

Tobacco Settlement Endowment Trust Fund
Board of Directors Regular Meeting Minutes
10:00 a.m., Thursday, May 29, 2025
Stephenson Cancer Center
800 NE 10th Street, Conference Room 5058 (5th Floor)
Oklahoma City, OK 73104

1. **Open Meeting Act Announcement and Call to Order** – Chairman Ken Rowe called the meeting to order at 10:08 a.m. and announced that all requirements of the Open Meeting Act had been met.

TSET Board Members present were Jack Allen, Joe B. Hill, Jennifer Neeham, Marshall Snipes, and Ken Rowe.

TSET Board Members absent were Runako Whittaker and Aaron Harmon.

TSET staff members present were Julie Bisbee, Susan Yingling, Kelli Brodersen, Jonas Mata, Jessica Davis, James Tyree, Kelly Parker, Megan Meers, Thomas Larson, Tonia Lowrey, Dylan Jasna, Sjonna Paulson, and Lance Thomas.

Other attendees present included Niki Batt, Deputy Attorney General; Lindsey Funk, VI Marketing & Branding; Andrea Fielding, Lori Carter, and Brandon Clabes, Alcoholic Beverage Laws Enforcement Commission; Leslie Wilbourn, Five Tool Management Consulting Services, LLC; Mitch Drummond, Activate Oklahoma; Kathleen Thomas, Rescue; and Breanna Russell, Oklahoma Health Care Authority.

2. **Approval of Minutes** – Chairman Rowe asked for a motion and second to approve the minutes from the March 27, 2025 Regular Board Meeting. Allen moved approval. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

3. **Executive Director's Report**

a. Executive Director, Julie Bisbee, Introduced new TSET Board Member Joe B. Hill. She said he had been appointed by the Oklahoma Speaker of the House in April to replace Bruce Benjamin. She welcomed Hill to the meeting.

b. Bisbee gave a short overview of the recent agency activities including the TSET 25th Anniversary event, the publication of the TSET 25th Anniversary History Book, and the opening of the Legacy Grants RFA. She said there had been a lot of interest expressed in the Legacy Grants and told the Board that 300 people had attended the webinar detailing the funding opportunity. She reminded the Board that the Legacy Grants application period would close at noon on June 16, 2025. Bisbee said the FY26 TSET funding opportunities had also been released and that the information was available on the TSET website for review.

Bisbee advised the Board that state had received \$58.8 million for the annual Master Settlement Agreement payment and reminded the Board that TSET's portion was 75% of the payment as

dictated by the Oklahoma Constitution. She said the amount was about a 5% decrease from the year before and reminded the Board that TSET would continue to receive annual payments as long as cigarettes were sold in the United States. Bisbee concluded by stating that while other states were facing cuts to their tobacco quit lines and efforts, because Oklahoma had set up the constitutionally protected endowment trust, the Oklahoma Tobacco Helpline would not face any cuts and the efforts of TSET to reduce smoking and increase healthy outcomes in Oklahoma would continue uninterrupted.

c. Bisbee introduced Deputy Attorney General Niki Batt to give a legal update. Batt thanked Bisbee for the introduction and said there was no legal report at this time.

d. Bisbee Introduced Megan Meers, the new TSET Director of Finance, to the Board.

e. Bisbee introduced the TSET Director of Public Information and Government Affairs to provide a legislative update for the Board. Larson directed the Board's attention to the handout listing several bills. He gave a quick update on the status of HB2783 that modifies the appointment to the TSET Board of Directors. He said it was something he and his team were watching closely. He also gave a quick update on HB2765 and said his team was still trying to determine exactly how that bill would impact TSET. Larson gave a brief overview of the inactive bills and pointed out that no tobacco-related bills were passed during this year's session. After a brief discussion, Larson concluded his presentation. No action was necessary.

4. Governance Committee Report, Jennifer Needham, Ken Rowe; ad hoc member

a. Chairman Rowe asked if Marshall Snipes would be willing to serve on the Governance Committee to fill the vacancy created by Benjamin's departure from the board. Snipes affirmed.

i. Allen moved to appoint Marshall Snipes as a member of the Governance Committee. Needham provided the second. The motion passed.

Aye: Allen, Hill, Needham, Rowe

Abstain: Snipes

Chairman Rowe asked Joe B. Hill if he would be willing to serve on the PIO Committee. Hill affirmed. Bisbee said that Harmon would assume the role of PIO Committee Chair to fill the vacancy created by Benjamin's departure.

ii. Allen moved to appoint Joe B. Hill as a member of the PIO Committee with Aaron Harmon serving as Chair. Needham provided the second. The motion passed.

Aye: Allen, Snipes, Needham, Rowe

Abstain: Hill

b. **Discussion and possible action to create Legacy Grants Committee** – Chairman Rowe recognized Bisbee to explain the details regarding the creation of the Legacy Grants Committee. Bisbee told the Board that the committee would be a subcommittee that reports to the TSET

Program Committee and would be made up of the TSET Board Chair, TSET Program Committee Chair, and the Chair of the Agency Operations Committee to assist in the review of applications for Legacy grants. Bisbee explained the subcommittee would end upon award of the Legacy Grants. She said its purpose was discussion of recommendations to advance or decline proposals based on the evaluation criteria, but the subcommittee would not be making substantive decisions on its own without input from the full board.

After a brief discussion, Needham moved to approve the creation of the Legacy Grants Subcommittee. Allen provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

5. Agency Operations Committee Report

a. Bisbee recognized TSET Director of Finance Megan Meers to provide an overview of the TSET Financial Reports. Meers referred the Board to their packets as she reviewed the details of the FY24/FY25 Budget to Actual – Operating report (a.i.); the FY24/FY25 Budget to Actual – Programs report (a.ii.); and the Fund Balance Comparison/Income Statement. There were no questions and no action was necessary.

b. Meers referred the Board to their packet for the FY25 TSET Budget Revision. She gave a brief overview of the items on the list. Meers explained that the budget had been reduced by \$825,037 which left the total budget at \$77,819,128. Needham moved to approve the FY25 TSET Budget Revision as presented. Allen provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

c. Bisbee told the Board that the budget for FY26 had been discussed in each committee and amended based on that feedback. She explained that the total budget of \$105,691,401 for FY26 included the \$20,546,000 amount for the estimated amount for funding Legacy Grants and support in the first year. After a short discussion, Allen moved to approve proposed comprehensive FY26 TSET Budget in the amount of \$105,691,401. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

d. Bisbee reminded the Board that contract changes under \$100,000 were authorized under policy to be signed by the Executive Director with notification to the Board at the next meeting. She presented the FY25 contract updates as required by policy. A listing on contracts executed was in the board packet. There were no questions or comments. No action was necessary.

e. Needham moved to approve administrative contract with Coastal Cloud in the amount of \$170,000 for Waves Salesforce Post-Implementation Development and Support. Allen provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

6. Program Committee Report

a. Bisbee recognized Director of Grants Management Kelly Parker to give an overview of the recommendation to award FY25 Discovery Grants. Parker explained that six of the 18 applications were recommended for approval including Tahlequah Public Schools, American Lung Association, Active Oklahoma Incorporated, Youth & Family Services, Inc., Crossroads Youth and Family Services, Inc., and Youth Services for Choctaw, Pushmataha, and McCurtain Counties. She said the work would begin in FY26 with a total funding amount for the first year of the grant of \$1,272,986. She said the total over the course of three years would be \$3,797,198 if approved.

Organization	Project Summary	FY26 Funding Request	FY27 Funding Request	FY28 Funding Request	Total Funding Requested
Tahlequah Public Schools	Tahlequah Public Schools will expand an existing Mobile Farmers Market to school districts within Cherokee County.	\$250,000	\$250,000	\$250,000	\$750,000
American Lung Association	ALA seeks to implement One Step program in Tulsa County childcare centers. Program trains center staff on harms of SHSe and THSe and provides staff with skills to talk to parents about not smoking/vaping around their children.	\$192,397	\$192,817	\$203,549	\$588,763
Activate Oklahoma Incorporated	Activate Oklahoma proposes an online platform for discovering opportunities to be physically active and mentions removing barriers to a healthy lifestyle with a mission of improving physical, mental, and emotional health of community members.	\$249,942	\$249,416	\$249,416	\$748,774
Youth & Family Services, Inc. (YFS)	YFS will create a whole-body wellness program for youth and families in its 40-mile service area including Blaine, Canadian, Kingfisher, and Oklahoma Counties.	\$138,325	\$138,325	\$138,325	\$414,975
Crossroads Youth & Family Services, Inc.	Crossroads Youth and Family Services, in partnership with Monster Soup Society, is requesting \$750,000 to improve the health of children through the expansion of youth leadership coalitions across 66 rural Oklahoma counties, intensely serving 5 rural communities across Texas, Beaver, Alfalfa, Grant, Garfield, Kay, and Pushmataha counties.	\$250,000	\$250,000	\$250,000	\$750,000
Youth Services for Choctaw, Pushmataha and McCurtain Counties	Youth Services for Choctaw, Pushmataha and McCurtain Counties are proposing to launch "DiscoverU" in 9 Southeast Oklahoma school districts. This program would work with school-age children to improve both health behaviors and knowledge.	\$192,322	\$176,662	\$175,612	\$544,596
Total		\$1,272,986	\$1,257,220	\$1,266,902	\$3,797,108

Allen moved to approve the FY25 Discovery Grant Awards as presented. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

b. Parker reported that 11 applications for the Innovations in Built Environments funding opportunity were recommended for funding for FY26. including First Americans Museum Foundation in Oklahoma City, Oklahoma Ordnance Works Authority in Mayes County, Meeker Public Schools, Town of Arkoma, City of Prague, Shawnee Public Schools, Alpha Community Foundation of Oklahoma in Oklahoma City, City of Stroud, Northwestern Oklahoma State University, City of Grove, and Seminole Public Schools.

Organization	Project Summary	FY26 Funding Request	FY27 Funding Request	Total Funding Requested
First Americans Museum Foundation in Oklahoma City	The proposed project is to develop a construction plan for the FAMcenter in Oklahoma City that incorporates culture and supports physical activity, nutrition education, and holistic wellness for all individuals.	\$79,800	\$0.00	\$79,800
Oklahoma Ordinance Works Authority in Mayes County	The Ridgeview Loop Trail Project aims to construct six miles of new mountain bike and hiking trails in Mayes County. This project serves as the pioneering phase in executing the 22-mile trail system that is identified in Oklahoma Ordinance Works Authority Active Transportation Plan. Oklahoma Ordinance Works Authority is a governmental entity and public trust created under the laws of the State of Oklahoma.	\$100,000	\$100,000	\$200,000
Meeker Public Schools	Meeker Public Schools is proposing to construct a basketball and pickleball court on the school campus, which would be open to the students to utilize and for the community to use outside of school hours.	\$100,000	\$0.00	\$100,000
Town of Arkoma	The Town of Arkoma is seeking funding for a feasibility study to determine the viability of a multi-use trail system that will improve pedestrian safety, increase physical activity opportunities, and connect key areas of the community.	\$50,000	\$0.00	\$50,000
City of Prague	The City of Prague is seeking funding to hire a subcontractor that will complete a comprehensive plan so they may design and build out a new park.	\$80,000	\$0.00	\$80,000
Shawnee Public Schools	Shawnee Public Schools proposes to construct a publicly accessible outdoor fitness court on the Shawnee High School campus, replacing the transportation building that was destroyed in the April 2023 tornado.	\$100,000	\$0.00	\$100,000
Alpha Community Foundation of Oklahoma in Oklahoma City	Alpha Community Foundation of Oklahoma requests funding for Phase II of construction at a repurposed former school in northeast Oklahoma City, now being developed into a comprehensive community center. This center will serve at-risk populations by offering cooking classes, a community garden, and after-school programs.	\$100,000	\$0.00	\$100,000
City of Stroud	The City of Stroud has developed a comprehensive plan to enhance Foster Park, a community hub known for its fishing pond, skate park, disc golf course, and annual events.	\$99,500	\$98,416	\$197,916
Northwestern Oklahoma State University	The NWOSU Enid Campus Recreation Area project will enhance safety by replacing walkway lighting between Northern Oklahoma College and NWOSU that is also a public access and ADA-compliant walkway and improve the outdoor recreation area.	\$100,000	\$100,000	\$200,000
City of Grove	The City of Grove seeks to build a multi-use trail system and park for their citizens and tourists. This area would provide trails for walking/running, biking, a playground, and a dog park.	\$100,000	\$100,000	\$200,000
Seminole Public Schools	Seminole Public Schools is proposing funding to be used for a publicly accessible outdoor fitness gym area. The project would be completed with the partnership of the National Fitness Campaign.	\$90,700	\$0.00	\$100,000
Total		\$1,000,000	\$398,416	\$1,398,416

Allen moved to approve the FY25 Innovations in Built Environment Grant Awards. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

- c. Allen moved to approve the FY25 Healthy Incentive Grant for Communities Awards as presented. Needham provided the second. The motion passed unanimously.

Organization	County	Intended Use of Funds	Recommended Amount
Town of Langley	Mayes	Funds will be used to improve access to physical activity environments for the youngest in Langley by making enhancements to the playground equipment for ages 2 – 5 years	\$14,000

Town of Depew	Creek	Funds will be used to support active lifestyles and increase community engagement by installing Wayfinding Signage in town.	\$10,000
City of Tulsa	Tulsa	Funds will be used to increase environmental landscape by repairing asphalt on the Osage Prairie Trail.	\$40,000
Town of Ripley	Payne	Funds will be used to increase opportunities for active living by making updates to rodeo arena to include new lighting.	\$10,000
City of Jenks	Tulsa	Funds will be used to buy Wayfinding Signage to guide citizens to the trails and walkways that connect downtown core to the riverwalk trails.	\$120,000

Aye: Allen, Hill, Needham, Snipes, Rowe

d. Needham moved to approve the TSET Grantee FY25 Budget Reductions as presented. Allen provided the second. The motion passed unanimously.

Grantee Organization	FY25 Lapse/Budget Reduction Amount	Revised FY25 Budget Amount
Board of Regents of the University of Oklahoma Health Sciences Center – Lung Cancer Screening Bus	\$162,949	\$93,074
Muskogee County Health Department	\$120,385	\$101,600

Aye: Allen, Hill, Needham, Snipes, Rowe

e. Needham moved to approve the Stephenson Cancer Center Lung Bus FY26 Contract Extension Request in the amount of \$162,949. Allen provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

f. Needham moved to approve the 3-year allocation of funds for FY26-FY28 in the amount of \$2,226,558 for the Oklahoma State University-Center for Health Sciences Hospital Residency Program with Great Salt Plains Health Center in Enid. Allen provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

g. Needham moved to approve the Oklahoma Alcoholic Beverage Laws Enforcement Commission FY26 Funding Request in the amount of \$332,392. The grant will support education and enforcement efforts of laws that prevent minors from having tobacco or vapor products. Allen provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

h. Allen moved to approve FY26 Contract Renewals and Continuation Funding Requests as presented. Needham provided the second. The motion passed unanimously.

Discussion and Possible Action on FY26 Grant & Contract Renewals	FY26 Request
Innovations in Built Environment Grant	

Cushing Public Schools	\$239,310
Communications	
Visual Imaging Marketing and Branding (VI) <i>Tobacco Stops With Me, Shape Your Future, Oklahoma Tobacco Helpline campaigns; grantee marketing and promotional support</i>	\$21,381,995
Discovery Grants — Final Six Months of Three-Year Agreement	
Board of Regents of the University of Oklahoma Health Sciences Center – <i>Saving Tiny Sooners program</i>	\$152,515
LIFE Senior Services	\$150,000
Oklahoma Senior Games	\$100,000
Oklahoma State University – Health Disparities	\$50,333
River Parks Foundation	\$344,980
Discovery Grants — Year Two of Three-Year Agreement	
Board of Regents of the University of Oklahoma Health Sciences Center – <i>Oklahoma Breastfeeding Resource Center</i>	\$249,999
Gateway to Prevention and Recovery	\$249,982
Lighthouse Behavioral Wellness Centers	\$250,000
Oklahoma Arts Council	\$250,000
Oklahoma State University – Student Farm	\$250,000
Oklahoma State University – United Against Tobacco	\$250,000
Youth and Family Services, Inc.	\$188,500
Healthy Living Program	
Comanche County Memorial Hospital	\$260,000
Gateway to Prevention and Recovery serving Pottawatomie County	\$222,516
Great Plains Youth & Family Services, Inc. serving Caddo and Kiowa counties	\$160,000
KI BOIS Community Action Foundation, Inc. serving Haskell County	\$187,767
Kingfisher County Health Department	\$115,755.41
LeFlore County Youth Services, Inc.	\$164,639.75
McClain-Garvin Co Youth and Family Center, Inc. serving Garvin County <i>DBA Frontline Family Solutions</i>	\$211,670.75
Norman Regional Health System serving Cleveland County	\$180,723.37
Norman Regional Health System serving Grady County	\$186,563.26
Norman Regional Health System serving McClain County	\$170,505
Oklahoma City-County Health Department	\$400,000
Oklahoma State University – Department of Wellness – Sponsored Programs - serving Creek County	\$260,000
Oklahoma State University – Department of Wellness – Sponsored Programs - serving Kay County	\$199,914.40
Oklahoma State University – Department of Wellness – Sponsored Programs - serving Payne County	\$260,000
People Inc. serving Sequoyah County	\$175,038.80
Rural Health Projects, Inc. serving Garfield County	\$253,292
Tulsa Health Department	\$400,000
Wichita Mountains Prevention Network serving Carter County	\$142,118

Health Systems Initiative	
Oklahoma Hospital Association <i>OHA's Health Improvement Initiatives</i>	\$850,800
IMPACT Network	
Cherokee County Health Services Council	\$300,000
Cherokee Nation Public Health serving Adair County	\$300,000
Mayes County HOPE	\$300,000
ROCMND Area Youth Services serving Delaware County	\$288,663.80
Rogers County Volunteers for Youth	\$300,000
Research	
Board of Regents of the University of Oklahoma Health Sciences Center <i>TSET Health Promotion Research Program</i>	\$5,050,000
Board of Regents of the University of Oklahoma Health Sciences Center, Stephenson Cancer Center <i>TSET Cancer Research Program</i>	\$6,600,000
Oklahoma Medical Research Foundation <i>Oklahoma Center for Adult Stem Cell Research</i>	\$3,000,000
Statewide	
Health Care Workforce Training Commission <i>Oklahoma Medical Loan Repayment Program and program administration</i>	\$825,735
The Children's Center Inc, dba Bethany Children's Health Center <i>Healthy Schools Oklahoma program</i>	\$482,179.41
Hunger Free Oklahoma <i>Expand Double Up Oklahoma (DUO) program</i>	\$700,000
Oklahoma Association of Youth Services, Inc. <i>TSET Successful Futures youth character development program</i>	\$1,120,000
Oklahoma State Department of Education <i>High-quality health and physical education instruction initiatives</i>	\$933,960
Oklahoma State University Center for Health Sciences <i>Project ECHO</i>	\$1,501,487
Rescue Agency <i>Youth Action for Health Leadership youth advocacy program</i>	\$2,197,625
Technical Assistance & Evaluation	
Berry Dunn McNeil & Parker LLC <i>Technical assistance and consultation</i>	\$400,000
Board of Regents of the University of Oklahoma Health Sciences Center <i>Oklahoma Adult Tobacco Survey</i>	\$172,500
Board of Regents of the University of Oklahoma Health Sciences Center <i>Program evaluation across TSET grants and programs</i>	\$2,624,000
Emory Centers for Public Health Training and Technical Assistance <i>Public Health Academy of Oklahoma</i>	\$243,947
Oklahoma Health Care Authority <i>SoonerQuit Plus survey and reports</i>	\$105,000
Onside Partners <i>Technical assistance, training, and product development</i>	\$155,000

Tigris Solutions <i>Program support and technical assistance</i> <i>Aye: Allen, Hill, Needham, Snipes, Rowe</i>	\$200,000
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i. Needham moved to approve the Town of Westville FY26 Contract Extension Request in the amount of \$461,777. Allen provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

7. Public Information and Outreach Committee

a. Bisbee recognized Director of Strategic Communication Kelli Brodersen to give an overview of the TSET Youth Media and Marketing RFP Respondent Funding Recommendation. Brodersen reported that TSET had received a total of 5 proposals from vendors with the majority from Oklahoma. Brodersen said a thorough review was conducted and the recommendation was to award the contract to VI Marketing and Branding.

After a brief discussion, Allen moved to award the Youth Media Award in the amount of \$3.5 million annually to VI Marketing and Branding, renewable for up to four additional years based on funds available and contractor performance. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

b. Brodersen explained that there would need to be a transition at the end of the current Youth Media Contract since the awardee was not the incumbent. She said she expected the Scope of Work for Youth Media transition period from July 1, 2025 to September 30, 2025 at a cost not to exceed \$500,000. After some discussion, Chairman Rowe asked that the item be tabled to give the Executive Director time to create the actual scope of work. He also suggested that future contracts have a transition period built in at the end in cases such as these where the incumbent was not chosen.

c. Allen moved approval of Oklahoma Health Care Authority (OHCA) Media Cost Share for Oklahoma Tobacco Helpline (OTH) with TSET's portion not to exceed \$2 million annually. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

7.d. – 7.g - Bisbee referred the Board members to the information in their packet and told them they could find an overview of the Youth Focus Brands and Adult Focus Brands, the FY25 Sponsorship Report, the Public Information and Government Affairs Report, and an overview of the Upcoming Events and Training. There was no further discussion. No action was needed.

8. Personnel Actions

a. Chairman Rowe asked for a motion to enter into Executive Session pursuant to 25 O.S. § 307(B)(1) for the discussion of the potential hiring of a Grants Specialist and a Partner Support Specialist. Needham moved to enter into Executive Session. Allen provided the second. The motion passed unanimously. The Board entered into Executive Session at 11:19 a.m.

Aye: Allen, Hill, Needham, Snipes, Rowe

b. Chairman Rowe asked for a motion to return to Open Session. Hill moved to return to Open Session. Needham provided the second. The motion passed unanimously. The Board returned to Open Session at 11:48 a.m.

Aye: Allen, Hill, Needham, Snipes, Rowe

c. Snipes moved to authorize the Executive Director to extend an offer of employment to Candidate A for the position of Grants Specialist. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

d. Rowe moved to authorize the Executive Director to extend an offer of employment to Candidate A for the position of Partner Support Specialist. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

9. Chairman Rowe asked for a motion to enter into Executive Session pursuant to Title 25 O.S. § 307(B)(4), and consistent with 2005 AG 29, 13, for the purpose of confidential communications between the TSET Board of Directors and legal counsel concerning H.B. 2783, 60th Leg., 1st Reg. Sess. (Okla. 2025), where counsel has determined that disclosure of information related to the matter will seriously impair the ability of the Board to process or conduct litigation in this matter.

a. Needham moved to enter Executive Session. Snipes provided the second. The motion passed unanimously. The Board entered Executive Session at 11:50 a.m.

Aye: Allen, Hill, Needham, Snipes, Rowe

b. Needham moved to exit Executive Session and re-enter Open Session. Snipes provided the second. The motion passed unanimously. The Board re-entered Open Session at 12:59 p.m.

Aye: Allen, Hill, Needham, Snipes, Rowe

c. Snipes moved to authorize the Executive Director and Board Counsel to consult with outside legal counsel to initiate litigation on HB2783. Needham provided the second. The motion passed unanimously.

Aye: Allen, Hill, Needham, Snipes, Rowe

10. **New Business** – There was no new business.

11. **Adjournment** – The meeting was adjourned at 1:01 p.m.