

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting

February 20, 2015

LOCATION

TSET

3800 N. Classen Boulevard

Oklahoma City, OK 73118

Second Floor, Board Room

***Contact:** Janet Love (405) 820-6982

AGENDA

Friday, February 20, 2014 10:00am

- 1. Open Meeting Act announcement and Call to Order – Jim Gebhart, Chair**
- 2. Approval of minutes of the November 13, 2014 Regular Board Meeting**
- 3. Update from the Board of Investors – Lisa Murray, Chief Investment Officer, Oklahoma State Treasurer’s Office**
- 4. Chair’s Report – Jim Gebhart**
 - a. Upcoming board meeting dates
 - b. Updated board manual, including previously approved description of the Public Information and Outreach Committee, and amendments to the tobacco-free policy, and allocation of earnings and reserve fund policy,
 - c. Discussion and possible action on a budget for the Chair’s ad hoc Leadership Development and Succession Planning committee to engage consulting services
- 5. Public Information and Outreach Committee, Ken Rowe, Committee Chair**
 - a. Recent and upcoming training events
 - b. Conference sponsorships funded in FY 15
 - c. Distinguishing between conference sponsorships and event sponsorships
 - d. Update on Public Information and Outreach Plan
- 6. Program Development Committee Report – Lisa Nowlin, DDS, Committee Chair**
 - a. Update on *TSET Healthy Living* grant application workshops, and development of training and technical assistance resources, Kim, McCoy, TSET Director of Grants Management and Jonás Mata, Director of Programs
 - b. Update on Public Health Academy of Oklahoma development, Janet Love, TSET Project Management Coordinator and Assistant to the Executive Director
 - c. Update on school-based health education study, Janet Love, TSET Project Management Coordinator and Assistant to the Executive Director
 - d. Discussion and possible action on award of Healthy Districts Incentive Grants
 - e. Discussion and possible action on award of Healthy Schools Incentive Grants
 - f. Discussion and possible action on award of Healthy Communities Incentive Grants

NOTE: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.

*If accommodations are needed on the basis of disability, please contact Janet Love at 405-521-4988 or janetl@tset.ok.gov at least 48 hours before the event and we will make arrangements.

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

- a. Presentation, “*Oklahoma Tobacco Research Center Progress and Future Direction*” – OTRC Co-Directors, Dr. Robert McCaffree and Dr. Laura Beebe, and Stephenson Cancer Center Director, Dr. Robert Mannel
- b. Discussion and possible action on continuation grant application from the Oklahoma Tobacco Research Center (OTRC)
- c. Progress report on the statewide outreach plan from the Boathouse Foundation, Jonás Mata, TSET Director of Programs
- d. Progress report on the Oklahoma Medical Loan Repayment Program grant, Jonás Mata, TSET Director of Programs
- e. Update on health communications – Sjonna Paulson, APR, TSET Director of Health Communication

8. Proposed Executive Session

- a. Review and discussion of unsolicited proposals, as authorized by the Open Meeting Act-25 O.S. §307(b)(7) and as required to preserve confidentiality under 62 O.S. §2309(c)(4)

9. Consideration and possible action on items from executive session

10. Agency Operations Committee Report – George Foster, O.D. Committee Chair

- a. FY 14 Budget to Actual - Final
 - i. Operating Budget
 - ii. Programs Budget
- b. Second Quarter FY 15 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
- c. Discussion and possible action on FY 15 Budget Revision to address grant reviewers, incentive grants and leadership committee budget.
- d. Update on TSET-requested projects with the Office of Management and Enterprise Services (OMES) on:
 - i. Grants management software application
 - ii. Financial management, performance informed budget measures
 - iii. Personnel, payroll, market analysis of TSET positions, staffing planning
 - iv. State leasing
 - v. IT support

11. 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)]

12. Public Comment

13. Adjournment

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