



Oklahoma Tobacco Settlement Endowment Trust
Board of Directors Regular Meeting
10:00 a.m., Thursday, March 28, 2024
Stephenson Cancer Center
800 NE 10th Street, Conference Room 5058 (5th Floor)
Oklahoma City, OK 73104

AGENDA

1. Open Meeting Act Announcement and Call to Order
2. Approval of Minutes of the January 25, 2024, Regular Board Meeting
3. Oklahoma State Department of Education Grant Successes and Proposed Project Expansion (FY25-27) Presentation, *Shana Classen*
4. TSET Healthy Living Success Story Presentation – ROCMND Delaware County, *Melissa Cunningham*
5. Executive Director's Report, *Julie Bisbee, Executive Director*
 - a. Overview of Executive Director Activities and Agency Updates
 - b. Legislative Update – *Thomas Larson, Director of Public Information and Government Affairs*
6. 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. Three Year Rolling Average
 - iv. Certified Earnings for 2nd Quarter FY24
7. Program Committee Report – *Jack Allen, Runako Whittaker*
 - a. Discussion and possible action to award grant funds to support OSDE program expansion in the amount of \$2,818,250 for FY25-27
 - b. FY23 TSET Healthy Living Program Performance Report, *Jessica Davis, Director of Engagement and Impact*
 - c. Update on the Board of Regents of the University of Oklahoma Health Sciences Center – Oklahoma Tobacco Helpline Managed Care Entities proposal for cost-share
 - d. Review of the Board of Regents of the University of Oklahoma Health Sciences Center – Oklahoma Tobacco Helpline My Life, My Quit™ program performance, *Kelli Brodersen, Director of Strategic Communication & Jessica Davis, Director of Engagement and Impact*
 - e. Discussion and possible action to award FY25 Discovery Grants, *Kelly Parker, Interim Associate Director of Grants Management*

*Note: The Board of Directors may discuss and propose action on any item listed on the agenda.
If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.*



8. Consent Agenda

- a. Discussion and possible action to award vendor contract for Salesforce Software implementation to Coastal Cloud in the amount of \$1,480,080
- b. Discussion and possible action to award contract to OMES for IT Management and Oracle Support Services in the amount of \$169,325.66
- c. Discussion and possible action to approve FY24 Budget Revision
- d. Discussion and possible action to award Healthy Incentive Grants – School Districts

Organization	County	Intended Use	Amount
Alex Public Schools	Grady	Purchase cooler and ice machine for cafeteria	\$7,000
Enid Public Schools	Garfield	Construct additional sidewalks/walking/running tracks for elementary students	\$60,000
Lawton Public Schools	Comanche	Updating playground and physical education equipment at 3 elementary school sites	\$100,000
LeFlore Public Schools	LeFlore	Purchase of AEDs and other health assessment equipment. Provide CPR course to all teachers, staff, and high school students	\$15,000
McCloud Public Schools	Pottawatomie	Updating equipment and adding accessibility equipment within Pre-K to 6 th Grade. Update water filter systems, enhance employee wellness, provide shade structure for elementary, intermediate, and junior high	\$20,000
Red Oak Public Schools	Latimer	Purchase of playground equipment	\$15,000
Stringtown Public Schools	Atoka	Replace failing oven and purchase cooking pans and utensils to prepare healthy and nutritious food	\$7,000

e. Discussion and possible action to award Healthy Incentive Grants – School Sites

Organization	County	Intended Use	Amount
Altus Early Childhood Center	Jackson	Build a walking path around playground	\$10,000
Altus Elementary School	Jackson	Create new playground	\$16,000
Altus High School	Jackson	Purchase of tables, benches and umbrellas for lunch and outdoor classroom	\$12,500
Altus Intermediate School	Jackson	Education for prevention of vape use and promotion of cessation	\$10,000
Altus Junior High School	Jackson	Education for prevention of vape use and promotion of cessation	\$10,000
Altus Primary School	Jackson	Installation of refillable water stations	\$10,000
Ben Franklin: 6 th and 7 th Grade Academy (Muskogee School District)	Muskogee	Purchase of weight room equipment	\$4,000
Charter Oak Elementary	Logan	Adding sensory pathways and purchasing recess cart and balls for outdoor activities	\$6,000
Deer Creek Elementary	Oklahoma	Completion of walking/fitness track	\$4,000

Note: The Board of Directors may discuss and propose action on any item listed on the agenda. If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.



Finley-Reese Elementary (Wright City)	McCurtain	Renovation of playground and purchase of new equipment	\$3,000
Jenks Middle School	Tulsa	Increase access to healthy foods and wellness initiatives, repair fitness train	\$15,000
L. Mendel Rivers Elementary School (Altus Public Schools)	Jackson	Purchase of ActiveFloor Projection system	\$7,500
Morrison Elementary School	Noble	Install shade structure and school garden supplies	\$7,500
Morrison High School	Noble	Install shade structure and outdoor physical activity equipment	\$5,000
Morrison Middle School	Noble	Install refillable water stations	\$5,000
North Rock Creek High School	Pottawatomie	Build sidewalks, archery spaces, and purchase fitness equipment	\$20,000
Pershing Elementary	Muskogee	Purchase of items to build dramatic and creative play areas	\$3,000
Stillwater High School (Lincoln Academy)	Payne	Purchase bikes for use in bike club and PE class	\$15,000

f. Discussion and possible action to approve FY24 Budget Reduction Requests

Organization	Lapse Amount	Reduced Budget Amount
Canadian County Health Department	\$10,624	\$148,180
ChangeLab Solutions	\$36,290	\$50,130
Cherokee County Health Services Council	\$18,396	\$206,054
Cherokee Nation Public Health	\$6,500	\$212,127
Comanche County Hospital	\$15,950	\$244,050
Grand Nation	\$15,970	\$204,130
Great Plains Youth and Family Services	\$42,977	\$130,000
LeFlore County Youth Services, Inc.	\$11,518	\$179,819
Lincoln County Health Department	\$10,239	\$212,053
Mayes County HOPE	\$27,995	\$232,005
McClain-Garvin Youth & Family Center, Inc.	\$19,212	\$180,928
Norman Regional Health System – Cleveland County	\$31,350	\$228,650
Norman Regional Health System – McClain County	\$42,045	\$172,035
Nowata CAN	\$15,385	\$64,615
Muskogee County Health Department	\$30,597	\$229,379
People, Inc.	\$11,000	\$189,524
Rural Health Projects, Inc.	\$20,791	\$239,209
Oklahoma State University Health Disparities Discovery Grant	\$35,538	\$207,684
Oklahoma State University Creek County	\$12,480	\$247,520
Oklahoma State University Kay County	\$29,651	\$170,349
Board of Regents of the University of Oklahoma - Evaluation	\$159,500	\$2,108,733
Wichita Mountains Prevention Network	\$19,751	\$151,417

*Note: The Board of Directors may discuss and propose action on any item listed on the agenda.
If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.*



g. Discussion and possible action to accept grantee contract status changes

Grantee	Project	Change
Board of Regents of the University of Oklahoma Health Sciences Center - Stephenson Cancer Center	Lung Screening Bus	Contract extension through December 2024
City of Sallisaw	Discovery Grant	Contract extension through December 2024
Canadian County Health Department	TSET Healthy Living Program Grant	Early termination of contract

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.

End of Consent Agenda

9. Governance Committee Report, *Bruce Benjamin, Michelle Stephens*

- a. Board Retreat Update

10. Public Information and Outreach Committee, *Michelle Stephens, Ken Rowe*

- a. Youth Focus Brands and Adult Focus Brands Overview
- b. FY24 Sponsorship Report
- c. Public Information and Government Affairs Report
- d. Upcoming Events and Training overview

11. 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. Director of Finance
 - ii. Grants Manager
 - iii. Human Resources & Operations Manager
 - iv. Executive Director Performance Evaluation and Compensation
- b. Consideration of a motion and vote to return to Open Session
- c. Discussion and possible action regarding the hiring of a Director of Finance
- d. Discussion and possible action regarding the hiring of a Grants Manager
- e. Discussion and possible action regarding the hiring of a Human Resources & Operations Manager
- f. Discussion and possible action related to the Executive Director’s Performance Evaluation and Compensation

12. 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)]

13. Adjournment

Note: The Board of Directors may discuss and propose action on any item listed on the agenda. If an accommodation is needed, please contact Board Secretary, Susan Yingling at (405) 521-4988 for assistance.