



**Oklahoma Tobacco Settlement Endowment Trust**  
Board of Directors  
Regular Meeting  
10:00 a.m., Tuesday, March 30, 2021

This regular meeting is being held consistent with the amendments to the Open Meeting Act, 25 O.S.2011, § 301 et seq., signed into law on Wednesday, February 10, 2021.

The following board members are scheduled to participate remotely via videoconferencing:  
Michelle Stephens, Bruce Benjamin, Jack Allen, Susanna Gattoni, Casey Killblane, Ken Rowe, Marshall Snipes

To Join the Meeting, go to: <https://zoom.us/j/92884752025>

A livestream of the meeting can be accessed at: link will be added: <https://youtu.be/HFfvQ9q4fUA>

**AGENDA**

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the February 19, 2021 Special Board Meeting
3. Executive Director's Report – *Julie Bisbee*
  - a. TSET strategic plan
  - b. Overview of Executive Director Activities
4. Agency Operations Committee Report
  - a. Update on six-month earnings estimate
  - b. Financial Reports
    - i. FY21 Budget to Actual - Operating
    - ii. FY21 Budget to Actual - Programs
    - iii. FY21 Operating Budget Revision
    - iv. FY21 Programs Budget Revision
  - b. Budget revision – Onside Partners
  - c. Discussion of FY22 Budget
5. Programs Committee Report
  - a. Health Promotion Research Center Update – Drs. Michael Businelle and Darla Kendzor

*Note: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item(s) on the agenda.*

*If accommodation is needed on the basis of ability, please contact Anna Lisa Phillips at (405) 623-8060 for assistance.*

- b. Oklahoma Center for Adult Stem Cell Research Update – Dr. Courtney Griffin and Kelly Gentry
- c. Stephenson Cancer Center Update – Dr. Robert Mannel
- d. Discussion and possible action on OSU Medical Authority Residency Training Program
- e. Discussion and possible action on FY 2022 service agreement renewal requests
  - i. University of Oklahoma Health Sciences Center, Oklahoma Tobacco Helpline Services
  - ii. University of Oklahoma Health Sciences Center, Oklahoma Tobacco Helpline Oversight
- f. Discussion and possible action on Healthy Incentive Grants for Districts

| Organization                | County       | Recommended Amount |
|-----------------------------|--------------|--------------------|
| Cave Springs Public Schools | Adair        | \$15,000.00        |
| Whitefield Public School    | Haskell      | \$3,000.00         |
| Newcastle Public Schools    | McClain      | \$7,000.00         |
| Glencoe Public Schools      | Payne        | \$8,000.00         |
| Marietta Public Schools     | Love         | \$14,000.00        |
| Maud Public Schools         | Pottawatomie | \$12,000.00        |
| Battiest Public Schools     | McCurtain    | \$12,000.00        |
| Kingston Public Schools     | Marshall     | \$20,000.00        |
| Howe Public Schools         | LeFlore      | \$11,500.00        |
| Darlington Public School    | Canadian     | \$8,000.00         |
| Oktaha Public Schools       | Muskogee     | \$20,000.00        |
| Heavener Public Schools     | LeFlore      | \$20,000.00        |
| Glover Public School        | McCurtain    | \$15,000.00        |
| Total                       |              | \$165,500.00       |

- g. Discussion and possible action on Healthy Incentive Grants for Schools

| Organization             | County   | Recommended Amount |
|--------------------------|----------|--------------------|
| Jay Elementary School    | Delaware | \$4,000.00         |
| Quail Creek Elementary   | Oklahoma | \$4,000.00         |
| Will Rogers Elementary   | Payne    | \$4,000.00         |
| Stillwater Middle School | Payne    | \$5,000.00         |
| Westville Public Schools | Adair    | \$6,000.00         |
| Ravia Public School      | Johnston | \$2,000.00         |
| Comanche Middle School   | Stephens | \$2,000.00         |
| Allen Elementary         | Pontotoc | \$3,000.00         |

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|                               |           |                    |
|-------------------------------|-----------|--------------------|
| Waurika High/Middle School    | Jefferson | \$3,000.00         |
| Bennington High School        | Bryan     | \$2,000.00         |
| Porter Junior and High School | Wagoner   | \$4,500.00         |
| Porter Elementary School      | Wagoner   | \$4,500.00         |
| Bennington Elementary         | Bryan     | \$3,000.00         |
| <b>Total</b>                  |           | <b>\$47,000.00</b> |

h. Discussion and possible action on Healthy Incentive Grants for Communities

| Organization         | County   | Recommended Amount  |
|----------------------|----------|---------------------|
| City of Guthrie      | Logan    | \$70,000.00         |
| Town of Carney       | Lincoln  | \$14,000.00         |
| Town of Meeker       | Lincoln  | \$14,000.00         |
| City of Miami        | Ottawa   | \$24,000.00         |
| Town of Central High | Stephens | \$10,000.00         |
| City of Perry        | Noble    | \$25,000.00         |
| City of Anadarko     | Caddo    | \$10,000.00         |
| City of Yale         | Payne    | \$10,000.00         |
| Town of Talala       | Rogers   | \$10,000.00         |
| City of Comanche     | Stephens | \$36,000.00         |
| <b>Total</b>         |          | <b>\$223,000.00</b> |

i. Food Systems Impact Grant Update – Julie Bisbee

6. Public Information and Outreach Committee Report – Casey Killblane/Ken Rowe

- a. Health Communications Update
- b. Public Health Academy of Oklahoma Update
- c. COVID-19 #MaskUp Final Report
- d. TSET Healthy Youth Initiative Update
- e. Legislative Update
- f. Outreach Update
- g. Sponsorships
- h. Upcoming Events and Training

7. Appointment of Epidemiologist and Program Officer

- a. Consideration of a motion and vote to enter into Executive Session pursuant to 25 O.S. § 307 (B)(1) for the discussion of employment of any individual salaried public officer or employee.

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- i. Program Officer
    - ii. Epidemiologist
    - iii. Annual Evaluation of Executive Director
  - b. Consideration of a motion and vote to return to Open Session
  - c. Discussion and possible action on a motion and vote related to the employment of any individual salaried public officer or employee.
    - i. Program Officer
    - ii. Epidemiologist
    - iii. Annual Evaluation of Executive Director
8. New Business – Any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda [25 O.S. § 311 (A)(9)]
9. Adjournment

In the event the meeting connection is lost or compromised during the meeting, the meeting will be stopped, and the Board will attempt to restore communications for a maximum of thirty (30) minutes.

Materials shared electronically, may be accessed here: <https://tset.ok.gov/content/presentation-materials-tset-board-directors-march-30-2021>

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