



**Oklahoma Tobacco Settlement Endowment Trust
Special Board Meeting
Tuesday, February 2, 2016**

LOCATION

655 Research Parkway, Kiva Boardroom, Suite 100
Oklahoma City, OK 73102

MINUTES

Board Members present: *Jim Gebhart, FACHE; Casey Killblane; Curtis Knoles, MD; Ken Rowe, CPA; Bruce Benjamin, PhD, Michelle Stephens, JD, Don Millican, CPA*

TSET Staff present: *Julie Bisbee and Janet Love*

Guests present: *Jan Preslar, J.D., Assistant Attorney General, and Liz Brolick, Switchgear Recruiting (joined from a remote location)*

Agenda Items and Discussions	Actions and Follow-up Items
<p>1. Open Meeting Act Announcement & Call to Order – Jim Gebhart, Chair</p>	
<p>TSET Board Chair Jim Gebhart called the meeting to order at 11:02 am and announced that all Open Meeting Act requirements were met, including the filing of the meeting time and location with the Secretary of State. Agenda was posted at the meeting location.</p>	
<p>2. Discussion and possible action on process going forward for selection of TSET Chief Executive Officer</p>	
<p>Jim Gebhart reviewed the purpose of the ad hoc committee, which was to address the recruitment process for the agency’s Chief Executive Officer (CEO) position. Committee members Jim Gebhart, Casey Killblane and Don Millican provided guidance and input to Liz Brolick, Switchgear Recruiting, for the creation of a job description and identification of potential candidates. Switchgear services were acquired through a state competitive bid process. Ms. Brolick confirmed the assignments and said that she would distribute via email copies of the job description to committee members for their input. She will present results at the March board meeting. Casey Killblane suggested the need for a communication plan, Jim shared that he had been in discussions with Tracey Strader and that documents were being prepared. (Ken Rowe arrived at 11:13 am)</p>	<p>No action taken.</p>
<p>3. Discussion and possible action to enter into Executive Session, as authorized by 25 O.S. § 307 (B)(1) for Board of Directors to discuss candidates for TSET Chief Executive Officer position.</p>	

A motion by Ken Rowe to move into Executive Session was



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4. Discussion and possible action on items arising from Executive Session	seconded by Bruce Benjamin. Motion passed unanimously by presiding members.
	Casey Killblane provided sealed minutes to Janet Love for confidential document management.
5. Discussion and possible action to enter into Open Session	A motion by Casey Killblane to move into open session was seconded by Bruce Benjamin. Motion passed unanimously by presiding members.
6. Discussion and possible action on items arising from Executive Session	No action taken.
Public Comment	
No public comments were made.	
Adjourn	
Mr. Gebhart adjourned the meeting at 1:30 p.m.	A motion to adjourn the board was made Don Millican and seconded by Curtis Knowles. Motion passed unanimously.