

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting

September 9, 2010

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 – Casey Killblane, Chair
2. Approval of Minutes of the May 18, 2010 Regular Board Meeting
3. Board of Investors Update – Travis Monroe, Director of Agency Services, State Treasurer’s Office
 - a. Certification of Earnings from FY 2010
 - b. Other Updates
4. Chair’s Report – Casey Killblane
 - a. Introduction of New Board Member, Lisa Nowlin, D.D.S.
 - b. FY 2011 Board Retreat, November 17-18, 2010
 - c. Discussion of Board Meeting Dates for 2011
5. Director’s Report – Tracey Strader, Executive Director
 - a. Presentation – *Oklahoma Health Improvement Plan Updates* – Dr. Terry Cline, Commissioner, and Dr. Lynn Mitchell, Deputy Commissioner for Prevention & Preparedness Services, Oklahoma State Department of Health.
 - b. Agency Updates
 - i. Office move
 - ii. Updated Equal Opportunity Employment, Affirmative Action, and Sexual Harassment Policies
 - iii. Update on TSET Logo and Rebranding Effort
 - c. Conference Sponsorship Updates
 - d. Recent Training Updates
 - e. Upcoming Training Opportunities
6. Program Development Committee Report – Susan Bizé, Committee Chair
 - a. Discussion of FY 2011 Funding Approach
 - b. Update on Status of Fitness and Nutrition Community Grants
 - c. Update on Identification of Fitness and Nutrition Technical Assistance and Evaluation Providers
7. Program Implementation Committee Report – George Foster, O.D., Committee Chair
 - a. Presentation – *Tobacco Control Evaluation Updates, Cumulative Helpline Report and Tobacco Stops With Me Evaluation Findings* – Laura Beebe, Ph.D., OU College of Public Health, Department of Biostatistics and Epidemiology

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 405-525-8738 or dorothy@tset.ok.gov at least 48 hours before the event and we will make arrangements.

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- b. Presentation – *FY 2011 Tobacco Control Health Communications Updates* – Sjonna Paulson, TSET Director of Communications
- c. Discussion and Possible Action on Renewal of Program Grants and Contracts for GY 2011
 - i. Communities of Excellence in Tobacco Control (Wave I)
 - ii. Communities of Excellence in Tobacco Control (Wave II)
 - iii. Addressing Tobacco in Specific Populations, Tobacco-Free Zone
- d. Discussion and Possible Action on New Program Officer Position
- e. Update on Oklahoma Tobacco Helpline
 - i. Services for Youth ages 13-17
 - ii. Update on cost-sharing arrangement with Oklahoma State and Education Employees Group Insurance Board
- 8. Proposed Executive Session
 - a. Review and discussion of proposals in response to the Request for Proposals 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).
- 9. Proposed Executive Session
 - a. Board of Directors to discuss evaluation of the executive director and salaries of the executive director and staff – as authorized by 25 O.S. § 307(B)(1).
- 10. Consideration and possible vote on items from Executive Session
 - a. Proposals in response to the Request for Proposals for the Communities of Excellence in Tobacco Control Program, Wave III (RFP# TSET 092-4)
 - b. Evaluation of the executive director and salaries of the executive director and staff
- 11. Agency Operations Committee – Kenneth Rowe, Committee Chair
 - a. FY 2010, Fourth Quarter Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - b. Consideration and Possible Action on FY 2011 Final Budgets
 - i. Operating Budget
 - ii. Programs Budget
- 12. 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)]
- 13. Public Comment
- 14. Adjournment

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