



TSET Board of Directors Special Meeting Minutes

Tobacco Settlement Endowment Trust Fund

Friday, March 6, 2026 at 10:00 AM

State of Oklahoma: DOT Training Center, 5307 NE 122nd Street, Buffalo Room North, Oklahoma City, OK 73131

I. Open Meeting Act Announcement and Call to Order – Chairman Rowe called the meeting to order at 10:05 a.m. and said that the requirements of the Open Meeting Act had been met.

TSET Board of Directors members present were Chairman Ken Rowe, Jennifer Needham, Jack Allen, Aaron Harmon, Joe Hill, Marshall Snipes, Runako Whittaker. TSET staff members present were Julie Bisbee, Susan Yingling, Lance Thomas, Jessica Davis, Kelli Brodersen, Sjonna Paulson, Jonás Mata, Tonia Lowrey, Megan Meers, Dylan Jasna, Sam Carrillo, and Krystal George.

II. Chair's Report – Chairman Rowe welcomed everyone to the meeting and gave a brief overview of the goals regarding strategic planning and TSET's next 25 years.

III. Strategic Priority Discussion

A. Programmatic Areas of Focus – Bisbee referred the Board to the handouts in front of them and explained the discussion would utilize the documents. She said the goal was to determine the strategic direction so staff would know how to move forward with implementation.

Bisbee introduced TSET Chief of Staff, Lance Thomas, who gave a brief history and explanation of the purpose of the strategic plan. He reminded the Board members of the pre-Board interviews that had been conducted prior to the September 2025 Board Retreat. Thomas said that the main theme that came up was the desire for the future of TSET to be transformational. He asked the Board to determine what they wanted transformation to look like for TSET so the strategic plan could work to accomplish that goal. The Board agreed that transformation needed to include measurable portfolio buckets of programs that could demonstrate TSET's accomplishments over the next 25 years by improving health outcomes in Oklahoma. Chairman Rowe said TSET can't fund everything, so it was imperative that the Board narrow down its funding priorities.

After a brief discussion, Thomas returned the mic to Bisbee who educated the Board on the laws and rules that established TSET and created the requirement for the strategic planning component. Bisbee reviewed the constitutionally set duties of the TSET Board of Directors and the areas of allowed funding set by law. Bisbee discussed the board policy that outlines strategic funding areas and practices. Bisbee noted that as the board moved forward they may want to consider revisiting the policy or possibly amending it to reflect the aims for the future. Chairman Rowe said the focus for the day would be determining the buckets and then the policies could be reviewed based on that determination.

Bisbee recognized Director of Quality and Performance, Tonia Lowrey, who worked with the Board to determine what areas of focus the Board wanted to include in the strategic plan.

After a lengthy discussion, the Board narrowed the portfolio buckets down to 5 areas of focus: Tobacco, Workforce Development, Healthcare Access, Healthy Lifestyles, and Research and Clinical Trials.

Chairman Rowe called for a break at 11:34 a.m. He called the meeting back to order at 11:59 a.m.

IV. Discussion and possible action regarding strategic planning goals and timeline

Harmon moved to approve the five portfolio buckets are presented: 1) Tobacco, 2) Healthcare Workforce Development, 3) Healthcare Access, 4) Healthy Lifestyles, and 5) Research and Clinical Trials. Allen provided the second. The motion passed unanimously.

Aye: Rowe, Needham, Allen, Harmon, Hill, Snipes, Whittaker

B. Board Committee Areas of Focus – Bisbee said the other area of focus was the TSET Board Committee structure and determining whether or not the current structure was a reflection of the buckets the Board wanted to focus on. Chairman Rowe said he didn't think the conversation regarding buckets impacted the committee structure but suggested the need to move the discussion to the April Board meeting. Needham concurred and said it would be necessary to move to the April meeting because there was a need to have a more robust discussion than time allowed. Chairman Rowe asked members to be thinking about how committee assignments should happen going forward and determine how to have members rotate through the committees. No action was necessary.

V. Legacy Grant Report – A progress update on current Legacy grants was provided. No action needed.

VI. Discussion and possible action on Legacy Grant Agreement – Whittaker moved approval of the Legacy Grant agreement for the Board of Regents of the University of Oklahoma Health Sciences Center for the Stephenson Cancer Center – Tulsa project in the amount of \$25,000,000 over three years. Harmon provided the second. The motion passed unanimously.

Aye: Rowe, Needham, Allen, Harmon, Hill, Snipes, Whittaker

Organization	Project Title	Total Funding Awarded
Board of Regents of the University of Oklahoma Health Sciences Center	Stephenson Cancer Center - Tulsa	\$25,000,000

VII. Discussion and possible action on rescheduling FY26 Discovery Grant opening – Bisbee referred the Board to their packets to review the overview of the Discovery Grant timeline review. Chairman Rowe said that the Board wanted to do Discovery Grants but wanted to

have an idea what the buckets of funding were going to be before opening a new opportunity. Bisbee said the plan was for staff to apply the Board's suggestions and bring a proposal to the Board in the first quarter of FY27. Whittaker moved approval to reschedule the FY26 Discovery Grant opening. Allen provided the second. The motion passed unanimously.

Aye: Rowe, Needham, Allen, Harmon, Hill, Snipes, Whittaker

VIII. Discussion and possible action on grant continuations – Snipes moved to table the grant continuation requests for both the TSET Health Promotion Research Center and OSU Project ECHO until the April 2, 2026 Regular Board meeting when members could hear presentations from the grantees. Allen provided the second. The motion passed unanimously.

Aye: Rowe, Needham, Allen, Harmon, Hill, Snipes, Whittaker

IX. Proposed Executive Session.

Discussion and possible action to enter into Executive Session pursuant to 25 O.S. §307(B)(1) and in accordance with 2006 OK AG 17 for the discussion of the employment, hiring, appointment, or promotion for the following individual positions: Program Manager.

A. Vote to enter Executive Session – Hill moved to enter Executive Session. Needham provided the second. The motion passed unanimously. The Board entered Executive Session at 12:31 p.m.

Aye: Rowe, Needham, Allen, Harmon, Hill, Snipes, Whittaker

B. Vote to return to Open Session – Allen moved to return to Open Session. Snipes provided the second. The motion passed unanimously. The Board returned to Open Session at 12:44 p.m.

Aye: Rowe, Needham, Allen, Harmon, Hill, Snipes, Whittaker

C. Possible action on matters discussed in Executive Session, including, but not limited to:

1. Discussion and possible action regarding the hiring of a Program Manager – Snipes moved to direct the Executive Director to extend an offer of employment to Candidate A at the annual salary of \$66,000. Hill provided the second. The motion passed unanimously.

Aye: Rowe, Needham, Allen, Harmon, Hill, Snipes, Whittaker

X. Adjournment – Chairman Rowe adjourned the meeting at 12:45 p.m.