

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting and Planning Retreat

September 11 and 12, 2014

LOCATION

Chickasaw Retreat and Conference Center

4025 Goddard Youth Camp Road

Sulphur, OK 73086

The Great Room

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

AGENDA

Thursday, September 11 9:00am

1. Open Meeting Act announcement and Call to Order – Casey Killblane, Chair
2. Approval of minutes of the May 15, 2014 Regular Board Meeting
3. Chair’s Report – Casey Killblane
 - a. Discussion and possible action on board meeting dates for 2015
 - b. Update from the Board of Investors on certified earnings
4. Director’s Report – Tracey Strader, Executive Director
 - Review of informational items in the board packet
 - i. Recent and upcoming training events
 - ii. Health communication updates
 - iii. Conference sponsorships
5. Program Development Committee Report – Lisa Nowlin, DDS, Committee Chair
 - 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
 - b. Discussion and possible action on community wellness grant parameters and funding
 - c. Discussion and possible action on creating a “continuation grants” category
 - d. Discussion and possible action on award of Healthy Districts Incentive Grants
 - i. Soper, Choctaw County, \$3,000
 - 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
 - e. Discussion and possible action on award of Healthy Communities Incentive Grants
 - i. Wilson \$20,000
 - ii. Durant \$50,000

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6. Program Implementation Committee Report – Jim Gebhart, Committee Chair
 - 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
 - b. Notification of consulting agreement with the Tobacco Technical Assistance Consortium to develop the Public Health Academy of Oklahoma, \$219,000 for FY 15
 - 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
 - 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
 - e. Discussion and possible action on carryover of \$51,040 from FY 14 for the Oklahoma State Department of Health, FitnessGram project
 - 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
 - g. Discussion and possible action on carryover of \$40,000 from FY 14 for the Oklahoma Center for Adult Stem Cell Research
 - 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
 - i. Discussion and possible action on revised criteria and program design for Healthy Community Incentive grants program
 - j. Discussion and possible action on TSET Non-Acceptance of Tobacco Funds Certification for city government grantees
7. Agency Operations Committee Report – George Foster, O.D. Committee Chair
 - a. FY 14 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - b. First Quarter FY 15 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - c. Notification of purchase card audit
 - 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).
 - e. Discussion and possible action on revision to the Allocation of Earnings and Reserve Fund policy

Break

Planning Retreat

8. Overview of retreat purpose and goals – Frank Merrick, President, Foundation Management Inc., Retreat Facilitator
9. Review of progress in FY 14
10. Notes from the December 2013 Retreat

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11. Current funding commitments
12. On the Horizon
 - a. Public Health approach – Social Determinants of Health - Direct services grants
 - b. Equipment grants, dos and don'ts
 - c. Sponsorships – guiding principals
 - d. Tribal consultation policy
13. Strategic plan review and revision, as needed

Recess

6:00pm Dinner – (No business will be conducted at this time)

Friday, September 12, 2014

Continental Breakfast Available at 8:00 a.m.

8:30am

On the horizon

- e. Recap from Thursday's discussions

14. Update on sharing the mission –Ken Rowe, Public Information and Outreach Committee Chair
 - a. TSET history project
 - b. TSET outreach plan
 - c. Outreach assignments
15. Retreat Wrap-Up and Next Steps
16. Election of Officers
 - a. Election
 - b. Committee assignments
17. Proposed 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. Board of Directors to discuss evaluation of the executive director as authorized by 25 O.S. § 307(B)(1)
18. Consideration and possible action on items from Executive Session
19. 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)]
20. Public Comment
21. Adjournment

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