



Oklahoma Tobacco Settlement Endowment Trust
Regular Board Meeting
November 3, 2016
8:30 am

Location

Research Park
655 Research Parkway
Oklahoma City, OK 73104
KIVA Board Room

***Contact:** Julie Bisbee (405) 521-3888 or (405) 301-3693

AGENDA

1. **Open Meeting Act Announcement & Call to Order** - Jim Gebhart, Board Chair
2. **Succession Planning Committee – Jim Gebhart, Committee Chair**
 - A. **Discussion and possible action to enter into Executive Session**, as authorized by 25 O.S. § 307(B)(1,) for Board of Directors to discuss applicants for the interim or permanent TSET Executive Director position
 - B. **Discussion and possible action to enter into open session**
 - C. **Discussion and possible action on items arising from executive session.**
 - D. **Discussion and possible action to enter into Executive Session**, as authorized by 25 O.S. § 307(B)(1,) for Board of Directors to interview and discuss candidates for the interim or permanent TSET Executive Director position
 - E. **Discussion and possible action to enter into open session**
 - F. **Discussion and possible action on items arising from executive session**
3. **Approval of Minutes of the August 26, 2016 regular board meeting** – Jim Gebhart, Board Chair
4. **Chair's Report** – Jim Gebhart, Board Chair
 - A. Discussion and possible action on 2017 regular board meetings
 - B. Impressions from the tobacco Master Settlement Agreement Triennial meeting
 - C. Brief Presentation – *FY 2016 TSET Audit Report* – Nate Atchison, CPA, Finley & Cook, Inc.
5. **Public Information & Outreach Committee Update** - Ken Rowe, Committee Chair
 - A. Update on conference sponsorships and outreach activities
 - B. Update and discussion on upcoming TSET interim study

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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- 6. Program Implementation Committee Report – Curtis Knoles, MD, Committee Chair**
A. Notification of TSET Impact Analysis
B. Update on health communications

- 7. Program Development Committee Report – Ken Rowe, Committee Chair**
A. Discussion and possible action on Healthy School District Incentive Grants
- | | |
|---------------------------|-----------------|
| Clayton Public Schools | \$ 3,000 |
| Lone Grove Public Schools | \$ 5,000 |
| Seminole Public Schools | <u>\$ 5,000</u> |
| Total | \$13,000 |

- B. Discussion and possible action on Healthy Schools Incentive Grants
- | | |
|----------------------------------|----------------|
| Ardmore Middle School (One Star) | \$3,000 |
| Coyle High School (One Star) | \$1,000 |
| Jenks East Elementary (One Star) | <u>\$4,000</u> |
| Total | \$8,000 |

- 8. Agency Operations Committee Report – Don Millican, Committee Chair**
A. Discussion and possible action on disposition of TSET Healthy Living Program grant to ACE-HI, serving Adair County
B. Discussion and possible action on releasing a solicitation for the TSET Healthy Living program to serve Adair County.
C. Notification of Certified earnings from FY 2016 investments from the Board of Investors
D. Operating budget, fourth quarter budget-to-actual report, FY 16
E. Programs budget, fourth quarter budget-to-actual report, FY 16
F. Operating budget, first quarter budget-to-actual report, FY 17
G. Programs budget, first quarter budget-to-actual report, FY 17
H. Update on personnel actions
I. Update on grants management system

- 9. Recognition of Tracey Strader, TSET Founding Executive Director – Jim Gebhart, Board Chair**

- 10. Election of Officers – Jim Gebhart, Board Chair**

- 11. Public Comment – Jim Gebhart, Board Chair**

- 12. Adjournment – Jim Gebhart, Board Chair**

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