

**Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors**

Regular Board Meeting

February 27, 2014

10:00 a.m.

**Peggy and Charles Stephenson Cancer Center  
Seminar Room, 5<sup>th</sup> Floor  
800 N.E. 10<sup>th</sup> Street, Oklahoma City, OK 73104**

**Contact:** Janet Love (405) 820-6982

**AGENDA**

1. Open Meeting Act announcement and call to order – Casey Killblane, Chair
2. Approval of Minutes - December 3 and 4, 2013 regular board meeting and retreat
3. Board of Investors update – Lisa Murray, Chief Investment Officer, Office of the State Treasurer
4. Chair's Report – Casey Killblane, Chair
  - a. Board retreat follow-up items
    - i. Discussion and possible action on the updated strategic plan
    - ii. Committee assignments
    - iii. Discussion and possible action on TSET Public Outreach Committee description
  - b. Review of upcoming board meeting dates for 2014
  - c. Upcoming Ethics Commission reporting
5. Director's Report – Tracey Strader, Executive Director
  - a. Staffing Updates – Welcome Janet Love, MPH, CHES, Assistant to the Executive Director, and Elyse Maxwell, MPS, Health Communications Manager
  - b. Surgeon General's 50<sup>th</sup> Anniversary report on Smoking and Health
  - c. Center for Disease Control and Prevention (CDC) release of updated Best Practices for Tobacco Control Programs
  - d. Update on Training and Events
6. Public Information and Outreach Report – Julie Bisbee, Public Information and Outreach Officer
  - a. Launch of new TSET website
  - b. Update on FY 2013 annual report
  - c. FY 2014 Conference Sponsorships
  - d. Public Outreach Committee updates
7. Program Development Committee Report – Lisa Nowlin, DDS Committee Chair
  - a. Update on development of Wellness initiative
  - b. Discussion and possible action on consultant agreement with Lawrence Green, PhD, for expert consultation on Wellness initiative
  - c. Update on Healthy Communities and Healthy Schools Incentive Grant programs
  - d. Update on FitnessGram grant implementation
  - e. Update on health education environmental scan
8. Program Implementation Committee Report – Jim Gebhart, Committee Chair
  - a. Discussion and possible action on reduction in Oklahoma Tobacco Helpline funding for FY 2014
  - b. Discussion and possible action on additional funding for FY 14 Health Communications
  - c. *FY 2014 Health Communications Updates* – Sjonna Paulson, TSET Director of Health Communications

**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 Janet Love at 405-820-6982 or [janetl@tset.ok.gov](mailto:janetl@tset.ok.gov) at least 48 hours before the event.

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- d. Discussion and possible action on renewal of program grants and contracts for FY 2015
  - i. Oklahoma Tobacco Helpline Services – Alere Wellbeing, Inc.
  - ii. Physician Manpower Training Commission
  - iii. Web site services – Ok.gov
  - iv. Graphic design – Shauna Schroder
  - v. Program consultation (tobacco cessation systems) – Abby Rosenthal
- e. 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 SoonerCare and Insure Oklahoma members
  - iii. Oklahoma Health Care Authority – cost-share for Oklahoma Tobacco Helpline services for SoonerCare and Insure Oklahoma members
  - iv. Oklahoma Employees Group Insurance Division, Oklahoma Management and Enterprise Services– cost-share for Oklahoma Tobacco Helpline Services for HealthChoice members.
  - v. Oklahoma State Dept. of Health – cost-share for Oklahoma Tobacco Helpline Services
9. Discussion and possible action to move into Executive Session
  - 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. Review and discussion of proposals received in response to RFP #092-7 for Communities of Excellence in Tobacco Control, as authorized by the Open Meeting Act - 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. § 2309(D)(4).
10. Consideration and possible action on items from Executive Session
11. Agency Operations Committee – George Foster, Committee Chair
  - a. Update on status of grants management software implementation
  - b. Update on status of office space
  - c. FY 2014 Second Quarter Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - d. Discussion and possible action on FY 2014 Budget Revision to reflect salary adjustments, carryover budget figures for evaluation and research grants and contracts, and reductions in funding for the Oklahoma Tobacco Helpline and youth program development
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

Special note: Following the board meeting, the board members will participate in a recognition event from 1pm to 2pm at the Stephenson Cancer Center to: Recognize new TSET Research Scholars, the re-opening of the newly renovated Oklahoma TSET Phase I Center, and leveraged federal grant support due to TSET funding. A quorum of the board will be present, but no business will be conducted at that time.

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