



**Minutes of the Regular Meeting of the Board of Directors for the  
Oklahoma Tobacco Settlement Endowment Trust**

655 Research Park, OKC, OK  
PHF Conference Center – Kiva Room  
10:00 a.m. May 5, 2022

**1. Open Meeting Act Announcement and Call to Order**

The TSET Board of Directors Chair Michelle Stephens called the meeting to order at 10:03 a.m. and announced all requirements of the Open Meeting Act were met. TSET staff present were Executive Director Julie Bisbee, Director of Agency Operations Jennifer Treadwell, Director of Public Information and Outreach Thomas Larson, Director of Health Communications Sjonna Paulson, Director of Programs Jonás Mata, Director of Grants Management Tessa North, Executive Assistant Samantha Piñeiro, Assistant Director of Programs Jessica Davis, Epidemiologist Alexandra Feld, Health Communications Brand Manager Dylan Jasna, Program Officer Kira Switzer, and Training Manager Amanda Cribbs.

**2. Approval of Minutes of the March 24, 2022, Regular Board of Directors Meeting**

Benjamin moved to approve the March 24, 2022; minutes as presented. Allen seconded.

***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved.***

**3. Chair's Report - Michelle Stephens**

**a. Recognition of vice chair Bruce Benjamin**

Bisbee recognized Vice Chair Bruce Benjamin's seven-year service on the board of directors and announced the upcoming conclusion of his term as a member of the TSET Board of Directors. Bisbee presented Benjamin with a commemorative plaque and thanked him for his commitment to the mission of TSET and being a strong voice in support of TSET work and research. Bisbee noted Benjamin's expertise on behavioral change and shared how instrumental he was in TSET's support scientific research.

Benjamin's service and mentorship to both Bisbee and the agency are greatly appreciated. Benjamin stated he considers his work with TSET as one of the best things he's been involved with and appreciated the opportunity to make a positive change in Oklahoma. No action required.

**4. LOFT Report Review Committee**

**a. Discussion/Implementation of LOFT Recommendations and Timeline**

Stephens recognized Bruce Benjamin and TSET Executive Director Julie Bisbee to report the LOFT Report Review Committee met with LOFT and provide them a memo of what TSET has done to date with regards to LOFT'S findings.

**5. Executive Director's Report – Julie Bisbee**

**a. Update on Obesity Data Trends, Alexandra Feld, TSET Epidemiologist**

Executive Director Bisbee introduced TSET Epidemiologist Alexandra Feld who presented data related to Oklahoma's increasing rates of obesity in adults and youth as well as information on

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projects and progress to address these trends. Presentation information is attached to the meeting agenda packet.

Stephens requested information regarding Oklahoma's higher rate of consumption of sugar sweetened beverages compared to other states. Paulson confirmed a study which showed 18- to 34-year-old Oklahomans drink more sugar sweetened beverages than any other state.

Benjamin requested information on methods to teach youth to safely, and easily, prepare healthier foods on their own. Paulson responded the TSET smartphone ap in development will have information on easy prep for healthier meals

Stephens requested information related to children's access to electronic devices and its effect on reduced physical activity as a driving factor of youth obesity. Feld will find and provide data regarding screen-time effect on physical activity and obesity at a time and date after the board meeting.

Allen requested information regarding which states are performing better in preventing obesity and how they obtain those results. Feld stated more successful states tend to have a policy environment which addresses methods to promote health and decrease obesity rates.

Bisbee reported Oklahoma and TSET are spending funds to advertise healthy choices to prevent obesity. Feld shared other states, such as Wisconsin, are healthier because their state's policies address the health environment and nutrition.

Allen suggested more research on best practices in US for dealing with obesity in relation to those states with lower rates of obesity and how those rates were achieved. No action required.

**b. Statewide Obesity Reduction Work Presentation**

**i. State Obesity Plan update-** *Lauran Larson, Lead Wellness Coordinator, Oklahoma State Department of Health.*

Larson presented information on the State Obesity Plan. Presentation information is attached to the meeting agenda packet.

Stephens asked for a description of the Smarter Lunchroom Checklist. Larson shared school cafeteria assessments are performed which consist of 40 questions addressing factors such as food presentation and if cues are used in the cafeteria to direct kids to choose healthy options. The checklist employs evidence-based tools with more schools participating to change the environment to encourage making those healthy choices.

Larson estimated the State Obesity Plan will be finalized and available to share in approximately two months.

No action required.

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**ii. Oklahoma Local Agriculture Collaborative, Meredith Scott, Project Director for Oklahoma Nutrition Information and Education Project (ONIE)**

Scott provided a brief presentation of OLAC/ONIE. Presentation information is attached to the meeting agenda packet.

Stephens said she was once policy director for the Kerr Center for Sustainable Ag, which attempted a similar project approximately 25 years ago, so she is thankful this will help get local food to more rural areas.

**iii. Healthy Food Access, Texas County, Goodwell Public Schools**

Bisbee presented video of the TSET funded Healthy Food Access Project by Goodwell Public Schools in Texas County, Oklahoma. The goal of the Healthy Food Access Project is to improve access to healthy food, decrease obesity, and increase healthy living in a rural population with food access barriers.

After the presentation Bisbee reported the project is active with plans to expand. Goodwell schools has since received an Oklahoma Farm Bureau Foundation for Agriculture grant and have acquired a greenhouse for the school and 80 garden tool sets, and are working with the Tri-County Electric Co-Op to include more children in the project

Bisbee reported almost half of current grantees in TSET Healthy Living Program worked with collaborative groups that identified food access as a priority. Mata shared TSET made a similar series of videos of best practice ideas, which provide potential grantees examples of successful community projects. No action required.

**c. Update on August 2022 Board of Directors Meeting and Retreat**

Bisbee announced the August 31 through September 1, 2022, board retreat will be held at Hotel Indigo in Tulsa's Blue Dome District. Speakers scheduled include Jeff Jordan from Rescue Group, former TSET Board Chair Don Millican to discuss strategic governance policies, and TSET is currently seeking local community leaders to speak about the local health environment.

During the regular meeting the board will be updated on the Youth Character Development RFP set to release July and will be asked to extend TSET's strategic plans a year for TSET to conduct stakeholder interviews to obtain information in support of plans for recently developed funding opportunities. No action required.

**d. Introduction of New Staff**

Bisbee introduced the following additions to the TSET team:

**i. Amanda Cribbs, Training Manager**, holds a Master of Education in Adult Education with an emphasis on Curriculum and Instruction from the University of Central Oklahoma, has 10 years of experience as training coordinator and will lead on all aspects of TSET Training and training evaluations associated with TSET Communities of Excellence and Healthy Living grantees. She served as Administrator and TA Provider for our Learning Management System (LMS) and was previously employed by the State Department of Health and worked as a high school science teacher for four years.

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**ii. Dylan Jasna, Health Communication Brand Manager**, will be overseeing shape your future and the TSET Healthy Youth Initiative public education brands. Prior to joining TSET he was the public information officer for region nine of the Oklahoma State Department of Health, which includes South-East Oklahoma. Before working in public health U.S. and award-winning television news producer at KJRH in Tulsa where he won an Emmy for producing a 30-minute special on Oklahoma's opioid epidemic. He later moved to phoenix to produce Primetime News for CBS 5 and 3TV and won a second Emmy for his breaking news coverage. He has a BA in Journalism from the University of Oklahoma.

**iii. Kira Switzer, Program Officer**, developed, facilitated, and implemented initiatives in social services and public health in Missouri and in Oklahoma. She is passionate about building the organizational strength and capacity of organizations to make and implement strategic decisions. She moved to Norman in 2014 and has worked with local non-profits on strategic initiatives and as project manager at the University of Oklahoma. In St. Louis she held positions with the St. Louis Regional Health Commission, The United Way of Greater St. Louis, Washington University, and worked as a consultant to the Mayor of St. Louis's office and non-profit organizations.

## **6. Board Governance Committee Update – Bruce Benjamin, Susanna Gattoni**

### **a. Discussion and possible action to adopt board bylaws**

Bisbee presented TSET Board of Directors Bylaws which were reviewed by attorney Jeri Holmes of NonProfit Solutions, and Sandra Balzer, assistant attorney general. Bisbee recognized Jeri Holmes to respond to pre-submitted questions from board members.

Regarding Section 2.3, item 4, concern was expressed as specific vendors are named in the bylaws. Holmes stated bylaws reflect current state statute with which it should not conflict. Holmes recommended language be placed in Section 7, Construction and Terms of the bylaws to state changes in statute will be automatically reflected in the bylaws.

Regarding Section 4.1 officer positions, Holmes recommended adding Agency Operations and Governance Committee Chairs as positions held by board members to conform with governance policies in development.

Regarding section 7.1, on number of board members needed for a quorum versus 2/3 board members present to conduct board business, Holmes stated the Open Meetings Act states that a quorum should be able to take action on items. Two-thirds vote would not allow a quorum present to act.

The TSET Governance Committee recommended adoption of the TSET Board of Governance Bylaws with any necessary changes as discussed in the meeting.

The board then made changes to reword no. 14-2.3 to include that the board received and consents to the items in the governance manual; the addition of language in Section 7.2 Construction and Terms to state changes to Oklahoma Statute title 62 § 2309 will be automatically reflected in TSET Board of Governance Bylaws.

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Members of the committee recommended approve of bylaws as discussed in the meeting.  
Seconded by Runako Whittaker.

***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved.***

**b. Update on board appointed representatives to research steering committees**

The TSET Governance Committee recommended the board appoint Bruce Benjamin to serve on the Oklahoma Center for Adult Stem Cell Research (OCASCR) steering committee and to reappoint ex-officio Board member Casey Kilblane to the Stephenson Cancer Center Board of Advocates. As this was a recommendation from committee, no motion or second is required.

***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved.***

**7. Agency Operations Committee Report – Bruce Benjamin, Marshall Snipes**

**a. Financial Reports**

Snipes recognized Treadwell to present the following Financial Reports

**i. FY22 Budget to Actual – Operating**

Treadwell reported for FY22 TSET is at just under \$1.2 million dollars spent for Operations, which is at 67% expenditure rate.

**ii. FY22 Budget to Actual – Programs**

Treadwell reported for FY22 TSET is at \$23.8 million dollars spent, which is approximately 53% expenditure rate.

Both the operating and programs budgets are on track to meet TSET's 95% expenditure goals for FY22. No action required.

**b. Budget Revision Reports**

**i. FY22 Operating Budget**

Treadwell presented a reduction of \$174,000 in recaptured funds from un-started projects which begin in FY23. Final FY22 Operating Budget after revision is \$1,739,052

**ii. FY22 Programs Budget**

Treadwell reported a budget reduction of \$3,133,278 due to recaptured lapsed funding from un-utilized grantee budgets. Final FY22 Programs budget after revision is \$45,163,899. The un-utilized funds remain invested in the endowment. No action was required.

As item 7.b.i and 7.b.ii were reports of decreases on previously approved budget items, no action was required.

**c. Discussion and possible action on the FY23 Budget Approval**

**i. FY23 Operations Budget**

Treadwell presented the FY23 Operations Budget which reflects an overall increase of the FY22 budget resulting in a total of \$6,373.665 budgeted for FY23.

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**ii. FY23 Programs Budget**

Treadwell presented the FY23 Programs Budget which reflects an increase over the FY22 budget resulting in a total of \$62,721,790 budgeted for FY23

Allen moved to approve the FY23 Operations and FY23 Programs budgets as presented. Benjamin seconded.

Stephens called for a vote.

**Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved.**

**d. Analysis of Reserves/Three-year rolling average**

Treadwell presented an analysis of the reserve and three-year rolling average which indicated the three-year rolling average increased as earnings increased, and steady growth is projected. The three-year rolling average is at approximately \$74 million for the coming year, which will cover the FY23 budget. No action required.

**8. Programs Committee Report – Susanna Gattoni/Jack Allen**

**a. Discussion and possible action to award TSET grant funds.**

**i. Discussion and possible action on award of TSET Healthy Incentive Grants – Communities**

Board Chair Stephens recognized Tessa North, Director of Grants Management, to present the following communities for consideration to award Healthy Incentive Grant Program for Communities funding:

Healthy Incentive Grant Program for Communities		
Primary	County	Recommended Amount
Town of Stratford	Garvin	\$10,000
Town of Westville	Adair	\$22,000
Town of Luther	Oklahoma	\$36,000
Town of Wright City	McCurtain	\$36,000
City of Lindsay	Garvin	\$8,000
<b>Total</b>		<b>\$112,000</b>

As the agenda item is presented as a recommendation from the Programs Committee, a motion and a second is not required. Stephens called for a vote.

**Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved.**

**ii. Discussion and possible action to approve proposals submitted for Innovations in Active Living and Healthy Eating funding opportunity**

North presented proposals for the Innovations in Active Living and Healthy Eating funding opportunity. Available funds in the Innovations in Active Living and Healthy Eating are \$1 million and proposals could request up to \$250,000 per year for one or two years with no requirement for matching funds.

Proposals selected support TSET’s mission and align with TSET’s strategic plan and goals of the funding opportunity. All applications identified immediate, impactful opportunities to positively transform and improve the health of Oklahomans. Proposals selected are project

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driven, time limited, target specific areas or populations, and agree to participate in external evaluations of the project. The following applicants were presented for consideration to award Innovations in Active Living and Healthy Eating funding:

Organization	Project	Total Funding
Healthy Schools Oklahoma - led by Bethany Children’s Health Center	Healthy Schools Oklahoma: A Targeted Approach to Better Health Outcomes	\$500,000
Oklahoma State University – Oklahoma City	Cowboy Fit: Wellness Empowerment for Underserved Populations	\$500,000

As the agenda item is presented as a recommendation from the Programs Committee, a motion and a second is not required. Stephens called for a vote.

**Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved.**

**iii. Discussion and possible action to approve proposals submitted for Policy and Built Environment Change**

North presented proposals for the Policy and Built Environment Change projects. The following proposals are recommended for consideration of award of Policy and Built Environment Change funding:

Organization	Project Title	Total Funding
City of McAlester	Strong Boulevard Sidewalks	\$280,822.50
Northwestern Oklahoma State University	NWOSU Outdoor Recreation Area Renovation	\$50,000
Town of Westville	The Town of Westville Park and Trails Revitalization Project	\$575,504
City of Pryor Creek	Downtown Pryor Streetscape & Wayfinding Phase One	\$102,749.48
Town of Locust Grove	LG Pipe Springs Park Project	\$27,418
City of Pauls Valley	City of Pauls Valley Parks Master Plan	\$90,750
The Botanic Garden at Oklahoma State University	Horticulture Education Center	\$700,000

As the agenda item is presented as a recommendation from the Programs Committee, a motion and a second is not required. Stephens called for a vote.

**Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved.**

**iv. Discussion and possible action to approve FY23 Program grants and contracts**

North presented the following FY23 Program grants and contracts for approval:

Discussion and Possible Action on FY23 Grant & Contract Renewals		FY23 Request
a.	ChangeLab Solutions <i>Technical assistance, training, and product development</i>	\$133,780
b.	Emory University <i>Public Health Academy of Oklahoma</i>	\$222,000

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c.	Hunger Free Oklahoma <i>Double Up Oklahoma (DUO) program</i>	\$2,100,000
d.	Oklahoma Department of Mental Health and Substance Abuse Services <i>Wellness Enhancement System Initiative</i>	\$583,774
e.	Oklahoma Health Care Authority <i>SoonerQuit</i>	\$272,206
f.	Oklahoma Health Care Authority <i>Health Communications cost share for SoonerQuit</i>	\$2,000,000
g.	Oklahoma Hospital Association <i>Hospitals Helping Patients Quit (HHPQ) and WorkHealthy Hospitals (WHH) programs</i>	\$564,827
h.	Oklahoma Medical Research Foundation <i>Oklahoma Center for Adult Stem Cell Research</i>	\$3,000,000
i.	Oklahoma State Department of Education <i>Health education microcredential and professional development programs</i>	\$575,761
j.	Oklahoma State Department of Health <i>Technical assistance and training</i>	\$1,124,240
k.	Oklahoma State University Center for Health Sciences <i>Stillwater Medical Center physician residency program</i>	\$411,230
l.	Onside Partners <i>Technical assistance, training, and product development</i>	\$120,000
m.	Physician Manpower Training Commission <i>Oklahoma Medical Loan Repayment Program and program administration</i>	\$674,356
n.	Rescue Agency Public Benefit <i>Youth advocacy</i>	\$1,000,000
o.	Rescue Agency Public Benefit <i>Youth media and marketing</i>	\$2,495,750
p.	Tigris LLC <i>Program support and technical assistance</i>	\$82,950
q.	University of Oklahoma Health Sciences Center <i>Program evaluation</i>	\$1,934,552
r.	University of Oklahoma Health Sciences Center <i>TSET Health Promotion Research Center (formerly OTRC)</i>	\$3,800,000
s.	University of Oklahoma Health Sciences Center - Stephenson Cancer Center <i>TSET Cancer Research Program</i>	\$5,500,000
t.	University of Oklahoma Health Sciences Center <i>Oklahoma Tobacco Helpline services through subcontract with Optum</i>	\$4,000,000
u.	University of Oklahoma Health Sciences Center <i>Management of Oklahoma Tobacco Helpline</i>	\$502,689
v.	VI Marketing and Branding <i>Tobacco Stops With Me, Shape Your Future, Oklahoma Tobacco Helpline campaigns; state match for federal funds to OHCA</i>	\$19,923,000
w.	TSET Healthy Living Program	

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Canadian County Health Department	\$260,000
Cherokee County Health Services Council	\$223,000
Cherokee Nation	\$216,411
Comanche County Memorial Hospital	\$260,000
Gateway to Prevention and Recovery	\$220,000
Grand Nation, Inc.	\$236,497
Great Plains Youth & Family Services, Inc.	\$164,503
KI BOIS Community Action Foundation, Inc.	\$170,000
Kingfisher County Health Department	\$200,000
LeFlore County Youth Services, Inc.	\$198,000
Lincoln County Health Department	\$212,000
Mayes County HOPE Coalition	\$260,000
McClain-Garvin Co Youth and Family Center, Inc. <i>DBA Frontline Family Solutions</i>	\$195,495
Muskogee County Health Department.	\$260,000
Norman Regional Health System-Cleveland	\$260,000
Norman Regional Health System-Grady	\$260,000
Norman Regional Health System-McClain	\$208,100
Nowata CAN	\$148,329
Oklahoma City-County Health Department	\$400,000
Oklahoma State University <i>Creek County</i>	\$260,000
Oklahoma State University <i>Kay County</i>	\$200,144
Oklahoma State University <i>Payne County</i>	\$216,000
People Inc	\$200,144
ROCMND Area Youth Services	\$216,000
Rogers County Volunteers for Youth, Inc	\$260,000
Rural Health Projects, Inc.	\$260,000

As the agenda item is presented as a recommendation from the Programs Committee, a motion and a second is not required. Stephens called for a vote.

***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved***

**b. Program Progress and Evaluation Presentations**

**i. Oklahoma Tobacco Helpline Quarterly Update – Dr. Jonathan Hart, Director, Oklahoma Tobacco Helpline**

Dr. Hart presented the quarterly update to indicate recent NRT benefit enhancements resulted in the Helpline providing the best benefit it can offer as reflected in the weekly call numbers steady increase since the second week of January. Dr. Hart anticipates numbers will continue to increase to over 25,000 calls maintained with 450-600 Oklahomans served weekly.

Dr. Hart noted although FY21 OTH numbers were lower than average, the OTH still ranked first nationally for smoking cessation attempts, which is a testimony to TSET’s effective marketing

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and “buy-in” from Oklahomans. No action required.

**ii. Update on FY23 Implementation of OSU Medical Residencies**

Stephens recognized Jonás Mata, Director of Programs to present an update on TSET supported OSU Medical Residencies.

Mata provided an update of the OSU Medical Residencies Program based on the information provided in the meeting agenda packet. No action required.

**iii. Update on Double Up Oklahoma (DUO) Hunger Free Oklahoma (HFO) FY23 Grant**

Mata presented an update on TSET’s partnership with Double Up Oklahoma (DUO) and Hunger Free Oklahoma (HFO) to connect Oklahomans with grocery assistance resources. Program update information is provided in the meeting agenda packet. Mata advised the board that funding for DUO would begin in July 2022 versus the fall start in the original discussions. The funding because use of the fruit and vegetable incentive in high. No action required.

**9. Public Information and Outreach Committee Report – Kenneth Rowe, Runako Whittaker**

Health Communications Director Sjonna Paulson presented Health Communication Reports.

**a. Health Communication Adult-Focused Brands**

Health Communication Brand Manager Kelli Brodersen and VI presented at the National CDC Division of Nutrition, Physical Activity, and Obesity monthly communication to show other states examples of how TSET uses personas to adapt Shape Your Future Messaging. This is an area where TSET is leading the way and other states are learning from us.

TSET staff presented at various conferences including, virtual presentation of the Southern Plains Tribal Health Board. Staff will also present at the National Conference on Tobacco or Health in June on TSET’s adult-focused brands.

Adult and youth brands are meeting goals and spend rates.

Tobacco Stops with Me FY22 cross-sectional is complete with a final external evaluation report expected in June. The first 400 Health Care Authority and TSET boxes were shipped to Medicaid health providers statewide. No action required

**b. Health Communication Youth-Focused Brands**

The Swap Up year 2 follow up survey is set to launch later this month and run through June 3<sup>rd</sup> with a final report due at the end of June.

An academic paper on the Swap Up campaign will be published in The Environmental Research and Public Health Journal’s special issue on Obesity Prevention and Intervention in Children and Adolescents. A second paper on Swap Up will be submitted to the American Public Health Association Journal.

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February's Quit the Hit (QTH) launch had great response. Two youth groups of 18-20 aged participants completed the program with another underway and 62 pending registrants. No action required.

**c. Public Health Academy of Oklahoma Update**

Paulson reported Oklahoma in the Know (OKITK) grantees continued use of the Learning Management platform. TSET held Peer-to-peer learning opportunities with over 45 participants. No action required.

**d. Legislative Update**

Public Information Director Thomas Larson presented the Legislative update and noted bills of interest to TSET. A list of bills is included in the meeting agenda packet.

Snipes asked for more information about additional efforts to increase the nursing workforce. Larson stated healthcare is desperately needed in rural Oklahoma and HB4450 seems to have strong support. No Action Required

**e. Outreach Update**

Larson reported TSET staff volunteered at the Regional Food Bank of Oklahoma and packed 5,164 meals for Packed Promise to be delivered to Oklahoma families faced with food insecurity.

Bisbee spoke to the House Rural Caucus about upcoming grant opportunities and plans to increase resources for rural Oklahoma, and she appeared on several Shape Your Future cooking segments for KJRH in Tulsa.

The 2022 Local Impact pages distributed to lawmakers show the impact TSET had on local communities and a break down TSET's impact by house district, senate district, and by county.

TSET employees attended multiple conferences on behalf of the agency. The Oklahoman ran a Brand Insight article in April on the Physician Loan Repayment Program impact on rural healthcare. TSET staff executed multiple check presentations in April. No action required.

**f. Sponsorships**

Larson reported TSET's sponsorship grants had been earmarked at \$24,258 or a 69% spend rate. No action required.

**g. Upcoming Events and Trainings**

Larson reported state legislature is expected to adjourn sine die on May 27. Bisbee added the YAHL program scheduled a networking/training event on June 24. No action required.

**10. Personnel Actions**

- 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.
  - i. Grants associate
  - ii. Executive Director compensation

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Benjamin moved to enter into executive session. Whittaker seconded.  
***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved***

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

Rowe moved to reconvene from executive session. Whittaker seconded.  
***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved***

**c. Discussion and possible action on a motion and vote related to the employment and compensation of any salaried public officer or employee.**

**i. Grants associate**

Gattoni moved to extend an offer of employment to candidate A within the posted salary range of \$45,000 - \$50,000, with candidate B to be selected should candidate A decline. Allen seconded.

***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved***

**ii. Executive Director Compensation**

Allen moved to increase the annual salary of the TSET Executive Director to \$138,000. Gattoni seconded.

***Aye: Stephens, Allen, Benjamin, Gattoni, Rowe, Snipes, Whittaker. Motion approved***

**11. 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)]

No new business was presented to the board.

**12. Adjournment**

As there was no further business the meeting adjourned at approximately 1:00 p.m.

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