



**Oklahoma Tobacco Settlement Endowment Trust**  
Board of Directors Regular Meeting  
10:00 a.m., Thursday, November 21, 2024  
Stephenson Cancer Center  
800 NE 10<sup>th</sup> Street, Conference Room 5058 (5<sup>th</sup> Floor)  
Oklahoma City, OK 73104

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes
  - a. August 21, 2024, Regular Board Meeting
  - b. September 17, 2024, Special Board Meeting
3. Governance Committee Report, *Bruce Benjamin*
  - a. Update regarding newly appointed TSET Board of Directors Member Aaron Harmon
  - b. Discussion and possible action on nomination and election of Vice Chair for remainder of CY24
  - c. Discussion and possible action on nomination and election of Board Officers for 2025
    - i. Board Chair
    - ii. Board Vice Chair
  - d. 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
  - e. Discussion and possible action to approve Board of Directors Regular Meeting Dates for 2025 & 2026
4. Agency Operations Committee Report – *Bruce Benjamin, Jennifer Needham*
  - a. Presentation of FY24 Audit, *Dan Bledsoe and Chance Allison, Finley and Cook*
    - i. Discussion and Acceptance of Audit Findings
  - b. Financial Reports
    - i. FY24/FY25 Budget to Actual – Operating
    - ii. FY24/FY25 Budget to Actual – Programs
    - iii. Balance Sheet
    - iv. FY24 Certification of Earnings Report
    - v. Estimated FY25 Earnings
    - vi. Reserve Analysis and Projections

*Note: The Board of Directors may discuss and propose action on any item listed on the agenda.  
If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.*



5. Program Committee Report – *Jack Allen, Runako Whittaker*
  - a. Presentation of FY24 Oklahoma Tobacco Helpline Report, *Laura Beebe, Ph.D., Hudson College of Public Health, University of Oklahoma Health Sciences Center*
  - b. Presentation of Oklahoma Tobacco Helpline FY26-28 Strategic Plan, *Christin Kirchenbauer, Oklahoma Tobacco Helpline Director*
  - c. Discussion and possible action to approve funding for Single Strategy Targeted Approach in FY26-27, *Jonas Mata, TSET Program Architect*

6. 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. Discussion and possible action to approve the renewal of grantees eligible for grant cycle continuation

<b>Grantee Organization</b>	<b>Program Aim(s)</b>	<b>Proposed FY26-28 Budget Total</b>
Board of Regents of the University of Oklahoma Health Sciences Center, Stephenson Cancer Center - <i>TSET Cancer Research Program</i>	Working to eliminate cancer in Oklahoma and beyond by attracting grant-funded, nationally recognized cancer researchers; establishing a competitive cancer research program comparable to top cancer centers; and creating a robust research infrastructure to support innovative and impactful research.	\$19,800,000
Oklahoma Medical Research Foundation – <i>Oklahoma Center for Adult Stem Cell Research</i>	Promotes adult stem cell and regenerative medicine research in Oklahoma by recruiting top scientists to conduct groundbreaking research, advancing stem cell science in Oklahoma and globally.	\$9,000,000
Board of Regents of the University of Oklahoma Health Sciences Center - <i>Oklahoma Tobacco Helpline (OTH) oversight and management</i>	Provides administrative oversight and management of the Oklahoma Tobacco Helpline.	\$2,342,193
Board of Regents of the University of Oklahoma Health Sciences Center – <i>OTH services through subcontract with RVO Health</i>	RVO Health is the OTH contracted vendor that provides tobacco cessation services for Oklahomans 13 years of age and older.	\$19,800,000

*Note: The Board of Directors may discuss and propose action on any item listed on the agenda. If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.*



Board of Regents of the University of Oklahoma Health Sciences Center – <i>Program Evaluation</i>	Provides evaluation consultation services and the tracking of outcomes for TSET grant programs.	\$7,650,000
Oklahoma Department of Mental Health and Substance Abuse Services – <i>Wellness Enhancement System Initiative</i>	Statewide youth-led health initiative aimed to create a measurable impact on Oklahoma by promoting health behaviors. This work involves improving the health of youth through increased physical activity and improved nutrition in schools and updating tobacco retail licensing laws in Oklahoma to hold Big Tobacco accountable for targeting youth.	\$1,469,754
Rescue Agency – <i>Youth Action for Health Leadership Youth Advocacy</i>	Statewide youth-led health initiative aimed to create a measurable impact on Oklahoma by promoting health behaviors. This work involves improving the health of youth through increased physical activity and improved nutrition in schools and updating tobacco retail licensing laws in Oklahoma to hold Big Tobacco accountable for targeting youth.	\$6,378,875
Hunger Free Oklahoma	The Double Up Oklahoma (DUO) program seeks to increase the purchase of fruits/vegetables among Oklahoma SNAP participants, improve nutrition among Oklahoma SNAP participants and improve community access to affordable produce (including locally grown).	\$6,300,000

b. Discussion and possible action to approve funding requests for Healthy Incentive Grant Program - Districts

District	County	Intended Use of Funds	Recommended Amount
Deer Creek School District	Oklahoma	Funds will be dispersed across all school sites in an effort to support initiatives aimed at enhancing student health and wellness. These initiatives include improvements to physical education equipment, outdoor fitness/playground equipment, and hydration stations.	\$20,000
Drummond Public School	Garfield	Increase access to nutritious foods by purchasing ADA compliant cafeteria seating and cafeteria equipment for healthy meal prep and education.	\$15,000
Glenpool Public Schools	Tulsa	Increase knowledge and access to healthy foods by establishing and maintaining a comprehensive school/community garden that will include purchase of supplies, education materials and resources for sustainability initiatives.	\$23,000
Pocola Public Schools	LeFlore	Replace a multipurpose floor where students and alumni wrestle, cheer, weight train exercise, and play basketball.	\$11,500
Quinton Public Schools	Pittsburg	Purchase AEDs for emergency response and to install new playground equipment and make sidewalk improvements to promote active play and safe accessible walking paths.	\$15,000

*Note: The Board of Directors may discuss and propose action on any item listed on the agenda. If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.*



- c. Discussion and possible action to approve funding requests for Healthy Incentive Grant Program – Schools

School	County	Intended Use of Funds	Recommended Amount
Edison Elementary	Comanche	Increase opportunities for students to participate in physical activity by installing playground shade structures.	\$4,000
Glenpool Upper Elementary School	Tulsa	Funds will be utilized to teach students to build healthy habits by establishing a school garden with integrated learning for all.	\$25,000
Lindsay Elementary School	Garvin	Enhance wellness initiatives throughout the district by spending funds on pickleball courts, AEDs, and cafeteria equipment.	\$20,000
Lindsay High School	Garvin	Enhance wellness initiatives throughout the district, by spending funds on pickleball courts, AEDs, and cafeteria equipment.	\$15,000
Lindsay Middle School	Garvin	Enhance wellness initiatives throughout the district, by spending funds on pickleball courts, AEDs, and cafeteria equipment.	\$15,000
Morris Elementary School	Okmulgee	Funds will be utilized to increase opportunities for students to be physically active by updating playground equipment.	\$10,000
Pioneer Park Elementary	Comanche	Increase opportunities for students to be physically active by building a Panther Path -- walking/running trail.	\$3,000
Yale Elementary School	Payne	Enhance opportunities for students to drink water by installing a hydration station in the building.	\$2,000
Yale Junior High/Senior High School	Payne	Enhance opportunities for students to drink water by installing a hydration station in the building.	\$3,000

- d. Discussion and possible action to approve FY25 Budget Revision
- i. FY25 Programs
  - ii. FY25 Operations
- e. Discussion and possible action to request draft language for proposed Audit Committee for Board Policy Manual amendment

**End of Consent Agenda**

7. Public Information and Outreach Committee, *Ken Rowe*
- a. Youth Focus Brands and Adult Focus Brands Overview
  - b. FY25 Sponsorship Report
  - c. Upcoming Events and Training Overview
  - d. Public Information and Government Affairs Report

*Note: The Board of Directors may discuss and propose action on any item listed on the agenda.  
If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.*



8. Executive Director's Report, *Julie Bisbee, Executive Director*
  - a. Overview of Executive Director Activities and Agency Updates
  - b. Recognition of New Staff
    - i. Britton Chapman – Accountant
    - ii. Natalia Arbelaez – Communication Strategist
    - iii. Brian Jepsen – Human Resources Business Partner
  - c. Legislative Update – *Thomas Larson, Director of Public Information and Government Affairs*
9. 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 the employment, hiring, appointment, promotion, demotion, disciplining or resignation for any individual salaried public officer or employee
    - i. Program Manager
    - ii. Partner Support Specialist
    - iii. Grants Manager
  - b. Consideration of a motion and vote to return to Open Session
  - c. Discussion and possible action regarding the hiring of Program Manager
  - d. Discussion and possible action regarding the hiring of Partner Support Specialist
  - e. Discussion and possible action regarding the hiring of Grants Manager
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

*Note: The Board of Directors may discuss and propose action on any item listed on the agenda.  
If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.*