



**Oklahoma Tobacco Settlement Endowment Trust**  
Board of Directors Regular Meeting  
10:00 a.m., Thursday, January 30, 2025  
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 – November 21, 2024 Regular Board Meeting
3. Executive Director’s Report, *Julie Bisbee, Executive Director*
  - a. Recognize Marshall Snipes for service as past Chair
  - b. Recognize 2025 Board Officers, Committee Chairs
  - c. Introduction of new member – Aaron Harmon
  - d. Overview of Executive Director Activities and Agency Updates
  - e. Recognition of new staff
    - i. Lester Brown, Partner Support Specialist
    - ii. Dawn Thimmig, Grants Manager
    - iii. Angela Daly, Program Manager
  - f. Legislative Update – *Thomas Larson, Director of Public Information and Government Affairs*
  - g. FY24 TSET Annual Report Presentation, *Sarah Carson, TSET Campaign Manager*
    - i. Discussion and possible action to accept TSET Annual Report
4. Governance Committee Report, *Jennifer Needham, Bruce Benjamin*
  - a. Discussion and possible action to amend the Reserve Fund Policy
5. Agency Operations Committee Report – *Marshall Snipes, Aaron Harmon*
  - a. Financial Reports
    - i. FY24/FY25 Budget to Actual – Operating
    - ii. FY24/FY25 Budget to Actual – Programs
    - iii. Reserve Analysis and Projections
6. Program Committee Report – *Jack Allen, Runako Whittaker, Jennifer Needham – ad hoc*
  - a. Presentation of the FY24 TSET Healthy Incentive Grant for Schools Case Study, *Laura Matlock, Program Manager*
  - b. Presentation of FY24 TSET Healthy Living Program Performance Report, *Jessica Davis, Director of Engagement and Impact*
  - c. Update regarding modification of Deer Creek School District’s FY25 HIG contract from \$20,000 to \$50,000, *Kelly Parker, Director of Grants Management*

*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.*



- d. Update regarding status of Healthy Living Program Grant Cohort 1-year extension acceptance, *Kelly Parker, Director of Grants Management*
- e. Discussion and possible action on Reserve Expenditure Priority Matrix, *Lance Thomas, Chief of Staff*

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

<b>Community</b>	<b>County</b>	<b>Intended Use of Funds</b>	<b>Recommended Amount</b>
Town of Colcord	Delaware	Funds will be utilized to increase access to physical activity opportunities by replacing dilapidated playground equipment at Colcord's Town Park.	\$10,000.00
City of Hobart	Kiowa	Funds will be utilized to increase access to physical activity opportunities by upgrading equipment at Hunter Park and Biggers Park.	\$8,000.00
Town of Kansas	Delaware	Funds will be utilized to increase access to physical activity opportunities by enhancing the town park to include the purchase of an ADA ramp to a swing set, an ADA accessible hydration station, and cameras with lights.	\$12,000.00
Town of Tryon	Lincoln	Funds will be utilized to purchase supplies and equipment that provides opportunities for healthy living for employees and visitors to the new Tryon City Hall and equipment including a refrigerator, microwave, and Action Based Learning Equipment for children to be used at the public library.	\$10,000.00
Town of Westville	Adair	Funds will be utilized to increase opportunities for adult physical activity by installing an adult fitness course near the walking trails and children's playground at Westville Park.	\$14,000.00

- b. Discussion and possible action to approve the Oklahoma Hospital Association 3-year Grant Cycle Continuation Request of funding up to \$850,800 per year for FY26-28
- c. Discussion and possible action to approve a TSET Healthy Living Program New Cohort 3-year grant continuation top performing community-based grants

<b>Current Healthy Living Program Grantee Organization</b>	<b>County</b>	<b>Three-Year Continuation Period (renewed annually)</b>
Cherokee County Health Services Council	Cherokee	FY26-28
Cherokee Nation	Adair	FY26-28

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Mayes County HOPE	Mayes	FY26-28
ROCMND Area Youth Services	Delaware	FY26-28
Rogers County Volunteers for Youth	Rogers	FY26-28

- d. Discussion and possible action to approve FY26 contracts for the Oklahoma Tobacco Helpline

Grant Organization	FY26 Request
Board of Regents of the University of Oklahoma Health Sciences Center <i>Oklahoma Tobacco Helpline services through subcontract with RVO Health</i>	\$6,300,000
Board of Regents of the University of Oklahoma Health Sciences Center <i>Oklahoma Tobacco Helpline (OTH) oversight and management</i>	\$880,731

- e. Discussion and possible action to approve statewide FY26 Innovations in Built Environment - Nutrition Request for Applications (RFA) parameters
- f. Discussion and possible action to approve statewide FY26 Innovations in Built Environment - Physical Activity Request for Applications (RFA) parameters
- h. Discussion and possible action to approve FY25 contract up to \$186,792 with the Oklahoma State Treasurer for services for the TSET Board of Investors
- i. Discussion and possible action to approve the Indirect Cost Rate for Program Grants and Contract Policy increase from 10% to 15% effective July 1, 2025

**End of Consent Agenda**

- 8. Public Information and Outreach Committee, Bruce Benjamin, Aaron Harmon
  - a. Youth-Focused Brands and Adult-Focused Brands Overview
  - b. FY25 Sponsorship Report
  - c. Upcoming Events and Training Overview
  - d. Public Information and Government Affairs Report
- 9. 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)]
- 10. Adjournment

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