



Oklahoma Tobacco Settlement Endowment Trust
Board of Directors
Regular Meeting
March 28, 2019

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

TSET STAFF PRESENT: Dorothy Antwine; Julie Bisbee; Kathie Darr; Whitney Dinger; Jonás Mata; Jamie McDaniel; Tessa North; Jennifer Treadwell; LeaAnn Williams

GUESTS PRESENT: Jane Braden, Gooden Group; Liz Brolick, Switchgear Recruiting; Stephen Gillaspay, OU Health Sciences Center; Paola Klein, Oklahoma Tobacco Research Center; Martha Kulmacz, Attorney General’s Office; Lisa Murray, Oklahoma State Treasurer’s Office

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 10:04 a.m. and announced that TSET had met all Open Meeting Act requirements.	
2. Approval of Minutes of the January 22, 2019, Regular Board Meeting	
Benjamin asked the board for any corrections to the January 22, 2019, minutes as written. Hearing none, he called for a motion. Motion: Curtis Knoles Second: Casey Killblane	The board voted unanimously to approve the minutes from the January 22, 2019, regular board meeting.
3. Chair’s Report – Bruce Benjamin, Board Chair	
a. <u>Update from Executive Search Committee</u> Benjamin provided an update from the Executive Search Committee and stated that final interviews to fill the vacated executive director position would be conducted in executive session at the conclusion of regular board business with potential candidate selection to follow.	
b. <u>2019 board retreat</u> The board discussed logistical details for an annual planning retreat to be held in August in conjunction with their previously scheduled regular meeting and approved a two-day event for August 15 – 16, 2019, directing staff to post notice as required. Motion: Casey Killblane Second: Curtis Knoles	The board voted unanimously to approve the dates for a two-day planning retreat to be held in conjunction with their regular August meeting.
4. Executive Director’s Report – Julie Bisbee, Interim Executive Director	
a. <u>Retirement recognition of Dorothy Antwine, TSET Office Manager</u> Dorothy Antwine was recognized for her service to TSET, presented with a certificate, and invited to make comment.	



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<p>b. <u>Legislative update</u> Bisbee provided an update on bills impacting TSET and discussed upcoming legislative deadlines noting that of the 2,815 pieces of legislation filed for the current session, 813 remain active and available for advancement.</p>	
<p>c. <u>Operations</u> Bisbee gave an update on staffing matters and introduced newly-hired program officer at TSET, Jamie McDaniel, who was in attendance. She provided an updated timeline for the TSET office relocation to the Department of Agriculture building stating that the move was expected to be complete by the end of May and would realize a cost savings for the agency due to decreased rents. Bisbee affirmed that TSET would not be releasing an RFP for the solicitation of legislative liaison services in accordance with an executive order issued by Governor Stitt discouraging state agencies from contracting with lobbyists.</p>	
<p>d. <u>Overview of Executive Director activities</u> Bisbee highlighted participation in events across the state since the January board meeting including big check events, lawmaker meetings and television appearances.</p>	
<p>5. Board of Investors' Report – Lisa Murray, Chief Investment Officer, Oklahoma State Treasurer's Office</p>	
<p>Lisa Murray was recognized to give an update from the Board of Investors. She discussed overall performance of the TSET portfolio through December 2018 with a total market value at \$1,145,412,174, noted updates on project initiatives, and encouraged attendance at the June 18 Board of Investors meeting to include discussion with NEPC on asset allocation.</p>	
<p>6. Agency Operations Committee Report – Don Millican, Chair</p>	
<p>a. <u>Budget to Actual financial reports</u> Millican referred the board to their packet for copies of Budget to Actual financial reports through February 2019 noting that operating and programs budgets are right on track for this time of year with spend rates at 56% and 46%, respectively.</p>	
<p>b. <u>Budget revisions</u> Millican stated that no revisions had been requested for this cycle.</p>	
<p>c. <u>Analysis of reserves</u> Millican detailed for the board various scenarios regarding reserve funds and budget allocations.</p>	
<p>d. <u>Current Commitments</u> Millican stated that board members could find in their packet a report outlining multi-year contractual commitments and expected routine expenses.</p>	
<p>7. Programs Committee Report – Curtis Knoles, Chair</p>	



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<p>a. <u>Health communications update</u></p> <p>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 campaigns are on target for FY 2019. He provided a general framework for the Southern Obesity Summit noting that announcements for abstracts would be sent out in early April, and informed the board that an offer for employment had been extended to the top candidate for the vacated health communications manager position.</p>													
<p>b. <u>FY 2018 annual report summaries</u></p> <p>Knoles highlighted the work being done by the <i>Oklahoma Tobacco Helpline</i> with an overall satisfaction rate at 95% and stated that expanded services would include easier access for the state’s at-risk population and SoonerCare members; <i>Oklahoma Tobacco Research Center</i> with extramural research grants awarded to OTRC faculty now more than \$10.5 million in total funding; and <i>Physician Manpower Training Commission</i> stating that there are 34 physicians in the program for FY 2019. Knoles also discussed funding distribution and TSET commitment for these programs.</p>													
<p>c. <u>Discussion and possible action on Healthy Communities Incentive Grants</u></p> <p>Knoles acknowledged six applications for Healthy Communities Incentive Grants and requested approval.</p> <table data-bbox="163 943 651 1153"> <tr> <td>Town of Olustee</td> <td>\$36,000</td> </tr> <tr> <td>City of Antlers</td> <td>\$16,000</td> </tr> <tr> <td>Town of Stonewall</td> <td>\$10,000</td> </tr> <tr> <td>Town of Haworth</td> <td>\$36,000</td> </tr> <tr> <td>Town of Pittsburg</td> <td>\$36,000</td> </tr> <tr> <td>Town of Langston City</td> <td>\$10,000</td> </tr> </table> <p>TOTAL \$144,000</p>	Town of Olustee	\$36,000	City of Antlers	\$16,000	Town of Stonewall	\$10,000	Town of Haworth	\$36,000	Town of Pittsburg	\$36,000	Town of Langston City	\$10,000	<p>Upon recommendation from the Programs Committee, the board voted unanimously to approve a slate of Healthy Communities Incentive Grants totaling \$144,000.</p>
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<p>d. <u>Discussion and possible action on Healthy Schools/Districts Incentive Grants</u></p> <p>Knoles acknowledged five applications for Healthy Schools/Districts Incentive Grants and requested approval.</p> <table data-bbox="163 1268 651 1437"> <tr> <td>Justice Public School</td> <td>\$13,500</td> </tr> <tr> <td>Krebs Public School</td> <td>\$15,000</td> </tr> <tr> <td>Coolidge Elementary</td> <td>\$2,000</td> </tr> <tr> <td>Antlers Public School</td> <td>\$20,000</td> </tr> <tr> <td>Dahlongegah Public School</td> <td>\$13,500</td> </tr> </table> <p>TOTAL \$64,000</p>	Justice Public School	\$13,500	Krebs Public School	\$15,000	Coolidge Elementary	\$2,000	Antlers Public School	\$20,000	Dahlongegah Public School	\$13,500	<p>Upon recommendation from the Programs Committee, the board voted unanimously to approve a slate of Healthy Schools/Districts Incentive Grants totaling \$64,000.</p>		
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<p>Knoles stated that approval of the previously awarded slate of incentive grants had exhausted funding for the fiscal year and no further grant applications would be received for FY 2019. He advised board members that TSET staff would present a plan for accepting applications at the May meeting for FY 2020 grant funding.</p>	
<p>e. <u>Discussion and possible action on FY 2020 – FY 2022 grant continuation proposals</u> Knoles presented grant continuation proposals for FY 2020 – FY 2022 and referred the board to their packet for grantee program initiatives and outcomes, and requested board approval.</p>	
<p>(i.) Rescue FY 2020: \$300,000 FY 2021: \$300,000 FY 2022: \$300,000</p>	<p>Upon recommendation from the Programs Committee, the board voted unanimously to approve a grant to Rescue not to exceed \$900,000 over the three year cycle. (Abstain: Marshall Snipes)</p>
<p>(ii.) Oklahoma Medical Research Foundation <i>Oklahoma Center for Adult Stem Cell Research</i> FY 2020: \$3,000,000 FY 2021: \$3,000,000 FY 2022: \$3,000,000</p>	<p>Upon recommendation from the Programs Committee, the board voted unanimously to approve a grant to OMRF/OCASCR not to exceed \$9,000,000 over the three year cycle. (Abstain: Marshall Snipes)</p>
<p>8. Public Information and Outreach Committee Report – Casey Killblane, Chair</p>	
<p>a. <u>Outreach activities update</u> Killblane reported that TSET had been active the past quarter through media and speaking opportunities, and highlighted outreach efforts for the TSET Brand including big check events for schools and school district grantees.</p>	
<p>b. <u>Sponsorship and training grants</u> Killblane stated that 13 sponsorship and training grants had been awarded for the fiscal year with \$24,000 of the \$35,000 budget allocated.</p>	
<p>c. <u>Upcoming events</u> Killblane directed board members to their packet for a listing of upcoming events.</p>	
<p>9. New Business</p>	
<p>No new business.</p>	
<p>10. Public Comment</p>	
<p>No public comment.</p>	



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11. Consideration of a motion and vote to enter into Executive Session pursuant to 25 O.S. § 307 (B)(1)	
Motion: Casey Killblane Second: Michelle Stephens	The board voted unanimously to go into Executive Session and Executive Session began at 11:23 a.m.
12. Executive Session pursuant to 25 O.S. § 307 (B)(1)	
The board met in executive session.	
13. Consideration of a motion and vote to return to Open Session	
Motion: Ken Rowe Second: Curtis Knoles	The board voted unanimously to return to Open Session and Open Session resumed at 3:49 p.m.
14. Discussion and possible action on matters arising from Executive Session	
Motion: Casey Killblane Second: Ken Rowe	The board voted unanimously to extend an offer of employment to fill the TSET Executive Director position to "Candidate B" at a salary range of \$100,600 to \$150,900 as stipulated in the original search announcement.
15. Adjournment	
Motion: Don Millican Second: Ken Rowe	The board voted unanimously to adjourn and the meeting adjourned at 3:52 p.m.