

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

May 20, 2021

10:00 a.m.

This meeting was held via Zoom videoconference with a [livestream](#) option for enhanced public accessibility in compliance with the Open Meeting Act.

Board members present: Bruce Benjamin, Susanna Gattoni, Casey Killblane, Ken Rowe and Marshall Snipes. Michelle Stephens and Jack Allen were absent.

AGENDA

1. Open Meeting Act Announcement and Call to Order

The TSET Board of Directors Vice-Chair Bruce Benjamin, called the meeting to order at 10:05 a.m. and announced that all requirements of the Open Meeting Act had been met. Benjamin welcomed those joining via Zoom and YouTube livestream.

TSET staff present were Executive Director Julie Bisbee, Director of Public Information and Outreach Thomas Larson, Director of Health Communications Sjonna Paulson, Director of Programs Jonás Mata, Director of Agency Operations, Tessa North Director of Grants and Board Secretary Anna Lisa Phillips who served as recording secretary.

Assistant Attorney General Sandra Balzer, General Counsel for the board, was also present.

2. Approval of Minutes

a. Approval of Minutes of the March 30, 2021, Regular Board Meeting

Casey Killblane moved board approval of the March 30, 2021 minutes as presented. Ken Rowe provided a second. Motion carried.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

3. Chair's Report

a. Recognition of Casey Killblane

Vice Chair Bruce Benjamin, recognized Casey Killblane for her service to TSET. Casey Killblane, appointed by the Superintendent of Education, has represented Congressional District 4 since 2003 when she was appointed to the TSET Board of Directors to fill out an unexpired term. Casey has been a strong voice for TSET work in rural areas, TSET work in schools and with youth. She has been a liaison with TSET research grants and an advocate for prevention and health improvement. Her term ends in 2021 and we have been privileged to work alongside her. Casey leaves a legacy in the foundation of TSET's work. A short tribute video was shown.

b. Board Governance Framework

- i. Discussion and possible action on creation of board governance committee. Benjamin posed the creation of a board governance committee. Benjamin stated that the committee would work with staff to look at current board policies, relevant structures, and recommendations for a board manual update to be adopted on or before our May 2022 board meeting. Benjamin stated that the committee

might work with an outside consultant retained by TSET to discuss current policies and report out to the board at quarterly intervals.

Bruce Benjamin called for a motion to create a board governance committee. Casey Killblane made a motion. Ken Rowe provided a second. Motion carries.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

4. Executive Director's Report

a. TSET Strategic Map

Bruce Benjamin recognized Julie Bisbee, Executive Director, for her quarterly report. Julie Bisbee stated that as part of the strategic plan adopted by the TSET Board of Directors in FY2019, ongoing Board Development and Effectiveness was highlighted as a goal. This is an ongoing effort of educating board members on TSET programs, providing updates and evaluation reports to ensure that TSET Board of Directors are growing in their knowledge of TSET. Bisbee stated that a foundational piece of this work is looking at our current governance structure, statute, and constitutional language. Over the next year, Bisbee stated that she would be working with the newly created governance committee to update our board policies and governance framework. This process will involve reviewing the governing policies of other boards, working with a consultant on updates and gathering feedback from board members.

b. Introduction of New Staff

Julie Bisbee reported that since the last board meeting, three new staff members had joined the TSET team. Julie introduced each team member and offered a short bio on each staff member. They are Michael Clark, accountant; Laura Matlock, Program Officer; Alexandra Feld, Epidemiologist; Jade Owens, Program Officer.

c. Staff Retirement Update

Jonás Mata recognized Sharon Neal, Senior Program Officer and gave a brief tribute to her work while at TSET. Sharon is retiring from TSET after fourteen and half years.

d. Overview of Executive Director Activities

Julie Bisbee reported that outreach and educating on TSET's work were key during the last quarter. TSET reconnected with partners and key opinion leaders to educate about TSET's programs, upcoming youth programs and policy goals for a healthier Oklahoma. Meeting included the City of Tulsa, OKC Beautiful, Department of Agriculture, Department of Human Services, as well as updating the health cabinet secretary on TSET projects and partnerships.

Bisbee also reported having engaged several consultants in discussions regarding board governance, future planning for boards, and key elements of successful executive and business coaching. This quarter also concluded TSET's partnership with a student group from the OSU School of Business that specializes in Data Analytics. This partnership was founded as part of TSET's goal to increase to better understand the data and how it could be used to inform our work and funding decisions. TSET will have a summer data analytics intern that will assist with additional analysis and help inform us in moving toward in-house management and data analysis. The hiring of the epidemiologist at TSET also helps move the agency closer to this goal.

Bisbee mentioned that the leadership team held a retreat to discuss FY22 programs and beyond, and will continue planning and discussions regarding future programs, funding, and agency infrastructure needs.

e. Update on LOFT Inquiry

Julie Bisbee updated the board on the work that had been done with the Legislative Office of Fiscal Transparency since October 2020, on their inquiry and overview of TSET. A hearing before the Legislative Oversight Committee had been scheduled for May but was rescheduled for June 21. The group's report will be made public about five days before the hearing. TSET has provided the agency response to report and we look forward to the opportunity to educate and discuss our work with lawmakers.

f. August 2021 Board of Directors Meeting and Retreat – Thursday and Friday, August 26-27, 2021

Julie Bisbee informed the board that the TSET Board of Directors Retreat is scheduled for Aug. 26-27 at Lake Murray State Park and Lodge. The board will hold its regular board business meeting on Aug. 26 and then a retreat on Aug. 27. Topics for the retreat will include a presentation from TSET's external evaluator on program effectiveness, discussion on board governance and future funding strategies.

5. **Agency Operations Committee Report**

a. Financial Reports

Bruce Benjamin recognized Marshall Snipes, Chair of the Agency Operations Committee, for a report. Marshall Snipes reported that as of March 31, 2021, 61% of the operating budget had been spent at \$998,720, which was a good spend rate for the end of the third quarter. Snipes also reported that as of March 31, 2021, 51% of the programs budget had been spent at \$22,153,780 which also a good spend rate for the end of the third quarter. Snipes reminded that board that grantee invoices are paid one to two months after the close of the month and some invoices are quarterly.

b. Discussion and possible action on budget revisions

i. FY21 Operating Budget Revision

Snipes reported a \$75,000 reduction for a grants management system that will not be purchased this fiscal year and a \$10,000 reduction for conference room rental, staff retreat, staff development that will not take place in FY21 due to social distancing; resulting in a total operating budget reduction of \$85,000.

ii. FY21 Programs Budget Revision

Snipes reported grantee lapses that will be recaptured, generally due to COVID restrictions during the year, will result in a total programs budget reduction of \$1,148,615. These budget reductions will help TSET to achieve the goal of a 95% spend rate for the year. The grantee lapses were as follows: OSDH reduction of \$400,000, \$400,000 moved from Oklahoma Tobacco Helpline to Tobacco Stops with Me campaign, \$850,000 reduction for emerging opportunities that did not get off the ground in this year, \$330,500 reduction in Incentive Grants category for unawarded funds, \$202,278 reduction in HLP 2.0 for grantee lapses and \$88,000 reduction in evaluation contract.

The Agency Operations Committee recommends board approval for a reduction of \$85,000 from the FY21 Operations budget and a reduction of \$1,148,615 from the FY21 Programs budget. No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

c. Discussion and possible action on FY22 Budget Approval

i. FY22 Operating Budget

The Agency Operations Committee recommends board approval of an FY22 Operating budget of \$1,920,953 and an FY22 Programs budget of \$47,939,736. No second needed.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

- d. Update on Analysis of Reserves and Three-Year Rolling Average
Snipes reported that the market outlook for earnings and future budget years is positive. Snipes reminding the board that it was important to note market fluctuation, which underscored the importance of a three-year rolling average.

6. Programs Committee Report

a. COVID Impact on Grant Programs

- Bruce Benjamin recognized Jonás Mata for a Programs Committee report. Jonás reported that the major effects of the pandemic on the completion of grant activities included:
 - Delays in projects completed—Healthy Incentive Grants and Healthy Living Program data gathering and local community input
 - Cancellation of field or site visits to programs—Healthy Incentive Grants’ Big Check Events and policy validation visits; Oklahoma Health Care Authority’s outreach and practice facilitation
 - Schedule extensions of activity results—Healthy Living Program’s Comprehensive Community Needs Assessment results, strategic maps, strategy prioritization, action plans
 - Reductions in applications or referrals received—Healthy Incentive Grants and Oklahoma Tobacco Helpline
 - Staffing and time assigned to work the pandemic—Oklahoma State Department of Health and local county health departments

Jonás also reported that adapting to the use of virtual technology was a learning curve for everyone however, grantees achieved a level of adequate proficiency through training. The public and some partners have not been open to the utilization of virtual platforms such as Zoom.

b. FY21 Lapse Summary

Jonás Mata reported the total lapse to be \$1.1 million or roughly 3% of the program budget. Major reasons for the lapse include limited travel and conference/training attendance due to the pandemic, reductions in workforce, lower spending in health communications due to fewer events and sponsorships, CARES Act reimbursements of grantee staff time devoted to pandemic-related work during May-July and unspent funding due to unfilled staff positions, vacancies, and significant delays in hiring.

c. Discussion and Possible Action on Increase FY21 Contract

Jonás Mata stated that during the pandemic, nationally most helplines had seen more than a 25% drop in registration volume. Oklahoma's registration volume has only fallen by 10%. With lower registrations, the service contract reimbursement will be lower than anticipated. The Programs Committee had recommended a transfer of \$400,000 to VI, rather than lapse dollars, for the purpose of amplifying the OTH message through targeted TV/Cable and radio buys focused on the low SES population (SoonerCare) to hopefully increase registrations. This was a recommendation from the Programs Committee. No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

- d. Discussion and possible action on no-cost extension for Rescue FY21 Youth Advocacy Agreement
Bruce Benjamin recognized Tessa North, Director of Grants Management. Tessa North reported that Rescue had indicated that work on two policy campaigns is ongoing and that the campaign development

will not be completed by the end of FY21 as originally anticipated. They expect that work on the tobacco policy campaign can be completed by the end of July and a campaign on nutrition and physical activity to be completed by end of August. This timing poses no programmatic issues as youth trainings do not begin until the fall and all other work will be completed by June 30. Rescue estimates that approximately \$50,000 from FY21 will be unused until work on these two campaigns is completed later this summer. The Programs Committee recommends a three-month extension of Rescue’s FY21 agreement, which would move the end date from June 30, 2021 to September 30, 2021. The FY21 contract would run concurrent with their FY22 work. No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

e. Discussion and Possible Action on FY21 Healthy Incentive Grant Awards

i. Healthy Incentive Grant Program for Schools

Tessa North reported that the Programs committee recommends the award of two incentive grants for schools for a total amount of \$9,000. They are:

Organization	County	Recommended Amount
Bradley Elementary	Creek	\$3,000.00
Coolidge Elementary	Oklahoma	\$6,000.00
	Total	\$9,000.00

No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

ii. Healthy Incentive Grant Program for Districts

Tessa North reported that the Programs committee recommends the award of two incentive grants for districts for a total amount of \$18,500. They are:

Organization	County	Recommended Amount
Wister Public School	LeFlore	\$3,000.00
Blanchard Public Schools	McClain	\$15,500.00
	Total	\$18,500.00

No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

iii. Healthy Incentive Grant Program for Communities

Tessa North reported that the Programs committee recommends the award of an incentive grant for the Town of Cedar Valley in Logan County for a total amount of \$10,000 They are:

Organization	County	Recommended Amount
Town of Cedar Valley	Logan	\$10,000.00
	Total	\$10,000.00

No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

f. Discussion and Possible Action on Request for Oklahoma State Department of Health Funding Continuation, FY22-FY24

Tessa North, Director of Grants Management, stated that FY21 marked the final year of TSET’s current multi-year agreement with the Oklahoma State Department of Health’s Center for Chronic Disease Prevention and Health Promotion to provide technical assistance, product development, coordination,

training, and general support services to TSET, grantees, and partners. A new, three-year continuation agreement is requested at an amount not to exceed \$964,952 for FY22. If approved by the board during the annual renewal process in future years, subsequent years' funding requests are not expected to exceed \$934,029 for FY23 and \$933,204 for FY24. The Programs committee recommended approval of a 3-year continuation agreement to OSDH with an FY22 budget not to exceed \$964,952. No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

g. Discussion and Possible Action on FY22 Grant and Contract Renewals

Tessa North stated that the Programs Committee recommended approval of the following slate of grant and contract renewals. Budgets listed represent the maximum funding requested for FY22:

(Marshall Snipes left the meeting at 10:50 a.m.)

Discussion and Possible Action on FY22 Grant & Contract Renewals		FY22 Request
a.	ChangeLab Solutions <i>Technical assistance, training, and product development</i>	\$190,000
b.	Emory University <i>Public Health Academy of Oklahoma</i>	\$175,758
c.	Oklahoma Department of Mental Health and Substance Abuse Services <i>Wellness Enhancement System Initiative</i>	\$583,774
d.	Oklahoma Health Care Authority <i>SoonerQuit</i>	\$270,231
e.	Oklahoma Health Care Authority <i>Health Communications cost share for SoonerQuit</i>	\$2,000,000
f.	Oklahoma Hospital Association <i>Hospitals Helping Patients Quit (HHPQ) and WorkHealthy Hospitals (WHH) programs</i>	\$593,075
g.	Oklahoma Medical Research Foundation <i>Oklahoma Center for Adult Stem Cell Research</i>	\$3,000,000
h.	Onside Partners <i>Technical assistance, training, and product development</i>	\$120,000
i.	Physician Manpower Training Commission <i>Oklahoma Medical Loan Repayment Program and program administration</i>	\$688,710
j.	Rescue Agency Public Benefit <i>Youth advocacy</i>	\$1,000,000
k.	Rescue Agency Public Benefit <i>Youth media and marketing</i>	\$1,500,000
m.	Tigris LLC <i>Program support and technical assistance</i>	\$50,000

n.	University of Oklahoma Health Sciences Center <i>Program evaluation</i>	\$1,585,000
o.	University of Oklahoma Health Sciences Center <i>TSET Health Promotion Research Center (formerly OTRC)</i>	\$3,800,000
p.	University of Oklahoma Health Sciences Center - Stephenson Cancer Center <i>TSET Cancer Research Program</i>	\$5,500,000
q.	VI Marketing and Branding <i>Tobacco Stops With Me, Shape Your Future, Oklahoma Tobacco Helpline campaigns; state match for federal funds to OHCA</i>	\$12,620,000
r.	TSET Healthy Living Program	
	Atoka County Health Department	\$118,000
	Bryan County Health Department	\$128,500
	Canadian County Health Department	\$190,000
	Cherokee County Health Services Council	\$203,400
	Cherokee Nation – Adair County	\$200,111
	Comanche County Memorial Hospital	\$260,000
	Gateway to Prevention and Recovery – Pottawatomie County	\$220,000
	Grand Nation, Inc. – Craig County	\$215,000
	Great Plains Youth & Family Services, Inc. – Caddo and Kiowa Counties	\$157,838
	KI BOIS Community Action Foundation, Inc. – Haskell County	\$141,000
	Kingfisher County Health Department	\$176,788
	LeFlore County Youth Services, Inc.	\$198,000
	Lincoln County Health Department	\$190,552
	Marshall County Health Department	\$118,000
	Mayes County HOPE Coalition	\$212,587
	McClain-Garvin Co Youth and Family Center, Inc. – Garvin County <i>DBA Frontline Family Solutions</i>	\$183,000
	McCurtain County Health Department	\$123,000
	Muskogee County Health Department	\$258,781
	Norman Regional Health System – Cleveland County	\$246,053
	Norman Regional Health System – Grady County	\$260,000

Norman Regional Health System – McClain County	\$172,965
Nowata CAN – Nowata County	\$130,000
Oklahoma City-County Health Department	\$400,000
Oklahoma State University – Creek County	\$260,000
Oklahoma State University – Kay County	\$190,000
Oklahoma State University – Payne County	\$260,000
People Inc. – Sequoyah County	\$205,000
Pittsburg County Health Department	\$125,000
Pontotoc County Health Department	\$182,060
Pushmataha County Health Department	\$116,000
ROCMND Area Youth Services – Delaware County	\$216,074
Rogers County Volunteers for Youth, Inc.	\$255,277
Rural Health Projects, Inc. – Garfield County	\$260,000
Tulsa Health Department	\$400,000
Wichita Mountains Prevention Network – Carter County	\$147,799

Approval of these grants and renewal requests were recommended by the Programs Committee. No second required.

Aye: Benjamin, Killblane, Gattoni, Rowe

(Marshall Snipes returned the meeting at 10:53 a.m.)

g. Healthy Incentive Grants-Evaluation Summaries for Communities and Schools

Bruce Benjamin recognized Jonás Mata, Director of Programs. Jonás stated that moving forward, TSET would rotate schools’ and communities’ open periods every other quarter to have a year-round program. Funding recommendations will be brought to the board at their November, January, March, and May meetings. Jonás does not anticipate a change in the requirements or criteria.

Jonás gave the board a summary on both the Healthy Schools Evaluation and the Healthy Communities Evaluation. Overall, healthy school districts increased access to physical activity, drinking water and health-related curriculums. The implementation of wellness policies for employees, encompassing tobacco, physical activity and nutrition elements varied but overall most entities reported that they were able to appropriately implement the policies. Repondents reporting that it was “very difficult” was low. The perceived impact on employee’s health behaviors was high.

h. Physician Manpower Training Commission Program Summary

Jonás Mata summarized the Physician Manpower Training Commission Program for the Board of Directors stating that TSET partners with PMTC to address Oklahoma's physician shortage in medically underserved parts of the state. After residency, physicians commit to developing a practice for up to four years in a rural location to receive up to \$200,000 in medical loan repayment assistance. Participants must be primary care physicians. Since 2013, 46 doctors have participated in the program and 54% have chosen to continue practicing in their initial placement area or another rural location, and participating physicians have conducted more than 387,459 patients visits, including 109,997 SoonerCare (Medicare) visits. According to the American Medical Association, a physician in Oklahoma supports 11.7 jobs on average and \$1.9 million in annual economic activity in his/her community. In FY21, 38 doctors were placed in 24 counties with TSET's funding.

i. External Evaluation Summary of TSET Funded Programs

Jonás Mata updated the board on the external evaluation of TSET Funded Programs, stating that the University of Oklahoma's Hudson College of Public Health (OUHCOPH) has served as the external evaluator to the Tobacco Settlement Endowment Trust (TSET) and its funded programs since 2003, with the launch of the Oklahoma Tobacco Helpline. OUCOPH currently evaluates seven TSET programs. OUHCOPH has collaborated with several local and national partners to implement TSET evaluation activities, and has engaged in many opportunities to disseminate evaluation findings and bring national recognition to TSET programs through peer-reviewed publications in highly respected journals, presentations at major research conferences, and serving in leadership roles within the North American Quitline Consortium (NAQC).

j. Oklahoma Department of Transportation-TSET Program Update

Jonás Mata updated the board on the Oklahoma Department of Transportation Program. Jonás stated that during continued negotiations that ODOT, TSET staff learned ODOT preferred to solely provide vetted projects for TSET to fund and manage completely outside of the ODOT grant process. Considering this new information, TSET has not moved forward in developing a contract with ODOT or prospective local grantees (cities) for board approval. TSET staff need additional time to enhance the guidelines created for the program and bring to the board a recommendation on how to proceed with a funding opportunity. This approach could include work with ODOT, a separate TSET program, establish an Emerging Opportunities Proposals process open to anyone that qualifies, or propose a different approach.

k. Rescue Youth Advocacy Update-Branding, Logo, and Policy Landscape

Jonás Mata continued with the Programs report with an update on Rescue Youth Advocacy program. Jonás stated that program accomplishments to date included development of a brand name, logo, style guide and completion of the tobacco policy landscape and score card. TSET staff selected comprehensive tobacco retail licensing (increase license fee, update possession laws, include vapor and emerging products) limiting youth access to tobacco and vaping products for the youth campaign. The campaign will have education/training components on preemption that gives youth a solid grounding and understanding of the impact preemption has on current tobacco-free work and how it limits the ability of communities to enact health promoting policies. A Rescue website, materials, social media channels and recruitment video are in progress.

l. Healthy Living Program Progress Summary

Jonás Mata reminded the board that TSET's Healthy Living Community Program was a data-driven program. Emerging themes for the program included lesson learned on how to connect local resources to those that need them, needed policy change to grant greater access to health foods for children and the seniors, the importance of collaborative group input and ownership and how collaborative efforts have facilitated connections with vital organizations with regard to childcare, food assistance programs, senior nutrition centers, etc.

m. Oklahoma Tobacco Helpline Quarterly Report

Jonás Mata presented the Oklahoma Tobacco Helpline Quarterly report stating that the report provides an overview of major activity related to oversight operations, helpline services and referral activities, exposure of the OTH as a model of population-based cessation services, and two quality improvement projects.

7. Public Information and Outreach Committee Report

Casey Killblane recognized Sjonna Paulson, Director of Health Communications, for an update.

a. Health Communication Adult-Focused Brands – VI

Sjonna Paulson updated the board on Health Communications activity during the last quarter. Highlights included brands and spending being on track to reach FY21 goals and benchmarks. Tobacco Stops With Me cross-sectional survey is in the field and should wrap up in May. Shape Your Future cross-sectional survey will go in the field in the late May and is anticipated to finish in July. An animated 16-Byte-style commercial is in development for Oklahoma Tobacco Helpline. As the Medicaid expansion continues to roll out, the Helpline logos and branding guidelines are being shared with the various insurance companies for inclusion in their enrollee materials. Health Communications continues monthly blog content for Shape Your Future and Tobacco Stops With Me. Finally, TSET Podcast will be launching this week with a look at our rural food access grants.

b. Health Communication Youth-Focused Brands – Rescue

Sjonna Paulson stated that although her team has not seen the final report on the second tobacco messaging package, data appears to point towards TSET needing to address smokeless use in rural area. New Swap Up commercials will launch in the first quarter of FY22. Year one follow-up survey for the tobacco is in the field now with obesity to follow in June.

c. Public Health Academy of Oklahoma Update

Sjonna Paulson stated that the satisfaction survey is in the field with all OK In The Know users. The survey should be complete by mid-June.

d. Legislative Update

Casey Killblane recognized Thomas Larson, Director Public Information and Outreach to present the Legislative and Outreach update. Thomas updated the board on Senate Bill 1078 that was amended in committee on Monday, passed out of the joint appropriations and budget committee, heard by the Senate on Tuesday and was on the floor agenda this morning. As amended, would change tobacco definitions; narrowly defining smokeless tobacco in a way that might exclude emerging nicotine-only products from the tobacco taxation structure. Thomas stated that his team would continue to monitor bill 1078. Senate Bill 89 was signed by the Governor ensuring that kids PreK through 12th grade would receive health education throughout their time in public school. House Bill 2511 requires vape manufacturers to provide proof to the ABL commission that they are going through the FDA approval process. Senate Bill 319 would benefit the Health Promotion Research Center by providing an exemption for T-21 for those using tobacco/vaping products if they are part of a scientific study. Thomas referred the board to their packet for a full legislative update.

e. Outreach

Thomas Larson provided the board with Outreach highlights from the last quarter. Highlights included seeing good engagement on TSET provided district and county pages to Oklahoma lawmakers. TSET staff also continue to update lawmakers about new grants in their districts and discuss pending legislation, such as health education. As part of National Public Health Week 2021, TSET Executive Director Julie

Bisbee recorded a message of gratitude shared with staff and partners working in public health to keep us safe and live healthier. On April 6, TSET hosted a mid-session webinar to update grantees on bills making their way through the legislature. On May 11, Julie Bisbee participated in a virtual panel about food insecurity and how hunger affects children's academic performance. Other panelists included Ryan Walters, CEO of Every Kid Counts Oklahoma; Stacy Dykstra, CEO of the Regional Food Bank; and Chris Bernard, Executive Director of Hunger Free Oklahoma. Finally, the Legislative Office of Fiscal Transparency has completed their assessment of TSET, and TSET provided a formal written response to their draft report. Julie Bisbee will appear at the LOFT hearing on June 21 to answer questions from lawmakers.

f. Sponsorships

Thomas reported that the most recent sponsorship grant was awarded to the Greater Oklahoma City Parks and Trails Foundation for their Go Climb, OKC! program. TSET has currently spent \$13,000 or 54% of the \$24,000 sponsorship budget.

g. Upcoming Events and Training

Thomas updated the board on upcoming events including upcoming events including the Grantmakers in Health Conference, taking place virtually on June 8; the State Chamber Annual Meeting in Oklahoma City and virtual on June 23, and the Oklahoma PTA Leadership Convention, taking place virtually June 10-12.

(Ken Rowe left the meeting at 11:27 a.m.)

8. **Appointment of Public Information Specialist**

- a. Consideration of a motion and vote to enter into Executive Session_pursuant to 25 O.S. § 307 (B)(1) for the discussion candidates for Public Information Specialist.

Benjamin called for a motion and vote and enter into Executive Session. Casey Killblane made a motion; Marshall Snipes provided a second. Motions carries.

Aye: Benjamin, Killblane, Gattoni, Snipes

(Ken Rowe returned the meeting at 11:29 a.m.)

(The board entered into Executive Session at 11:30 a.m.)

9. **Consideration of a motion and vote to return to Open Session**

Benjamin called for a motion and vote to return to Open Session. Ken Rowe made a motion; Casey Killblane provided a second. Motion carries.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

(The board returned to Open Session at 11:35 a.m.)

10. **Discussion and possible action on appointment of Public Information Specialist**

Julie Bisbee and appropriate TSET staff recommended to the board, authorizing the Director of Public Information and Outreach to move forward with hiring candidate A for the position of Public Information Specialist at an annual salary not to exceed \$53,000. Benjamin called for a motion. Casey Killblane made a motion; Ken Rowe seconded the motion. Motion carries.

Aye: Benjamin, Killblane, Gattoni, Rowe, Snipes

11. Adjournment

Benjamin called for a motion to adjourn the meeting. Marshall Snipes made a motion; Casey Killblane seconded the motion. Motion carries.

Aye: Stephens, Benjamin, Killblane, Gattoni, Rowe

Meeting adjourned at 11:36 a.m.