



**Oklahoma Tobacco Settlement Endowment Trust
Regular Board Meeting & Planning Retreat
September 23-25, 2015**

Location:

The Mayo Hotel Parlor Room
115 West 5th Street
Tulsa, OK 74103

***Contact:** Janet Love (405) 521-4988 or 820-6982

AGENDA

Wednesday, September 23rd 3:00 p.m.

- 1. Open Meeting Act Announcement & Call to Order** - Jim Gebhart, Chair
- 2. Approval of Minutes** of the May 15, 2015 Regular Board Meeting
- 3. Chair's Report** – Jim Gebhart, Chair
 - A. Introduction of new board member, Bruce Benjamin, PhD
 - B. Recognition of former board member, George Foster, OD
 - C. Update on status of board member appointments
 - D. Update from Board of Investors – Lisa Murray, Chief Investment Officer, Oklahoma State Treasurer's Office
 - E. Discussion and possible action on increasing the number of board meetings for Calendar Year 2016
- 4. Public Information & Outreach Committee Report** - Ken Rowe, Committee Chair
 - A. Discussion of TSET brand performance report
 - B. Regional outreach screening events
 - C. Notification of sponsorships and events
 - 1) Conference sponsorships
 - 2) Event sponsorships
 - 3) Upcoming events and trainings
- 5. Program Development Committee Report** – Ken Rowe, Acting Committee Chair
 - A. Discussion and possible action suspension on unsolicited proposals process pending an analysis of TSET's current and projected future revenue and commitments
 - B. Discussion and possible action on the release of the next TSET Healthy Living RFP to close gaps in coverage
 - C. School-Based Health Education project update

Refreshment breaks will be scheduled throughout the event.

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.

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D. Discussion and possible action on incentive grants

1) Healthy Community Incentive Grants		
City of Guthrie (Gold)	\$37,000	
City of Elk City (Gold)	\$45,000	
		Total \$82,000
2) Healthy School District Incentive Grants		
Battiest Public School District	\$3,000	
Kingston Public School District	\$5,000	
Timberlake Public School District	\$3,000	
Tulsa Public School District	\$50,000	
		Total \$61,000
3) Healthy Schools Incentive Grants		
Beggs Elementary (Three Stars)	\$10,000	
Jenks West Elementary (Two Stars)	\$10,000	
Poteau High School (Two Stars)	\$8,000	
		Total \$28,000

6. Program Implementation Committee Report – Casey Killblane, Committee Chair

A. Program Updates

- 1) Oklahoma Medical Loan Repayment Program
- 2) OSU Medical Residencies
- 3) Oklahoma Center for Adult Stem Cell Research
- 4) Oklahoma Tobacco Research Center
- 5) TSET Cancer Research Program, Stephenson Cancer Center
- 6) TSET Healthy Living program
- 7) Public Health Academy of Oklahoma
- 8) Free the Night program
- 9) Boathouse Foundation program
- 10) Oklahoma Tobacco Helpline

B. Health Communications report

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- 7. Agency Operations Committee Report** – Don Millican, Committee Chair
 - A. Update on review and revisions to the Health Living Program financial management requirements and procedures
 - B. Discussion of grantee audit report results from Finley & Cook
 - C. Update on posted staff positions
 - D. Update on status of workforce development project
 - E. Update on status of grants management application
 - F. Operating budget, budget-to-actual report, FY 15
 - G. Programs budget, budget-to-actual report, FY 15
 - H. Discussion and possible action on FY 16 budget revisions to adjust salaries for vacant positions, decrease total allocation for TSET Healthy Living program to awarded levels, decrease funding allocated to potential unsolicited proposals, and decrease funding for a multi-agency training event which was postponed.

- 8. 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)]

- 9. Public Comment**

Recess and Dinner at 6:00 p.m. – The Boiler Room at The Mayo Hotel (No board business will be conducted at this time.)

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Thursday, September 24, 2015 8:30 am – Strategic Planning Retreat

10. Welcome and Opening Remarks – Jim Gebhart, TSET Board Chair

11. Overview of Strategic Effectiveness – Tim Fallon, The Clarion Group

12. Highlights of Stakeholder Input

13. Assessment of TSET's Current Situation

- Strengths
- Weaknesses/areas of needed improvement
- Critical issues – next three to five years

Break

14. Oklahoma's health status and future challenges

- Presentation, "State of the State's Health" Dr. Terry Cline, PhD, Oklahoma Secretary of Health and Human Services and Commissioner of Health, Oklahoma State Department of Health
- Presentation, "Oklahoma's Coordinated Approach to Health Transformation" Julie Cox-Kain, MPA, Deputy Secretary of Health and Human Services and Senior Deputy Commissioner of Health, Oklahoma State Department of Health

15. Setting TSET's Future Direction

- Constitutional mandate
- Central challenge
- Key strategic priorities

16. Lunch and discussion of the Strategic Mapping process

17. Strategic Mapping: Developing Objectives for Each Strategic Priority

Break

18. Strategic Mapping (continued)

19. Wrap up & Recess

Recess and Dinner 6:00 pm – Ti Amo, 219 S. Cheyenne, Tulsa, OK (No business will be conducted at this time).

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Friday, September 25, 2015 8:30 am

20. Finalization of the Strategic Map

Break

21. Establishment of Implementation Priorities – next 12 months

22. Next Steps

- Communications
- Implementation
- Reviewing progress and making adjustments
- Conducting the annual strategy update

23. Lunch, wrap up and closing remarks

24. Adjourn

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