



Oklahoma Tobacco Settlement Endowment Trust
Board of Directors Regular Meeting
10:00 a.m., Thursday, January 25, 2024
Stephenson Cancer Center
800 NE 10th Street, Conference Room 5058 (5th Floor)
Oklahoma City, OK 73104

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the November 16, 2023, Regular Board Meeting
3. Program Committee Report – *Jack Allen, Runako Whittaker*
 - a. FY23 Oklahoma Tobacco Helpline Annual Report Presentation, *Dr. Laura Beebe*
 - b. Oklahoma Tobacco Helpline Strategic Direction Presentation, *Christin Kirchenbauer*
 - c. Healthy Schools Oklahoma Program Expansion Presentation, *Lindsy Lemons*
 - i. Discussion and possible action to award a multi-year agreement to HSOK for FY25-27
 - d. Riversport Foundation – Oklahoma Trailhead and Bike Park Presentation – *Michael Knopp*
 - i. Discussion and possible action to award multi-year grant funds to the Riversport Foundation in the amount of \$484,506 for FY24 and up to \$301,198 for FY25
 - e. Discussion and possible action to increase contract with OUHSC (Oklahoma Tobacco Helpline Services) in the amount of \$1,200,000 to cover increased costs of additional services and utilization
4. Executive Director’s Report – *Julie Bisbee, Executive Director*
 - a. Overview of Executive Director Activities and Agency Updates
 - b. Recognize new staff
 - i. Sidney Suttles, Program Manager – Community Programs
 - ii. Candice Bacon, Events and Outreach Coordinator
 - iii. Dena Trosky, Partner Support Specialist II
 - iv. Beashua Spearman, Grants Manager
 - c. Legislative Update – *Thomas Larson, Director of Public Information and Governmental Affairs*
5. Agency Operations Committee Report – *Michelle Stephens, Jack Allen*
 - a. Financial Reports
 - i. FY23/FY24 Budget to Actual – Programs
 - ii. FY23/FY24 Budget to Actual – Operating
 - iii. Discussion and possible action to approve FY24 TSET Budget Revision
 - b. Six-month Update on Agency Strategic Plan
6. Governance Committee Report – *Bruce Benjamin, Michelle Stephens*

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Agenda (cont.)

7. Consent Agenda

- a. Discussion and possible action to award contract to Salesforce as vendor for grants management software
- b. Discussion and possible action to extend the consultation and advisory support under the Grants Management System Project Support contract with The Persimmon Group and increase the amount by \$131,930.00.
- c. Discussion and possible action to increase contact with Rescue Group (Youth Media) in the amount of \$60,000.00 to cover the additional Quit the Hit campaigns
- d. Discussion and possible action to award grant funds for Healthy Incentive Grants – Communities as listed in table below:

	Applicant	Intended Use of Funds	Recommended Amount
i.	City of Spencer	Increase access to physical activity for the community at large by making renovations to Kringlen Park.	\$36,000.00
ii.	City of Stilwell	Increase access for physical activity for older children by purchasing new equipment for Edna M. Carson Park	\$22,000.00
iii.	City of Tuttle	Increase access to youth physical activity opportunities by making improvements to park playground equipment.	\$10,000.00

The agenda items presented on the Consent Agenda are considered as one item for voting purposes. The Consent Docket 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.

End of Consent Agenda

8. Public Information and Outreach Committee, *Michelle Stephens, Ken Rowe*

- a. Update on Youth Focus Brands
- b. Update on Adult Focus Brands
- c. Update on FY24 Sponsorship Report
- d. Update on Public Information and Government Affairs
- e. Update on 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(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 regarding hiring of Director of Finance

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