

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS FOR THE OKLAHOMA TOBACCO
SETTLEMENT ENDOWMENT TRUST**

Oct. 2, 2020
9 a.m.

Via Zoom

A livestream of the meeting can be accessed at <https://youtu.be/c-aSmCtzyvk>

***Board Members present: Bruce Benjamin, Casey Killblane, Jack Allen, Ken Rowe, Susanna Gattoni
Absent: Michelle Stephens, Marshall Snipes.***

All board members joined virtually.

1. Open Meeting Act Announcement and Call to Order

Chair Bruce Benjamin called the meeting to order at 9:04 a.m., announcing that requirements of the Open Meetings law had been met.

TSET staff present were Julie Bisbee, Jennifer Treadwell, Thomas Larson, who also served as the recording secretary. Assistant Attorney General Sandra Balzer, General Counsel for the board, was present.

2. Consideration of a motion and vote to enter into Executive Session pursuant to 25 O.S. § 307 (B)(1) to discuss candidates for executive assistant/board secretary.

Motion: Casey Killblane ; Second: Ken Rowe

Motion passes unanimously.

Entered Executive Session at 9:05 a.m.

Returned to open session at 9:35 a.m.

3. Consideration of a motion and vote to return to Open Session

Motion: Jack Allen; Second: Ken Rowe

Motion passes unanimously.

4. Discussion and possible action on the appointed of an executive assistant/board secretary

Motion was made to direct the executive director to move forward to make an offer to candidate B. If Candidate B did not accept, the director had authority to move forward with candidate C then candidate A, if necessary. Salary offer to be within range posted of \$48,500 - \$58,500 to be negotiated by the Executive Director. Executive Director will also work with successful candidate to negotiate a start date for employment.

Motion: Casey Killblane; Second: Jack Allen

Motion passes unanimously.

5. Adjournment

Casey Killblane made a motion to adjourn. Ken Rowe provided a second. Motion carried. The meeting adjourned at 9:37 a.m.