

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting

May 15, 2014

9:00 a.m.

Oklahoma Medical Research Foundation

Conference Room B

825 N.E. 13th Street

Oklahoma City, OK 73104

Contact: Janet Love (405) 820-6982

AGENDA

- 1. Open Meeting Act announcement and call to order** – Casey Killblane, Chair
- 2. Approval of Minutes (p. 4)** – February 27, 2014 regular board meeting
- 3. Chair’s Report (p. 14)** – Casey Killblane, Chair
 - a. Review of remaining board meeting dates for 2014
 - b. Discussion and preparation for board retreat September 11 and 12, 2014 – Frank Merrick, President and CEO, Foundation Management, Inc.
 - c. Update on possible joint meeting with Board of Investors
 - d. Status of Ethics Commission reports
- 4. Director’s Report (p. 16)** – Tracey Strader, Executive Director
 - a. Introduction of new TSET program officers, LeaAnn Williams, Lisa Taylor, Samuel McClendon, Jessica Davis (p. 17)
 - b. Discussion and possible action on updated measures for the TSET strategic plan
 - c. Recent and upcoming training events update (p. 19)
- 5. Public Information and Outreach Committee Report (p. 20)** – Ken Rowe, Committee Chair
 - a. Updates from the Public Information and Outreach Officer – Julie Bisbee
 - i. TSET Day at the Capitol
 - ii. TSET Annual Report (p. 27)
 - iii. TSET Organizational Chart (p. 28)
 - iv. TSET History Project
 - v. FY 14 Conference sponsorships (p. 29)
 - b. Public Outreach plan update (p. 30)
- 6. Program Development Committee Report (p. 32)** – Lisa Nowlin, Committee Chair
 - a. Update on disaster relief funding – Frank Merrick, President and CEO, Foundation Management, Inc.
 - b. Updates from the Director of Programs – Jonás Mata
 - i. Wellness Initiative development (p. 33)
 - ii. Healthy Communities and Healthy Schools Incentive grants (p. 36)
 - iii. School-based health education environmental scan (p. 37)

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

*If accommodation is needed on the basis of disability, please contact Janet Love at (405) 820-6982 or janetl@tset.ok.gov for assistance at least 48-hours prior to the event.

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7. Program Implementation Committee Report (p. 38) – Jim Gebhart, Committee Chair

- a. Update on status of the Center for the Advancement of Wellness – Julie Cox-Kain, Chief Operating Officer, Oklahoma State Department of Health
- b. Updates from the Director of Programs – Jonás Mata
 - i. Discussion and possible action on pursuing agreements with additional consultants for the community-based Wellness Initiative (p. 39)
 - ii. Discussion and possible action on pursuing an agreement with a contractor to develop an online training and peer learning system for the Public Health Academy of Oklahoma initiative (p. 40)
 - iii. Fitness Gram progress and budget revision (p. 44)
 - iv. Ok Boathouse Foundation program and contract finalization (p. 46)
- c. Notification of additional funding allocated to FY 2014 Health Communications budget (p. 47)
- d. FY 2014 Health Communications update – Sjonna Paulson, TSET Director of Health Communications (p. 48)
- e. Discussion and possible action on FY 2015 health communications plans and recommendation budget (p. 69)
- f. Discussion and possible action on renewal of program grants and contracts for FY 15 (p. 70)
 - i. Research
 1. Peggy and Charles Stephenson Cancer Center
 - a. Oklahoma Tobacco Research Center
 - b. TSET Cancer Research Program
 2. Oklahoma Center for Adult Stem Cell Research
 - ii. Communities of Excellence in Tobacco Control
 1. Wave II
 2. Wave III
 - iii. Communities of Excellence in Physical Activity and Nutrition
 - iv. Health Systems Initiative
 1. Oklahoma Hospital Association
 2. Oklahoma Health Care Authority
 3. Oklahoma Department of Mental Health and Substance Abuse Services
 - v. Unsolicited proposals
 1. Physician Manpower Training Commission – for physician recruitment to rural and underserved areas
 2. Oklahoma Boathouse Foundation
 3. Oklahoma State Department of Health – for FitnessGram and parks passport programs
 4. Rescue Social Change Group – for Free the Night Initiative
 - vi. Program Support and Evaluation
 1. Tobacco and Physical Activity and Nutrition promotion and program support – Oklahoma Health Care Authority
 2. Tobacco Control and Physical Activity and Nutrition State Program Office - Oklahoma State Dept. of Health, Center for the Advancement of Wellness
 3. Tobacco Control and Physical Activity and Nutrition grants evaluation – Oklahoma Tobacco Research Center
 4. Physical Activity and Nutrition community grants evaluation – Oklahoma State University, Division of Nutrition Sciences
 5. Program consultation – Lawrence Green, PhD

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- vii. Health Communications and Marketing Services - VI Marketing and Branding, Inc.
- viii. Oklahoma Tobacco Research Center – for oversight of the Oklahoma Tobacco Helpline

8. Discussion and possible action to move into Executive Session (p. 73)

- 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). (p. 74)
- b. Review and discussion of proposals received for the Healthy Schools Incentive grants program, 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). (p. 76)

9. Consideration and possible action on items from Executive Session

10. Agency Operations Committee (p. 71) – George Foster, Committee Chair

- a. Discussion and possible action on TSET tobacco use policy to comply with Governor’s Executive order 2013-43 (p. 78)
- b. Discussion and possible action on FY 2014 Budget Revision to reflect reductions in travel, furniture, grants management application, grant review, and general operating expenses, as well as budgets for OSDH FitnessGram, disaster relief. Also includes a previously approved increase to the health communications budget (p. 79)
- c. Discussion and possible action on renewal of agreement with the State Treasurer’s Office for staff support of the TSET Board of Investors (p.84)
- d. Discussion and possible action on renewal of agreement with Agate, Inc. for grants management system development (p. 85)
- e. Discussion and possible action on pursuit of a contact management application for grants management (p. 87_
- f. Discussion and possible action on pursuit of a board book application (p. 87)
- g. Office space update
- h. FY14 Third Quarter Budget-to-Actual (p. 88)
 - i. Operating Budget
 - ii. Programs Budget
- i. Discussion and possible action on FY 15 Operating and Programs budgets (p. 94)

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

Special note: Following the board meeting, board members will participate in a videotaping session from 11:30 a.m. – 4:00 p.m. at O.M.R.F., for the purpose of recording historical TSET events. A quorum of the board may be present, but no business will be conducted at that time

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