

**Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors**

Regular Board Meeting

September 7, 2011

10:00 a.m.

**LOCATION**

3800 N. Classen

Second Floor Conference Room

Oklahoma City, OK 73118

**Contact:** Dorothy Antwine (405) 820-6982

**AGENDA**

1. Open Meeting Act Announcement and Call to Order – Kenneth Rowe, Chair
2. Approval of Minutes of the May 11, 2011 Regular Board Meeting
3. Board of Investors Update – Travis Monroe, Director of Agency Services, State Treasurer’s Office
  - a. Certification of Earnings from FY 2011
  - b. Discussion and possible action on FY 2012 contract for staff support to the Board of Investors
  - c. Attorney General’s opinion on earnings from the fund
4. Chair’s Report – Kenneth Rowe
  - a. FY 2012 Board Meeting and Retreat, November 16-17, 2011
  - b. Discussion of Board Meeting Dates for 2012
5. Director’s Report – Tracey Strader, Executive Director
  - a. Introduction of new staff members
  - b. Agency updates
    - i. FY 2011 audit progress
    - ii. Equal Employment Opportunity , Affirmative Action, and Sexual Harassment Policies
  - c. Conference sponsorship
  - d. Training events and opportunities
6. Program Development Committee Report – Susan Bizé, Committee Chair
  - a. Nutrition and fitness community grants update
  - b. Multi-agency alignment project update
  - c. Healthy Communities Incentive Grants Program update
  - d. Discussion and possible action on funding of a technical assistance center at Oklahoma State University focused on multi-unit housing and college campuses.
7. Program Implementation Committee Report – Casey Killblane, Committee Chair
  - a. Presentation – *Oklahoma State Department of Health Reorganization* – Julie Cox-Kain, Chief Operating Officer, Oklahoma State Department of Health
  - b. Presentation – *Tobacco Control Evaluation Updates, Tobacco Stops With Me* campaign– Laura Beebe, Ph.D., OU College of Public Health, Department of Biostatistics and Epidemiology
  - c. FY 2012 Health Communications Updates

**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 you need accommodation on the basis of disability, please contact Dorothy Antwine at 405-521-3887 or [dorothy@tset.ok.gov](mailto:dorothy@tset.ok.gov) at least 48 hours before the event and we will make arrangements.

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- d. Discussion and Possible Action on Renewal of Program Grants and Contracts for GY 2012
    - i. Communities of Excellence in Tobacco Control (Wave I)
    - ii. Communities of Excellence in Tobacco Control (Wave II)
  - e. Oklahoma Tobacco Helpline updates
  - f. Report on carryover amounts for the Oklahoma Tobacco Research Center and Oklahoma Center for Adult Stem Cell Research
  - g. Update on contract amount of the contract with the Oklahoma State Department of Health, Tobacco Use Prevention Service
  - h. Discussion and possible action on amendment to increase the contract with the Tobacco Technical Assistance Consortium for the multi-agency alignment project, training, and technical assistance.
8. Proposed Executive Session
- a. Review and discussion of renewal of grants for the Communities of Excellence in Tobacco Control (Wave III) (RFP# TSET 092-4), as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. Supp. 2006, § 2309(C)(4).
  - b. 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. Supp. 2006, § 2309(C)(4).
9. Proposed Executive Session
- a. Board of Directors to discuss evaluation of the executive director as authorized by 25 O.S. § 307(B)(1).
10. Agency Operations Committee – George Foster, O.D., Committee Chair
- a. Follow-up on name change and status of contract with Alere Wellbeing, Inc., formerly Free & Clear, Inc. for provision of Oklahoma Tobacco Helpline services.
  - b. FY 2011, Fourth Quarter Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - c. Discussion and possible action on TSET staffing to include two additional positions
  - d. Consideration and possible action on adjustments to FY 2012 budgets after certification of earnings on August 24, 2011
    - i. Operating Budget to reflect changes in staffing, and operating expenses
    - ii. Programs Budget to reflect changes in staffing, grants and contracts
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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