



Oklahoma Tobacco Settlement Endowment Trust

Board of Directors Regular Meeting

10:00 a.m., Wednesday, August 21, 2024

Bethany Children's Health Center

6800 NW 39th Expressway, Conference Room Hobby Lobby 3

Bethany, Oklahoma 73008

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the June 6, 2024, Regular Board Meeting
3. Executive Director's Report
 - a. New Staff Introductions
 - i. Eddie Withers – Program Manager
 - ii. Kaye James - Accountant
 - iii. Cailin Wright – Program Manager
 - b. Legislative Update, *Thomas Larson, Director of Public Information and Governmental Affairs*
 - c. Overview of Executive Director Activities and Agency Updates
4. Program Committee Report – *Jack Allen, Runako Whittaker*
 - a. Presentation on the Oklahoma ABLE Commission's program proposal to reduce youth access to tobacco products, *Captain Erik Smoot*
 - i. Discussion and possible action to approve funding for the Oklahoma ABLE Commission's program proposal to reduce youth access to tobacco products
 - b. Discussion and possible action to approve criteria to evaluate the possible continuation of grantee agreements, *Jonas Mata, Program Architect*
 - c. Review of FY25 Grants and those eligible for grant cycle continuations
 - d. Discussion and possible action to approve extending the Healthy Living Program grants through FY26
 - e. Discussion regarding future community grantmaking design features, *Jonas Mata and Sjonna Paulson, Program Architects*
5. Agency Operations Committee Report – *Bruce Benjamin, Jennifer Needham*
 - a. Financial Reports
 - i. FY23/FY24 Budget to Actual – Operating
 - ii. FY23/FY24 Budget to Actual – Programs
 - iii. Balance Sheet
 - iv. Preliminary Certification of Earnings
 - v. Reserve Analysis and Projections
6. Governance Committee
 - a. Preliminary discussion regarding Board committee assignments and officer elections for calendar year 2025
 - b. Proposed Board Policy Manual Updates
 - i. Discussion and possible action to amend TSET Board Policy Manual Section 12 to increase authorization of contract signing by Executive Director from \$25,000 to \$100,000

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 Susan Yingling at (405) 623-8060 for assistance.



- ii. Discussion and possible action to amend TSET Board Policy Manual Section 17 to update the Record Retention Schedule
7. Public Information and Outreach Committee, *Michelle Stephens, Ken Rowe*
 - a. Update on TSET 25th Anniversary events and TSET History Book
 - b. Update on Adult Media Brands
 - c. Update of Youth Media Brands
 - d. Update on Lung Bus Partnership
 - e. Discussion and possible action to adopt policy resolutions
 - i. Resolution on Improving Access to Healthy Foods
 - ii. Resolution on Cigarette Tax Increase
 - iii. Resolution for Emerging Tobacco Products
 - f. Sponsorship Updates
 - g. Upcoming events and trainings

8. Consent Agenda

The agenda items presented on the Consent Agenda are considered as one item for voting purposes. The Consent Agenda includes items that are administrative in nature and done as routine action; have been reviewed through committee; or are statutorily or constitutionally required to be performed by the Oklahoma Tobacco Settlement Endowment Trust Board of Directors. Any member of the Board may request discussion or separate action of any item on the Consent Agenda.

- a. Discussion and possible action regarding Targeted Achievement Grant Renewal - KI BOIS
- b. Discussion and possible recommendation regarding Youth Media Request for Proposal parameters
- c. Discussion and possible action regarding Built Environment Request for Applications parameters
- d. Discussion and possible recommendation regarding the Discovery Grant Request for Applications parameters

End of Consent Agenda

9. 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 the employment, hiring, appointment, promotion, demotion, disciplining or resignation for any individual salaried public officer or employee
 - i. Program Strategist
 - ii. Accountant
 - iii. Human Resources Management Specialist
- b. Consideration of a motion and vote to return to Open Session
- c. Discussion and possible action regarding the hiring of a Program Strategist
- d. Discussion and possible action regarding the hiring of an Accountant
- e. Discussion and possible action regarding the hiring of a Human Resources Management Specialist

10. 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)]

11. Adjournment

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