



Oklahoma Tobacco Settlement Endowment Trust

Board of Directors Special Meeting Minutes

12:00 p.m., May 20, 2024

OUHSC, 865 Research Parkway, Suite 515

Oklahoma City, OK 73104

1. Open Meeting Act Announcement and Call to Order

Board Chair Marshall Snipes called the special meeting to order at 12:06 p.m. and announced that all requirements of the Open Meeting Act had been met.

Members of the Board present were Jack Allen, Bruce Benjamin, Jennifer Needham, Michelle Stephens, and Marshall Snipes. Runako Whittaker was absent.

TSET staff members present were Julie Bisbee and Susan Yingling.

2. 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**

Rowe moved to enter into Executive Session to discuss candidates for employment. Benjamin provided the second. The motion passed unanimously. The Board entered into Executive Session at 12:06 p.m.

Aye: Allen, Benjamin, Needham, Rowe, Stephens, Snipes

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

Snipes moved to return to Open Session. Rowe provided the second. The motion passed unanimously. The Board returned to Open Session at 12:30 p.m.

Aye: Allen, Benjamin, Needham, Rowe, Stephens, Snipes

- ii. **Discussion and possible action regarding the hiring of Accountant I**

Stephens moved to direct the Executive Director to extend an offer of employment for the position of Accountant I to Candidate A, and if Candidate A declined, to extend the offer of employment to Candidate B at the posted salary range of \$45,000 - \$55,000. Allen provided the second. The motion passed unanimously.

Aye: Allen, Benjamin, Needham, Rowe, Stephens, Snipes

- iii. **Discussion and possible action regarding the hiring of Program Manager**

Stephens moved to direct the Executive Director to extend an offer of employment for the position of Program Manager to Candidate A and, if Candidate A declined, to extend the offer of employment to Candidate B at the posted salary range of \$57,000 - \$67,050. Allen provided the second. The motion passed unanimously.

Aye: Allen, Benjamin, Needham, Rowe, Stephens, Snipes



iv. **Discussion and possible action regarding the hiring of Director of Grants Management**

Stephens moved to name the current Interim Director of Grants Management as Director of Grants Management in the salary range of \$82,000 - \$87,000. Allen provided the second. The motion passed unanimously.

Aye: Allen, Benjamin, Needham, Rowe, Stephens, Snipes

3. **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)]

There was no new business.

4. **Adjournment**

The meeting was adjourned at 12:34 p.m.

These minutes were approved by the Board of Directors.

Marshall Snipes, Board Chair

Susan Yingling, Board Secretary