

Oklahoma Tobacco Settlement Endowment Trust
Board of Directors Meeting & Planning Retreat
Minutes
 Sept. 11-12, 2014

9:00 am. – 4:30 p.m.
 Chickasaw Retreat & Conference Center

Board of Directors Members present: Casey Killblane, George E. Foster, OD, Jim Gebhart, Curtis Knoles, MD, Lisa Nowlin, DDS, Don Millican, Ken Rowe
Board of Directors Members absent: None
Staff Present: Tracey Strader, Julie Bisbee, Jonás Mata, Janet Love
Guests Present: Frank Merrick, retreat facilitator

Agenda Item and Discussion	Action and Follow-up
September 11, 2014	
1. Open Meeting Act Announcement and Call to Order	
TSET Board of Directors Chairman Casey Killblane called the meeting to order at 9 a.m. Casey Killblane announced Open Meeting Act requirements had been met, including the filing of the meeting time and location with the Secretary of State and posting of the agenda, were met. She called the meeting to order.	
2. Approval of minutes of the February 27, 2014 Regular Board Meeting	
Casey asked if there were changes to the May 2014 board meeting minutes. There were none.	<i>Motion to approve May 15, 2014 regular board meeting minutes made by Jim Gebhart, and seconded by Curtis Knoles. Motion passed unanimously.</i>
3. Chair's Report	
3.a Discussion and possible action on board meeting dates for 2015	
Board members reviewed a draft TSET board meeting schedule. Lisa Nowlin thanked the members for moving FY15 board meetings to Fridays. Ken Rowe suggested the May 8 th meeting should change to May 15 th due to graduation schedules. Retreat schedule will change to Sep 10-11, 2015. Adjustments to the committee meeting schedule will correlate to the board meeting schedule.	<i>Motion to approve the revised TSET Board of Directors 2015 meeting schedule made by George Foster, and seconded by Jim Gebhart. Motion passed unanimously.</i> <ul style="list-style-type: none"> • Staff will revise meeting schedules and send out calendar tags to board members. Meeting dates will be posted on Secretary of State Website according to the Open Meeting Act.

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<p>3.b Update from the Board of Investors on certified earnings Casey Killblane provided an overview of the State Treasurer press release informing the public of the annual certification of TSET earnings, and pointed out that the gross corpus balance as of Jun 30, 2014 was \$968,761,443.86. Total amount certified was \$52,650,761. Amount certified over 5% of gross corpus balance \$4,212,689.</p>	
<p>4. Director’s Report – Tracey Strader</p>	
<p>4.a Review of informational items in the board packet 4.a.i Recent and upcoming training events Tracey Strader provided an overview of the TSET Trainings and Events schedule, and identified two high impact events for possible member attendance: the Certified Healthy Oklahoma Awards Event, Feb 4, 2015 and TSET Day-at-the Capitol, Mar 26, 2015.</p> <p>4.a.ii Health communication updates Strader provided results from the Shape Your Future Media Tracking Survey – audience awareness of SYF messages improved from mid-50% to lower 70% in 2014. The results from the cross-sectional survey results are expected in Sep. The revised Helpline website launched, feedback on content and functionality is promising. Web address is Okhelpline.com. Strader showed the current cut of the new Tobacco Stops With Me ad, “Chalkboard”, which is scheduled to air in Sep. Sjonna Paulson, TSET Director of Health Communications, received several state-level communication industry awards for the SFY campaign efforts.</p> <p>4.a.iii Conference sponsorships Strader provided an overview of the current state of the TSET conference sponsorships. TSET is currently committed to seven events at \$28,455 of the total FY15 budget of \$75,000.</p>	<ul style="list-style-type: none"> • Staff will send out calendar tags and set-up reminders to board members for the Certified Healthy Oklahoma and TSET Day-at-the Capitol events.
<p>5. Program Development Committee Report – Lisa Nowlin, DDS, Committee Chair</p>	
<p>5.a Discussion and possible action on a consulting agreement in the amount of \$532,000 for FY 15 with Change Lab Solutions for assistance with development and technical assistance for the TSET wellness initiative Lisa Nowlin presented the ChangeLab Solutions agreement for approval. TSET engaged ChangeLab Solutions (CLS), national policy experts, with staff resources of 27 attorneys and city planners, to seek their expert consultation and recommendations on the TSET Community</p>	<p><i>Upon recommendations from the Program Development Committee, the board unanimously approved the ChangeLab Solutions agreement for \$532,000, which includes the original contract amount of \$32,000 plus the new contract amount of \$500,000, renewable annually for up to two additional years.</i></p>

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<p>Wellness Initiative parameters. Under the FY2015 agreement, CLS will provide technical assistance and training to the TSET-OSDH partnership, conduct a comprehensive review of Oklahoma state laws and regulations affecting nutrition, physical activity, and tobacco control, develop Oklahoma-specific toolkits, inclusive of “playbooks”, fact sheets, model policies and other advanced educational tools. Tracey also provided members with a journal article that described the brain science in nicotine and how nicotine is a gateway drug and primes the addiction triggers.</p>	
<p>5.b Discussion and possible action on community wellness grant parameters and funding Jonás Mata presented an overview of the RFP parameters (eligibility, grant structure, scope of work, and strategies) for the new community-based wellness initiative scheduled for release in January 2015, awarded in March 2015, with services to begin July 1, 2015. Members recommended that staff convene an expert group, to include a minimum of one board member with financial management expertise, to review current and proposed RFP financial criteria to determine appropriate financial management guidelines, requirements and terms. Prior to the release RFP, staff will provide opportunities for the board members to review the parameters and scope of work.</p>	<p><i>Based on Program Development Committee recommendations, the board unanimously approved the overall approach of the community wellness initiative and parameters with revisions to be reviewed prior to release, with an approximate maximum funding commitment of \$17 million in year one and \$22 million per year in years two through five.</i></p> <ul style="list-style-type: none"> • Staff will convene a financial management work group to discuss financial management requirements; group will include a TSET board member with specific expertise. • Staff will provide the final RFP parameters and scope of work to board for final review.
<p>5 c. Discussion and possible action on creating a “continuation grants” category Committee recommends creation of a new “Continuation Grant” category for grantees that were originally awarded under the Unsolicited Proposals category. Jonás Mata provided a justification for creating a new TSET grant category that allows an existing grantee in the unsolicited category the opportunity to request continued funding. The continuation grant application would eliminate the need for a first stage brief proposal and would allow the grantee to submit a full proposal. Depending on the complexity and funding request, grantees may be invited to present their proposal to the board.</p> <p>At the request of the board, Jonás Mata provided an update on the Boathouse grant. He said all efforts are moving forward to conduct outreach beyond the Oklahoma City area and the grantee is working on improving their evaluation plan.</p>	<p><i>Based on Program Development Committee recommendations, the board unanimously approved the creation of a new “continuation” grant category for continuing the work of specific, unsolicited grant awardees.</i></p> <ul style="list-style-type: none"> • Staff will provide a summary update on the current Boathouse grant progress.

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<p>5.d Discussion and possible action on award of Healthy Districts Incentive Grants Tracey Strader presented the following slate of Healthy School District Incentive Grant applicants who have met the application requirements.</p> <ul style="list-style-type: none"> i. Soper, Choctaw County, \$,000 ii. Central High, Stephens County, \$3,000 iii. Colbert, Bryan County, \$3,000 iv. Deer Creek, Oklahoma County, \$20,000 v. Jenks, Tulsa County, \$10,000 vi. Milburn, Johnston County, \$3,000 vii. Oklahoma City, Oklahoma County, \$50,000 viii. Ravia, Johnston County, \$1,500 	<p><i>Based on Program Development Committee recommendations, the board unanimously approved awards for the slate of Healthy School District Incentive Grant applicants.</i></p>
<p>5.e Discussion and possible action on award of Healthy Communities Incentive Grants (pg. 72) Tracey Strader presented the following slate of Healthy Communities Incentive Grant applicants who have met all application requirements:</p> <ul style="list-style-type: none"> i. Wilson \$20,000 ii. Durant \$50,000 	<p><i>Based on Program Development Committee recommendations, the board unanimously approved awards for the slate of Healthy Communities Incentive Grant applicants.</i></p>
2. Program Implementation Committee Report – Jim Gebhart, Committee Chair	
<p>6.a Notification of consulting agreement with the Oklahoma Technical Assistance Center to conduct a school-based health education environmental scan, \$122,000 for FY 15 Jim Gebhart provided a status update on the School-Based Health Education Study, which is on timeline and within scope.</p>	
<p>6.b Notification of consulting agreement with the Tobacco Technical Assistance Consortium to develop the Public Health Academy of Oklahoma, \$219,000 for FY 15 Jim Gebhart informed the board that TSET staff are finalizing the contract and purchase order with Emory University for the development and management of the Oklahoma Public Health Academy learning systems.</p>	
<p>6.c Discussion and possible action on a five-year award to the Oklahoma Tobacco Research Center, to administer the Oklahoma Tobacco Helpline services, to begin July 1, 2015 (FY16), \$4,000,000 per year Tracey Strader provided an overview of the Oklahoma Tobacco Research Center’s (OTRC)</p>	<p><i>Based on Program Implementation Committee recommendations, the board unanimously approved a five-year award to the Oklahoma Tobacco Research Center to administer the Oklahoma Tobacco Helpline services, to</i></p>

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helpline scope of work and explained the recommended award will allow the OTRC to begin contract negotiations with the service provider, to ensure services are ready to begin, under the OTRC's administration, by July 1, 2015.	<i>begin July 1, 2015 (FY16), not to exceed \$4,000,000 per year.</i>
<p>6.d Discussion and possible action on an amendment to the FY 15 agreement with the Oklahoma Tobacco Research Center for Oklahoma Tobacco Helpline oversight to develop services for FY 16, \$150,000</p> <p>Tracey Strader provided an overview of ClearWay Minnesota's quitline benefit design and current "no judgments, just help" campaign, which was extensively researched, has contributed to the Minnesota's decrease in tobacco utilization. The committee recommended an amendment to the current FY15 agreement, to add \$150,000 to OTRC's Helpline administrative budget for developing new protocols and datasets for a new quitline service design utilizing the ClearWay's model. This will bring the amount of the OTRC's helpline oversight budget to \$300,000 for this fiscal year.</p>	<i>Based on Program Implementation Committee recommendations, the board unanimously approved an amendment to the FY15 agreement with the Oklahoma Tobacco Research Center, to add \$150,000 to the Helpline administrative budget for the purpose of allowing the OTRC to contract with Alere Wellbeing this year to build out a new service design to launch July 1, 2015.</i>
Casey Killblane presented Agenda Items 6.e through 6.h as a slate for board member review and approval.	
<p>6.e Discussion and possible action on carryover of \$51,040 from FY 14 for the Oklahoma State Department of Health, FitnessGram project</p>	<i>Based on Program Implementation Committee recommendations, the board unanimously approved carryover of \$51,040 from FY14 to FY15 budget for the Oklahoma State Department of Health, Fitness Gram project.</i>
<p>6.f Discussion and possible action on carryover of \$57,150 from FY 14 for the Rescue Social Change Group grant for smokefree bars and clubs</p>	<i>Based on Program Implementation Committee recommendations, the board unanimously approved carryover of \$57,150 from FY14 to FY15 budget for the Rescue Social Change Group, smokefree bars and clubs projects.</i>
<p>6.g Discussion and possible action on carryover of \$40,000 from FY 14 for the Oklahoma Center for Adult Stem Cell Research (OCASCR)</p>	<i>Based on Program Implementation Committee recommendations, the board unanimously approved carryover of \$40,000 from FY14 to FY15 budget for the Oklahoma Center for Adult Stem Cell Research projects.</i>

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<p>6.h Discussion and possible action on carryover of \$126,000 from FY 14 for the Oklahoma Tobacco Research Center to conduct the Youth Tobacco Survey and Shape Your Future evaluations</p>	<p><i>Based on Program Implementation Committee recommendations, the board unanimously approved carryover of \$126,000 from FY14 to FY15 budget for the Oklahoma Tobacco Research Center, Oklahoma Youth Tobacco Survey and Shape Your Future evaluation projects.</i></p>
<p>6.i Discussion and possible action on revised criteria and program design for Healthy Community Incentive grants program 6.j Discussion and possible action on TSET Non-Acceptance of Tobacco Funds Certification for city government grantees (pg. 84-85)</p> <p>Tracey Strader provided an overview of the current community-based grant criteria, which included statements about addressing tobacco marketing and advertising practices and policies within city jurisdictions. Tracey also provided a summary of the legal comments on the grant criteria received from TSET’s contracted legal counsel of record, Assistant Attorney General Jan Preslar, J.D. Additional written comments were provided by TSET’s consultant for the community-based wellness initiative, ChangeLab Solutions.</p> <p>Following discussion, several board members expressed concern with future implications of the legal positions. To address the preemption issues, the board members recommended 1) removing any criteria that addresses marketing and advertising practices; 2) keep the non-acceptance of tobacco industry funding requirement and 3) keep all criteria in the upcoming community-based wellness program RFP.</p>	<p><i>A motion to remove all marketing and advertising provisions from the Healthy Incentive grant program criteria was made by Jim Gebhart, and seconded by Don Millican. Motion passed unanimously.</i></p> <p><i>A motion to retain the required TSET Non-Acceptance of Tobacco Funds Certification for city government grantees in the forthcoming community-based wellness initiative Request for Proposals (RFP) was made by Don Millican, and seconded by George Foster. Motion passed unanimously.</i></p> <p><i>Tracey Strader and a representative from the board will schedule a follow-up meeting with Jan Preslar to discuss implications.</i></p>
3. Agency Operations Committee Report – George Foster, O.D. Committee Chair	
7.a FY 14 Budget to Actual	
<p>7.a.i Operating Budget Dr. Foster provided an overview of the FY15 Operating Budget noting that the current expenditure rate is 94 percent.</p>	
<p>7.a.ii. Programs Budget Dr. Foster provided an overview of the FY15 Programs Budget noting that the current rate is 73 percent with the caveat that many of the grantees’ final months of invoices for the fiscal had not yet been submitted or processed at the time of the board meeting.</p>	

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<p>7.b First Quarter FY 15 Budget to Actual Dr. Foster noted that due to the beginning of the fiscal year, there is nothing significant to report.</p>	
<p>7.b.i Operating Budget Dr. Foster noted that due to the beginning of the fiscal year, there is nothing significant to report.</p>	
<p>7.b.ii Programs Budget Dr. Foster noted that due to the beginning of the fiscal year, there is nothing significant to report.</p>	
<p>7.c Notification of purchase card audit Dr. Foster announced that state purchase card audit is scheduled. TSET staff will keep board members informed as needed. The Office of Management and Enterprise Services (OMES) has indicated that the audit could take up to three months to complete.</p>	
<p>7.d Discussion and possible action on FY 15 Budget Revision to address approval of program consultation agreements, Oklahoma Tobacco Helpline services, and carryover for grants (items 6.e-h) Dr. Foster provided an overview of the service agreements and grant carryover justifications and noted that grantee budgets will continue to be reviewed on an ongoing basis and addressed with grantees to minimize carryover requests. Foster reported that the committee recommends an approval of the programs budget revisions.</p>	<p><i>Based on Agency Operations Committee recommendations, the board unanimously approved the programs budget revision, which is an increase in TSET funding of \$1,834,190 from \$41,765,934 to \$43,600,124.</i></p>
<p>7.e Discussion and possible action on revision to the Allocation of Earnings and Reserve Fund policy (pg. 96) Tracey Strader reported that she worked with Don Millican to review the reserve fund calculations and policy and then provided an overview of how reserve funds are currently calculated. Following discussion, the board determined that no further action is required at this time.</p>	
BREAK	

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<p>4. TSET Retreat Frank Merrick engaged the members in identifying board members' areas of interest and/or concerns:</p> <ol style="list-style-type: none"> 1) Approaches to funding decisions: <ol style="list-style-type: none"> a. Are we missing anything in our state? Of our 77 counties, 75 of underserved. Concern regarding not funding communities under 10,000 per capita. b. Is our grantmaking balanced? c. Is there a fear of population-based funding always going to the large groups? d. Direct Services 2) Methods for measuring effectiveness, return on investment, impacts: <ol style="list-style-type: none"> a. Utilize best practices when available, i.e. tobacco control b. Convene experts and seek out promising practices, options c. Measures – State Report Card indicated that heart disease and cancer are what is killing us. Should we address risk factors and/or leading causes of preventable of death? d. Where can we get the most ROI? 3) Approaches and commitments to developing the TSET brand and outreach strategies for sustainability: <ol style="list-style-type: none"> a. TSET needs to take credit what we do. b. Brand the new community-based initiative with TSET – the term wellness did not resonant with some members. c. Further TSET and OSDH role clarification needed. 4) High Impact Leadership: A Framework for Getting Results – essential efforts necessary for developing innovative practices and may serve as good criteria for decision-making: <ol style="list-style-type: none"> a. Driven by persons and community b. Create and share a vision, build social and political will c. Develop capacity d. Deliver results e. Shape the culture f. Engage across boundaries 	

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<p>5. Review of progress in FY 14 Tracey reviewed the TSET Dashboard, which reflected progress made in regard to the state’s health. Board members requested a “board” dashboard, which may include trends in outcomes, spending, thinking shifts, admin and program percent of spending, growth, spending allocations, staffing rates, budgets, etc. Frank noted that while dashboards are not for external mass release, they are very helpful. Don Millican recommended that the public dashboard could serve as the “Report to the People.” Jim confirmed the benefits of getting the dashboard into more hands. Frank mentioned that “Leadership OK”: Health Day might be a good opportunity for dissemination. The members agreed and Frank offered to contact obtain more information.</p>	<ul style="list-style-type: none"> • Frank will contact Leadership Oklahoma regarding a possible TSET presentation opportunity during their Health Day. • TSET staff will develop plans to create and maintain an internal board dashboard.
<p>6. Notes from the December 2013 Retreat Frank reviewed the following items identified in the past TSET Board Retreat and the current approaches to addressing each:</p> <ul style="list-style-type: none"> • Staffing and Supervision – staffing patterns and resource allocations are currently being examined and it appears there is a void in the program development area. Tracey noted she is not currently prepared to request additional staff positions. • Tell our story better – the board formalized the TSET Public Information and Outreach Committee and approved an FY15 Outreach Plan. • Transparency – the TSET Dashboard was created for this purpose. • Reserve Policy – currently being addressed by the board. <p>Increase efforts to brand the program – Frank noted the importance of branding to the outreach efforts. Members requested branding concepts for the new community-based initiative and strong recommends against using the term nebulous term of “wellness”.</p>	
<p>7. Current funding commitments</p>	
<p>8. On the Horizon</p>	
<p>12.a Public Health approach – Social Determinants of Health - Direct services grants Tracey Strader presented an overview of public health system core functions, key data and determinants of health and their contributions to premature death, all illustrating the reach and impact of population-based strategies. Current determinates of health: 10% healthcare, 40% behavioral patterns, 15% social circumstances, 5% environmental exposures, and 30% genetic disposition. Factors that affect health are socioeconomic (poverty, housing, economics),</p>	<ul style="list-style-type: none"> • TSET Staff will develop opportunities to explore the benefits and opportunities involved in impact investing, or other means of leveraging TSET funding to address social determinants of health in the future.

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<p>changing the context, long-lasting protective interventions, clinical interventions, counseling and education, with all factors working together. Economic hardships are correlated to childhood obesity, smoking and other risk behaviors. Direct services usually referring to services provided at the individual level – food stamps, gym memberships, counseling, transportation to appointments, cooking classes, etc. Members expressed interest and/or concerns with funding direct services and were interested in identifying direct service programs that have been proven effective for improving children’s health outcomes. Tracey mentioned that it might be beneficial to further examine impact investing.</p>	<ul style="list-style-type: none"> • Staff will prepare a list of population-based services and a list of direct services to help the board compare the two and identify potential opportunities in each.
<p>12.b Equipment grants, dos and don’ts The board discussed that the state’s purchasing rules mandates that all equipment purchased by grantees must be accounted for in TSET’s equipment inventory, and at the end of the grant the equipment is returned to TSET or the grantee calculates the value of the equipment and pays TSET. Leasing may be a viable option, but other questions arise? It may be that if equipment is in a public place and for the public good, then it may be allowable for the equipment to remain there following the end of the grant.</p>	<ul style="list-style-type: none"> • The board will review legal counsel on equipment grants and discuss implications for future grantmaking
<p>12.c Sponsorships – guiding principles (pg. 106) Jim Gebhart discussed the need for sponsorship funding guidelines to determine best funding decisions for TSET branding or program capacity building opportunities. Conference sponsorships are a good way to get brand value and help build capacity in areas of health. Regarding sponsorships that provide tables or other attendance opportunities for board members, the board discussed the need to focus on high-level opportunities, become more proactive in seeking out those events, and assure that board members are involved and present at these events whenever possible. Also recommended that we look for opportunities outside of urban areas of Tulsa and OKC, events like local chamber banquets. Members suggested a long-term event calendar would be helpful as well as a sponsorship event plan.</p>	<ul style="list-style-type: none"> • TSET Staff will develop sponsorship funding guidelines and/or criteria. • Staff will develop a long-term sponsorship event plan and calendar
<p>12.d Tribal consultation policy Dr. George Foster provided the rationale for the adoption of a TSET Tribal Consultation Policy and discussed the benefits of building relationships with tribal leadership. Tracey confirmed how important and critical the tribes are to Oklahoma public health interventions and provided a draft Tribal Consultation policy. Board members agreed on the value of working with the</p>	<p><i>Motion to create a TSET Tribal Liaison position was made by Casey Killblane and seconded by Don Millican. Motion passed unanimously.</i></p> <ul style="list-style-type: none"> • Tracey Strader will convene a planning committee to

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tribes to address health disparities and enhance our outreach efforts, however they wished to delay action on a formal policy. The board authorized Tracey hire a tribal liaison, and to form a committee to assist in guiding TSET's work with the tribal nations.	develop the position and processes of working with the tribes.
<p>9. Strategic plan review and revision, as needed Tracey presented the TSET Strategic Map and Performance Measures. The board authorized staff to make changes and to go through the Public Information and Outreach Committee if they are substantial changes. Jim suggested including incidence rates in all four disease areas.</p>	<p><i>Motion to allow the staff and Program Information and Outreach Committee to finalize the strategic plan was made by George Foster and seconded by Don Millican. Motion passed unanimously.</i></p> <ul style="list-style-type: none"> • TSET Staff will finalize the TSET strategic map and process with the committee for final approval.
Recess	
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12.e On the horizon - Recap from Thursday's discussions (Frank)	
<p>14. Update on sharing the mission –Ken Rowe, Public Information and Outreach Committee Chair Ken Rowe provided a committee update and addressed his recent experiences in presenting to two groups that did not know very much about TSET and the progress made in reducing smoking. Ken noted that staff will develop a TSET presentation, which can be tailored to the audience.</p>	<ul style="list-style-type: none"> • TSET Staff will provide information on strategies used by states with the best health status • TSET Staff will develop an internal tracking system of contacts and engagements. • TSET Staff will develop a TSET presentation for board use.
<p>14.a TSET history project Julie Bisbee provided an update on the TSET history project, including the film and events to acknowledge TSET's 15th anniversary.</p>	
<p>14.b TSET outreach plan Ken concluded the committee presentation with follow-up items.</p>	
<p>14.c Outreach assignments No assignments were made.</p>	

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15. Retreat Wrap-Up and Next Steps	
Frank concluded the retreat and commended the board on their development and involvement. The members thanked Frank for his support and input, and thanked the staff.	
16. Election of Officers Casey Killblane asked for nominations for board chairperson and board vice chairperson.	<i>Motion to elect Jim Gebhart as the TSET chairman was made by George Foster, and seconded by Ken Rowe. Motion passed unanimously. Gebhart abstained.</i> <i>Motion to elect Lisa Nowlin, DDS, as the TSET vice chairman was made by George Foster, and seconded by Ken Rowe. Motion passed by unanimously. Nowlin abstained.</i>
17. Executive Session	
17.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) b. Board of Directors to discuss evaluation of the executive director as authorized by 25 O.S. § 307(B)(1)	
17.b Consideration and possible action on evaluation of the executive director Dr. George Foster expressed to Tracey Strader, how pleased he and the board members were with her service throughout her 12-years with TSET, and shared that the board could not have excelled without Tracey's leadership. George confirmed the board's decision to keep Tracey on as Executive Director, with an increase in salary to \$120,000 per year. Tracey expressed her acceptance to continue to serve as executive director, and shared her gratitude and appreciation for the board's continued support.	<i>Motion to increase the salary of the Executive Director, Tracey Strader, to \$120,000 per year made by the Agency Operations Committee. No second to the motion required. Motion passed unanimously.</i>
18. Consideration and possible action on items from Executive Session	<i>Motion to decline the proposal from the Primary Healthcare Improvement Center made by the Program Development Committee. No second required. Motion passed unanimously.</i>

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	<ul style="list-style-type: none"> • TSET Staff will follow-up with the applicant to recommend they participate in a grant program involving numerous stakeholders (health systems, insurers, state department of health, and others) to determine how the proposed grant program might fit into the changing healthcare landscape.
19. New Business	
Casey Killblane asked for new business. There were no new business items.	
20. Public Comment	
Casey Killblane called for public comment. No guests or members of the media were present.	
21. Adjournment	
Tracey Strader, Jim Gebhart and members of the board all thanked Casey and Hugh Killblane for their hospitality during the retreat. Casey asked for a motion to adjourn. Meeting was adjourned at 11:40 a.m.	<i>Motion to adjourn made by Gebhart and seconded by Knoles. Motion passed unanimously.</i>