



Oklahoma Tobacco Settlement Endowment Trust
Board of Directors
Regular Meeting
10:00 a.m., Thursday, January 26, 2023
Stephenson Cancer Center Seminar Room 5058
800 NE 10th St
Oklahoma City, OK 73104

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the November 17, 2022, Regular Board Meeting
3. Chair's Report
 - a. Honoring service of board officers Michelle Stephens and Bruce Benjamin
 - b. Update from Stephenson Cancer Center Board of Advocates – *Casey Killblane, TSET appointee to SCC Board of Advocates*
4. Executive Director's Report – *Julie Bisbee, Executive Director*
 - a. Overview of Executive Director Activities and Agency Updates
 - b. Discussion and possible action on adoption of TSET Strategic Objectives for TSET FY21-26 - *Jonás Mata, Director of Programs*
 - c. Update on agreement with River Parks Authority
 - d. Introduction of new staff
 - i. Administrative Assistant Shaun Lawrence
 - ii. Data Management Specialist Brittany Newman
 - iii. Health Communication Consultant Ryan Hayden-Young
5. Governance Committee Report – *Michelle Stephens*
 - a. Update on Board Policy Manual – *Julie Bisbee, Executive Director*
6. Agency Operations Committee Report – *Jack Allen, Susanna Gattoni*
 - a. Financial Reports – *Julie Bisbee, Executive Director*
 - i. FY22 Budget to Actual – Operating
 - ii. FY22 Budget to Actual – Programs
 - iii. FY23 Budget to Actual – Operating
 - iv. FY23 Budget to Actual – Programs
 - b. Analysis of Reserves and Three-Year Rolling Average
 - c. Overview of TSET Balance Sheet
 - d. Discussion and possible action on Strategic Planning Consultant – *Lance Thomas, Chief of Staff*
 - e. Update on FY24 Budget Planning Process

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.

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. TSET Successful Futures Youth
 - ii. TSET Healthy Communities Incentive Grant

Organization	County	Intended Use of Funds	Recommended Amount
City of Pauls Valley	Garvin	Funds will be used to expand walking trails, enhance the healthy foods landscape, and present educational programs on healthy lifestyle choices	\$10,000.00
		Total	\$10,000.00

- b. Stephenson Cancer Center Low Dose Lung Cancer Screening Bus — *Dr. Mark Doescher, Associate Director for Community Outreach and Engagement, OU Health Stephenson Cancer Center*
 - i. Discussion and possible action on proposal to fund low dose lung cancer screening bus
 - c. TSET Health Promotion Research Center Multi-Year Renewal – *Darla Kendzor, Ph.D., Michael Businelle, Ph.D. HPRC Co-Directors*
 - i. Discussion and possible action on proposal to renew HPRC agreement
 - d. Project ECHO Funding Request – *Jonás Mata, Director of Programs*
 - i. Discussion and possible action on proposal to fund Project ECHO
 - e. Update on funding request from OSDH for FitnessGram implementation — *Jonás Mata, Director of Programs*
8. Public Information and Outreach Committee — *Michelle Stephens, Ken Rowe*
 - a. Update 2023 RFP timeline on adult-focused media services 6-year contract – *Tessa North, Director of Grants Management*
 - b. Update on Corrective Statements Point of Sale Signage – *Sjonna Paulson, Director of Health Communication*
 - c. Overview of Swap Up Day of Action
 - d. Health Communication Adult-Focused Brands
 - e. Health Communication Youth-Focused Brand
 - f. Legislative Update – *Thomas Larson, Director of Public Information and Outreach*
 - g. Outreach
 - h. Sponsorships
 - i. Upcoming Events and Trainings
9. Personnel Actions
 - a. Consideration of a motion and vote to enter into Executive Session pursuant to 25 O.S. §307

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- (b)(1) for the discussion of employment for any individual salaried public officer or employee
 - i. Director of Finance
 - 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
- 10. 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)]
- 11. Adjournment

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