use	Recommended Amount
Alex Public Schools	Grady	Promote physical activity by purchasing outdoor equipment and	\$8,000

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		updating safety equipment including AED's and first aid kits	
Glenpool Public Schools	Tulsa	Increase and update Health Ed curriculum and resources for school staff and Phys Ed dept. to implement Health Education Act in PK-12 district	\$7,000
		Total	\$15,000

iii. Discussion and possible action on FY23 contracts and amendments

Contractor	Amount	Use of Funds	New Agreement/Amendment to Current Agreement
Rescue Agency – YAHL	\$40,000	Expansion of current work with middle and high school youth	Amendment to FY23 agreement
Oklahoma Department of Mental Health and Substance Abuse Services – Prevention Services	\$34,200	Funding for tobacco retailer compliance checks for retailers in targeted counties	New agreement for FY23
Bethany Children’s Health Center – Healthy Schools Oklahoma	\$100,000	Funding for school site projects that promote physical activity based	Amendment to FY23 agreement
Oklahoma Senior Games	\$29,150	Funding for additional coaches and facilities. Printing of banners and fliers to promote the Games. Funding for admin support	Amendment to FY23 agreement
Oklahoma Association of Youth Services	\$137,281	Additional funding for travel and training, purchase of supplemental curricula that best demonstrates an answer to needs-assessment related concerns within their respective given population	Amendment to FY23 agreement
BerryDunn	\$40,000	Funding to provide specialized technical assistance on a variety of projects	New agreement for FY23
OUHSC – HPRC	\$134,523	Research equipment and supplies	Amendment to FY23 agreement
OMRF – OCASCR	\$125,000	Scientific equipment grant for purchase of MERSCOPE, which will be added to OCASCR’s core equipment and accessible to all Oklahoma scientists	Amendment to FY23 agreement

Total: \$640,154

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- iv. Discussion and possible action to fund 2023 Oklahoma Adult Tobacco Survey – *Ashley White, Director, Research Design and Analysis Center, OUHSC*
- v. Discussion and possible action to fund FitnessGram implementation – *Fahad Khan, Director of Programs, OSDH*
- b. Healthy Incentive Grants Evaluation Results – *Noelle Kleszynski, Evaluation Program Manager, Department of Biostatistics and Epidemiology, OUHSC*
 - i. FY21 -- Schools & Communities Evaluation Findings
 - ii. FY22 – Post Award Survey of Applicant’s Process Experience
- c. YAHL CounterAct Tobacco Survey Findings – *Carlye Hausbeck, Program Supervisor, Rescue and Alex Handfinger, Senior Account Manager, Rescue*
- d. HPRC expansion into obesity-PAN research, *Jonás Mata, Director of Programs*
- 8. Public Information and Outreach Committee -- *Michelle Stephens, Ken Rowe*
 - a. Discussion and possible action on FY23 contracts and amendments

Contractor	Amount	Use of Funds	New Agreement/Amendment to Current Agreement
VI Marketing and Branding	\$600,000	\$600,000 to market and promote a new limited time offer of expanded NRT for callers to the Oklahoma Tobacco Helpline	Amendment to FY23 agreement
Rescue Agency – Adult Media	\$200,000	Quit the Hit expansion	Amendment to FY23 agreement

Total: \$800,000

- b. Health Communication Adult-Focused Brands – *Sjonna Paulson, Director of Health Communication*
- c. Health Communication Youth-Focused Brand
- d. Legislative Update – *Thomas Larson, Director of Public Information and Outreach*
- e. Outreach
- f. Sponsorships
- g. Upcoming Events and Trainings
- 9. Executive Session
 - 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. Executive Director Performance Evaluation and Compensation
 - ii. Personnel Actions
 - b. Consideration of a motion and vote to return to Open Session

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c. Discussion and possible action on a motion and vote related to executive director's performance evaluation and compensation.

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

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