



Oklahoma Tobacco Settlement Endowment Trust
Board of Directors
Regular Meeting
January 22, 2019

BOARD MEMBERS PRESENT: Bruce Benjamin; Casey Killblane; Curtis Knoles; Don Millican; Ken Rowe; Marshall Snipes; Michelle Stephens

TSET STAFF PRESENT: Julie Bisbee; Whitney Dinger; Sara Low; Jonás Mata; Tessa North; Sjonna Paulson; Jennifer Treadwell; LeaAnn Williams

GUESTS PRESENT: Tim Berney, VI Marketing and Branding; Nicky Besser, Rescue; Jane Braden, Gooden Group; Liz Brolick, Switchgear Recruiting; Lindsey Funk, VI Marketing and Branding; Brent Gooden; Gooden Group; Maria Grundy, Rescue; Martha Kulmacz, Attorney General’s Office; Lisa Murray, Oklahoma State Treasurer’s Office; LeRoy Young, OSU Center for Health Sciences

Agenda Items and Discussions	Actions and Follow-Up Items
1. Open Meeting Act Announcement and Call to Order	
The TSET Board of Directors Chair, Bruce Benjamin, called the meeting to order at 1:31 p.m. and announced that TSET had met all Open Meeting Act requirements.	
2. Approval of Minutes	
a. <u>November 15, 2018, Regular Board Meeting</u> Benjamin asked the board for any corrections to the November 15, 2018, minutes as written. Hearing none, he called for a motion. Motion: Casey Killblane Second: Curtis Knoles	The board voted unanimously to approve the minutes from the November 15, 2018, Regular Board Meeting. (Abstain: Marshall Snipes)
b. <u>December 3, 2018, Special Board Meeting</u> Benjamin asked the board for any corrections to the December 3, 2018, minutes as written. Hearing none, he called for a motion. Motion: Casey Killblane Second: Don Millican	The board voted unanimously to approve the minutes from the December 3, 2018, Special Board Meeting. (Abstain: Curtis Knoles, Marshall Snipes)
3. Chair’s Report – Bruce Benjamin, Board Chair	
a. <u>Recognition of Don Millican, immediate past TSET Board Chair</u> Benjamin recognized Millican for his service to the TSET Board and presented him with a plaque for his two-year term as chairman.	
b. <u>TSET executive search committee</u>	The board voted unanimously to approve appointment of board members Benjamin,



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<p>Benjamin named the following board members to an executive search committee to oversee communications with a search firm for the purpose of filling the vacated executive director position and requested a motion: <i>Bruce Benjamin</i> <i>Casey Killblane</i> <i>Michelle Stephens</i></p> <p>Motion: Don Millican Second: Ken Rowe</p> <p>Benjamin provided an overview of the recruitment process and duties of the executive search committee. The board discussed the executive director job description, reviewed the language from the previous search in 2016, and determined that no changes were necessary.</p> <p>Motion to accept executive director job description as written: Curtis Knoles Second: Ken Rowe</p> <p>The board discussed parameters for executive search activities and adopted a tentative timeline for which the executive search will be conducted.</p> <p>Motion: Bruce Benjamin Second: Don Millican</p>	<p>Killblane and Stephens to an executive search committee.</p> <p>The board voted unanimously to approve the executive director job description as written. (Abstain: Marshall Snipes)</p> <p>The board voted unanimously to approve a timeline for the executive search.</p>
<p>c. <u>TSET committee assignments</u> Benjamin referred the board to their packet for a document detailing the roles, make-up, and decision-making authority of each committee stating that he would be seeking two board members per committee to serve a two-year term with himself serving as ex officio. Following a discussion on the specific duties of each committee, the board consolidated to three standing committees and determined assignments as follows: Agency Operations Committee: Don Millican (chair), Marshall Snipes</p>	



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<p>Programs Committee: Curtis Knoles (chair), Michelle Stephens Public Information and Outreach Committee: Casey Killblane (chair), Ken Rowe</p>	
<p>4. Executive Director's Report</p>	
<p>a. <u>Legislative update</u> Bisbee stated that informational packets had been sent to newly-elected lawmakers to educate them about TSET and matters related to the agency. She provided information on legislation which seeks to change how TSET operates and/or relates to TSET through alignment with the agency's mission and noted legislative deadlines for the 2019 session.</p>	<p>NOTE: Provide to board an update of TSET-related bills following committee/floor deadlines.</p>
<p>b. <u>Operations</u> Bisbee gave an update on staffing matters and introduced newly-hired program officer at TSET, Sara Low, who was in attendance. She provided an update and preliminary timeline regarding the solicitation process for a legislative liaison and stated that the TSET office would be relocating to the Department of Agriculture building with the move slated for May 2019.</p>	
<p>c. <u>Overview of Executive Director activities</u> Bisbee shared that she had been asked to appear on behalf of the agency before the Senate Appropriations Subcommittee on Select Agencies on January 23. She highlighted participation in events across the state since the November meeting and stated that the annual report was close to completion.</p>	
<p>5. Board of Investors' Report – Lisa Murray, Chief Investment Officer, Oklahoma State Treasurer's Office</p>	
<p>Lisa Murray was recognized to provide an update from the Board of Investors. She discussed overall year-to-date performance noting rebalance in asset allocations, and verified FY 2018 annual earnings from the TSET endowment at \$65,262,313. She stated that the Board of Investors will next meet on February 26.</p>	
<p>6. Agency Operations Committee Report – Casey Killblane, Chair</p>	
<p>a. <u>Budget to Actual financial reports</u> Killblane referred the board to their packet for copies of Budget to Actual financial reports through December 31, 2018.</p>	
<p>b. <u>Analysis of reserves</u> Killblane detailed for the board various scenarios regarding reserve funds and budget allocations.</p>	
<p>c. <u>Current Commitments</u> Killblane stated that board members could find in their packet a report outlining multi-year contractual commitments and expected routine expenditures.</p>	



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<p>d. <u>Discussion and possible action on contract with Switchgear Recruiting</u> Stating that Switchgear Recruiting had conducted the previous executive search for TSET in 2016 and maintains a statewide contract to provide executive search services to state entities, Killblane discussed scope of work to be performed and requested board approval on behalf of the Agency Operations Committee to execute a contract with Switchgear Recruiting for executive search services to fill the vacated executive director position.</p>	<p>Upon recommendation from the Agency Operations Committee, the board voted unanimously to execute a contract with Switchgear Recruiting for executive search services.</p>																																		
<p>7. Program Development Committee Report – Bruce Benjamin, Chair</p>																																			
<p>a. <u>Discussion and possible action on Healthy Communities Incentive Grants</u> Benjamin acknowledged 17 applications for Healthy Communities Incentive Grants and requested approval.</p> <table border="0" data-bbox="168 727 745 1331"> <tr><td>City of Newcastle</td><td>\$25,000</td></tr> <tr><td>Town of Arkoma</td><td>\$36,000</td></tr> <tr><td>Town of Clayton</td><td>\$36,000</td></tr> <tr><td>Town of Haileyville</td><td>\$16,000</td></tr> <tr><td>Town of Lamont</td><td>\$10,000</td></tr> <tr><td>Town of Okeene</td><td>\$22,000</td></tr> <tr><td>Town of Oktaha</td><td>\$16,000</td></tr> <tr><td>Town of Panama</td><td>\$36,000</td></tr> <tr><td>Town of Porum</td><td>\$16,000</td></tr> <tr><td>Town of Savanna</td><td>\$36,000</td></tr> <tr><td>Town of South Coffeyville</td><td>\$36,000</td></tr> <tr><td>Town of Stringtown</td><td>\$36,000</td></tr> <tr><td>Town of Taft</td><td>\$16,000</td></tr> <tr><td>Town of Tushka</td><td>\$36,000</td></tr> <tr><td>Town of Valliant</td><td>\$36,000</td></tr> <tr><td>Town of Vian</td><td>\$16,000</td></tr> <tr><td>Town of Wann</td><td>\$36,000</td></tr> </table> <p>TOTAL \$461,000</p>	City of Newcastle	\$25,000	Town of Arkoma	\$36,000	Town of Clayton	\$36,000	Town of Haileyville	\$16,000	Town of Lamont	\$10,000	Town of Okeene	\$22,000	Town of Oktaha	\$16,000	Town of Panama	\$36,000	Town of Porum	\$16,000	Town of Savanna	\$36,000	Town of South Coffeyville	\$36,000	Town of Stringtown	\$36,000	Town of Taft	\$16,000	Town of Tushka	\$36,000	Town of Valliant	\$36,000	Town of Vian	\$16,000	Town of Wann	\$36,000	<p>Upon recommendation from the Program Development Committee, the board voted unanimously to approve a slate of Healthy Communities Incentive Grants totaling \$461,000.</p>
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<p>b. <u>Discussion and possible action on Healthy Districts Incentive Grants</u> Benjamin acknowledged 21 applications for Healthy Districts Incentive Grants and requested approval.</p> <table border="0" data-bbox="168 1474 745 1510"> <tr><td>Bennington Public Schools</td><td>\$12,000</td></tr> </table>	Bennington Public Schools	\$12,000	<p>Upon recommendation from the Program Development Committee, the board voted unanimously to approve a slate of Healthy</p>																																
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Bluejacket Public Schools	\$12,000	Districts Incentive Grants totaling \$448,500.
Carney Public Schools	\$15,000	
Comanche Public Schools	\$20,000	
McAlester Public Schools	\$30,000	
Moyers Public Schools	\$15,000	
Navajo Public School	\$20,000	
Norman Public Schools	\$100,000	
Rocky Mountain School	\$15,000	
Sasakwa Schools	\$15,000	
South Rock Creek Elementary School	\$13,500	
Tahlequah Public Schools	\$15,000	
Tonkawa Public Schools	\$20,000	
Valliant Public Schools	\$17,000	
Varnum Public Schools	\$15,000	
Waurika Public Schools	\$15,000	
Weatherford Public School	\$30,000	
Wellston Public Schools	\$17,000	
Westville Public Schools	\$25,000	
White Rock School	\$15,000	
Wright City Public Schools	\$12,000	
TOTAL \$448,500		
c. <u>Discussion and possible action on Healthy Schools Incentive Grants</u> Benjamin acknowledged 2 applications for Healthy Schools Incentive Grants and requested approval.		Upon recommendation from the Program Development Committee, the board voted unanimously to approve a slate of Healthy Schools Incentive Grants totaling \$22,000.
Ben Franklin Stem Academy	\$7,000	
Monroe Elementary	\$15,000	
TOTAL \$22,000		
d. <u>Discussion and possible action on parameters of future grant programs</u>		Upon recommendation from the Program Development Committee, the board voted



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<p>Jonás Mata, TSET Director of Programs, was recognized to present a proposed summary of parameters for prospective grant programs for implementation at the conclusion of the TSET Healthy Living Program in June 2020. The board reviewed scenarios for redistribution of funding and staff allocations for the proposed criteria and accepted a general framework for advancement.</p>	<p>unanimously to approve the grant program parameters as proposed.</p>
<p>8. Program Implementation Committee Report – Curtis Knoles, Chair</p>	
<p>a. <u>Health communications update</u> Knoles referred the board to their packet for overviews of ongoing mass media efforts through Tobacco Stops With Me, Shape Your Future and the Oklahoma Tobacco Helpline and stated that all brands are meeting FY 2019 goals and objectives. He recognized board member, Michelle Stephens, and the TSET health communication staff for their work on an editorial that appeared in the January edition of the Oklahoma Dental Association Journal. Knoles provided an update on communications through the Public Health Academy of Oklahoma – OK In The Know and noted statistics with regard to user participation.</p>	
<p>b. <u>FY 2018 annual report summaries</u> Knoles recognized Jonás Mata, TSET Director of Programs. Mata referred the board to their packet for FY 2018 annual report summaries for the Oklahoma Department of Mental Health and Substance Abuse Services, Oklahoma Hospital Association, Oklahoma Health Care Authority and Stephenson Cancer Center and stated that all findings were based on programmatic evaluations.</p>	
<p>c. <u>Free The Night programmatic update</u> Nicky Besser and Maria Grundy with Rescue The Behavior Change Agency were in attendance and recognized to provide an update on Free the Night. They outlined programmatic goals highlighting milestones, recent accomplishments and future objectives.</p>	
<p>9. Public Information and Outreach Committee Report – Ken Rowe, Chair</p>	
<p>a. <u>Outreach update</u> Rowe highlighted outreach efforts for the TSET Brand including media interviews about flavored nicotine and vapor devices and stated that TSET would be featured on an upcoming episode of The Verdict.</p>	
<p>b. <u>Sponsorship and training grants</u> Reporting that \$18,000 of the budget for sponsorship and training grants had been earmarked, Rowe noted a 51% spend rate and steady interest for the fiscal year.</p>	
<p>c. <u>Upcoming events</u></p>	



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Rowe directed the board to their packet for a listing of upcoming events and training opportunities and reminded board members that the Southern Obesity Summit would be held in Oklahoma City October 28 – 30.	
10. New Business	
No new business.	
11. Public Comment	
No public comment.	
12. Adjournment	
<i>Motion:</i> Ken Rowe <i>Second:</i> Curtis Knoles	The board voted unanimously to adjourn and the meeting adjourned at 4:02 p.m.