



Oklahoma Tobacco Settlement Endowment Trust
Board of Directors
Special Meeting
December 3, 2018

BOARD MEMBERS PRESENT: Bruce Benjamin; Casey Killblane; Don Millican; Ken Rowe; Michelle Stephens

BOARD MEMBERS ABSENT: Jim Gebhart; Curtis Knoles

TSET STAFF PRESENT: Julie Bisbee; Kathie Darr; Whitney Dinger; Sjonna Paulson; John Woods

GUESTS PRESENT: Martha Kulmacz, Attorney General's Office; Tyler Talley, eCapitol

| Agenda Items and Discussions | Actions and Follow-Up Items |
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| 1. Open Meeting Act Announcement and Call to Order | |
| The TSET Board of Directors Chair, Don Millican, called the meeting to order at 10:03 a.m. and announced that TSET had met all Open Meeting Act requirements. | |
| 2. Consideration of a Motion and Vote to Enter into Executive Session Pursuant to 25 O.S. § 307(B)(1) | |
| Motion: Bruce Benjamin Second: Casey Killblane | The board voted unanimously to go into Executive Session and Executive Session began at 10:05 a.m. |
| 3. Executive Session Pursuant to 25 O.S. § 307 (B)(1) | |
| The board initially requested only Martha Kulmacz from the Attorney General's Office to remain and met in Executive Session. Kulmacz remained only briefly before exiting. At various times, John Woods, Julie Bisbee and Kulmacz entered and exited the Executive Session at the board's invitation. All other attendees remained outside of the meeting until the board returned to Open Session. | |
| 4. Consideration of a Motion and Vote to Return to Open Session | |
| Motion: Bruce Benjamin Second: Ken Rowe | The board voted unanimously to return to Open Session and Open Session resumed at 11:19 a.m. |
| 5. Consideration, Possible Action and Vote on Matters Discussed in Executive Session | |
| Martha Kulmacz stated on behalf of the board that no votes were taken during Executive Session and only agenda item 3 was discussed. | |
| Motion to accept resignation from Executive Director John Woods effective December 5, 2018: Bruce Benjamin Second: Ken Rowe | The board voted unanimously to accept the resignation of Executive Director John Woods effective December 5, 2018. |



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| <p><i>Motion to appoint Julie Bisbee as Interim Executive Director effective December 5, 2018, at an annual salary of \$100,600 with approval to be obtained from Cabinet Secretary:</i> Casey Killblane <i>Second:</i> Ken Rowe</p> | <p>The board voted unanimously to appoint Julie Bisbee to serve as Interim Executive Director at an annual salary of \$100,600 with approval to be obtained by the Cabinet Secretary.</p> |
| <p>6. Discussion, Possible Action and Vote on Process Going Forward to Communicate with the Legislature</p> | |
| <p><i>Motion to direct staff to solicit bids for a contract for a legislative liaison:</i> Casey Killblane <i>Second:</i> Bruce Benjamin</p> | <p>The board voted unanimously to solicit bids for a contract for a legislative liaison.</p> |
| <p>7. Discussion, Possible Action and Vote on Process Going Forward for Selection of a TSET Executive Director</p> | |
| <p><i>Motion to direct staff to solicit bids for a contract with an executive search firm to seek candidates for the position of Executive Director:</i> Casey Killblane <i>Second:</i> Ken Rowe</p> | <p>The board voted unanimously to solicit bids for a contract with an executive search firm regarding the Executive Director position.</p> |
| <p>8. Discussion, Possible Action and Vote on Process Going Forward for Selection of a TSET Interim Executive Director</p> | |
| <p>No action taken.</p> | |
| <p>9. Public Comment</p> | |
| <p>Director Woods was recognized and thanked the board for their service to TSET and the opportunity to lead the agency.</p> | |
| <p>10. Adjournment</p> | |
| <p><i>Motion:</i> Casey Killblane <i>Second:</i> Ken Rowe</p> | <p>The board voted unanimously to adjourn and the meeting adjourned at 11:27 p.m.</p> |