

**Oklahoma Tobacco Settlement Endowment Trust  
Regular Meeting of the Board of Directors**

3800 N. Classen Boulevard  
Second Floor, Board Room  
Oklahoma City, OK 73118

May 15, 2015  
10:00 a.m.

**Minutes**

**Board Members present:** *Jim Gebhart, FACHE; Lisa Nowlin, DDS; Casey Killblane; George E. Foster, OD; Curtis Knoles, MD; Don Millican, CPA; Ken Rowe, CPA*

**Board Members absent:** None

**Staff Present:** *TSET, Tracey Strader, Janet Love, Julie Bisbee, Jonás Mata, Sjonna Paulson, Kim McCoy, James Tyree, Sharon Howard, Jennifer Wilson, Jennifer Treadwell, Dianne McGarry; Oklahoma Office of the Attorney General, Jan Preslar, JD*

**Guests Present:** *Oklahoma State University, Kayse Shrum, Jessica Russell, Eric Polak; Regional Food Bank, Rodney Bivens; Oklahoma State Department of Health, Julie Cox-Kain; Oklahoma Technical Assistance Center, Kathy McKean; VI Marketing, Greta Anglin; NRHS, Sara Raney, Breane Paul; MCFYC, Miney Bellack; GRJ, Theodore Noel.*

Agenda Items and Discussions	Action and Follow-Up
<b>1. Open Meeting Act announcement and Call to Order – Jim Gebhart, FACHE, Chair</b>	
The TSET Board Chairman Jim Gebhart called the meeting to order at 10:04 a.m. and announced that TSET had met all Open Meeting Act requirements, including the filing of the meeting time and location with the Secretary of State and posting the agenda at the designated meeting location.	
<b>2. Approval of minutes of the February 10, 2015 Regular Board Meeting</b>	
The Chairman asked if there were changes to the February 20, 2015 regular board meeting minutes. A board member noted that on Item 7.b votes were not included for Don Millican and George Foster. Minutes will be corrected. The Chairman then called for a motion to approve the minutes with the correction.	<b>A motion to approve the corrected February 20, 2015 meeting minutes was made by Casey Killblane, and seconded by Don Millican. Motion passed unanimously.</b>

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	<i>Follow-Up: Staff will correct the minutes and then post the corrected version to the TSET website.</i>
<b>3. Chair's Report – Jim Gebhart</b>	
<b>A. Announcement of April 2015 Master Settlement Agreement payments and amounts allocated to the Tobacco Settlement Endowment Trust Fund</b>	
<p>The Chairman introduced a Memorandum to the Board of Directors from Lisa Murray, Chief Investment Officer of the TSET Board of Investors, which stated:</p> <ul style="list-style-type: none"> <li>• Total amount of receipts received for 2015 was \$76,860,400.</li> <li>• Amount transferred to OTSET (fund) was \$57,645,300.</li> <li>• Total MSA payments received to date is \$1,245,824,952.</li> <li>• Total OTSET (fund) transferred to date is \$816,884,733.</li> <li>• The OTSET (fund) market value as of April 28, 2015 was \$1,025,218,645, which included the receipt payment.</li> <li>• Bank of Oklahoma was provided investment instructions for the receipts to reflect the target asset allocation and for trade execution in an efficient and timely manner.</li> </ul>	
<b>B. Upcoming board meeting dates and locations</b>	
Chairman Gebhart reviewed the Upcoming TSET Board Meetings and recommended Post Oak Lodge for the board retreat location. Retreat meeting dates were confirmed for September 10 & 11, 2015. Gebhart recommended a retreat facilitator and confirmed that he and Tracey would work together on the retreat agenda and logistics.	
<b>C. Ethics Commission filings for board and staff</b>	
Chairman Gebhart announced that requirements for the Oklahoma Ethics Commissions were completed by board members and relevant staff.	
<b>4. Presentation - Oklahoma Health Improvement Plan (OHIP 20/20) – Julie Cox-Kain, MPA, Deputy Secretary of Health and Human Services, and Senior Deputy Commissioner, Oklahoma State Department of Health</b>	
Julie Cox-Kain provided an overview of the Oklahoma Health Improvement Plan (OHIP) process, which included community health assessments, an online surveys, business-specific surveys, community-based chats, and in-depth key informant interviews. The full, action-oriented team meets quarterly and is looking at broadening the current public health sectors to include legislative representation and other private-public partnerships that may be beneficial to health investments. In the past year, the OSDH focused on identifying health investments and stakeholders and developing an investment portfolio. Cox-Kain mentioned that a representative from the Federal Reserve Bank in Dallas will make a presentation on collective impact investment at the OSDH Board Retreat in August 2015, and that TSET should attend.	
<b>5. Public Information and Outreach Committee, Ken Rowe, CPA, Committee Chair</b>	
<b>A. Update on Public Information and Outreach Plan</b>	

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<b>B. Capitol updates</b>	
<b>C. Recent and upcoming training events</b>	
<b>D. Conference sponsorships funded in FY 15</b>	
The Committee Chair Ken Rowe announced that the committee had a very active quarter with several events, including big check presentations and TSET Day at the Capitol. TSET and Visual Image Marketing & Branding won a national Addy award for the TSET documentary, along with several others. Julie Bisbee provided a Capitol update and reviewed the board’s upcoming trainings and events schedule. She identified several priority events needing board representation, including the State Chamber Golf Classic, Champions of Health Gala, State Chamber Public Affairs event, the OU Evening of Excellence and the Certified Healthy OK event. Of the training opportunities, the Grant Makers in Health conference, which focuses is on the issues and approaches addressed by Julie Cox-Kain in her OHIP presentation, would be an excellent opportunity for board members to build capacity in the topic of collective impact investing. Bisbee reported that 71 percent of the conference sponsorship budget has been allocated on capacity-building training and conference events. She also noted the many opportunities for TSET brand outreach through these events.	
<b>6. Program Development Committee Report – Lisa Nowlin, DDS, Committee Chair</b>	
<b>A. Presentation – OSU proposal for Medical Residencies – Kayse Shrum, D.O., President and Provost, Oklahoma State University, Center for Health Sciences</b>	
Dr. Shrum provided a brief presentation on OSU’s Proposal for Medical Residencies, which included an overview of Oklahoma health care issues, outcomes and rankings along with the purpose of the proposal and methods of current program. During the Q&A session, Dr. Shrum noted this proposal was for one-time funding only, none of TSET’s funding would go to infrastructure and their ultimate goal is to find places for their residents to train. The proposal was also contingent upon federal matching funds which currently route through the Oklahoma Health Care Authority. Shrum also noted that the majority of overhead cost will be up taken by OSU and the TSET money will not go through their programs pipeline, assuring that 100 percent of funds gets paid to the hospital specifically for the residents. Several board members shared concerns that the proposal could open the door for more funding requests for medical education, however, they did see immediate opportunities with the OSU proposal.	
<b>B. Discussion and possible action on an unsolicited (stage 2 – full) proposal from Oklahoma State University for Medical Residencies in rural and underserved areas, \$3,818,000 over six years</b>	
The Committee Chair reported that the Program Development Committee recommended funding for the OU Medical Residency Program at \$3,818,000 over six years beginning July 1 <sup>st</sup> , 2015 contingent on the matching federal funds on the Oklahoma Health Care Authority. Chairman Gebhart, noted that as a committee recommendation, this action did not call for a motion. He then called for questions. One board member agreed that there is value to the program, but was concerned about opening up a “black hole” for future requests. He then proposed an amendment to the recommendation that the board table the funding decision until the next board meeting. Chairman Gebhart then called for a second on Dr. Foster’s amendment. Hearing no second, he called for further questions. A member asked if the proposal only funded	<b><i>Upon recommendations from the Program Development Committee, the board approved funding the OSU proposal for medical residencies in rural and underserved</i></b>

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<p>reimbursements, asking if TSET would only be paying for those residents that actually get slotted. The Executive Director then clarified that the original motion should state that the funding amount was up to \$3.8 million. Hearing no further questions, the Chairman requested a roll call.</p>	<p><b><i>areas of Oklahoma up to \$3,818,000 and contingent upon the matching federal funds from the Oklahoma Health Care Authority. Roll call: Members voting yay: Casey Killblane, Curtis Knoles, Don Millican, Lisa Nowlin, and Ken Rowe. Members voting nay: George Foster. Members abstaining: Jim Gebhart</i></b></p>
<p><i>Board takes a 10-minute break.</i></p>	
<p>Rodney Bivens provided a brief orientation to the Regional Food Bank and the issue of hunger in Oklahoma. Bivens provided a presentation of the statewide VISTA project’s Pick and Pack program, which launches in June 2015, and is funded at just under \$6.6 million over three years. The brief proposal requested \$1,604,000 over a three-year period, which is approximately 25 percent of the program budget. (The noted amount reflects a budget error by the applicant.)The Pick and Pack Out Program (PPO) is based on the regional food bank’s growers and packers who are located in various parts of the U.S. They have extra produce that they can donate, but the bank needs to pay for the picking, packing and transportation. Part of the TSET funding would help pay for the cost of the picking, packing and transportation. Currently the food bank is distributing about three million pounds, with the TSET funding they could increase the weight to a total of eight million pounds of fresh fruits and vegetables.</p>	
<p><b>C. Discussion and possible action on an unsolicited (stage 1 – brief) proposal from the Regional Food Bank of Oklahoma, \$1,599,000 over three years</b></p>	
<p>The Committee Chair reported that the Program Development Committee recommended that the Regional Food Bank submit a full proposal for board review and consideration. Chairman Gebhart, noted that as a committee recommendation, this action did not call for a motion. He then called for questions. Hearing no further questions, the Chairman requested a roll call.</p>	<p><b><i>Upon recommendations from the Program Development Committee, the board unanimously agreed to ask the Regional Food Bank to submit a full proposal for the Pick and Pack Out Program.</i></b></p>
<p><b>D. Presentation - <i>School-based Health Education Study Update</i> – Kathy McKean, Ph.D., Executive Director, Oklahoma Technical Assistance Center</b></p>	

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Dr. McKean provide a presentation on the preliminary results from the “School-Based Health Education Study” of teachers and school administrators, which was conducted by the Oklahoma Technical Assistance Center. Following the presentation, the Executive Director said the next steps in the project would be to reconvene the steering committee to review the results and discuss recommendations and next steps.		
<b>E. Discussion and possible action on funding of Healthy Districts Incentive grants requested:</b>		
Calera Public School District (730)	\$3,000	
Hydro-Eakly Public School District (458)	\$3,000	
Nashoba Public School District (50)	\$1,500	
Twin Hills Public School District (362)	\$1,500	
Wapanucka Public School District (256)	\$3,000	
Western Heights Public School District (3,823)	\$10,000	
Total	\$22,000	
<b>F. Discussion and possible action on funding of Healthy Schools Incentive grants requested:</b>		
Afton Public Schools (565)	\$2,000	
Colbert West Ward (287)	\$1,500	
Total	\$3,500	
The Committee Chair presented the above slate of potential Healthy School Districts and Health Schools Incentive grant requests and TSET Director of Programs provided an overview of the grant applicants. Chairman Gebhart, noted that as a committee recommendation, this action did not call for a motion. He then called for questions. Hearing no further questions, the Chairman requested a roll call.		<i><b>Upon recommendations from the Program Development Committee, the board unanimously approved the slates for the Healthy School Districts (six districts) and Schools (two schools) Incentives grants for a total of \$25,500.</b></i>
<b>H. Discussion and possible action on funding of TSET Healthy Living grants under RFP092-9</b>		
The Committee Chair shared that 58 proposals were received for the TSET Healthy Living grant program, of those, 19 proposals were from organizations there were new to TSET, and of those, 11 were recommended for funding. One hundred percent of the existing community-based grantees that applied for funding (total of 39) were recommended. Twenty-three of the 50 recommended proposals were submitted by County Health Departments. The 50 organizations recommended for funding will serve a total of 64 counties. The total amount of all awards was just under \$14 million. Chairman Gebhart, noted that as a committee recommendation, the action on funding the TSET Healthy Living grants did not call for a motion. He then called for questions. One member had questions on the amount of funding awarded in the first year of the five-year		<i><b>Upon recommendations from the Program Development Committee, the board unanimously approved the award of up to \$13,886,000 for the first year (FY2016) of the herein</b></i>

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<p>program. The Director of Grants Management clarified that the approved FY 16 program budget amounts were based on a funding table that was included in the RFP. The funding recommendations included the first year of up-to funding amounts for each applicant and that in subsequent years (FY 2015, 2018, 2018 and 20202) the grantee could not exceed the maximum budget amounts stated in the RFP funding table. The Chairman called for a final round of questions, hearing no further questions, the Chairman requested a roll call. Following is the list of organizations who were awarded five-year TSET Healthy Living grants, funding amounts reflect the up-to amount for FY 2016 year-one budgets only.</p>			<p><b><i>listed TSET Health Living program proposals.</i></b></p>
Applicant Organization	Counties Proposed to Serve	Up to Funding Amounts	
ACE HI	Adair	\$240,000	
Atoka County Health Department – Atoka, Coal Counties	Atoka and Coal	\$230,000	
Bryan County Health Department (contingent upon outcome of a pending audit)	Bryan	\$295,000	
Canadian County Health Department	Canadian	\$325,000	
Carter County Health Department (serving Business & Cities & Government sectors only)	Carter	\$175,000	
Cherokee County Health Services Council	Cherokee	\$255,000	
Choctaw County Health Department (contingent upon outcome of a pending audit)	Choctaw	\$195,000	
City of Elk City	Beckham, Custer, Roger Mills, Washita	\$436,000	
Comanche County Health Department (serving Cities & Government and Community Organizations & Institutions sectors only)	Comanche	\$175,000	
Comanche County Memorial Hospital (serving Businesses and Schools sectors only)	Comanche	\$210,000	
Community Children’s Shelter and Family Services Center	Carter	\$175,000	
Garfield County Rural Health	Garfield and Grant	\$260,000	
Gateway to Prevention and Recovery, Inc.	Hughes, McIntosh, Okfuskee	\$330,000	
Gateway to Prevention and Recovery, Inc.	Pottawatomie	\$326,000	
Gateway to Prevention and Recovery, Inc.	Seminole	\$245,000	
Great Plains Youth and Family Services	Caddo and Kiowa	\$300,000	

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Jackson County Health Department (serving Businesses and Cities & Government sectors only)	Jackson	\$200,000
Johnston County Health Department	Johnston and Marshall	\$195,000
KI BOIS Community Action Foundation – Haskell, Latimer Counties	Haskell and Latimer	\$195,000
Kingfisher County Health Department – Kingfisher, Blaine Counties	Kingfisher and Blaine	\$275,000
LeFlore County Youth Services	Leflore	\$248,000
Lincoln County Health Department	Lincoln	\$298,000
Logan County Health Department	Logan	\$289,000
Mayes County HOPE Coalition	Mayes	\$309,000
McClain–Garvin Youth & Family Services	Garvin	\$186,000
McCurtain County Health Department	McCurtain	\$215,000
Muskogee County Health Department	Muskogee	\$420,000
Norman Regional Health System	Cleveland	\$440,000
Norman Regional Health Systems	Grady	\$270,000
Norman Regional Health Systems	McClain	\$260,000
Northeastern Tribal Health Systems	Ottawa	\$250,000
Northwest Family Services	Major, Woods, Alfalfa	\$155,000
Nowata CAN	Nowata	\$105,000
Oklahoma City-County Health Department (serving Businesses, Schools and Cities & Government sectors only)	Oklahoma	\$760,000
OSU Seretean Wellness Center	Creek	\$356,000
OSU Seretean Wellness Center	Kay	\$275,000
OSU Seretean Wellness Center	Payne	\$310,000
Okmulgee County Health Department	Okmulgee	\$279,000
People Inc.	Sequoyah and Adair	\$205,000
Pittsburg County Health Department	Pittsburg	\$315,000
Pontotoc County Health Department	Pontotoc	\$285,000
Pushmataha County Health Department	Pushmataha	\$175,000
ROCMND – Vinita	Craig	\$190,000
ROCMND – Grove	Delaware	\$275,000
Rogers County Volunteers for Youth	Rogers	\$320,000
Southwest Oklahoma Community Action Group (serving Schools and Community sectors in Jackson County only)	Greer, Harmon, Tillman, Jackson	\$200,000

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Texas County Health Department	Texas	\$204,000	
Tulsa County Health Department	Tulsa	\$820,000	
Wagoner County Health Department	Wagoner	\$330,000	
Woodward County Health Department	Woodward	\$105,000	
<b>7. Program Implementation Committee Report – Casey Killblane, Committee Chair</b>			
Committee Chair Casey Killblane asked that Sjonna Paulson provide an update to the Health Communications Accomplishments and FY 16 budget.			
<b>A. Presentation – TSET Health Communications - Sjonna Paulson, APR, TSET Director of Health Communication</b>			
<b>i. FY 15 Progress</b>			
Paulson provided an overview of the brand campaigns and how they support other TSET community, systems and OSDH-wellness initiatives, including disparities grants and OHIP 20/20 plan.			
<b>ii. FY 16 Budget Request</b>			
Paulson shared that 95 percent of the increase in the FY 16 budget was primarily due to a change in the Health Communications component of the TSET Healthy Living program grants. The remaining 5 percent was attributable to a small one-time increase in the hourly rates for Visual Image, which was included in the VI 6-year proposal. In the past, communities purchased and placed local media; however, to increase efficiencies and consistencies across the state, all media buys will be arranged and purchased through TSET, rather than through local grantees. Additionally, TSET is contracting through Visual Image for a product fulfillment center, for the purpose of inventory and distribution of collateral items for both grantees and private entities. Paulson reported that level of campaign effectiveness of changing knowledge, attitude and behaviors will be measured through independent media tracker surveys, which will be conducted throughout Winter and Spring 2016. Survey data will be compared to previous surveys and analyzed to created media trends.			
<b>B. FY 16 Grant and Contract Renewals</b>			
The Committee Chair Killblane presented the following slate of TSET grants and contracts for board discussion and possible action.			<b><i>Upon recommendations from the Program Implementation Committee, the board unanimously approved the slate of TSET grant and contract renewals for FY 16.</i></b>
i. ChangeLab Solutions, Inc. for technical assistance, consultation and development of resources for the TSET Healthy Living Program - \$670,000			
ii. Emory University, for the Public Health Academy of Oklahoma - \$590,000			
iii. VI Marketing and Branding, Health Communications - Tobacco Stops With Me, Shape Your Future, SoonerQuit, and Oklahoma Tobacco Helpline campaigns - \$14,500,000			
iv. Oklahoma City Boathouse Foundation, for youth outreach, unsolicited - \$274,613			
v. Oklahoma Department of Health and Substance Abuse Services, for Health System Initiative - \$389,000			
vi. Oklahoma Health Care Authority			
a. SoonerQuit Provider Engagement (39.01% TSET/State match; 60.99% Federal) - \$237,000			
b. SoonerQuit Health Promotions (50% match) - \$188,000			



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<ul style="list-style-type: none"> <li>c. Physician Manpower Training Commission, for Physician Recruitment Medical Loan Repayment (39.01% TSET/State match; 60.99% Federal) - \$201,000</li> </ul>	
<ul style="list-style-type: none"> <li>d. Health Communications (50% match) - \$500,000</li> </ul>	
<ul style="list-style-type: none"> <li>vii. Oklahoma Hospital Association, for Health System Initiative - \$733,000</li> </ul>	
<ul style="list-style-type: none"> <li>viii. Oklahoma Medical Research Foundation, for the Oklahoma Center for Adult Stem Cell Research - \$3,000,000</li> </ul>	
<ul style="list-style-type: none"> <li>ix. Oklahoma State Department of Health, Center for the Advancement of Wellness <ul style="list-style-type: none"> <li>a. Technical assistance, training and coordination of prevention programs - \$1,200,000</li> <li>b. Fitness Gram in Oklahoma schools, unsolicited - \$471,600</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>x. Peggy and Charles Stephenson Cancer Center, University of Oklahoma Health Science Center <ul style="list-style-type: none"> <li>a. TSET Cancer Research Program - \$5,500,000</li> <li>b. Oklahoma Tobacco Research Center - \$3,100,000</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>c. Oklahoma Tobacco Helpline - \$4,300,000 (Two contracts funded: \$4,000,000 and \$300,000)</li> <li>d. Evaluation of TSET-funded initiatives - \$1,715,000</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>xi. Rescue Social Change Group – Free the Night smokefree campaign – \$280,000</li> </ul>	
<p><b>8. Agency Operations Committee Report – George Foster, O.D., Committee Chair</b></p>	
<p>Committee Chairman George Foster opened the committee report and directed members to review the budget amounts included in the board packet.</p>	
<p><b>A. Third Quarter FY 15 Budget to Actual</b></p>	
<ul style="list-style-type: none"> <li>i. Operating Budget</li> </ul>	
<ul style="list-style-type: none"> <li>ii. Programs Budget</li> </ul>	
<p>The Committee Chair reported that there has been very little change in the FY15 Operating and Programs Budget-to-Actual balances and that spending is moving close to what is expected at this time of year.</p>	
<p><b>B. Discussion and possible action on new staff positions</b></p>	
<ul style="list-style-type: none"> <li>i. TSET Procurement Officer</li> </ul>	
<ul style="list-style-type: none"> <li>ii. TSET Software Application Coordinator or Grants Manager</li> </ul>	
<p>The Committee Chair then asked the Executive Director to discuss the request for new positions. Tracey Strader shared that she and staff met with OMES – agency business and information services division regarding TSET’s specialized financial service needs that have become increasingly complex as the agency budget and programs have grown (such as the grants management database or the various approaches we use to solicit grants, and other program-related funding mechanisms. OMES recommended that TSET hire two positions that will work on specific, specialized tasks that are unique to TSET. The positions will also liaison with the OMES staff that provide support to our agency in terms of purchasing and information technology.</p>	<p><b><i>Upon recommendations from the Agency Operations committee, the board unanimously approved two new in-house positions – a certified procurement officer and a grants manager/software</i></b></p>

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	<i>application coordinator with specific systems experience, with both positions expected to start between \$55-65,000 per year.</i>
<b>C. Discussion and possible action on TSET Food Policy</b>	
The Committee Chair shared that one of the recommendations from the Agency's p-card audit was that the board should adopt a food policy to address the provision of light refreshments and meals at board meetings. The draft policy provides that the Executive Director should establish in writing, prior to any board meeting, those members of the board and TSET staff or others who would be required to attend the majority of the meeting to qualify for the provision of refreshments/food under the policy.	<i>Upon recommendations from the Agency Operations committee, the board unanimously approved the adoption of the TSET Food Policy.</i>
<b>D. Discussion and possible action on FY 16 Budgets</b>	
The Committee Chair shared that the FY 15 earnings, which can be used for FY 16 work, will not be certified until August 2015, however, the board must adopt a budget before July 1, 2015. With that in mind, Foster said the committee recommended a preliminary budget that assumed a level earnings certification at approximately \$53 million.	
<b>i. Operating Budget</b>	
The Committee Chair reported that the operating budget includes the two new positions considered by the board, and represented a nearly \$79,521 increase over the FY 15 budget of \$1,739,661 for a total of \$1,819,182.	<i>Upon recommendations from the Agency Operations committee, the board unanimously approved the FY 16 Operating Budget in the amount up to \$1,819,182.</i>
<b>ii. Programs Budget</b>	
The Committee Chair reported that the programs budget included funding for the OSU medical residencies program, as discussed earlier in the meeting agenda, and that additional funds were set aside for unsolicited proposals that may be funded within FY 16. The programs budget also included \$15 million for the TSET Healthy Living grant program, which was approximately a \$6 million increase over FY 15 due to the integration of tobacco and obesity prevention and the expansion of the program to include additional service areas throughout the state. The budget also reflected the move of the Oklahoma Tobacco Helpline to the Oklahoma Tobacco Research Center (ORTC), which meant that the funding we received from the OHCA, the OSD and the EGID, will no longer be coming to TSET, but will be going to the OTRC for helpline operations. This explained why the overall budget amount was similar from FY 15 to FY 16, but the TSET investment was a	<i>Upon recommendations from the Agency Operations committee, the board unanimously approved the FY 16 Programs Budget in the amount up to \$53,996,000.</i>

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<p>greater share of the total budget. This FY 16 programs budget also included the full funding amounts in research, given the board’s more recent awards to the OCASCR and OTRC. The Executive Direct also stated that if earnings were not sufficient, we would expect to have lapsing funds from FY 15 and if needed, TSET could delay the release of the next TSET Healthy Living RFP (or other RFPs).</p>	
<p><b>9. New Business – any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda [25 O.S. § 311 (A)(9)]</b></p>	
<p>The Chairman called for any new business that may have not been known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda. No new items were presented.</p>	
<p><b>10. Public Comment</b></p>	
<p>The Chairman asked if anyone was interested in making any public comments. No comments were offered.</p>	
<p><b>11. Adjournment</b></p>	
<p>Chairman Gebhart then called for a motion to adjourn the board meeting. A motion to adjourn was made by Casey Killblane and seconded by Ken Rowe.</p>	<p><b><i>A motion to adjourn the board meeting was made by Casey Killblane and seconded by Ken Rowe. Motion passed unanimously to adjourn.</i></b></p>