Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors Regular Board Meeting May 17, 2012 - 10:00 a.m.

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 accommodation is needed on the basis of disability, please contact Dorothy Antwine at 405-521-3887 or dorothya@tset.ok.gov at

least 48 hours before the event.

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 16, 2012 regular board meeting
- 3. Board of Investors update Georgiana Stephens, Deputy Chief Investment Officer, Office of the State Treasurer
- a. Update from the Board of Investors
- b. FY 2013 contract for staff support
- c. Status of FY 2012 earnings
- 4. Chair's Report Kenneth Rowe, Chair
 - a. Review of board meeting dates for 2012
 - b. Discussion of joint meeting with the board of investors
 - c. Status of Ethics Commission reports
- d. Discussion of the development of a reserve fund to assure stability of program funding Frank Merrick, CEO.

Foundation Management, Inc.

- 5. Director's Report Tracey Strader, Executive Director
 - a. Training events
 - b. Staffing updates
- c. Public Information and Outreach Updates Julie Bisbee, TSET Public Information and **Outreach Officer**
 - i. TSET Day at the Capitol
 - ii. TSET Social media
 - iii. Policy updates
 - iv. FY 2012 conference sponsorships

- 6. Program Development Committee report George Foster, O.D., Committee Chair
- a. Update on status of the Request for Proposals for Communities of Excellence in Tobacco Control (Wave II,

Round 2) – Jonás Mata, Director of Grants and Programs

- b. Update on status of revised Unsolicited Proposals process
- c. Discussion and possible action on a cost-share agreement with the Oklahoma Health Care Authority for an FTE to

provide technical assistance and coordination of tobacco prevention, nutrition and fitness, and wellness initiatives

for the Medicaid population

d. Discussion and possible action on funding for development and implementation of a youth involvement

component within the nutrition and fitness program area

- 7. Program Implementation Committee report Casey Killblane, Committee Chair.
- a. Discussion and possible action on FY 2013 health communications plans and recommended budget
 - b. Update on status of Request for Proposals for health communications marketing FY 13 FY 18
- c. Presentation Oklahoma Tobacco Research Center, Five Year Accomplishments Dr. Laura Beebe, Co-Director,

OTRC

d. Discussion and possible action on funding for a five-year grant to the Oklahoma Tobacco Research Center within

the Peggy and Charles Stephenson Cancer Center for research in tobacco-related diseases

e. Discussion and possible action on funding for a five-year agreement with the Oklahoma Tobacco Research Center

within the Peggy and Charles Stephenson Cancer Center for evaluation of tobacco control programs

- f. 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. TSET Cancer Research Program Peggy and Charles Stephenson Cancer Center
- ii. Cessation Systems Initiatives
 - 1. Oklahoma Hospital Association
 - 2. Oklahoma Dept. of Mental Health and Substance Abuse Services
 - 3. Oklahoma Health Care Authority
 - 4. Oklahoma Insurance Dept.
- iii. Oklahoma Tobacco Helpline services Alere Wellbeing, Inc.
- iv. Unsolicited proposals
 - 1. Oklahoma Child Care Association for wellness initiatives in three star child care facilities
 - 2. Oklahoma Institute for Child Advocacy for development after school standards
 - 3. Oklahoma State University Dining Services improved nutrition, menu labeling, and student involvement
- v. Program Support
- 1. Tobacco Control State Program Office services Oklahoma State Dept. of Health, Center for the

Advancement of Wellness

2. Nutrition and Fitness State Consultation Office services – Oklahoma State Dept. of Health, Center for the

Advancement of Wellness

- 3. Nutrition and Fitness evaluation Oklahoma State University, Division of Nutrition Sciences
- vi. Health Communications Initiatives
 - 1. Marketing Services (RFP #092000508) Visual Image Marketing and Branding, Inc.
 - 2. Web Site Services Ok.gov
 - 3. Graphic Design Shauna Schroder
- vii. Consultation Services
 - 1. Foundation Management, Inc.
 - 2. Tobacco Technical Assistance Consortium
 - 3. Program consultant- Abby Rosenthal
- g. Discussion and possible action on renewal of program contracts from other agencies
- i. Oklahoma State Dept. of Health Healthy Communities and Healthy Schools Incentive Grants programs
 - ii. Oklahoma Health Care Authority health communications for Medicaid beneficiaries
- iii. Oklahoma Health Care Authority cost-share for Oklahoma Tobacco Helpline services for Medicaid

beneficiaries

iv. Oklahoma State Educators and Employees Group Insurance Board – cost-share for Oklahoma Tobacco

Helpline Services for HealthChoice members.

- v. Oklahoma State Dept. of Health cost-share for Oklahoma Tobacco Helpline Services
- 8. Agency Operations Committee report Bill Lissau, Committee Chair
 - a. Update on launch of grants management software and recommended FY 2013 budget
 - b. Discussion and possible action on TSET Tobacco-Free Property Policy
 - c. Discussion and possible action on TSET Governance Policy
 - d. FY 2012 Third Quarter Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget

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- e. Discussion and possible action on preliminary FY 2013 Budget
 - i. Operating Budget
 - ii. Programs Budget
- 9. Proposed Executive Session
- a. Review and discussion of Healthy Communities Incentive Grant applications, as authorized by the Open Meeting

Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. 2011, § 2309(D)(4).

- b. Consideration and possible action on items from Executive Session
- 10. 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)]
- 11. Public Comment

12. Adjournment