

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting

May 11, 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 February 23, 2011 regular board meeting
3. Board of Investors update – Travis Monroe, Director of Agency Services, State Treasurer’s Office
 - a. Update from the Board of Investors
 - b. Estimate of FY 2012 earnings
4. Chair’s Report – Kenneth Rowe, Chair
 - a. Review of board meeting dates for 2011 and discussion of joint meeting with the board of investors
 - b. Status of Ethics Commission reports
5. Director’s Report – Tracey Strader, Executive Director
 - a. Training events
 - b. FY 2011 conference sponsorships
 - c. TSET brand implementation update
6. Program Development Committee report – Susan Bizé, Committee Chair
 - a. Discussion and possible action on development of a technical assistance center at Oklahoma State University focused on multi-unit housing and college campuses
 - b. Discussion and possible action on a contract with the Tobacco Technical Assistance Consortium (TTAC) for a project to align multi-agency efforts in ongoing planning, training, and capacity building of grantees across multiple issue areas.
 - c. Update on status of unsolicited proposals
7. Program Implementation Committee report – Casey Killblane, Committee Chair
 - a. Discussion and possible action on health communications plans for FY 2012
 - b. Discussion and possible action on renewal of program grants and contracts
 - i. Research grants
 1. Oklahoma Center for Adult Stem Cell Research – Oklahoma Medical Research Foundation
 2. Oklahoma Tobacco Research Center (Phase I) – Peggy and Charles Stephenson Oklahoma Cancer Center
 - ii. Cessation Systems Initiatives
 1. Oklahoma Insurance Dept.
 2. Oklahoma Hospital Association
 3. Oklahoma Dept. of Mental Health and Substance Abuse Services
 4. Oklahoma Health Care Authority
 - iii. Nutrition and Fitness pilot project – Indian Health Care Resource Center, Tulsa
 - iv. Oklahoma Tobacco Helpline Services – Free & Clear, Inc.
 - v. Youth Access to Tobacco Enforcement – Oklahoma Dept. of Mental Health and Substance Abuse Services

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 at least 48 hours before the event and we will make arrangements.

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- vi. Program Support
 1. Tobacco Control State Program Office services - Oklahoma State Dept. of Health, Tobacco Use Prevention Services
 2. Tobacco Control Evaluation – University of Oklahoma College of Public Health, Dept. of Biostatistics and Epidemiology
 3. Nutrition and Fitness State Program Office services – Oklahoma State Dept. of Health, Strong and Healthy Oklahoma Division
 4. Nutrition and Fitness evaluation – Oklahoma State University, Division of Nutrition Sciences
- vii. Health Communications Initiatives
 1. Marketing Services - Visual Image, Inc.
 2. Web Site Services – Ok.gov
 3. Graphic Design – Shauna Schroder
- viii. Consultation Services - Foundation Management, Inc.
- c. Discussion and possible action on a three month extension of the Addressing Tobacco in Specific Populations grant (RFP#0920000003) to the Oklahoma State University Seretean Wellness Center, for tobacco prevention on OSU campuses statewide
- d. Discussion and possible action on renewal of program contracts from other agencies
 - i. Oklahoma State Dept. of Health - Certified Healthy Communities Program
 - ii. Oklahoma Health Care Authority – Health Communications for Medicaid Beneficiaries
 - iii. Oklahoma State Educators and Employees Group Insurance Board – for Oklahoma Tobacco Helpline Services.
 - iv. Oklahoma State Dept. of Health – for Oklahoma Tobacco Helpline Services
- e. Discussion and possible action on TSET staffing needs
8. Agency Operations Committee report – George Foster, O.D., Committee Chair
 - a. FY 2011 Third Quarter Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - b. Discussion and possible action on FY 2011 budget revision
 - c. Discussion and possible action on preliminary FY 2012 Budget
 - i. Operating Budget
 - ii. Programs Budget
 - d. Discussion and possible action to assign Oklahoma Tobacco Helpline contract (RFP #TSET 092-3) from Free & Clear, Inc. to Alere Wellbeing
9. Proposed Executive Session
 - a. Review and discussion of proposals in response to the Request for Proposals for the Communities of Excellence in Nutrition and Fitness (RFP# TSET 092-5), 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).
10. Consideration and possible action on items from executive session
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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