2011 SUNSET REVIEW SURVEY

TABLE OF CONTENTS

		PAGE NO.
BOARD OF EXAMINERS IN OPTOMETRY		9
∞	53rd Oklahoma Legislature First Session 2011 Sunset Review Survey	10 – 15
∞	Expenditure Summary	16
∞	Organizational Chart	17
∞	State of Oklahoma Office of State Finance 6 Digit Object of Expenditure Report, Dated July 01, 2010 to June 30, 2011	18 – 20
∞	Minutes Board of Examiners, Dated July 17, 2009	21 – 23
∞	Minutes Board of Examiners, Dated October 15, 2009	24 – 27
∞	Minutes Board of Examiners, Dated January 8, 2010	28 – 32
∞	Minutes Board of Examiners, Dated March 25, 2010	33 – 34
∞	Minutes Board of Examiners, Dated July 9, 2010	35 – 37
∞	Minutes Board of Examiners, Dated October 7, 2010	38 – 41
BOARD OF EXAMINERS FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY		42
∞	53rd Oklahoma Legislature First Session 2011 Sunset Review Survey	43 – 49
∞	Organizational Chart	50
∞	Letter to The Honorable Mary Fallen from Executive Secretary Jeanie Wall, Dated November 14, 2011	51 – 52
∞	Regular Board Meeting Minutes, Dated February 19, 2010	53 – 56
∞	Special Board Meeting Minutes, Dated February 26, 2010	57
∞	Special Board Meeting Minutes, Dated March 12, 2010	58
∞	Regular Board Meeting Minutes, Dated May 7, 2010	59 – 63
∞	Regular Board Meeting Amended Agenda Minutes, Dated September 3, 2010	64 – 68
∞	Regular Board Meeting Amended Agenda Minutes, Dated December 3, 2010	69 – 73
BOARD OF TESTS FOR ALCOHOL AND DRUG INFLUENCE		74
∞	53rd Oklahoma Legislature First Session 2011 Sunset Review Survey	75 – 79
COMMISSION ON COUNTY GOVERNMENT PERSONNEL EDUCATION AND TRAINING		80
∞	53rd Oklahoma Legislature First Session 2011 Sunset Review Survey	81 – 88
∞	Meeting Minutes, Dated February 16, 2011	89 – 95
∞	Activities Report County Training Program, Dated June 1, 2010 to June 30, 2011	96 – 105
∞	Financial Report County Training Program, Dated July 1, 2010 to June 30, 2011	106 – 107
∞	Proposed Budget Fiscal Year 2011–2012	108 – 111
∞	Proposed Activities Fiscal Year 2011–2012	112 – 126
∞	Appendix – Relevant Statutes	127 – 136
∞	Appendix A – County Government Officer and Personnel Certification Guidelines	137 – 145
∞	Appendix B – Example Statute Changes Affecting the Work of the Commission	146
EMERGENCY SYSTEMS DIVISION OF THE OKLAHOMA STATE DEPARTMENT OF HEALTH		147
∞	53rd Oklahoma Legislature First Session 2011 Sunset Review Survey	148 – 154
∞	Draft Minutes, Dated February 18, 2010	155 – 159

- Meeting Summary, Dated May 20, 2010 ..... 160 – 163
- Minutes, Dated August 19, 2010 ..... 164 – 167
- Draft Meeting Minutes, Dated November 18, 2010 ..... 168 – 171

LP GAS RESEARCH, MARKETING, AND SAFETY COMMISSION 172

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 173 – 181
- Minutes, Dated March 19, 2010 ..... 182 – 183
- Minutes, Dated May 21, 2010 ..... 184 – 186
- Minutes, Dated July 29, 2010 ..... 187 – 188
- Minutes, Dated September 17, 2010 ..... 189 – 190
- Minutes, Dated November 19, 2010 ..... 191 – 193
- Organizational Chart, Agency 444 194

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS 195

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 196 – 202
- Organizational Chart 203
- State of Oklahoma Office of State Finance 6 Digit Object of Expenditure ..... 204 – 208
  Report, Dated July 01, 2010 to June 30, 2011
- State of Oklahoma Office of State Finance 6 Digit Object of Expenditure ..... 209 – 211
  Report, Dated July 01, 2011 to July 31, 2011
- Rule Hearing, Dated February 23, 2010 212
- Regular Board Meeting, Dated February 23, 2010 ..... 213 – 216
- Regular Board Meeting, Dated March 23, 2010 ..... 217 – 221
- Regular Board Meeting, Dated June 22, 2010 ..... 222 – 225
- Special Meeting, Dated July 15, 2010 ..... 226 – 228
- Special Board Meeting, Dated November 16, 2010 ..... 229 – 232
- Administrative Hearing and Regular Board Meeting, Dated December 16, 2010 ..... 233 – 238
- Regular Meeting and Administrative Hearing, Dated September 13, 2011 ..... 239 – 242

OKLAHOMA CHILD DEATH REVIEW BOARD OKLAHOMA COMMISSION ON CHILDREN AND YOUTH 243

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 244 – 250
- Attachment A ..... 251 – 255
- Attachment B 256
- Attachment C – Organizational Chart 257
- Attachment E – Minutes from Each Team 258
- 2010 Minutes of the State Team of the Oklahoma Child Death Review Board 259
  - Minutes, Dated February 18, 2010 ..... 260 – 267
  - Minutes, Dated March 18, 2010 ..... 268 – 272
  - Minutes, Dated April 15, 2010 ..... 273 – 277
  - Minutes, Dated May 20, 2010 ..... 278 – 284
  - Minutes, Dated June 17, 2010 ..... 285 – 289
  - Joint Meeting of the Oklahoma Child Death Review Board and ..... 290 – 295
    The Domestic Violence Fatality Review Board – Minutes,
    Dated July 23, 2010
  - Minutes, Dated August 19, 2010 ..... 296 – 301
  - Minutes, Dated September 16, 2010 ..... 302 – 305
  - Minutes, Dated October 21, 2010 ..... 306 – 309
  - Minutes, Dated November 18, 2010 ..... 310 – 312
  - Minutes, Dated December 16, 2010 ..... 313 – 318
- 2010 Minutes of the Eastern Team of the Oklahoma Child Death Review Board 319

- Minutes, Dated February 19, 2010 ..... 320 – 322
- Minutes, Dated May 21, 2010 ..... 323 – 324
- Minutes, Dated August 20, 2010 ..... 325 – 327
- Minutes, Dated November 19, 2010 ..... 328 – 330

∞ 2010 Minutes of the Southeastern Team of the Oklahoma Child Death Review Board 331

- Minutes, Dated February 11, 2010 ..... 332 – 334
- Minutes, Dated May 13, 2010 ..... 335 – 337
- Minutes, Dated September 9, 2010 ..... 338 – 340
- Minutes, Dated November 4, 2010 ..... 341 – 344

∞ 2010 Minutes of the Southwestern Team of the Oklahoma Child Death Review Board 345

- Minutes, Dated February 4, 2010 ..... 346 – 347
- Minutes, Dated April 22, 2010 ..... 348 – 349
- Minutes, Dated July 22, 2010 ..... 350 – 351
- Minutes, Dated October 28, 2010 ..... 352 – 353

∞ 2010 Minutes of the Tulsa Team of the Oklahoma Child Death Review Board 354

- Minutes, Dated February 17, 2010 ..... 355 – 357
- Minutes, Dated April 28, 2010 ..... 358 – 359
- Minutes, Dated June 23, 2010 ..... 360 – 362
- Minutes, Dated August 25, 2010 ..... 363 – 365
- Minutes, Dated October 27, 2010 ..... 366 – 367
- Minutes, Dated December 15, 2010 ..... 368 – 370

∞ Attachment F – Citizen's Review Panel Report 2011 ..... 371 – 373

OKLAHOMA CLIMATOLOGICAL SURVEY 374

∞ 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 375 – 388
∞ State of the State Climate Office Report ..... 389 – 391
∞ Report to Oklahoma Mesonet Sterring Committee ..... 392 – 409
∞ Mesonet Connection, Volume 2, Issue 10, December 2011 ..... 410 – 416
∞ Mesonet Sterring Committee Minutes, dated May 5, 2011 ..... 417 – 419

OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY 420

∞ 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 421 – 428
∞ Minutes of the Regular Meeting of the Authority, Dated August 17, 2010 ..... 429 – 431
∞ Minutes of the Regular Meeting of the Authority, Dated February 15, 2011 ..... 432 – 434
∞ Minutes of the Regular Meeting of the Authority, Dated April 19, 2011 ..... 435 – 437
∞ Minutes of the Regular Meeting of the Authority, Dated August 16, 2011 ..... 438 – 441
∞ Table of Organization, Fiscal Year 2012 442
∞ Division of Administration & Finance 443
∞ Division of Broadcasting & Technical Operations 444
∞ Division of Programming & Production 445
∞ Annual Report, Fiscal Year 2011 ..... 446 – 457

OKLAHOMA MUSIC HALL OF FAME 458

∞ 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 459 – 465
∞ Oklahoma Music Hall of Fame Governor's Board 466
∞ Governor's Board Meeting, Dated July 13, 2010 467
∞ Governor's Board Meeting Minutes, Dated October 15, 2010 468
∞ Governor's Board Meeting Minutes, Dated January 14, 2011 469

- Governor's Board Meeting Minutes, Dated March 16, 2011 ..... 470 – 471

OKLAHOMA PEANUT COMMISSION 472

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 473 – 479
- Organizational Chart 480
- Minutes of Meeting, Dated February 19, 2010 ..... 481 – 483
- Minutes of Meeting, Dated June 21, 2010 ..... 484 – 487
- Minutes of Meeting, Dated August 13, 2010 ..... 488 – 491
- Minutes of Meeting, Dated December 03, 2010 ..... 492 – 495

OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS 496

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 497 – 518
- Organizational Chart, Fiscal Year 2010 Budget Work Plan 519
- Summary of Receipts and Disbursements, Dated June 2011 ..... 520 – 523
- State of Oklahoma Office of State Finance 6 Digit Expenditure Detail ..... 524 – 528
  Report, Dated June 01, 2011 to June 30, 2011
- State of Oklahoma Office of State Finance 6 Digit Object of Expenditure ..... 529 – 532
  Report, Dated July 01, 2010 to June 30, 2011
- Allotment Budget and Available Cash, Dated June 30, 2011 ..... 533 – 537
- Outstanding Encumbrances, Dated June 30, 2011 ..... 538 – 540
- Minutes of the Meeting, Dated July 10, 2009 ..... 541 – 542
- Minutes of the Meeting, Dated July 31 – August 1, 2009 ..... 543 – 566
- Minutes of the Meeting, Dated September 25, 2009 ..... 567 – 574
- Minutes of the Meeting, Dated November 13, 2009 ..... 575 – 579
- Minutes of the Meeting, Dated January 22, 2010 ..... 580 – 585
- Minutes of the Meeting, Dated March 26, 2010 ..... 586 – 594
- Minutes of the Meeting, Dated May 7, 2010 ..... 595 – 601

OKLAHOMA STATE COMMITTEE OF PLUMBING EXAMINERS 602

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 603 – 608
- Organizational Chart 609
- Minutes, Dated January 7, 2010 ..... 610 – 613
- Minutes, Dated March 4, 2010 ..... 614 – 616
- Minutes, Dated May 6, 2010 ..... 617 – 619
- Minutes, Dated September 2, 2010 ..... 620 – 622
- Minutes, Dated November 4, 2010 ..... 623 – 626

OKLAHOMA WHEAT UTILIZATION, RESEARCH, AND MARKET DEVELOPMENT COMMISSION 627

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 628 – 634
- Total Disbursements for Fiscal Year 2007 635
- Total Disbursements for Fiscal Year 2008 636
- Total Disbursements for Fiscal Year 2009 637
- Total Disbursements for Fiscal Year 2010 638
- Total Disbursements for Fiscal Year 2011 639
- Organizational Chart 640
- Financial Statement, Final Dated June 30, 2011 641
- Minutes, Dated January 20, 2010 ..... 642 – 647
- Minutes, Dated February 10, 2010 ..... 648 – 650

- Minutes, Dated March 24, 2010 ..... 651 – 655
- Minutes, Dated April 21, 2010 ..... 656 – 659
- Minutes, Dated May 19, 2010 ..... 660 – 666
- Minutes, Dated July 21, 2010 ..... 667 – 673
- Minutes, Dated August 5, 2010 ..... 674 – 676
- Minutes, Dated October 20, 2010 ..... 677 – 681
- Minutes, Dated November 17, 2010 ..... 682 – 685
- Minutes, Dated December 10, 2010 ..... 686 – 689

OVERSIGHT COMMITTEE FOR STATE EMPLOYEE CHARITABLE CONTRIBUTIONS ... 690

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 691 – 697
- Regular Meeting Minutes, Dated November 2010 ..... 698 – 699
- Regular Meeting Minutes, Dated January 12, 2011 ..... 700 – 701
- Regular Meeting Minutes, Dated February 16, 2011 ..... 702 – 703
- Special Meeting Minutes, Dated April 13, 2011 ..... 704 – 705
- Regular Meeting Minutes, Dated May 11, 2011 ..... 706 – 710
- Regular Meeting Minutes, Dated June 2, 2011 ..... 711 – 712
- Regular Meeting Minutes, Dated August 2011 ..... 713 – 714
- Member List: Current as of September 30, 2011 ..... 715 – 716

PUBLIC EMPLOYEES RELATIONS BOARD 717

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 718 – 725
- Attachment "A" – Board Members 726
- Attachment "B" – Enrolled House Bill No. 1593 ..... 727 – 728
- Organizational Chart 729
- Minutes of Regular Meeting, Dated January 21, 2011 ..... 730 – 732
- Minutes of Regular Meeting, Dated February 11, 2010 ..... 733 – 736
- Minutes of Regular Meeting, Dated May 13, 2010 ..... 737 – 739
- Minutes of Regular Meeting, Dated June 10, 2010 ..... 740 – 744
- Minutes of Regular Meeting, Dated July 8, 2010 ..... 745 – 747
- Minutes of Regular Meeting, Dated August 12, 2010 ..... 748 – 751
- Minutes of Regular Meeting, Dated September 16, 2010 ..... 752 – 754
- Minutes of Regular Meeting, Dated December 16, 2010 ..... 755 – 757

STATE ANATOMICAL BOARD 758

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 759 – 765
- Organizational Chart, Fiscal Year 2011 ..... 766 – 767
- Minutes of Spring Meeting, Dated March 4, 2010 ..... 768 – 770
- Minutes of Fall Meeting, Dated November 4, 2010 ..... 771 – 772

STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS 773

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey ..... 774 – 782
- Minutes, Dated July 16, 2010 ..... 783 – 786
- Minutes, Dated October 22, 2010 ..... 787 – 790
- Minutes, Dated February 11, 2011 ..... 791 – 795
- Minutes, Dated March 15, 2011 ..... 796 – 797
- Minutes, Dated May 13, 2011 ..... 798 – 799
- Minutes, Dated July 22, 2011 ..... 800 – 802

STATE BOARD OF EXAMINERS OF PERFUSIONISTS 803

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey..... 804 – 809
- Relevant Statutes..... 810 – 812
- Organizational Chart as of December 8, 2011..... 813
- Minutes of the Meeting, Dated February 9, 2010..... 814 – 815
- Agenda, Dated August 10, 2010..... 816
- Minutes of the Meeting, Dated November 9, 2010..... 817 – 818
- Minutes of the Meeting, Dated December 7, 2010..... 819 – 820

STATE CAPITOL PRESERVATION COMMISSION 821

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey..... 822 – 832
- Current Organizational Chart..... 833
- Legislative Report Draft Copy, Dated December 2011..... 834 – 839
- Minutes, Dated February 18, 2010..... 840 – 842
- Minutes, Dated April 15, 2010..... 843 – 846
- Minutes, Dated August 19, 2010..... 847 – 851
- Minutes, Dated December 16, 2010..... 852 – 855

STATE BOARD OF REGISTRATION FOR FORESTERS 856

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey..... 857 – 864
- Organizational Chart as of December 1, 2011..... 865
- Official Minutes: Sixty-Second Meeting..... 866 – 867
- Official Minutes: Sixty-Third Meeting..... 868 – 869
- Official Minutes: Sixty-Forth Meeting..... 870 – 871

STATE BOARD OF VETERINARY MEDICAL EXAMINERS 872

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey..... 873 – 879
- Organizational Chart..... 880
- Annual Report, Dated July 1, 2010 to June 30, 2011..... 881 – 895
- Minutes, Dated July 17, 2009..... 896 – 901
- Minutes, Dated September 18, 2009..... 902 – 907
- Minutes, Dated November 20, 2009..... 908 – 913
- Minutes, Dated January 8, 2010..... 914 – 917
- Minutes, Dated March 5, 2010..... 918 – 922
- Minutes, Dated April 19, 2010..... 923
- Minutes, Dated May 14, 2010..... 924 – 929

THE WELLNESS COUNCIL 930

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey..... 931 – 937
- Meeting Minutes, Dated February 17, 2010..... 938 – 939
- Meeting Minutes, Dated June 2, 2010..... 940 – 941
- Meeting Minutes, Dated August 18, 2010..... 942 – 943

WATERWORKS AND WASTEWATER WORKS ADVISORY COUNCIL 944

- 53rd Oklahoma Legislature First Session 2011 Sunset Review Survey..... 945 – 952
- Organizational Chart..... 953
- Minutes, dated October 16, 2009..... 954 – 1001

∞ Minutes, dated January 15, 2011..... 1002 – 1031

BOARD OF EXAMINERS IN OPTOMETRY

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission: BOARD OF EXAMINERS IN OPTOMETRY

Agency Staff Contact: Ms. Mary Walker

Agency Telephone Number: 733-7836

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

As stated in 59 OS Section 582: This Board shall consist of five (5) persons, four of whom shall possess sufficient knowledge of theoretical and practical optics to practice optometry, be duly licensed as optometrists, and who shall have been residents of this state for at least five (5) years and term shall be five (5) years ... the Governor is hereby authorized to appoint a member of the Board of Examiners in Optometry ...

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

Title 505:1-3-1: The general purpose and method of the Board's operation is prescribed by the Legislature, and the Board acts as the agency in the exercise of the police powers of the State of Oklahoma for the protection of the health, safety, and welfare of the people of the State, for the purpose of licensing and regulating the practice of Optometry …

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

59 O.S. Sections 581-598, 601-606, 725, 731, 941-947, and Title 505: 1-3-2

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

None

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

Calendar Years:

FY-12	FY-11	FY-10	FY-09	FY-08
4	4	4	4	4

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12		4	
FY-11		4	
FY-10		4	
FY-09		4	
FY-08		4	

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

The Board of Examiners in Optometry is responsible for administering the State Board Exams each year at which time those applicants who pass are granted an Oklahoma License. The Board of Examiners in Optometry also renews the license of each of the Oklahoma licensed optometrists each year.

B. Monitoring:

The Board of Examiners in Optometry monitors the acquisition of continuing education for each of the Oklahoma licensed optometrists as well as all data pertaining to the optometrists.

C. Enforcement:

The Board of Examiners in Optometry enforces the Optometry Laws of Oklahoma – 59 O.S. 581-598, 601-606, 725, 731, 941-947, through informal hearings, formal hearings, hearing officer trials, attorney general consultation, by probation, suspension, and revocation of license. The Board works with attorneys to provide independent counsel. The Board works closely with Colleges of Optometry in Oklahoma as well as the nation. The Board also maintains a record of disciplined doctors.

D. Continuing Education:

The Board of Examiners in Optometry requires 18 hours of continuing education each year for the renewal of an optometrist's license. We require that the optometrist submit all documents showing they have met his requirement. We record this information on their record that is maintained in the office of the Executive Director of the Board.

E. Other:

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
900	872	840	799	790

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
900	872	840	799	790

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
1	0	1	1	0

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
1	0	1	1	0

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

No

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
900	872	840	799	790

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
None	None	None	None	None

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	License Application Fee, License Renewal Fee, and Branch Office Fee
FY-10	License Application Fee, License Renewal Fee, and Branch Office Fee
FY-09	License Application Fee, License Renewal Fee, and Branch Office Fee
FY-08	License Application Fee, License Renewal Fee, and Branch Office Fee
FY-07	License Application Fee, License Renewal Fee, and Branch Office Fee

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	
FY-10	
FY-09	
FY-08	
FY-07	

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?
__X___ YES _____ NO (If no, please explain)

_____

_____

_____

_____

_____

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	License Renewal Fee Increase = From $200 to $300 per year (+$100)
FY-10	None
FY-09	License Renewal Fee Increase = From $150 to $200 per year (+$50)
FY-08	None
FY-07	None

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

We currently have no plans to expand or change our Board Operation Policies

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	
FY-10	
FY-09	
FY-08	
FY-07	

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

We have one attorney that is appointed to our agency from the office of the Attorney General. We also have one attorney who handles the majority of legal issues such as complaints, hearings, etc.

16. Why should this agency, board, or commission be continued or discontinued?

State Statute has charged the Board of Examiners in Optometry with the responsibility of overseeing the welfare and protecting of the residents of the State of Oklahoma in the profession of Optometry

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

Expenditure Summary

	FY 07	FY 08	FY 09	FY 10	FY11
Salaries & Benefits	$105,000	$123,000	$133,000	$139,000	$142,000
Professional Services	$ 12,000	$ 13,000	$ 11,000	$ 12,000	$ 12,000
Travel	$ 11,000	$ 11,000	$ 11,000	$ 0	$ 8,000
Property & Equipment	$ 0	$ 0	$ 0	$ 0	$ 2,000
Other Operating Expenses	$ 17,000	$ 15,000	$ 17,000	$ 18,000	$ 22,000
Total Expenditures	**$145,000**	**$162,000**	**$172,000**	**$169,000**	**$186,000**

BOARD OF EXAMINERS IN OPTOMETRY
STATE OF OKLAHOMA

OFFICE OF THE EXECUTIVE DIRECTOR
2008 S. Post Road, Suite 200
Midwest City, Oklahoma 73130
(405) 733-7836

ORGANIZATIONAL CHART

Board of Examiners in Optometry
State of Oklahoma

Secretary-Treasurer of Board
Chief Operating Officer (0113)

Executive Director
Unclassified 4815

Administrative Secretary I
(2 positions)
Unclassified 0039

Temporary
Unclassified Seasonal 020

Dr. Clay McLaughlin, President
2801 North Saratoga
Shawnee, Oklahoma 74801

Dr. Steve Smith, Vice-President
212 E. Blue Starr Drive
Claremore, Oklahoma 74017

Dr. Gary Ford, Secretary-Treasurer
P.O. Box 624
Elk City, Oklahoma 73648

Dr. David Cockrell, Board Member
1711 W. 6th Street
Stillwater, Oklahoma 74076

Teresa Nicoll, Board Member
14107 Crossing Way E.
Edmond, Oklahoma 73013

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
52000						
	510000	PERSONAL SERVICES				
		511000				
			511110	Sals-Regular Pay	6,635.35	79,453.35
			511130	Sals-Non-Reg Pay	1,850.40	14,588.91
			511210	Longevity Pay-State Employe	0.00	1,584.30
			511310	Terminal Leave	0.00	1,095.12
			511400	Compensation - Brd-Com Mer	200.00	2,400.00
			511420	Excess Benefit Allowance	486.93	5,633.80
		Sub Class 511000 Total			9,172.68	104,755.48
		512000				
			512110	Insur.Prem-Hlth-Life-State Pln	1,322.94	14,967.82
			512210	Unemployment Compen.-Payı	58.98	554.88
		Sub Class 512000 Total			1,381.92	15,522.70
		513000				
			513110	State Share-FICA	568.71	6,494.29
			513120	State Share-MQFE/FICA	133.01	1,518.83
			513230	State Share OPERS	1,018.92	13,301.81
			513280	St.Match-Ad Fee-State Annuit	26.52	318.24
		Sub Class 513000 Total			1,747.16	21,633.17
		515000				
			515010	Offices Of Lawyers	675.00	6,736.40
			515060	Acctg,Tax,Books,Payroll Svc	322.30	555.73
			515360	Computer Systems Design Sv	2,249.13	2,249.13
			515380	Other Computer Related Svc	270.80	491.60
			515410	HR-Exec. Search Consulting S	0.00	0.00
			515560	Office Administrative Services	0.00	548.58
			515650	Investigation-Security Svcs	0.00	1,167.29
		Sub Class 515000 Total			3,517.23	11,748.73
	Major Class 510000 Total				15,818.99	153,660.08
	520000	TRAVEL				
		521000				
			521110	In-State Mileage-Motor Vehicl	0.00	1,523.20
			521120	In-State Meals-Subsistence E:	0.00	1,005.50
			521140	In-State Miscellaneous Charg	0.00	1,530.00
			521150	In-State Lodging	0.00	1,406.95
			521310	Travel Reimb.-Non-State Emp	0.00	2,841.21

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
52000						
	520000	TRAVEL				
		Sub Class 521000 Total			0.00	8,306.86
		522000				
			522150	Registration - Agency Direct	0.00	95.00
		Sub Class 522000 Total			0.00	95.00
	Major Class 520000 Total				0.00	8,401.86
	530000	ADMINISTRATIVE EXPENSE				
		531000				
			531120	Postage	0.00	3,320.00
			531130	Telecommunication Services	95.11	1,322.27
			531150	Printing & Binding Contrs	0.00	2,364.00
			531170	Informational Service	84.95	384.95
			531180	Bank Service Charges	1,378.98	1,391.56
			531230	ERP System Services	17.18	206.16
			531260	Membership in Organizations	0.00	900.00
			531310	Prem-Property or Liab.Insur.	0.00	1,008.10
		Sub Class 531000 Total			1,576.22	10,897.04
		532000				
			532110	Rent of Office Space	0.00	6,000.00
			532130	Rent of Other Building Space	175.00	350.00
		Sub Class 532000 Total			175.00	6,350.00
		533000				
			533120	Mtce-Rep.-Equipment-Vendor	5.04	157.80
			533130	Mtce-Rep.-Tel.Equip-Vendor	0.00	585.59
		Sub Class 533000 Total			5.04	743.39
		536000				
			536130	Office Supplies Non-Expendal	0.00	1,219.25
			536140	Office Supplies (Expendable)	0.00	840.44
			536150	Data Processing Supplies	0.00	104.00
			536230	Examinations	0.00	1,550.00
		Sub Class 536000 Total			0.00	3,713.69
	Major Class 530000 Total				1,756.26	21,704.12
	540000	PROP,FURN,EQUIP & RELATED D				
		541000				

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
52000						
	540000	PROP,FURN,EQUIP & RELATED D				
		541000				
			541120	Data Processing Equipment	0.00	2,220.12
		Sub Class 541000 Total			0.00	2,220.12
	Major Class 540000 Total				0.00	2,220.12
Business Unit 52000 Total					17,575.25	185,986.18
Grand Total By Business Unit					17,575.25	185,986.18

MINUTES BOARD OF EXAMINERS

July 17, 2009 Tahlequah, Oklahoma

1001 N. Grand Avenue, The Academic Wing

Present were: Dr. Clay McLaughlin, Dr. Gary Ford, Dr. Russell Laverty, Eddie Jones, Dr. Michelle Welch, Bob Nance, and Mary Walker

Dr. Clay McLaughlin called the meeting to Order at 4:00 p.m.

Dr. Ford made a motion and Eddie Jones seconded the motion that the minutes of the April 2, 2009 Board Meeting be approved. All Aye.

Bob Nance reported that Dr. Darin Shupert had not met the requirements of the Board of Examiners in Optometry by failing to seek treatment at the OU Physicians ExecuCare program for drug abuse. Mary Walker testified that Dr. Shupert had not submitted proof of continuing education or paid any renewal fees for re-licensure. Dr. Ford made a motion and Eddie Jones seconded the motion to revoke the license of Dr. Darin Shupert. All Aye.

Dr. Ford made a motion and Eddie Jones seconded the motion that a wet lab procedure to treat keratoconus patients involving a corneal cross-linking procedure after corneal epithelial debridement with application of riboflavin + UV be offered at the Fall OAOP Pioneers in Optometry meeting. All Aye.

Dr. Ford presented the Treasurer's Report. Eddie Jones made a motion and Dr. McLaughlin seconded the motion that the report be accepted. All Aye.

Dr. Laverty presented the Audit Report. Dr. Ford made a motion and Eddie Jones seconded the motion that the report be accepted. All Aye.

Dr. Ford made a motion and Eddie Jones seconded the motion that the required cost of the development of an on-line license renewal system made available through the Board website on ok.gov. be approved for payment. All Aye.

No action was taken on possible action regarding recent legislation.

Dr. Ford made a motion and Eddie Jones seconded the motion to set a Formal Hearing for those optometrists who have not renewed their licenses by September 15, 2009. The Formal Hearing for revocation of their license is scheduled for October 15, 2009 at 6 p.m. in the Granada Board Room of the Renaissance Tulsa Hotel and Convention Center located at 6808 S. 107th East Avenue, Tulsa, Oklahoma.

No action was taken regarding National Board Certification.

Dr. Ford made a motion and Eddie Jones seconded the motion that Russell Laverty, OD, FAAO, Executive Director of the Board be authorized to assist in the administration of the Licensure Examination. All Aye

Dr. Ford made a motion and Eddie Jones seconded the motion to send a letter to Dr. Forrest Shed, Dr. Roy Crane, Dr. Chase Hunter, and Dr. Robert Fulton advising them to comply with the law regarding the location requirements of their practice. All Aye.

No action was taken regarding Jeff Lee.

No action was taken regarding the list of Procedure Codes given to Trailblazer.

No action was taken regarding HB 1481.

No action was taken regarding the impaired physicians.

No action was taken regarding the payment of travel expenses for the Board Members.

The Board of Examiners meeting was recessed until 8:00 a.m. July 18, 2009. to test the following applicants for licensure:

Miranda Armanyous
Michele Avila
Tara Rae Barth
Kyle C. Bennett
Kimberley Ann Brunk
Elizabeth L. Burkhart
Sue Jin Choi
Anna Clagg
Lacy Nicole Crissup
Bridget L. Dawson
Adam Joseph Drees
Jared Christopher Freeman
Kyle R. Head
Anna Lee Hughes
Robyn Jeanette Hull
Taran L. Kirby
Ramie Lay
Jenna Marie Lighthizer
Nathan Robert Lighthizer
Derek S. Long
Michelle Elizabeth Matson
Brandon Mayes
Chad C.R. Morgan
Matthew Edward Morris
Tracy Elliott Morris
Theresa ThanhBach Nguyen
Andrea Newton
Gregory J. O'Brien
Misty Dawn Otte
Bhavini Manharlal Patel
Billi Jayne Prinzen
Monica J. Rein
Ryan Rosemore
Ashley Eve Scantling
Whitney Lane Scott
Sean Michael Summers
Carrie Ann Suttle
Amanda Joy Umlandt
Dakota Smith Waldroop
Steven Scott Wolfe
Bryan Womack
Jessica Fielding Zwanziger

The subjects included in the State Board Exams are: Jurisprudence, Laser-Written, and Laser-Practical

The next Board meeting was set for Thursday, October 15, 2009 at 6:00 p.m. in the Granada Board Room of the Renaissance Tulsa Hotel and Convention Center located at 6808 S. 107th East Avenue, Tulsa, Oklahoma.

There being no further business the meeting adjourned at 6:32 p.m. on Saturday, July 17, 2009. This meeting met all the requirements for the open meeting laws effective October 1, 1977.

Respectfully submitted,

Clay McLaughlin, O.D. — President

Steve Smith, O.D. — Vice-President

Gary Ford, O.D. — Secretary-Treasurer

David Cockrell, O.D. — Member

Robert E. Jones — Member

MINUTES BOARD OF EXAMINERS

October 15, 2009 Tulsa, Oklahoma

6808 S. 107th E. Avenue

Present were: Dr. Clay McLaughlin, Dr. Steve Smith, Dr. Gary Ford, R.E. "Ed" Jones, Dr. Russell Laverty, Dr. George Foster, Bob Nance, and Dr. Darin Shupert.

The meeting was called to order by Dr. Clay McLaughlin at 6:00 p.m.

Dr. Smith made a motion and Eddie Jones seconded the motion to approve the minutes of the July 17, 2009 Board meeting. All Aye.

Dr. Cockrell was absent from the meeting but called and reported to the Board by phone on the issue of the American Board of Optometry certification progress.

Dr. Laverty reported on the IS09-59 and IS09-62 Interim Studies before the Government Modernization Committee. No action was taken.

Tres Savage, a representative from the Remote Area Medical team gave a report regarding a Special Volunteer License and Remote Area Medical in Oklahoma. He requested that the Board adopt a Board Rule that would allow special volunteer licensing to provide eye care for indigent population. Remote Area Medical has scheduled July 9-11, 2010 to provide medical care at the State Fairgrounds. A motion was made by Dr. Ford and seconded by Eddie Jones to write a Board Rule allowing for a volunteer license. All Aye.

Bob Nance noted that 2009 legislation allows the Optometry Board to increase the license fee to $300.00 by Board Rule. Dr. Ford made a motion and Dr. Smith seconded the motion to have Mr. Nance write a Board Rule to increase the annual re-licensing fee from $200 to $300. All Aye.

Dr. Ford made a motion and Dr. Smith seconded the motion to take no action regarding the JP online course offered by the National Board of Examiners. All Aye.

Chase Hunter explained to the Board that he had met the requirements that were mentioned in the letter from the Board attorney regarding his office location being distinct and separate from a commercial establishment.

Dr. Ford presented the Treasurer's Report. Dr. Laverty advised the Board that we submitted a Budget to OSF and followed the previous years Budget guidelines. Dr. Smith made a motion and Eddie Jones seconded the motion to accept the Treasurer's Report. All Aye.

Dr. Laverty reported that Dr. Raul Auza had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure. Dr. Ford made a motion and Dr. Smith seconded the motion to revoke the license of Dr. Raul Auza. All Aye.

Dr. Smith made a motion and Eddie Jones seconded the motion to table discussion on the license of Dr. Keith Bravenec until the next Board Meeting. All Aye.

Dr. Laverty reported that Dr. Lee Browning had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Ford made a motion and Dr. Smith seconded the motion to accept the voluntary surrender of the license of Dr. Lee Browning. All Aye.

Dr. Laverty reported that Dr. Steven A. Bryant had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Ford made a motion and Dr. Smith seconded the motion to accept the voluntary surrender of the license of Dr. Steven A. Bryant. All Aye.

Dr. Laverty reported that Dr. Randall Cox had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Ford made a motion and Eddie Jones seconded the motion to accept the voluntary surrender of the license of Dr. Lee Browning. All Aye.

Dr. Laverty reported that Dr. Christopher Fornoff had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure. Dr. Ford made a motion and Eddie Jones seconded the motion to revoke the license of Dr. Christopher Fornoff. All Aye.

Dr. Laverty reported that Dr. William Matthew Harper had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Eddie Jones seconded the motion to accept the voluntary surrender of the license of Dr. William Matthew Harper. All Aye.

Dr. Laverty reported that Dr. Robert Lusk had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure. Dr. Ford made a motion and Dr. Smith seconded the motion to revoke the license of Dr. Robert Lusk. All Aye.

Dr. Laverty reported that Dr. Terri L. Miller had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Ford made a motion and Eddie Jones seconded the motion to accept the voluntary surrender of the license of Dr. Terri L. Miller. All Aye.

Dr. Laverty reported that Dr. William Greg Philpott had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Ford made a motion and Eddie Jones seconded the motion to accept the voluntary surrender of the license of Dr. William Greg Philpott. All Aye.

No action was taken regarding the license of Dr. Mark Shear. His license was renewed.

Dr. Laverty reported that Dr. James Truong had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Eddie Jones seconded the motion to accept the voluntary surrender of the license of Dr. James Truong. All Aye.

Dr. Laverty reported that Dr. John Paul Hawkins had requested that his license be placed in Inactive Status. Dr. Smith made a motion and Dr. Ford seconded the motion to place the license of Dr. John Paul Hawkins on Inactive Status. All Aye.

Dr. Laverty reported that Dr. John Minnett had requested that his license be placed in Inactive Status. Dr. Smith made a motion and Dr. Ford seconded the motion to place the license of Dr. John Minnett on Inactive Status. All Aye.

Dr. Laverty reported that Dr. Jerry C. Trotter had requested that his license be placed in Inactive Status. Dr. Smith made a motion and Dr. Ford seconded the motion to place the license of Dr. Jerry Smith on Inactive Status. All Aye.

The following doctors successfully completed the July State Board Examinations and have been licensed for the year 2009-2010:

Miranda Armanyous	Robyn J. Hull	Misty Otte
Michele Avila	Taran Kirby	Bhavini Patel
Tara Barth	Ramie Lay	Billi Prinzen
Kyle Bennett	Jenna Lighthizer	Monica Rein
Kimberly Brunk	Nathan Lighthizer	Ryan Rosemore
Elizabeth Burkhart	Derek S. Long	Ashley Scantling
Sue Choi	Michelle Matson	Whitney Lane Scott
Anna Clagg	Brandon Mayes	Sean Summers
Lacy Crissup	Chad C.R. Morgan	Carrie Suttle
Bridget Dawson	Matthew Morrie	Amanda Umlandt
Adam Drees	Tracy Elliott Morris	Dakota Waldroop
Jared C. Freeman	Theresa Nguyen	Steven Wolfe
Kyle Head	Andrea Newton	Bryan Womack
Anna Hughes	Gregory O'Brien	Jessica Zwanziger

Dr. Laverty presented the Impaired Physicians Report. He indicated that some of the doctors were behind on drug test reporting. The Board directed Dr. Laverty to send a letter to each impaired physician reminding them of their drug test reporting requirements.

Eddie Jones made a motion and Dr. Smith seconded the motion to set the date for the 2010 Oklahoma State Board Exam on Saturday, July 10, 2010 at Northeastern State University Oklahoma College of Optometry in Tahlequah. All Aye.

Dr. Ford made a motion and Dr. Smith seconded the motion to set the following 2010 Board Meeting dates:

January 8, 2010	6:30 p.m.	OAOP, Oklahoma City, Oklahoma
March 25, 2010	7:00 p.m.	The Sheridan Hotel, Midwest City, Oklahoma
July 9, 2010	4:00 p.m.	NSU College of Optometry, Tahlequah, Oklahoma
October 7, 2010	7:00 p.m.	Renaissance Hotel, Tulsa, Oklahoma

The next Board meeting is set for Friday, January 8, 2010 at 6:30 p.m. at the OAOP Board Room located at 4805 N. Lincoln, Suite A, Oklahoma City, OK 73105.

The Board recessed until Sunday, October 18, 2009 at 12:00 a.m.

There being no further business, the Board of Examiners meeting was adjourned. This meeting met all the requirements for the open meeting laws effective October 1, 1977.

Respectfully submitted,

Clay McLaughlin, O.D. President

David Cockrell, O.D. Member

Steve Smith, O.D. Vice-President

Robert E. Jones Member

Gary Ford, O.D. Secretary-Treasurer

MINUTES BOARD OF EXAMINERS

January 8, 2010 Oklahoma City, Oklahoma

4805 North Lincoln, Suite A

Present were: Clay McLaughlin, OD, Steve Smith, OD, Gary Ford, OD, R.E. "Ed" Jones, Russell Laverty, OD, Bob Nance, Darin Shupert, OD, Tres Savage, and Mary Walker

The meeting was called to order by Dr. Clay McLaughlin, President of the Board, at 6:30 p.m.

Dr. Ford made a motion and Eddie Jones seconded the motion to accept the minutes of the October 15, 2009 Board Meeting. All Aye.

Dr. McLaughlin announced to the Board that Dr. Steve Smith had been reappointed to serve on the Board of Examiners in Optometry from October 5, 2009 through October, 2012.

Dr. Ford made a motion and Dr. Smith seconded the motion to allow the Board Members to retain their current positions on the Board which is as follows: Dr. Clay McLaughlin, President; Dr. Steve Smith, Vice President; Dr. Gary Ford, Secretary-Treasurer; Dr. Cockrell, Board Member; and Eddie Jones, Public Member. All Aye.

Dr. Ford made a motion and Dr. Smith seconded the motion to re-instate the license of Darin Shupert, OD, with the following conditions:

a. Dr. Shupert must show proof of the required 18 hours of continuing education
b. Dr. Shupert must show proof of a current CPR card
c. Dr. Shupert must pay a total of $800 ($200 licensing fee + $600 re-instatement fee)

All Aye. Dr. Ford made a motion and Eddie Jones seconded the motion to place Dr. Darin Shupert on Probation for three years, beginning January 8, 2010 and ending January 8, 2013. All Aye.

Dr. Fred Romine appeared before the Board of Examiners in Optometry to answer questions regarding a complaint that had been registered against him. No action was taken.

Dr. Smith made a motion and Dr. Ford seconded the motion to amend **Title 505:1-3-9. Examination and Annual License Fee.** (a) The fee for examination of candidates for persons desiring to commence the practice of optometry is set at $200.00. This fee shall apply to those initially taking the examination, and to any persons retaking the examination as may be allowed by law or by the rules of the Board. (b) The annual license fee is set at ~~$200.00~~ $300.00 for each fiscal year beginning July 1, ~~2008~~ 2010. All Aye.

Dr. Ford made a motion and Eddie Jones seconded the motion to accept the proposed new Board Rule **Title 505: 10-3-6 [NEW] Special volunteer licenses.**

A. Pursuant to statute, 59 O.S. Supp. 2009, Section 493.5, the Oklahoma Board of Examiners in Optometry creates a special volunteer license to practice optometry within the State of Oklahoma under the following terms and conditions.

1. The special volunteer license provided for herein shall be the subject of disciplinary

action by the Board upon the same grounds, terms, and conditions as all other licenses or certificates to practice optometry in the State of Oklahoma. Additionally, if the Board, acting through its President, Secretary Treasurer, or Executive Director, finds that the public health, safety, or welfare imperatively requires emergency action suspending a special volunteer license, and makes such a finding regarding the emergency in an order, emergency actions may be ordered suspending such license pending the final outcome of proceedings instituted pursuant to the Administrative Procedures Act in a hearing by the full Board at the earliest practical date.

2. For purposes of this section "eligible volunteer" means an optometrist.

3. The special volunteer license shall be:

a. issued to eligible optometrists by the Board of Examiners in Optometry (the Board), or by such person as the Board may designate in writing,
b. issued without the payment of an application fee, license fee or renewal fee;
c. issued or renewed without any continuing education requirements in this state;
d. issued for a fiscal year or part thereof; and
e. renewable annually upon approval of the Board.

B. An eligible volunteer shall meet the following requirements before obtaining a special volunteer license:

1. Completion of a special volunteer license application, in a form to be approved from time to time by the Board, including documentation of:

a. the school graduation of the optometrist from a recognized school or college of optometry, and

b. the relevant practice history of the applicant;

2. Documentation that the eligible volunteer has been previously issued a full and unrestricted license to practice in Oklahoma or in another state of the United States and that he or she has never been the subject of any professional disciplinary action in any jurisdiction;

3. Acknowledgement and documentation that the practice of the eligible volunteer under the special volunteer license will be exclusively and totally devoted to providing care to needy and indigent persons in Oklahoma or to providing care under the Oklahoma Medical Reserve Corps; and

4. Acknowledgement and documentation that the eligible volunteer shall not receive or have the expectation to receive any payment or compensation, either direct or indirect, for any services rendered in this state under the special volunteer license. The only exception to the indirect compensation provision is for those out-of-state optometrists that participate in the free care given by means of Telemedicine through the Shriner's Hospitals for Children national network.

5. Acknowledgement that the eligible volunteer shall practice optometry as limited by the scope of practice of the state in which he or she is regularly licensed, including but not limited to, limitations made in the regularly licensing state regarding the authority to prescribe medications.

6. Acknowledgement by the eligible volunteer that he or she has reviewed the legal requirements for the practice of optometry in the State of Oklahoma and will practice under the authority of a special volunteer license in conformity with the laws, statutes, and rules, of the State of Oklahoma for optometrists, to include, but not be limited to requirements governing:

a. equipment required to conduct examinations;
b. required findings on examination of a patient;
c. release of contact lens prescription;
d. Code of Ethics and acts constituting unprofessional conduct; and
e. in lieu of providing the Board no more than two fixed office locations, provision to the Board a record, on such form as the Board may from time to time require, of all dates, times, and locations at which the eligible volunteer practices optometry within the State of Oklahoma and performs any examination or treatment pursuant to his or her special volunteer license.

7. Provision by the eligible volunteer for the responsible recording of the particulars of examination or treatment of all patients and the maintenance of patient records, to include either provision of records of examination of or treatment to the patient, or disclosure of the location within the patient's community where the patient may secure copies of his or her records upon request.

8. Acknowledgement by the eligible volunteer that before the volunteer professional or volunteer health practitioner provides services, the volunteer professional and the person receiving the services or, if that person is a minor or otherwise legally incapacitated, the person's parent, conservator, legal guardian, or other person with legal responsibility for the care of the person signs a written statement that acknowledges:

a. that the volunteer professional or volunteer health practitioner providing services has no expectation of and will receive no compensation of any kind for providing the services, and

b. an understanding of the limitations on the recovery of damages from the volunteer professional or volunteer health practitioner pursuant to law in exchange for receiving free services.

c. these acknowledgements regarding expectation or receipt of compensation, or limitation on recovery of damages, must be obtained whether the volunteer health practitioner sees the patient for primary care, or is referred the patient by another volunteer health practitioner. All Aye.

Board Attorney Bob Nance reported that the public comment period and rulemaking hearings had been completed and after 45 legislative days, if the Board Rule is not disapproved, the Board Rule moves to the Governor's desk.

Executive Director Russell Laverty, OD sent a letter to Dr. Gary Morgan requesting that he attend the January 8, 2010 Board Meeting to answer questions regarding visual exams performed by him with Medicaid school children that had previously failed a school screening. Dr. Morgan responded with a letter but was not available to answer further questions. Dr. Ford made a motion and Dr. Smith seconded the motion to request that Gary Morgan, OD appear at the March 25, 2010 Board Meeting to answer questions regarding school screening exams. All Aye.

The discussion regarding the National Board of Optometry Certification was tabled.

The discussion regarding the development of a Board Rule addressing National Board Certification was tabled.

It was a consensus of the Board to request that Russell Laverty, OD, the Executive Director of the Board, attend the LIBEX luncheon meeting.

Dr. Smith made a motion and Eddie Jones seconded the motion to accept the Treasurers Report. All Aye.

Dr. Smith made a motion and Dr. Ford seconded the motion to direct the Executive Director to write a letter to Trailblazers and explain that Procedure Code 65600 "Multiple Punctures of Anterior Cornea" and Procedure Code 68530 "Removal of Obstruction; Lacrimal Plugs" are within the Scope of Optometry in Oklahoma and should be approved for payment. All Aye.

No action was taken regarding the request by Bobby Christensen, OD to accept the SeaVision 2009 Conference, presented by World Travel CE as approved continuing education for license renewal.

Dr. Laverty reported that the following Optometrist was deceased:

Rick Laird, OD # 1005 Woodward, Oklahoma

Dr. Laverty reported that Keith Bravenec, OD was unable to attend the Board Meeting due to his active military service. He has stated that his military obligations have imposed a hardship and he was unable to obtain the required continuing education. Dr. Smith made a motion and Dr. Ford seconded the motion to table this item. Permission was granted for him to obtain his CE without penalty for the 2009-2010 license renewal period. All Aye.

Dr. Laverty reported that the contracts for the on-line license renewals had been signed and sent to the Office of State Finance as per their request, for them to begin the process of developing our on-line license renewal system.

Eddie Jones made a motion and Dr. Smith seconded the motion to not authorize payment of the expenses of attendees of the Southwest Council on March 12-14, 2010 in Dallas, Texas. All Aye. Dr. Laverty will attend the meeting.

Dr. Ford made a motion and Dr. Smith seconded the motion to request that Board Attorney Bob Nance review the employment arrangement of the Eyecare Discount Optical doctors. All Aye.

It was reported by Russell Laverty, OD that the dates of the 2010 Board Meetings and 2010 State Board Exams are as follows:

March 25, 2010	7:00 p.m.	Sheraton Hotel & Reed Convention Center
July 9, 2010	4:00 p.m.	NSU Oklahoma College of Optometry
July 10, 2010	8:00 a.m.	NSU Oklahoma College of Optometry
October 7, 2010	6:00 p.m.	Tulsa Renaissance Hotel

The next Board meeting is set for Thursday, March 25, 2010 at 7:00 p.m. in the Sheraton Hotel and Reed Convention Center, 5750 Will Rogers Road, Midwest City, OK 73110.

There being no further business, the Board of Examiners meeting was adjourned at 9:37 p.m.. This meeting met all the requirements for the open meeting laws effective October 1, 1977.

Respectfully submitted,

Clay McLaughlin, O.D. — President

David Cockrell, O.D. — Member

Steve Smith, O.D. — Vice-President

Robert E. Jones — Member

Gary Ford, O.D. — Secretary-Treasurer

MINUTES BOARD OF EXAMINERS

March 25, 2010 Midwest City, Oklahoma

The Reed Convention Center, The Rice Room

Present were: Dr. Clay McLaughlin, Dr. Gary Ford, Eddie Jones, Dr. Russell Laverty, Robert Nance, Michael LaPuzza, Gary Morgan and Mary Walker

Dr. McLaughlin called the meeting to order at 7:03 p.m.

Eddie Jones made a motion and Dr. Ford seconded the motion to approve the minutes of the January 8, 2010 Board Meeting. All Aye.

Eddie Jones made a motion and Dr. Ford seconded the motion to accept the Treasurer's Report. All Aye

Dr. Laverty reported that he would visit with Representative George Faught, Board Rules Committee Chair, regarding our Board Rule establishing the relicensing fee and the creation of a Special Volunteer License. No action was taken.

Dr. Ford made a motion and Eddie Jones seconded the motion to approve the FY 2011 contracts for Robert A. Nance and Michael LaPuzza. All Aye

Dr. Laverty reported that all doctors who are on probation for impaired drug abuse are presently receiving random drug testing and are in compliance. No action was taken.

Dr. McLaughlin recommended that Bob Nance review 2009 Legislation HB 1569 to determine if Jeff Lee could be prosecuted by the Board of Examiners in Optometry.

Dr. Ford made a motion and Eddie Jones seconded the motion to not authorize the payment of travel expenses for the 91st Annual Meeting of the Association of Regulatory Boards of Optometry scheduled for June 13-15, 2010 in Kissimmee, Florida. All Aye

No report was made on Southwest Council. The Board of Examiners in Optometry did not authorize the travel expenses to attend the Southwest Council.

Dr. Laverty reported that the American Board of Optometry is now accepting application for enrollment for Board Certification.

Dr. Laverty reported that he and his staff will be meeting with OK.GOV to review the proposals to implement our Internet License Renewal System which will not be available for FY 2010, but will be in use for FY2011.

Dr. Gary Morgan appeared before the Board and answered questions regarding his involvement in providing school screenings in Oklahoma. He also answered questions about the procedures used by school nurses to refer to doctors of optometry those children who failed the mandatory school screening. Dr. Morgan acknowledged that he had conducted eye exams at the elementary schools for students enrolled in SoonerCare and provided glasses. Discussion by the Board Members raised concerns about clinical hygiene, accuracy of testing, feasibility of a mobile clinic providing exams to SoonerCare children, and the referral to only one provider on the SoonerCare panel. Board President Dr. Clay McLaughlin advised Dr. Laverty to check with the Advisory Committee within the Health Department regarding school children referral policy.

Dr. Laverty noted that Medicare had proposed to reduce fees by 21% for the current fiscal year. No action was taken.

Dr. Laverty reported that the Provincial Government of B.C. has passed legislation that would allow U.S. citizens to order glasses or contact lenses without a current prescription. This raises concerns that state laws may be broken when glasses are ordered and filled without a prescription by a company that is providing services in another nation. No action was taken.

Dr. Ford made a motion and Dr. Jones seconded the motion to grant John Barnes, OD a Medical Waiver for the 2011 License Renewal Period. All Aye.

Dr. Laverty reported on HB 3311. No action was taken.

Dr. Laverty reported that the State Board Exam Schedule had been set. The Board Meeting is scheduled for 4:00 p.m. on Friday, July 9, 2010 in the Academic Wing of the NSU Oklahoma College of Optometry. The State Board Exams will begin testing at 8:00 a.m. on Saturday, July 10, 2010 in the Academic Wing of the NSU Oklahoma College of Optometry.

There being no further business, the Board of Examiners meeting was recessed at 9:00 p.m. on March 25, 2010. The meeting was adjourned March 27, 2010 at 6:00 p.m. This meeting met all the requirements for the open meeting laws effective October 1, 1977.

Respectfully submitted,

Clay McLaughlin, O.D. — President

David Cockrell, O.D. — Member

Steve Smith, O.D. — Vice-President

Robert E. Jones — Member

Gary Ford, O.D. — Secretary-Treasurer

MINUTES BOARD OF EXAMINERS

July 9, 2010 Tahlequah, Oklahoma

1001 N. Grand Avenue, The Academic Wing

Present were: Dr. Clay McLaughlin, Dr. Steve Smith, Dr. Gary Ford, Eddie Jones, Dr. Russell Laverty, Bob Nance, and Mary Walker

Dr. Clay McLaughlin called the meeting to Order at 4:00 p.m.

Dr. Smith made a motion and Dr. Ford seconded the motion that the minutes of the March 25, 2010 Board Meeting be approved. All Aye.

Dr. McLaughlin directed Dr. Laverty to write a letter to Dr. Gregory Fielding notifying him that the Board reviewed his request to increase the number of correspondence continuing education hours allowed for license renewal and that no action was taken.

Dr. McLaughlin directed Dr. Laverty to write a letter to Dr. Kevin Cunningham who requested action against Jeff Lee, the COT in Ada, Oklahoma informing him that HB 1569 did not allow for the Board to prosecute Jeff Lee.

Dr. Ford presented the Treasurer's Report. Eddie Jones made a motion and Dr. McLaughlin seconded the motion that the report be accepted. All Aye.

Dr. Laverty presented the present Board employee positions. Dr. Ford made a motion and Dr. Smith seconded the motion to change the position of Mary Walker from Administrative Assistant to Administrative Assistant II. All Aye.

Dr. Laverty presented a list of the office equipment that needs to be upgraded. Eddie Jones made a motion and Dr. Smith seconded the motion to authorize the purchase of new office equipment. All Aye.

Dr. Laverty presented a report on the status of the development of an on-line license renewal system made available through the Board website. No action was taken

Dr. Smith made a motion and Dr. Ford seconded the motion to set a Formal Hearing for those optometrists who have not renewed their licenses by September 15, 2010. The Formal Hearing for revocation of their license is scheduled for October 7, 2010 at 6 p.m. in the Granada Board Room of the Renaissance Tulsa Hotel and Convention Center located at 6808 S. 107th East Avenue, Tulsa, Oklahoma.

No action was taken regarding National Board Certification.

Dr. Ford made a motion and Eddie Jones seconded the motion that Russell Laverty, OD, FAAO, Executive Director of the Board be authorized to assist in the administration of the Licensure Examination. All Aye.

Dr. Laverty reported that all impaired physicians were in compliance with the terms of their treatment and no action was taken.

Eddie Jones made a motion and Dr. Smith seconded the motion to resume the payment of travel expenses for the Board Members and Staff. All Aye.

Dr. Smith made a motion and Eddie Jones seconded the motion to reprint 1,200 Lawbooks. All Aye.

Dr. Laverty reported that Bob Nance had mailed out cease and desist letters to Jerry's Drive-Thru and Al's Stop & Buy in Durant that were improperly selling FDA controlled cosmetic contacts without a prescription.

Dr. Laverty reported that there was an upcoming meeting of LIBEX, a group of Licensing Board's Executive Directors. No action was taken.

Dr. Laverty reported that a committee within the Health Care Authority that oversees School Screenings was not able to actually govern the actual referrals of children who had Eyecare needs to specific optometrists. Dr. McLaughlin directed Bob Nance to contact the general council at the Health Care Authority regarding this issue.

The Board of Examiners meeting was recessed until 8:00 a.m. July 10, 2010. to test the following applicants for licensure:

Candace Acord
Christopher Alferez
Tyson Allard
Lori Barton
Elizabeth Batchelor
Christopher Boaldin
Richard Bond
Mark Briggs
Jackie Burress
Chloe Fielding Butts
Kelly Campbell
Theresa Chong
Jacoby Dewald
Navrin Dhamani
Tory Dotson
Michelle Ebrahim
Ryan Emrick
Sarah Gallagher
Tyler Glaze
Amanda Gonzales
John Hayley
Jennifer A. Jensen
Spencer Johnson
John Ketcher
Matthew Krein
John Lewis
Christopher McDaniels
Scott Mendell
Stephanie Diane Mendell
Claire Fielding Moore
Armin Namazizadeh
Kaila Osmotherly
Justine Redlin
Lindsay Sicks
Saunya Smith
Emily Thompson
Charles Vanaki
James Vaught
Chase Vervack
Joseph Vincent
Sarah Wade
Robert Wang
Mackenzie Weir
Christopher Wroten
Steele Zierlein

The subjects included in the State Board Exams are: Jurisprudence, Laser-Written, and Laser-Practical.

The next Board meeting was set for Thursday, October 7, 2010 at 6:00 p.m. in the Granada Board Room of the Renaissance Tulsa Hotel and Convention Center located at 6808 S. 107th East Avenue, Tulsa, Oklahoma.

There being no further business the meeting adjourned at 5:00 p.m. on Saturday, July 10, 2010. This meeting met all the requirements for the open meeting laws effective October 1, 1977.

Respectfully submitted,

Clay McLaughlin, O.D. — President

Steve Smith, O.D. — Vice-President

Gary Ford, O.D. — Secretary-Treasurer

Absent

David Cockrell, O.D. — Member

Robert E. Jones — Member

MINUTES BOARD OF EXAMINERS

October 7, 2010 Tulsa, Oklahoma

6808 S. 107th E. Avenue

Present were: Dr. Clay McLaughlin, Dr. Steve Smith, Dr. Gary Ford, R.E. "Ed" Jones, Dr. David Cockrell, Dr. Russell Laverty, and Bob Nance.

The meeting was called to order by Dr. Clay McLaughlin at 6:00 p.m.

Dr. Ford made a motion and Eddie Jones seconded the motion to approve the minutes of the July 9, 2010 Board meeting. All Aye.

Dr. McLaughlin asked Dr. Cockrell, Chairperson of the American Board of Optometry to report on Board Certification. Dr. Cockrell noted that another group, the American Optometric Society has filed a lawsuit against the ABO. Dr. Cockrell reported that the ABO is currently in the process of evaluating the various optometric practices in the nation to implement information into the Board Certification testing protocol. No action was taken.

Dr. Laverty reported that the NBEO and ARBO Boards have adopted a change in National Board Part III testing. The NBEO website has announced that in the future Part III of the National Boards testing location will change from multi-site to a single site testing location. Future testing will be done in Charlotte, North Carolina beginning in August, 2011. Dr. Ford made a motion and Dr. Smith seconded the motion to waive the present requirement of National Board Part III as a pre-requisite to sit for the Oklahoma State Board Examination. Dr. McLaughlin directed Dr. Laverty to write a letter to Dr. Jack Terry at the NBEO and advise him of the Oklahoma Board of Examiners in Optometry's decision and the reasoning behind the decision. All Aye.

Dr. Ford presented the Treasurer's Report. Dr. Smith made a motion and Eddie Jones seconded the motion to accept the Treasurer's Report. All Aye.

Dr. Laverty advised the Board that Dr. Clay McLaughlin had been re-appointed to the Board of Examiners in Optometry for a five year period ending in October, 2015.

Dr. Laverty reported that Dr. Aaron Brewer had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Ford made a motion and Dr. Smith seconded the motion to accept the voluntary surrender of the license of Dr. Aaron Brewer. All Aye.

Dr. Laverty reported that Dr. Kristin Christian had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Ford made a motion and Dr. Smith seconded the motion to accept the voluntary surrender of the license of Dr. Kristin Christian. All Aye.

Dr. Laverty reported that Dr. Barry Fisch had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his

license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Barry Fisch. All Aye.

Dr. Laverty reported that Dr. Lyndon Graves had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Lyndon Graves. All Aye.

Dr. Laverty reported that Dr. Trevor Irish had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Trevor Irish. All Aye.

Dr. Laverty reported that Dr. Jamie Kills Crow had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Jamie Kills Crow. All Aye.

Dr. Laverty reported that Dr. Leah Mathews had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Leah Mathews. All Aye.

Dr. Laverty explained to the Board that Loretta Ng, OD had requested an extension to obtain the necessary CE for license renewal for the 2010-2011 license renewal period. Dr. Smith made a motion and Eddie Jones seconded the motion to table this request. All Aye.

Dr. Laverty reported that Dr. Mina Pakzad had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Mina Pakzad. All Aye.

Dr. Laverty reported that Dr. Zachary Pumphrey had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Zachary Pumphrey. All Aye.

Dr. Laverty reported that Dr. Sarah Radny had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure. Dr. Cockrell made a motion and Dr. Smith seconded the motion to revoke the license of Dr. Sarah Radny. All Aye.

Dr. Laverty reported that Dr. Shanthy Sandrasekaramudaly (Brown) had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Shanthy Sandrasekaramudaly (Brown). All Aye.

Dr. Laverty reported that Dr. Vivienne Velasco had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Vivienne Velasco. All Aye.

Dr. Laverty reported that Dr. Justin Wilkinson had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Justin Wilkinson. All Aye.

Dr. Laverty reported that Dr. Adina Zapodeanu had not paid the Renewal fee nor met the minimum Continuing Education requirements for relicensure and requested the voluntary surrender of his license. Dr. Smith made a motion and Dr. Cockrell seconded the motion to accept the voluntary surrender of the license of Dr. Adina Zapodeanu. All Aye.

Dr. Laverty reported that Dr. Robert Alyea had requested that his license be placed in Inactive Status. Dr. Cockrell made a motion and Eddie Jones seconded the motion to place the license of Dr. Robert Alyea on Inactive Status. All Aye.

Dr. Laverty reported that Dr. Roy Crane had requested that his license be placed in Inactive Status. Dr. Cockrell made a motion and Eddie Jones seconded the motion to place the license of Dr. Roy Crane on Inactive Status. All Aye.

Dr. Laverty reported that Dr. Hilly Dubin had requested that his license be placed in Inactive Status. Dr. Cockrell made a motion and Eddie Jones seconded the motion to place the license of Dr. Hilly Dubin on Inactive Status. All Aye.

Dr. Laverty reported that Dr. Edward Hulsey had requested that his license be placed in Inactive Status. Dr. Cockrell made a motion and Eddie Jones seconded the motion to place the license of Dr. Edward Hulsey on Inactive Status. All Aye.

Dr. Laverty reported that Dr. Robert Irby, Jr. had requested that his license be placed in Inactive Status. Dr. Cockrell made a motion and Eddie Jones seconded the motion to place the license of Dr. Robert Irby, Jr. on Inactive Status. All Aye.

Dr. Laverty reported that Dr. Earl Schmitt had requested that his license be placed in Inactive Status. Dr. Cockrell made a motion and Eddie Jones seconded the motion to place the license of Dr. Earl Schmitt on Inactive Status. All Aye.

The following doctors successfully completed the July State Board Examinations and have been licensed for the year 2010-2011

Christopher Alferez	Christopher Boaldin	Kelly Campbell
Candace Acord	Richard Bond	Theresa Chong
Tyson Allard	Mark Briggs	Jacoby Dewald
Lori Barton	Jackie Burress	Navrin Dhamani
Elizabeth Batchelor	Chloe Fielding Butts	Tory Dotson

Michelle Ebrahim	Johnny Lewis	Emily Thompson
Ryan Emrick	Christopher McDaniels	Charles Vanaki
Sarah Gallagher	Scott Mendell	James Vaught
Tyler Glaze	Stephanie Mendell	Chase Vervack
Amanda Gonzales	Claire Fielding Moore	Joseph Vincent
John Hayley	Armin Namazizadeh	Sarah Wade
Jennifer Jensen	Kaila Osmotherly	Robert Wang
Spencer Johnson	Justine Redlin	Mackenzie Weir
John Ketcher	Lindsay Sicks	Christopher Wroten
Matthew Krein	Saunya Smith	Steele Zierlein

Dr. Laverty presented the Impaired Physicians Report. No action was taken.

Dr. Laverty asked Attorney Bob Nance to report about the lawsuit against the numerous professional Boards which also included the Board of Examiners in Optometry. Mr. Nance reported that the lawsuit has been dismissed.

Dr. Ford made a motion and Dr. Smith seconded the motion to set the following 2011 Board Meeting dates:

January 14, 2011	7:00 p.m.	Board of Examiners in Optometry Office
March 31, 2011	6:00 p.m.	Reed Center/Sheraton Hotel
July 22, 2011	4:00 p.m.	NSU Oklahoma College of Optometry, Tahlequah, OK
October 13, 2011	6:00 p.m.	Tulsa Hyatt Regency, Tulsa, Oklahoma

Eddie Jones made a motion and Dr. Smith seconded the motion to set the date for the 2011 Oklahoma State Board Exam on Saturday, July 23, 2011 at Northeastern State University Oklahoma College of Optometry in Tahlequah. All Aye.

The next Board meeting is set for Friday, January 14, 2011 at 7:00 p.m. at the Office of the Board of Examiners in Optometry located at 2008 S. Post Road, Suite 200, Midwest City, OK 73130.

The Board recessed until Sunday, October 10, 2010 at 12:00 a.m.

There being no further business, the Board of Examiners meeting was adjourned. This meeting met all the requirements for the open meeting laws effective October 1, 1977.

Respectfully submitted,

Clay McLaughlin, O.D. — President

David Cockrell, O.D. — Member

Steve Smith, O.D. — Vice-President

Robert E. Jones — Member

Gary Ford, O.D. — Secretary-Treasurer

BOARD OF EXAMINERS FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

53RD OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board or Commission:	Board of Examiners for Speech-Language Pathology and Audiology
Agency Staff Contacts:	Jeanie Wall, Executive Secretary
Agency Telephone No:	405-524-4955

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help Committee members better understand the agencies, boards and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by Committee members to make decisions concerning each agency's review.

Please respond to each question and complete this survey as accurately as possible on or before December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the Committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives at 405-557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, commission or board membership, including:

   a. Number of Board members;
   b. Qualifications, if specified by law;
   c. Term of office; and
   d. Appointing authority

   a. There are five Board members. The five members of the Board consist of three licensed speech-language pathologists or audiologists, provided each profession is represented by at least one member of each profession, one otolaryngologist, and one lay member.

   b. The members of the board are residents of the state and are appointed by the Governor and confirmed by the Senate.

c. Board members serve for three year terms. Board members may be reappointed for a second three year term by the Governor but then may not be reappointed for at least three years following their end of their last term in office.

d. 59 O.S. 1991, Section 1610

2. Briefly describe when and why the agency, commission or board was formed and any significant changes since its inception in board membership and purpose.

The Speech Pathology and Audiology Licensing Act was passed in 1973, forming the Board of Examiners for Speech Pathology and Audiology. Its' stated purposed is "To protect the health and general welfare of the people of Oklahoma by insuring that no person practices speech-language pathology or audiology unless he/she is qualified to do so and licensed under the Speech-Language Pathology and Audiology Licensing Act." There have been no changes in Board membership or purpose since its inception.

3. List the statutory powers and duties of the agency, commission or board; please cite specific statutes providing for its powers and duties.

Pursuant to the provisions of 59 O.S. 1991, Section 1610, as amended by House Bill 3244 this Board has the following statutory powers and duties with regard to the practice of speech-language pathology and audiology in this State: 1. Regulate the practice of speech-language pathology and audiology; 2. Examine applicants and issue licenses; 3. Continue in effect, suspend, revoke, modify or deny licenses; 4. Investigate complaints and hold hearings; 5. Initiate prosecutions against licensees; 6. Reprimand or place on probation, or both, any holder of a license; 7. Adopt and promulgate standards of conduct; 8. Develop and promulgate rules; 9. Enforce rules; 10. Communicate disciplinary actions to state and federal authorities.

4. Indicate if any other federal, state or private entity performs the same or similar functions and in what manner your agency, board or commission complements, overlaps or duplicates the other entity's program(s) or services(s).

The American Speech-Language Hearing Association (ASHA) is the professional association that administers national certification standards (Certificate of Clinical Competence) for professionals in speech-language pathology and audiology. Although its professional standards are similar, ASHA has no statutory authority for the conduct of the professions of speech-language pathology and audiology in the State of Oklahoma. However, in a complementary way, this Board does provide information to ASHA regarding disciplinary actions taken against individuals who are also ASHA certified. ASHA may or may not discipline such individuals separately.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four fiscal years. (If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Indicate if you do so.)

FY-12	FY-11	FY-10	FY-09	FY-08
5	7	7	5	5

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time and part-time employees employed by the agency, commission or board. Indicate same for contract employees.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	2		
FY-11	2		
FY-10	2		
FY-09	2		
FY-08	2		

7. Describe the agency, commission or board's programs for each of the following activities:

a. Certification, licensure and permits:

The Board does not provide certification, but does provide a full license, a Clinical Experience Year license, and to practice as a speech-language pathology or audiology assistant. Submitted application materials (including official transcripts, test score reports, documentation of clinical experience, and character references) are assembled and then reviewed prior to and at each Board meeting. If approved, applicants receive either, a full license, a Clinical Experience Year (CEY) license or an assistant license. The CEY license requires working under the supervision of a licensed speech-language pathologist or audiologist for nine months. When the CEY is successfully completed, the individual is then fully licensed. The assistant license requires working under the supervision of a licensed speech-language pathologist or audiologist. Each assistant application must indicate that the supervisor agrees to supervise the assistant's practice and that the supervisor accepts full and complete responsibility for that practice. The speech-language pathology assistant must complete academic and clinical practicum requirements as set forth in Section 690:10-7-9(a) may practice under a minimum of 30% direct and indirect supervision weekly for the first 90 days with a minimum of 20% actual supervision weekly for the first 90 days with a minimum of 20% actual patient/client contact time weekly. After successful completion of the first 90 days a minimum of 10% of direct, onsite supervision is required with 20% indirect supervision. The supervising speech-language pathologist must be available by electronic means at all times when the speech-language pathology assistant is performing clinical activities. Appropriate documentation must be maintained. The direct supervision will be in such a manner that all

clients/patients are directly supervised by the supervisor. Each license must be renewed on an annual basis.

b. Monitoring

The Board monitors the continued activity of licensed professionals through annual renewal of licenses. In addition, professionals are informed of the Board's role through materials disseminated via university training programs, an internet website, and the Oklahoma Speech-Language and Hearing Association newsletter.

c. Enforcement

The Board investigates complaints with the assistance of the Office of the Attorney General, when necessary. Upon finding of a violation, the Board may suspend, revoke, or otherwise discipline the holder of the license in question.

d. Continuing education

The requirement for continuing education was implemented in the year 2001 requiring each licensee to complete 20 clock hours of continuing education during each two-year cycle. Documentation of completed continuing education hours is audited every even-year on a random basis.

e. Other_____

8. For the current fiscal year and each of the last four fiscal years, indicate the following (if you do not have this information for fiscal years, you may use calendar year data; also, if an activity does not apply to your agency, commission or board, enter N/A):

A. Number of applications received for examination, certification or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
203	202	203	183	98

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
203	202	203	183	98

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

We make sure each applicant has met all requirements before submitting to the board members for licensure. This procedure has kept denial of licensure to none each year.

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
8	7	5	3	4

E. Number of disciplinary actions taken (i.e., revocation, suspension, termination, censure):

FY-12	FY-11	FY-10	FY-09	FY-08
6	1	3	2	0

F. Are the names of the persons for which disciplinary action was taken confidential? Cite statute (federal, state) or rule.

No. The Oklahoma Open Meeting Act, Title 25, O.S. 301-314, and the Oklahoma Open Records Act, Title 51m O.S. 24A.24, stipulate that disciplinary actions are a matter of public record.

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education:

FY-12	FY-11	FY-10	FY-09	FY-08
NA	NA	1750	NA	1612

H. Any other statistics that reflect the activities that your agency, commission or board performs (identify on attachment as necessary):

FY-05	FY-04	FY-03	FY-02	FY-01

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	Licensure (renewals, applications, and reactivation.) Misc. administrative fees: copying, licensee database list and disciplinary fines.
FY-10	Licensure (renewals, applications, and reactivation.) Misc. administrative fees: copying, licensee database list and disciplinary fines.
FY-09	Licensure (renewals, applications, and reactivation.) Misc. administrative fees: copying, licensee database list and disciplinary fines.
FY-08	Licensure (renewals, applications, and reactivation.) Misc. administrative fees: copying, licensee database list and disciplinary fines.
FY-07	Licensure (renewals, applications, and reactivation.) Misc. administrative fees: copying, licensee database list and disciplinary fines.

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$170,782.30
FY-10	$177,936.91
FY-09	$168,966.02
FY-08	$122,520.56
FY-07	$ 97,191.35

11. Have you complied with the zero-based budgeting requirement for the past five fiscal years and the current fiscal year? Yes_X___No_____. If no, please explain.

12. Describe any fee increases or decreases that have occurred in the last five fiscal years.
June 2010 the licensure fees increase $10.00 to accommodate increases of administrative fees. Licensure fees changed from $75.00 to $85.00 per year.

13. Describe future objectives and goals of the agency, commission or board. In particular, describe the following:
A. Any programs you want to eliminate or expand,
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agencies, boards, or commission's ability to fulfill its responsibilities.

Examples of short and long term goals of the Board include increasing ease of public access to public information regarding licenses, increasing Board guidance regarding continuing education activities, developing additional public education information campaigns regarding consumer rights, and developing strategies for dissemination of licensure application procedures for future licensees.

14. List all major statutory changes affecting your agency, board or commission passed for each year beginning with 2007 and ending with 2011.
1. 2010- Increase of licensure fees.
2. Changed from authorization of assistants to licensure of assistants.

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The board receives legal counsel from the Office of the Attorney General and is currently assigned to Assistant A.G. Sandra Balzer.

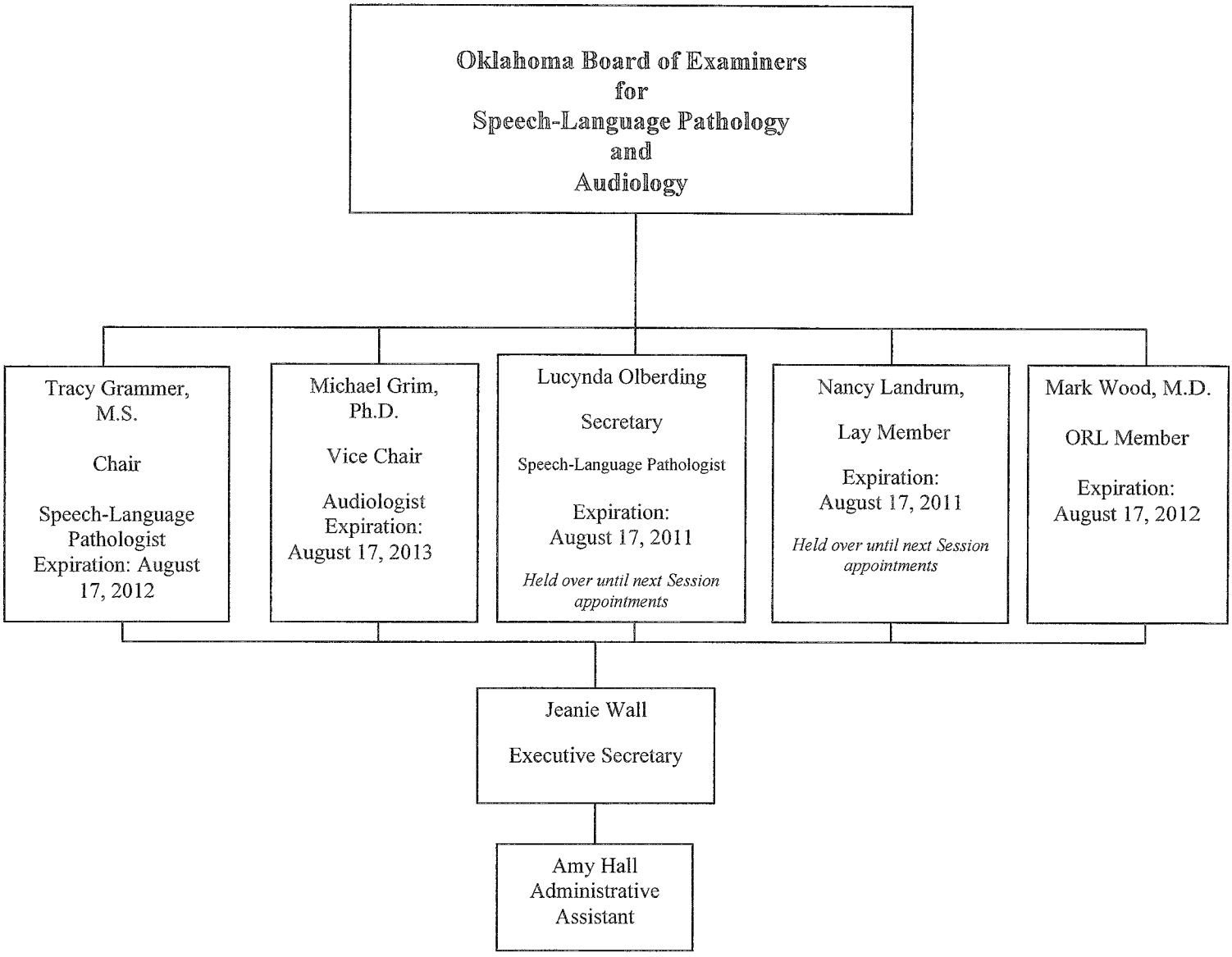
16 Why should this agency, board or commission be continued or discontinued?

This board should be continued to provide continued regulation of the professions of speech-language pathology and audiology serving the public of the State of Oklahoma. Significant changes in the complexity of medically-based conditions treated, expanding technology utilized in assessment and treatment of these conditions, the increase in demand for services, and the recent increase in the number

of professionals providing services warrants continued regulation of these professions.

17. Submit the following material with this survey:

    a. Current organization chart;
    b. Last annual report:
    c. Agency, board or commission meeting minutes for 2010; and
    d. Any report required by any other government entity.


Oklahoma Board of Examiners
for
Speech-Language Pathology
and
Audiology
Tracy Grammer, M.S.
Chair
Speech-Language Pathologist
Expiration: August 17, 2012
Michael Grim, Ph.D.
Vice Chair
Audiologist
Expiration: August 17, 2013
Lucynda Olberding
Secretary
Speech-Language Pathologist
Expiration: August 17, 2011
Held over until next Session appointments
Nancy Landrum,
Lay Member
Expiration: August 17, 2011
Held over until next Session appointments
Mark Wood, M.D.
ORL Member
Expiration: August 17, 2012
Jeanie Wall
Executive Secretary
Amy Hall
Administrative Assistant

BOARD OF EXAMINERS FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY
P.O. BOX 53592, OKLAHOMA CITY, OKLAHOMA 73152
TEL: (405) 524-4955 ◦ FAX: (405) 524-4985
WEBSITE: www.obespa.state.ok.us
E-MAIL: info@obespa.ok.gov

November 14, 2011

The Honorable Marry Fallen
Governor of the State of Oklahoma
State Capitol Building, Suite 212
Oklahoma City, Oklahoma 73105

Subject: SFY 2011 Annual Report

Dear Governor Henry:

In accordance with the Board of Examiners for Speech-Language Pathology & Audiology Licensing Act (Title *59,* OS 1991, Section 1601), and as the Executive Secretary of the Oklahoma Board of Examiners for Speech-Language Pathology & Audiology, I am submitting the Annual Report of the Activities of this agency for the 2011 fiscal year.

The current membership of the Board is as follows:

Name	Member Status	Term Expires
Tracy Grammer, M.S., Chair	Speech-Language Pathologist	8-17-12
Stephen Painton, Ph.D., Vice Chair	Audiologist	8-17-10
Cynda Olberding, M.A., Secretary	Speech-Language Pathologist	8-17-11
Nancy Landrum	Lay Member	8-17-11
Mark Wood, M.D., ORL	Otorhinolaryngology	8-17-12

The Board convened five *(5)* times during the reporting period for its regularly scheduled meetings and two *(2)* times for special meetings. Minutes from these meetings are available on the website for the Board: www.obespa.state.ok.us.

Representatives of the Board attended the annual conference of the National Council of State Boards of Examiners for Speech-Language Pathology and Audiology. Attendance at the conference ensures that our Board is current with national changes in the regulation of Speech-Language Pathology and Audiology. This allows the Board to maintain the highest professional standards, thereby ensuring the protection of the citizens of Oklahoma. I am pleased to report that our Board meets or exceeds the standards of similar boards nationwide in executing its regulatory functions.

During the reporting period, the Board licensed 122 new independent practitioners, 60 new Clinical Experience Year interns, 10 licensees reactivated their license and 6 assistants. The Board currently has 1810 licensees in active status.

Our expenditures for SFY 2011 were $170,782.30 with only $165,100.46 revenue coming into our 200 account for SFY 2011. We currently have $28,283.82 in surplus. We estimate that we will use $10,000 of the surplus for next year.

Ten (10) citizens' complaints were formally filed with the Board during the reporting period. The complaints have been, or are being acted upon by the Board.

The Board requires that the licensees acquire 20 hours of continuing education every two years.

OK.Gov and the Board of Examiners for Speech-Language and Audiology collaborated to produce online license renewal and real time access to our database. We expect for the number of licensees using the online renewal form to increase each year. The collaboration will continue to offer new services in the future.

During SFY 2011 period $ 18,240.57 was transferred to the State General Fund.

The Board has kept expenses as low as possible by using volunteer investigators, having legal representation through the Office of the Attorney General, holding Board meetings in non-pay facilities and using interagency mail when possible.

Respectfully submitted,

Jeanie Wall
Executive Secretary

Board of Examiners for Speech-Language Pathology and Audiology

Regular Board Meeting
Minutes
February 19, 2010
1:00 P.M.

3700 N. Classen Blvd
Conference Room 265-Second Floor

Determination of Quorum and Call to Order
The meeting was called to order at 1:11 p.m. Ms. Wall called the roll. Board members in attendance were Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D. Guests in attendance were Ms. Sandra Balzer, A.A.G. representing the board, Jeanie Wall and Amy Hall as staff.

Approval of Minutes of the December 4, 2009 Board Meeting minutes
Ms. Olberding moved and Dr. Wood seconded the motion to approve the Dec. 4, 2009 Board Meeting Minutes with changes. Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed.

Review, Discussion and Possible Action on Board of Examiners for Speech-Language Pathology and Audiology Internal Purchasing Procedures submitted Dec. 14, 2009.
Ms. Wall explained the "Internal Purchasing Agreement" is required by the Dept.of Central Services from each agency. Ms. Wall developed and submitted the Board of Examiners for Speech-Language Pathology and Audiology's "Internal Purchasing Agreement" on Dec. 14, 2009 and received the approval and effective date from the Dept. of Central Services on Dec. 18th.

Discussion and Possible Action on the implementation of the OK Health Program for the Board of Examiners for Speech-Language Pathology and Audiology office staff.
The board members reviewed the guidelines and ground rules for the State of Oklahoma OK Health Program. The incentives are being provided by most Oklahoma agencies to encourage weight loss and introduce the employees to a healthy lifestyle. The OK Health Program offered in three plans, Bronze, Silver and Gold. Each employee must complete one year of education and evaluations and meet all guidelines before incentive can be given.
Ms. Grammer moved and Ms. Landrum seconded the motion to approve our agency employees to participate at the Gold level. Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed

Hearing to Consider Revocation of License of Barbara Crawford for non-compliance with the Oklahoma income tax laws (continued from the Dec. 4, 2009 regular board meeting).
The Board may convene an executive session pursuant to 25 O.S Section 307(B)(8) for engaging in deliberations regarding a final or intermediate decision in the above individual proceedings.

A hearing was held on the December 4th board meeting with Amy Hall, Administrative Assistant, Board of Examiners for Speech-Language Pathology and Audiology representing the board. The respondent Barbara Crawford was not present during the hearing.
Ms. Hall presented evidence that Ms. Crawford was properly served with the complaint and notice of the hearing. Ms. Crawford was notified by mail from our board office on June 19, 2009 and January 11, 2010. Ms. Hall informed the board that Ms. Crawford's license had been renewed in error, as Ms. Crawford was ineligible for renewal due to tax-non-compliance. Ms. Hall requested the Board to consider revocation of Ms. Crawford's license.
The board moved to allow Ms. Crawford until the February 19 board meeting to become tax compliant. Ms. Hall has no evidence that Ms. Crawford is tax complaint at the time and is again asking the board to consider revocation of Ms. Crawford's license due to non-compliance.

Ms. Olberding moved and Ms. Landrum seconded the motion to revoke Ms. Barbara Crawford's license until such a time that she becomes tax complaint. Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed

Discussion and Possible Action on providing more information statewide on the SLPA proposed rule changes.
No action

Discussion and Possible Action on complaint # 09-03
Complaint # 09-03 was assigned to Dr. Painton for investigation.

Review, Discussion and Possible Action on Financial Reports.
Ms. Wall reviewed the financial reports for SFY 2010 up to month of January. The reports included: Summary of Receipts and Disbursements; Six Digit Object of Expenditure Report and Misc. Warrant Reports.

Review and possible action on pending licensure applications and assistant applications. List Below.
Ms. Grammer moved and Dr. Wood seconded the motion to approve all licensure applications and assistant applications listed below. Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed

New Business
Set up appointment for OK.Gov to train Nancy Landrum and Tracy Grammer to approve licensure online.

Adjournment
Meeting adjourned at 2:20 P.M.

Board of Examiners for Speech-Language Pathology & Audiology

SPEECH PATHOLOGY ASSISTANT APPLICANTS FOR CONSIDERATON

February 19, 2010

Name:	Supervisor:	Date:
Angela Ramey	Rachel Lively, SP# 2794	02/19/2010
Jennifer Rampey	Rachel Lively, SP# 2794	02/19/2010
Tiffany Scott	Lindsey Francis, SP# 3415	02/19/2010

Board of Examiners for Speech-Language Pathology & Audiology

APPLICANTS FOR FULL LICENSURE CONSIDERATION FOR
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

February 19, 2010

Name:	*Type and License Number:*	*Date Issued:*
Heather Pfeifer, M.S.	SLP# 3566	12/03/2009
Ashley Makes Cry-Humphrey, M.A.	SLP# 3567	12/08/2009
Erin D. McCrary, M.S.	SLP# 3568	12/10/2009
Kristi Jo Ramaekers, M.S.	SLP# 3569	12/10/2009
Amy Christine McDonald, M.S.	SLP# 3570	12/17/2009
Dawn Brookes, M.Ed.	SLP# 3571	01/21/2010
Rebecca H. Linke, M.S.	SLP# 3572	01/26/2010
Elsje Collins, M.S.	SLP# 3573	01/26/2010
Michelle A. Jones, Au.D.	AUD# 3574	01/26/2010
Phyllis J. Trotter, Au.D.	AUD# 3575	02/05/2010
Sarah Venable, M.S.	SLP# 3576	02/11/2010

Board of Examiners for Speech-Language Pathology & Audiology

APPLICANTS FOR CEY LICENSURE CONSIDERATION FOR SPEECH-LANGUAGE PATHOLOGY

February 19,2010

Name:	*Supervisor:*	*Date Issued:*
Caroline Caporale, M.S.	Linda King, SP# 501	01/04/2010
Jentry Dodd, M.S.	Laura Bateman, SP# 2917	02/01/2010
Mary Thompson, M.Ed.	Maribeth Lang, SP# 299	02/01/2010

Board of Examiners for Speech-Language Pathology and Audiology

Special Board Meeting

Minutes

February 26, 2010
4:30P.M.

3700 N. Classen Blvd
Dept. of Corrections
3700 N. Classen Blvd
Conference Room 265-Second Floor

Determination of Quorum and Call to Order
The meeting was called to order at 4:41 p.m. Ms. Hall called the roll. Board members in attendance were Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, and Nancy Landrum. Guests in attendance were Ms. Sandra Balzer, A.A.G. representing the board. Amy Hall as staff member present.

Discussion and Possible Action on Adoption of proposed rules and Agency Rule Report

690:10-3-1	690:10-3-8	690:10-7-1	690:10-7-7	690:10-9-2
690:10-3-3	690:10-5	690:10-7-3	690:10-7-9	690:10-9-5
690:10-3-4	690:10-5-1	690:10-7- 4	690:10-7-10	
690:10-3-5	690:10-5-6	690:10-7-5	690:10-7-11	
690:10-3-6	690:10-7	690:10-7- 6	690:10-9-1	

Ms. Grammer moved and Ms. Olberding seconded the motion to approve the proposed rules. Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, and Nancy Landrum approved the motion and the motion passed.
Ms. Grammer moved and Ms. Lambert seconded the motion to approve the amended Agency Rule Report. Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer and Nancy Landrum approved the motion and the motion passed.

Adjournment
The board meeting adjourned at 5:51 p.m.

Board of Examiners for Speech-Language Pathology and Audiology

Special Board Meeting

Minutes

March 12, 2010
4:30 P.M.

3700 N. Classen Blvd.
Oklahoma City, OK 73118
Tax Commission Conference Room
Second Floor

Determination of Quorum and Call to Order
The meeting was called to order at 4:41 p.m. Ms. Hall called the roll. Board members in attendance were Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, and Nancy Landrum. The guest in attendance was Christie Sturzenbecker. Jeanie Wall and Amy Hall as staff members present.

Discussion and Possible Action on Adoption of proposed rules.

690:10-3-1	690:10-3-8	690:10-7-1	690:10-7-7	690:10-9-2
690:10-3-3	690:10-5	690:10-7-3	690:10-7-9	690:10-9-5
690:10-3-4	690:10-5-1	690:10-7- 4	690:10-7-10	
690:10-3-5	690:10-5-6	690:10-7-5	690:10-7-11	
690:10-3-6	690:10-7	690:10-7- 6	690:10-9-1	

Due to a bureaucratic error the rules needed to be adopted and submitted again.
Ms. Grammer moved and Ms. Olberding seconded the motion to approve the proposed rules. Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, and Nancy Landrum approved the motion and the motion passed.

Adjournment
The board meeting adjourned at 4:55 p.m.

Board of Examiners for Speech-Language Pathology and Audiology

Regular Board Meeting
Minutes

May 7, 2010

1:00 P.M.

Dept. of Corrections
3700 N. Classen Blvd
Conference Room 265-Second Floor

Determination of Quorum and Call to Order
The meeting was called to order at 1:05 p.m. Ms. Wall called the roll. Board members in attendance were Stephen Painton, Ph.D., Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D. Guests in attendance were Ms. Sandra Balzer, A.A.G. representing the board, Amy Hall as staff.

Approval of Minutes of the December 4, 2009 Board Meeting minutes
Ms. Grammer moved and Dr. Wood seconded the motion to approve the February 19, 2010 regular meeting, February 26, 2010 Special Meeting and March 12, 2010 Special Meeting Board Meeting Minutes as written. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed.

Acknowledgement of gubernatorial appointment of Michael Grim as the new Audiology board member to begin term on August 17, 2010 thru August 17, 2013.
Dr. Painton noted that Dr. Grimm has been appointed and confirmed by the governor as our new board member serving his term of August 17, 2010 thru August 17, 2013. September 3, 2010 will be his first official board meeting.

Discussion and Possible Action on purchase or lease of multi-function copier for board office.
Dr. Painton explained a proposal that Standley Systems LLC provided for the office to review.
Ms. Olberding moved and Ms. Landrum seconded the motion to approve the board office to lease the C333 spf 4 paper tray's, Scan, Print, Fax, Booklet Finisher, 2/3 hole punch and 50 sheet Stapler Finisher. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed

Discussion and possible action on contract for legal services.
Dr. Painton reviewed the contract for legal services of our Assistant Attorney General for fiscal year 2011 at the cost of $7,915.68. He noted that the cost has increased but that it is extremely important for our agency to have assistant from the Attorney General's office.
Ms. Olberding moved and Ms. Landrum seconded the motion to approve the contract for legal services of our Assistant Attorney General for fiscal year 2011. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed

Update and Discussion on proposed rules and on details on enforcement of rules.
The agency adopted rules become effective as of June 25, 2010. The website will reflect the change in cost of licensure and renewal. It will also have an updated copy of the rules for everyone.

Discussion and Possible Action on complaint # 09-03
This item was tabled until the next board meeting. This complaint will also be sent to the Hearing Aid Dealers and Fitters for violation of their laws.

Discussion and Possible Action on complaint # 10-01
Dr. Painton was assigned as the investigator to complaint #10-01.

Discussion and Possible Action on the application and numbering process for Speech-Language Pathology and Audiology Assistants.

Ms. Hall reviewed and explained the "change request" be sent to Ok.Gov. The changes to our website will reflect the implementation of our new rules by June 25, 2010. Submitting the request now will give to OK.Gov time to make the changes. These changes include the numbering process for Speech-Language Pathology Assistants. The board members agreed that the numbering of the Speech-Language Pathology Assistants and Audiology Assistants numbers would be numbered sequentially. Example: SLPA1, SLPA2, for Speech-Language Pathology Assistants and AUDA1, AUDA2, etc. for Audiology Assistants.

Ms. Hall discussed the time frame of assigning the numbers to the assistants. The board members agreed that after June 25, 2010 when our rules are in affect, an individual applying as a **new** Audiology Assistant will be given a license number such as "AUDA1," charged a prorated fee for licensure and will pay to renew their license by December 31st.

After June 25, 2010 those **currently** authorized as AUDA's will receive a letter from the board office of the new rules. The letter will explain that they are no longer considered ***authorized*** to practice as AUDA's but ***licensed*** to practice as AUDA's and given a licensure number. Along with this change to licensure comes a change of the period of time that an AUDA is considered ***licensed***. The licensure period is now changed to the calendar year and they will be required to pay $85.00 and renew their license each year by December 31.

Individuals applying for authorization as an SLP Assistant after June 25, 2010 will remain the same as now. The Speech-Language Pathology Assistants will not be considered ***licensed*** until May of 2012. The assistant will pay the $85.00 and reapply for authorization when their year is up.

All new applicants for licensure will be required to have a national background check after June 25, 2010.
Dr. Painton reviewed information sent in concerning the online renewal forms. Currently each licensee lists the individuals they supervise. Dr. Engelmann requested having each renewing licensee that is a supervisor answer the following question: "Have the duties and responsibilities of the CEY's or assistant changed since the previous renewal?" The board members agreed that was a good suggestion and made revisions for the renewal page.

Ms. Hall explained that Ms. Wall contacted several State boards to locate the company which our agency would choose to use for our national background criminal searches. The company currently

used by the Oklahoma Medical Board for national background checks is "Trak-1 Technology." Ms. Wall also found that the OSBI is used by some boards for their national background searches. Ms. Balzer, A.A.G. will review the contract information provided from Trak-1 Technology and bring her recommendation to the next board meeting.

Review, Discussion and Possible Action on Financial Reports.
Board members reviewed Summary of Receipts and Disbursements report. Ms. Olberding requested more spending reports be submitted before the board next meeting.

Review and possible action on pending licensure applications and assistant applications. List Below.
Ms. Olberding moved and Ms. Grammer seconded the motion to approve on all pending licensure applications and assistant applications. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., approved the motion and the motion passed

New Business

Adjournment
3:00 PM

Board of Examiners for Speech-Language Pathology & Audiology

ASSISTANTS FOR SPEECH PATHOLOGY AND AUDIOLOGY APPLICANTS FOR CONSIDERATON

May 7, 2010

Name:	Supervisor:	Date:
Pati Burns-Aud Asst.	Jace Wolfe, Lic# 281	05/07/2010
Cheryl Engelmann- Aud Asst.	Larry Engelmann, Lic# 45	05/07/2010

Board of Examiners for Speech-Language Pathology & Audiology

APPLICANTS FOR FULL LICENSURE CONSIDERATION FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

May 7, 2010

Name:	*Type and License Number:*	*Date Issued:*
Rebecca G. Bergren, M.A.	3576	02/16/2010
Sarah Venable, M.S.	3577	02/18/2010
Tressa Lenae Brewer, M.S.	3578	02/23/2010
DeeAnna Marie Cook, M.S.	3579	02/24/2010
Ashley D. Waller, M.S.	3580	03/03/2010
Melissa Marie Blunk, M.A.	3581	03/08/2010
Jenna Rae Weaver, M.A.	3582	03/10/2010
Mendee House, M.S.	3583	03/11/2010
Debbi D. Hutto, M.S.	3584	03/11/2010
Karen Gail Welch, M.S.	3585	03/12/2010
Amy Minor, M.A.	3586	03/15/2010
Maureen Kathryn Johnston, M.A.	3587	03/16/2010
Heather Honeyman, M.A.	3588	03/23/2010
Tara L. Branstetter, M.S.	3589	03/23/2010
Barbra Morykwas, Au.D.	3590	03/26/2010
Kendra Pagel, M.S.	3591	03/30/2010
Kara B. Anderson, M.A.	3592	03/30/2010
Jennifer Lynn Brown, M.A.	3593	03/30/2010
Julia Ann Zuidof, M.S.	3594	04/06/2010

Morgan Smith, M.S.	3595	04/06/2010
Cara A. Taylor, M.S.	3596	04/06/2010
Ann Wallace, M.S.	3597	04/07/2010
LaRita N. Sims, M.S.	3598	04/12/2010
Laura D. Wilson, M.S.	3599	04/12/2010
Amanda B. Mueller, Au.D.	3600	04/13/2010
Alisha Grace Melton, M.S.	3601	04/19/2010
Patricia Graham, M.S.	3602	04/21/2010
S. Abigail Brown, M.S.	3603	04/21/2010
Linsey Robisch, M.S.	3604	04/23/2010
Kiley A. Faily, M.A.	3605	04/23/2010
Remake of Certificates:		

Board of Examiners for Speech-Language Pathology and Audiology

Regular Board Meeting
Amended Agenda

Minutes

September 3, 2010

1:00 P.M.

Dept. of Corrections
3700 N. Classen Blvd
Conference Room 265-Second Floor

In conformity with the Oklahoma Open Meeting Act, advance notice of this regularly scheduled meeting was originally transmitted to the Oklahoma Secretary of State on December 18, 2009 and subsequently amended on August 30, 2010; and, public notice of this meeting together with the agenda, was posted in prominent public view on the front door of the Office at 3700 N. Classen Blvd., Oklahoma City, on August 30, 2010 at 10:00am. The announcement of the Board meeting and agenda were also posted on the OBESPA website http://www.ok.gov/obespa *on August 30, 2010 at 10:00am.*

Determination of Quorum and Call to Order
The meeting was called to order at 1:15 p.m. Ms. Wall called the roll. Board members in attendance were Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Michael Grim and Mark Wood, M.D. Guests in attendance were Ms. Sandra Balzer, A.A.G. representing the board, Jeanie Wall and Amy Hall as staff, Mona Ryan, Kathy Wheat, Misty Kimbrough and Mark Sharp.

Welcome our newest member Michael Grim to the board.
The board members welcomed Dr. Grim to the board. We are looking forward to working with him.

Approval of Minutes for June 11, 2010 regular board meeting.
Ms. Grammer moved and Dr. Wood seconded the motion to approve the June 11, 2010 regular meeting as written. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Mark Wood, M.D., all voted yes with a show of hands and the motion passed. Michael Grim abstained from the vote.

Discussion and Possible Action on petition for proposed rule changes. Filed by Mona Ryan and Kathy Wheat.

Section	
690:10-7-1.	Application for Licensure to practice as a Speech-Language Pathology Assistant and an Audiology Assistant
690:10-7-3.	Direct on-site supervision required
690:10-7-4.	Violation of Licensure
690:10-7-5.	Application for Licensure
690:10-7-6.	Period of Licensure
690:10-7-7.	Requirements for supervision of assistants
690:10-7-9.	Academic Requirements
690:10-7-10.	Roles and responsibilities of Speech-Language Pathology Assistants.

690:10-9-2. License renewal fee
690:10-7-11 Continuing Education for Speech-Language Pathology Assistants

Ms. Ryan and Ms. Wheat discussed their request for an Amendment of Implementation Date of Rule changes and clerical improvements to rules. The changes included some clerical improvements to rules and requested that the effective (May 2012) for rules involving Speech Language Pathology Assistants be changed to reflect an "implementation date based on a current date." The current date being the date the rules for Speech-Language Pathology Assistants were approved. This would make the implementation date "retroactive."

Dr. Grim reviewed and discussed the Assistant Licensure do's and don'ts according to the new rules.

Ms. Grammer moved and Dr. Grimm seconded the motion to grant the petition to initiate a rule making process to address the issues raised in the petition. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Mark Wood, M.D. and Michael Grim voted yes with a show of hands and the motion passed.

Ms Grammer moved and Dr. Wood seconded to withdraw approval of the minutes as written. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Mark Wood, M.D. and Michael Grim voted yes with a show of hands and the motion passed.

Ms. Grammer moved and Ms. Landrum seconded the motion to amended the minutes and remove the motion to write the Dept. of Education a letter regarding early interventionist. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Mark Wood, M.D. and Michael Grim voted yes with a show of hands and the motion passed.

Discussion and Possible Action on license renewal postcard and mail out timeline.
Ms. Grammer moved and Dr. Wood seconded the motion approve the postcard as presented. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Mark Wood, M.D. and Michael Grim, Ph.D. voted yes with a show of hands and the motion passed.

Discussion and Possible Action on SFY 2011 budget and Sunset Review.
Ms. Landrum moved and Dr. Grim seconded the motion to approve the 2011 budget. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Mark Wood, M.D. and Michael Grim, Ph.D. voted yes with a show of hands and the motion passed.

Ms. Wall reminded the board members that the Sunset Review is due by March of 2012. The board has the year of 2011 to address the Sunset Review.

Discussion and Possible Action on committee for guidelines for telepractice.
Ms. Grammer explained that the committee is still in the fact-finding process.

Update on board members and staff attending the NCSB conference in October.
Ms. Olberding, Ms. Grammer and Ms. Hall attended the National Council of State Board of

Examiners. All the individuals attending the conference found the NCSB conference to be educational and worth attending. Ms. Grammer met individuals from different states which helped with her research on addressing the use of telepractice.

Discussion on information the board would like distributed at the OSHA conference September 30 thru October 1st.

The board members suggested that Jeanie Wall and Amy Hall attend the OSHA conference September 30th thru October 1st to distribute packets of licensure and renewal information in the exhibit area and to speak to the new graduates during the session.

Discussion and possible action on complaint # 10-02.

Ms. Grammer moved and Dr. Wood second the motion to assign complaint 10-02 to Michael Grim as the investigator. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Mark Wood, M.D. and Michael Grim, Ph.D. voted yes with a show of hands and the motion passed.

Review and possible action on pending licensure applications and assistant applications. List Below.

Ms. Grammer moved and Ms. Landrum second the motion to approve all applications for licensure. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum, Mark Wood, M.D. and Michael Grim, Ph.D. voted yes with a show of hands and the motion passed.

New Business

No new business

Adjournment at 3:47

Board of Examiners for Speech-Language Pathology & Audiology

APPLICANTS FOR CEY LICENSURE CONSIDERATION FOR SPEECH-LANGUAGE PATHOLOGY

September 3, 2010

Name:	*Supervisor:*	*Date Issued:*
Christy Cameron, M.S.	Tyelinda Baumgardner, #3010	06/07/2010
Lisa Beecroft, M.S.	Meagan Rice, #2882	06/07/2010
Misty Mann, M.S.	Diana Lewis, #2009	06/11/2010
Lainee Norris, M.S.	Elizabeth Short, #3422	06/11/2010
Jordyn Guest, M.S.	Kimberly Sill, #1096	06/17/2010
Carly Graham, M.S.	Lindsey Hanna, #2855	06/17/2010
Bethany Bush, M.S.	Amber Jackson, #2939	06/18/2010
Janet Tipton, M.S.	Julia Zuidhof, #3594	06/22/2010
Katherine Dewey, M.A.	Lindsey Francis, #3415	06/24/2010
Courtney Thompson, M.S.	Lana McElroy, #2733	06/24/2010
Jennifer Kemph, M.S.	Amanda Crisman, #3044	06/24/2010
Taylor Thurmond, M.S.	Rebecca Gregory, #2669	06/28/2010
Krista Canida, M.S.	Leslie Murray Bravo, Asha#00913137	08/12/2010
Tabetha Kraeutner, M.S.	Starla Newby, #3145	07/07/2010
Tiffani Palmer-Marrone, M.S.	Jessica Hand, #3040	07/14/2010
Rebecca M. Languis, M.S.	Marquita Pogue, #2856	07/20/2010
Rebecca Crockett, M.S.	Malinda Hughes, #3439	07/21/2010
Meghan Thompson, M.S.	Jeana Parker, #2866	07/22/2010
Casie Wilson, M.S.	Kimberly Claborn, #2016	07/27/2010
Katherine Vahlberg, M.A.	Jeanette Jahnke, #392	07/29/2010
Erin W. Ash, M.S.	Kathleen Ellison, #3390	07/30/2010

	Jennifer Haynes, #2363	
Nichole L. Hilliard, M.S.	Betty Lou Barton, #2736	08/09/2010
Natalie Hefti, M.S.	Sue Wehba, #2091	08/09/2010
Ashley Nickell, M.Ed.	Vanessa Murphree, #2038	08/09/2010
Laura Whiteley, M.S.	Candra Bridges, #3066	08/12/2010
Jennifer Madden, M.S.	Candra Bridges, #3066	08/12/2010
Lisa Stout, M.S.	Frankie Sievers, #387	08/18/2010

Board of Examiners for Speech-Language Pathology & Audiology

ASSISTANTS FOR SPEECH PATHOLOGY AND AUDIOLOGY
APPLICANTS FOR CONSIDERATON

September 3, 2010

Name:	Supervisor:	Date:
Delilah Rodriguez	Amanda Landry, SP# 3387	09/03/2010

Board of Examiners for Speech-Language Pathology and Audiology

Regular Board Meeting
Amended Agenda

Minutes

December 3, 2010
1:00 P.M.

Dept. of Corrections
3700 N. Classen Blvd
Conference Room 265-Second Floor

In conformity with the Oklahoma Open Meeting Act, advance notice of this regularly scheduled meeting was originally transmitted to the Oklahoma Secretary of State on December 18, 2009 and subsequently amended on August 30, 2010; and, public notice of this meeting together with the agenda, was posted in prominent public view on the front door of the Office Building at 3700 N. Classen Blvd., Oklahoma City, on December 1, 2010 at 9:00am. The announcement of the Board meeting and agenda were also posted on the OBESPA website, http://www.ok.gov/obespa on December 1, 2010 at 5:11 p.m.

Determination of Quorum and Call to Order
The meeting was called to order at 1:15 p.m. Ms. Wall called the roll. Board members in attendance were Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim. Guests in attendance were Ms. Sandra Balzer, A.A.G., representing the board, Jeanie Wall and Amy Hall as staff

Approval of Minutes for September 3, 2010 regular board meeting.
Ms. Grammer moved and Dr. Grim seconded the motion to approve the September 3, 2010 minutes as written. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

Discussion and Possible Action for 2011 Board meeting schedule *(notice must be given to the Secretary of State by December 15th) possible dates:* January 14, Feb 4, May 6, June 10, Sept 9, and Dec 2.
Ms. Grammer moved and Ms. Landrum seconded the motion to accept the dates: January 14; February 4; May 6; June 10; September 9 and December 2 for the regular board meetings for 2011. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

Discussion and possible action on changing format of the renewal receipt to include licensure card.
Ms. Wall explained the idea of having a licensure card print out on the same page as a renewal receipt upon annual renewal. Ms. Grammer suggested that a cost study for cost of cards and see if the file could be a read only. The consensus of the board members was to leave the licensure cards as currently printed for now.

Discussion and possible action on assignment of continuing education hours to items listed on 2nd page of continuing education form.
Ms. Grammer moved and Ms. Landrum seconded the motion to show that College courses be credited 10 contact hours per each successfully completed college credit, and that on-line courses and webinars be included in the pre-approved activities list. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

Ms. Landrum moved and Ms. Grammer seconded the motion to remove statement from the bottom of the 2nd page of continuing education. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

Discussion and possible action on rule changes.
Agenda item was tabled until the January 14th board meeting.

Discussion and Possible Action on complaint # 10-02
Agenda item has been tabled until the January 14th board meeting.

Discussion and Possible Action on complaint # 10-03
Ms. Grammer moved and Dr. Grim seconded the motion to assign complaint 10-03 to Cynda Olberding. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

Discussion and possible action on complaint # 10-04.
Ms. Landrum moved and Dr. Grim seconded the motion to assign complaint 10-04 to Tracy Grammer. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

Review and possible action on pending licensure applications and assistant applications. List Below.
Dr Grim moved and Ms. Landrum seconded the motion to approve all applications. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

New Business
Discussion and possible action on petition for a written ruling on the definition of exemption as it pertains to the licensing act and a waiver for the OSDE mentor SLPs who will work with newly Oklahoma State Department of Education certified speech-language therapists (SLTSs).

Ms. Landrum moved and Ms. Grammer seconded the motion to continue the hearing on the petition to Feb 4 and give written notice of continuance to the petitioners. Cynda Olberding, M.A., Tracy Grammer, M.S., Nancy Landrum and Michael Grim, Ph.D., all voted yes with a show of hands and the motion passed.

Adjournment 3:29 p.m.

Board of Examiners for Speech-Language Pathology & Audiology

APPLICANTS FOR CEY LICENSURE CONSIDERATION FOR SPEECH-LANGUAGE PATHOLOGY

December 3, 2010

Name:	*Supervisor:*	*Date Issued:*
Julie Renae Askew, M.S.	Cherie Nelson, SP# 2275	08/25/2010
Julie Fitzsimons, M.S.	Brady Wheat, SP# 3389	08/27/2010
Diana Dorety, M.A.	Monica Benear, SP# 3032	08/27/2010
Danielle Ray, M.S.	Tammi Miller, SP# 552	08/31/2010
Sheila Brown, M.S.	Jennifer Morgan, SP# 3038	08/31/2010
Natalia Barrero, M.S.	Katherine Morton, SP# 3203	09/10/2010
Lauren Ashley Hill, M.A.	Mia Holcomb, SP# 2658	09/21/2010
John Robinson, M.A.	Paul Morrow, SP# 1060	11/09/2010
Kristen Childs, M.S.	Melia Martin, SP# 3070	11/15/2010

Board of Examiners for Speech-Language Pathology & Audiology

APPLICANTS FOR FULL LICENSURE CONSIDERATION FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

December 3, 2010

Name:	*Type and License Number:*	*Date Issued:*
Jana K. Hayes, M.S.	3678	08/27/2010
Katie Brooke, M.S.	3679	09/01/2010
Andrea R. Davis, M.S.	3680	09/02/2010
Noelle Elizabeth Coleman, M.S.	3681	09/16/2010
Ann Marie Imherr, M.S.	3682	09/22/2010
Debra Robinson, M.A.	3683	09/27/2010

Kristy Fiel Witzke, Au.D.	3684	10/18/2010
Tara Massey, M.S.	3685	10/21/2010
Rebecca Mary Turner, M.S.	3686	10/28/2010
Alice F. Cellino, Au.D.	3687	11/02/2010
Andrea Webster, Au.D.	3688	11/02/2010
Travis D. Quiller, Au.D.	3689	11/03/2010
Tatiana Buls, M.A.	3690	11/15/2010
Linda M. Sanchez, M.S.	3691	11/22/2010
Ellen Marcia Emmons, Au.D.	3692	11/30/2010
Remake of Certificates:		
Tracy M. Jimenez, M.S.	3610	05/10/2010

BOARD OF TESTS FOR ALCOHOL AND DRUG INFLUENCE

RESPONSE TO 2011 SUNSET REVIEW SURVEY

Board of Tests for Alcohol and Drug Influence

1. [47 O.S. § 759]

A. Seven

B. N/A*

C. Indefinite

D. 1. Dean of the University of Oklahoma School of Medicine or designee
2. Commissioner of the Department of Public Safety or designee
3. Director of the Oklahoma State Bureau of Investigation (OSBI) or designee
4. Director of the Council on Law Enforcement Education and Training (CLEET) or designee
5.*Law enforcement officer selected by the Oklahoma Sheriffs and Peace officers Association
6. Designee selected by the Association of Oklahoma Chiefs of Police
7. Commissioner of Health or designee

2. The agency was first formed as the Alcohol Drug Countermeasures unit of the Department of Public Safety. It was split off as a separate agency and renamed to the current designation in 2003 (See 47 O.S. § 759.1). In 2004, the agency was tasked with the approval and regulation of breath alcohol ignition interlock devices.

3. The agency is to regulate and approve devices and personnel who test drivers arrested for driving under the influence of alcohol and/or other intoxicating substances (see 47 O.S. § 759). It may take any reasonably necessary actions to effectuate 47 O.S. §§ 751-761, regulating personnel, laboratories and equipment, with some exemptions noted in question four. The agency serves as the repository of records required for evidence of compliance with its regulations of training, calibration and other regulation of testing and ignition interlocks.

4. Laboratories accredited by the American Society of Crime Laboratory Directors/ Laboratory Accreditation Board (ASCLD/LAB) or the American Board of Forensic Toxicology (ABFT) are statutorily exempt (47 O.S. § 759B) from regulation by this agency. This Board does not oversee any aspect of ASCLD/LAB or ABFT facilities.

5. The number of Board meetings, by FY are:

FY-12: 2 (including February 2012)
FY-11: 2
FY-10: 3
FY-09: 2
FY-08: 4

6. The agency has employed no part time employees. The employment figures by FY are:

FY-12: 5
FY-11: 5
FY-10: 6
FY-09: 7
FY-08: 6 and contract employees: 1

7. The Board's programs are:

A. The Board has approved the Intoxilyzer 5000D and Intoxilyzer 8000 for evidential breath testing in Oklahoma.
It annually issues permits to approximately 4,500 law enforcement officers to administer breath tests on the above instruments.
It issues permits to fewer than 10 individuals to test blood for alcohol. (The OSBI lab is ASCLD/LAB certified.)
The Board has approved 5 devices for state-ordered ignition interlock devices from 5 manufacturers .
It has certified, and inspects, over 50 locations for installation of the devices, employing one to four certified installers each.

B. The Board monitors:
The operation and communication links of the Intoxilyzer 5000D and Intoxilyzer 8000.
The compliance with Board regulations by manufacturers, installers and the installation facilities for breath alcohol ignition interlock devices.

C. The Board enforces:
The regulations controlling the administration of breath alcohol testing and the drawing of blood for alcohol and/or testing for other intoxicants.
The testing of blood for alcohol and for other intoxicants.
The maintenance of breath alcohol ignition interlock device installation facilities
The operations of breath alcohol ignition interlock device installers.
The use of approved breath alcohol ignition interlock devices in Oklahoma.

D. The Board trains approximately 300 new breath alcohol evidential operators each year.
All operators take an online retraining/update course each year to renew their permit.
Manufacturers of breath alcohol ignition interlock devices are trained on current and changes to regulations.
At facility inspections, breath alcohol ignition interlock device installers are trained regarding current and changes to regulations with an emphasis on any which the facility may be lacking or weak.
The director of the agency delivers continuing legal education to judges, prosecutors and defense attorneys.
The breath alcohol ignition interlock device program manager delivers education other state entities as well as to other state's and nation's program administrators.

E. The Board maintains records of the maintenance of the Intoxilyzer instruments and certifies documentation thereof for evidential use in administrative and court hearings. Board personnel routinely receive subpoenas to testify at administrative appeals and criminal court hearings.

8.

A. The number of applications received for examination, certification or permits.

FY-12	FY-11	FY-10	FY-9	FY-8
161	361	562	603	714

B. Number of applicants certified or permits granted

FY-12	FY-11	FY-10	FY-9	FY-8
161	355	559	602	712

C. Number of applicants denied

FY-12	FY-11	FY-10	FY-9	FY-8
0	6	3	1	2

D. No disciplinary hearings were held

E. No disciplinary actions were taken

F. N/A

G. The director teaches at various continuing legal education classes, but does not receive statistics of how many are in attendance.

9. Sources of revenue for the last five (5) fiscal years
FY-11 Appropriations, training fees for breath operators, certification fees for ignition interlock devices, permit fees for ignition interlock installers, permit fees for ignition interlock installation facilities and proof of installation fees for ignition interlock devices
FY-10 Appropriations, training fees for breath operators, certification fees for ignition interlock devices, permit fees for ignition interlock installers, permit fees for ignition interlock installation facilities and proof of installation fees for ignition interlock devices
FY-9 Appropriations, training fees for breath operators, certification fees for ignition interlock devices, permit fees for ignition interlock installers, permit fees for ignition interlock installation facilities and proof of installation fees for ignition interlock devices
FY-8 Appropriations, training fees for breath operators, certification fees for ignition interlock devices, permit fees for ignition interlock installers, permit fees for ignition interlock installation facilities and proof of installation fees for ignition interlock devices
FY-7 Appropriations, training fees for breath operators

10. Fiscal Year total expenditures for the last five fiscal years

07	379,486.52
08	432,051.69
09	480,528.65
10	463,338.20
11	404,442.11

11. The agency has complied with zero based budgeting.

12. Describe any fee increases or decreases that have occurred in the last five years.
FY-11 - 01/01/2011, Training for new breath operator permits increased from $45.00 to $60.00
FY-10 - none
FY-09 - none

FY-08 - A fee of $10.00 was instituted for proof of installation of an ignition interlock; $1000.00 was instituted for certification of an ignition interlock for use in Oklahoma. A fee of $100.00 was instituted for ignition interlock service center approval and recertification. A fee of * was instituted for ignition interlock installer approval and recertification
FY-07 - None

13. Describe future objectives and goals of the agency, board or commission. In particular, describe the following:

A. Programs to eliminate or expand:

The entire ignition interlock industry, therefore the program, will expand in the future due to HB 529 requiring extended installation of devices before and after reinstatement of driving privileges.
Ignition interlock violation reporting is expected to become digital, transmitted directly to monitors. The data will available to the board for data mining to determine effectiveness of devices. Further, the installation and removal reports and the fees will all be transmitted digitally. The data may be made available to ODMHSAS to assist in DUI assessments.
The officers affidavits from evidential breath testing are currently in proper format to digitally transmit directly to the Department of Public Safety.
The agency would like to train Board personnel to effect more minor repairs to the Intoxilyzer I-8000.
The Board currently maintains the records of all breath tests administered on any Intoxilyzer I-8000 on a multi-terabyte hard drive. These records are commonly requested by open record request. The Board is working to develop or find software to post all of the records as adjunct to the agency website.

14. List all major statutory changes affecting your agency, board or commission, passed each year beginning with 2007 and ending with 2011.
FY-11: SB 529 - Requiring installation of an ignition interlock device during revocation, *whether or not* the revocation is modified and after re-instatement for a period of time, HB1676 - Requiring persons convicted of Driving under the Influence of intoxicants to pay the cost of drawing blood.
FY-10
FY-09
FY-08
FY-07: 47 O.S. § 751 was changed to require the determination of the concentration of non-alcohol intoxicating substances.

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel?

The director of the agency is a member of the Oklahoma Bar Association. However, he does not serve as the attorney for the agency. The Attorney General's office has assigned counsel from their staff as general advisor and the litigation division is currently representing the agency on one active lawsuit. Outside counsel was hired on an *ad hoc* basis for work pursuant to a federal grant to do work which would not be appropriate for the Office of the Attorney General to undertake. Part of the federal grant was to form a tax-exempt (501 C3) corporation. A private

firm accomplished the formation and registration of the corporation.

16. Why should this [board] be continued or discontinued?
The Board of Tests for Alcohol and Drug Influence, as a board, brings together the disparate fields of law enforcement, toxicology specifically and public health generally. The employees of the Board can rely on this resource for day to day operations. The Board itself makes or approves the major policy decisions for the regulation of the testing of alleged intoxicated drivers and the ignition interlocks they may be required to use. The administrative code of the Board is the most litigated section of the Oklahoma Administrative Code, according to the Oklahoma Secretary of State. The code is carefully drafted and updated to assure test results which will withstand legal scrutiny and reduce litigation, to the extent possible. Because the Board regulates a major activity of ground-level law enforcement, it is not appropriate for a law enforcement agency to take over the regulation of that activity. Without the regulation of the Board, delegated to it by the legislature, testing could be accomplished in whatever way a given law enforcement agency deemed correct. This would cause every Driving under the Influence charge to be tried in court to determine if the method was reliable beyond a reasonable doubt. The trials would invariably lead to a more than significant burden on prosecutor's offices, as well as prevent drivers from the ability to demonstrate that a test was not reliable, due to the cost.

COMMISSION ON COUNTY GOVERNMENT PERSONNEL EDUCATION AND TRAINING

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	COMMISSION ON COUNTY GOVERNMENT PERSONNEL EDUCATION AND TRAINING
Agency Staff Contact:	Mr. Notie H. Lansford, Jr.
Agency Telephone Number:	405-744-6160

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Five Commission Members
   B. Members are designated by position (by statute). The members are:
      President of OSU
      State Auditor & Inspector
      Chairman of the Tax Commission
      Director of the Department of Transportation
      President of the County Officers & Deputies Association
   C. Terms are co-terminus with time in the designated position.
   D. No appointing authority.

2. Briefly describe when and why the agency, board, or commission was formed, its mission

statement, and any significant changes since its inception in board membership and purpose.

The "Commission" was formed in 1982 by legislation, motivated by the "county commissioners scandal." The missions, defined by statute, are professional development, improved efficiency, improved technical skills, and resources for all county government elected officials and their employees though educational training, materials, handbooks, and related materials. 19 O.S. §§130.1 – 130.7 and 19 O.S. §1500 require training programs and educational resources.
There have been no significant changes in the Commission since its inception. Staff resources at OSU have changed.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

Powers and duties are creation and delivery of educational programs and materials as delineated in 19 O.S. §130.1 – 130.7 and 19 O.S. §1500. The Commission provides oversight to OSU's Cooperative Extension Service to carry out the mission and duties.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No entity provides the same services, and 19O.S. §130.6 forbids duplication. The work complements work by OSU's Center for Local Government Technology and technical assistance provided by OTC and SA&I. Work is done cooperatively and interactively with these other entities.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
2	2	2	2	2

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES	FTE
FY-12	2	5	0	4.45
FY-11	2	6	0	4.95
FY-10	2	7	0	6.08
FY-09	3	6	0	6.39
FY-08	3	6	0	5.54

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

There is no statutory responsibility for certification, licensure, or permits. However, in conjunction with the statutorily required advisory boards, certification programs have been created in order to recognize educational attainment. Each county elective office has a customized certificate program. Typically, a certificate requires four to seven courses totaling 42 to 60 hours of instruction. Details of each of the elective officials' programs are attached as Appendix A.

B. Monitoring:

Credit hours are monitored toward achievement of certification. Also, for those programs stipulating an on-going educational program, credit hour CEUs are also monitored.

C. Enforcement:

None

D. Continuing Education:

Titles 68 O.S. §§130.1 – 130.7 & 19 O.S. §1500 require attendance. As mentioned above, some certification programs also require continuing education credits following certification. In any case, all county elected officials and deputies are encouraged to attend all relevant courses and periodically repeat courses to update and expand their knowledge base.

E. Other:

In addition to the 44 course offerings, extensive, detailed handbooks are provided and periodically updated for each elected office, and technical assistance is continuously provided as needed.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of ~~applications~~ participants ~~received~~ for ~~examination~~, certification, ~~or permits~~:

½ FY-12	FY-11	FY-10	FY-09	FY-08	FY-07
600	1,562	1,519	2,296	1,704	1,854

There are no "applications." Certificates are awarded as they are earned. These numbers are attendance at courses counting toward certifications.

B. Number of ~~applicants~~ participants certified ~~or licensed or permits granted~~:

FY-12	FY-11	FY-10	FY-09	FY-08	FY-07
NA	72	88	70	77	61

C. Number of ~~applicants~~ certification classes presented:

FY-12	FY-11	FY-10	FY-09	FY-08	FY-07
48	58	70	75	78	72

(For FY 12, 48 classes are planned and scheduled.)

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
NA	NA	NA	NA	NA

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
NA	NA	NA	NA	NA

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

NA

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

½ FY-12	FY-11	FY-10	FY-09	FY-08	FY-07
600	1,562	1,519	2,296	1,704	1,854

These are total course attendance numbers for FY 07 – FY 11 and half of FY 12.

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary. **Technical Assistance**

FY-12	FY-11	FY-10	FY-09	FY-08	FY-07
NA	300	329	263	235	Not Logged

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	$330,086 appropriation + $84,633 Carry-Over
FY-10	$$344,583 appropriation + $129,861 Carry-Over
FY-09	$399,517 appropriation + $105,492 Carry-Over
FY-08	$400,000 appropriation + $96,326 Carry-Over
FY-07	$400,000 appropriation + $24,825 Carry-Over + $7,880 Fees

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$363,050: 88.7% Personnel, 5.4% Travel
FY-10	$344,583: 85.8% Personnel, 8.0% Travel
FY-09	$375,143: 77.5% Personnel, 9.4% Travel
FY-08	$388,701: 81.4% Personnel, 8.1% Travel
FY-07	$336,379: 82.2% Personnel, 8.6% Travel

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

X YES _____ NO (If no, please explain)

_____

_____

_____

_____

_____

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	No Fees
FY-10	No Fees
FY-09	No Fees
FY-08	No Fees
FY-07	$20/class fee was dropped after the 1st quarter since the appropriation was sufficient. Since 1982, no fees except March 2002 – Sept. 2006.

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Given the mandate to serve all county elected officials plus their employees and with the ability to currently reach less than half of all county government personnel with current staffing and resources, a doubling of staff and resources is needed. Doing so would be more efficient since our staff would be able to specialize more and more fully address the education and training needs of individual offices. A staff increase would also enhance cooperative work with state agencies and officer associations, allowing those partnerships to be more productive.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

Please see the following statement and attached examples in Appendix B.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	Because the Commission's business is training county governments,
FY-10	and numerous statutory changes, both state and federal,
FY-09	plus some court decisions, affect county government each year, the
FY-08	dozens of changes require a re-write of curriculum and handbooks.
FY-07	Statutory changes also have an effect on our technical assistance mission.

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

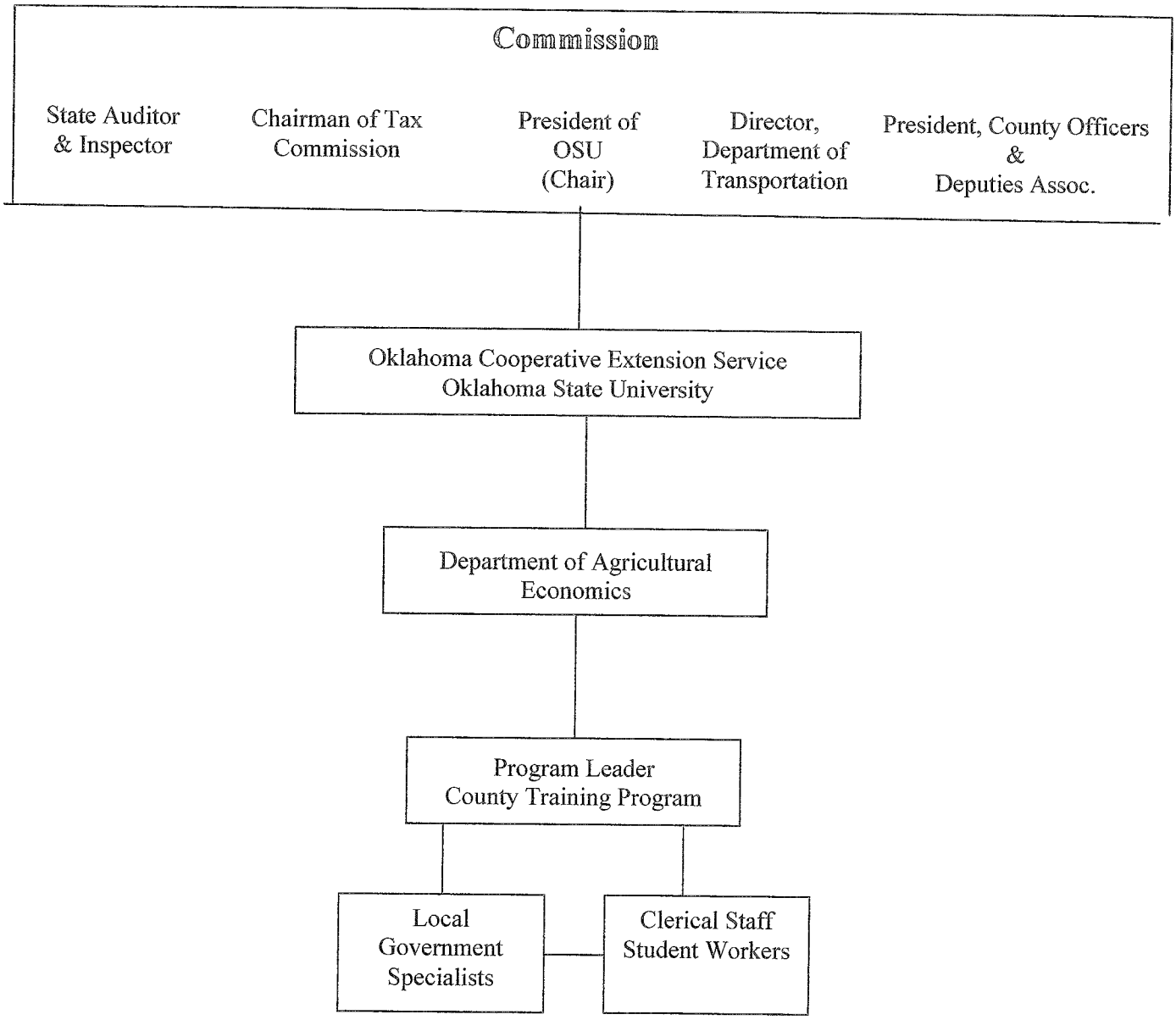
There is no in-house legal counsel. On the rare occasions in which we need counsel, we use OSU Board of Regents legal counsel.

16. Why should this agency, board, or commission be continued or discontinued?

1. Turnover of county government officers and employees. Half of all county elected officials are elected every two years. Also, normal staff turnover is continual.
2. Changes in law and technologies. Continual changes of laws affecting county government at both the state and federal levels are one reason. There are continual changes in technologies from communications to financial to internet to digital scanning.
3. Financial efficiency of central training versus each county seeking its own. Efficiency and effectiveness is enhanced by partnerships between OSU, SAI, OTC, ODOT, and county officer associations. County government personnel continually note the benefit they receive from interaction with peers during the training sessions.
4. Data and research available no other place. OSU has compiled an extensive county government financial database and makes various reports available to county governments, state

agencies, the legislature, and the public. Agencies such as SA&I and associations such as the Association of County Commissioners direct people to Oklahoma Cooperative Extension Service for county government data.
5. Expenses are minimized because OSU doesn't charge overhead costs for buildings, utilities, computer network, website support, other IT support, use of a copy machine, and some clerical help.

17. Submit the following material with this survey:
    A. Current organization chart - below
    B. Last annual report – following
    C. Agency, board, or commission meeting minutes for 2010 – following
    D. Any report required by any other government entity – none.



B. Last Annual Report

Commission on County Government Personnel Education and Training

Agenda

Wednesday, August 10, 2011
1:30 p.m.
Marriott Southern Hills
Tulsa, Oklahoma

Introduction of Commission Members and Guests	Chair
Approval of Agenda	Chair
Approval of Minutes from February 16, 2011	Chair
Program Leader's Comments	Notie Lansford
Fiscal Year 2011 Activity Report	Notie Lansford
Fiscal Year 2011 Financial Report	Notie Lansford
Proposed Re-authorization of Registration Fee	Notie Lansford
Proposed Budget, FY 2012	Notie Lansford
Proposed Activities, FY 2012	Notie Lansford
Other Business	Chair
Proposed Meetings for Calendar Year 2012 February 8, 2012, Chickasha, OK August 7, 2012, Tulsa, OK	Notie Lansford
Adjourn	

Commission on County Government Personnel Education and Training
Meeting Minutes
February 16, 2011
1:30 p.m.
Oklahoma County Courthouse
Oklahoma City, Oklahoma

The meeting was called to order at 1:30 p.m.by Kathy Elliott. Ms. Elliott thanked everyone present for attending the commission meeting in Oklahoma City at the Oklahoma County Courthouse.

Ms. Willa Johnson, Oklahoma County Commissioner welcomed members and guests to Oklahoma County.

Ms. Elliott asked the commission members and guests to introduce themselves.

Members Present:

Ms. Kathy Elliott	Associate Vice President and Comptroller, Oklahoma State University, Designated Representative for OSU President Burns Hargis
Mr. Gary Jones	State Auditor and Inspector of Oklahoma
Mr. Tom Kemp	Chairman, Oklahoma Tax Commission
Ms. Cathy Hokit	President, County Officers and Deputies Association of Oklahoma

Guests:

Dr. Notie Lansford	Oklahoma Cooperative Extension Service, Program Leader, County Training Program
Dr. Mike Woods	Professor and Head, Department of Agricultural Economics, Oklahoma State University
Ms. Ann Embree	Oklahoma State University – County Training Program
Ms. Gloria Cook	Oklahoma State University – County Training Program
Ms. Cheryl Wilson	State Auditor and Inspector's office
Mr. Jerry Stone	Oklahoma County Treasurer's deputy
Mr. Butch Freeman	Oklahoma County Treasurer
Mr. Mark Seikel	Oklahoma County Treasurer's deputy
Ms. Carolyn Leck	Canadian County Treasurer elect
Mr. Jeff Spelman	Oklahoma Tax Commission

Ms. Willa Johnson Oklahoma County Commissioner

Approval of Agenda

Ms. Elliott asked for approval of the agenda. Mr. Tom Kemp moved to approve the agenda, and Mr. Gary Jones seconded the motion. The agenda was approved.

Approval of Minutes

Ms. Elliott asked for any revisions or additions to the minutes of the previous meeting that had been mailed to the members. Mr. Tom Kemp moved to approve the minutes as presented and Ms. Cathy Hokit seconded the motion. The minutes were approved.

Program Leader Comments

Ms. Elliott turned the floor over to Dr. Lansford for Program Leader comments.

Dr. Lansford started off by welcoming everyone to the Commission Meeting. Lansford welcomed the new commission members, Ms. Cathy Hokit and Mr. Gary Jones. He stated he had talked with Shannon Sheffert, Designated Representative for Gary Ridley, Oklahoma Department of Transportation, earlier in the week and Sheffert had indicated he would be at the meeting, so something must have detained him. Lansford commented he looked forward to working with the new members on the commission, as well as new officers that we had coming on board throughout the state. There are at least 60-70 new Commissioners alone and CTP is looking forward to new audience members for the training. Lansford also expressed appreciation to the Association of County Commissioners and Oklahoma Assessor Association for their invitations to participate in the new officer training following elections this past year. This allows the CTP the ability to get before the county officer groups.

Activity Report

Dr. Lansford referred the Commission members to Tab 3 in their binder for the Activities Report of first half of 2011. He started by stating the report is divided into four sections: the certification and workshops, handbooks, technical assistance and then some other miscellaneous activities. Lansford talked about Table 1 that shows 60 proposed certification courses this year and 31 scheduled classes the first half year. Due to low registration, six of those classes were cancelled. The Court Clerk Reports and Forms class was provided by the Administrative Office of the Courts (AOC). The AOC had new forms and procedures to present to the Court Clerks and asked to teach the course since it covered the same subject matter. Lansford thought that would be good partnering and allow court clerks to receive credit for the Reports and Forms certification course. Therefore, 25 certification courses were offered and completed the first half of the fiscal year.

For those that are new on the commission, Lansford explained CTP will cancel and reschedule a course if there are fewer than 10 people enrolled, especially if CTP personnel

are traveling across the state. Several classes had low registrations. With the election year, economic conditions and shrinking county budgets, CTP is receiving more feedback that participants are only attending if the courses are close to their locations. Therefore, we had declining participation in CTP courses for the first half of FY11.

Table 2 on page 3 showed individual attendance by county. At this time last year, CTP had 289 individuals participating compared to the 416 participating this year. We had a bigger base of individuals, which is very encouraging. Lansford reported that all but seven counties are participated. This is demonstrated by the map on page 6. Seventy counties participated compared to sixty-three counties last year.

Table 3 shows total attendance by officer group. For comparison sake, we have showed the first half years. Last year, CTP had 505 and this year we had 539. In earlier years, attendance exceeded 600, so attendance declined some during the economic recession time period. Lansford noted that 119 of the total attendance are attributed to the court clerks attending the AOC Reports and Forms class. Reducing our total attendance (539) by 119 means that CTP taught 420. Therefore, our total attendance was down.

At the fall CODA conference, CTP presented two workshops, where 187 individuals received CEU credit. These workshops are not included in the tables. However, Lansford noted, that CTP was also invited to present a Purchasing Workshop at the NE Dist. County Officers meeting, which was well attended. All in all, CTP's total attendance declined but attendance per class was higher.

CERTIFICATES

CTP awards certificates to those who complete their respective programs; sheriffs during their August conference, assessors at their October conference, and commissioners at their November conference. This year, CTP only certified one commissioner employee – compared to the nine who were certified last year. However, CTP had the first assessors to receive certificates this year. CTP did not have any sheriffs receive certificates.

ONLINE COURSES

Dr. Lansford mentioned the continuation of the development of two online courses (Overview of County Government and Open Meetings). Two other classes are slated for online training development. Two CTP personnel participated in an online development course this spring.

A color-coded map on page 6 of Tab 3 shows attendance by county. Lansford wanted the commission to note two important details that affected county attendance: (1) Cimarron, Hughes, Nowata, Coal and Atoka are more financially and economically challenged and some are relatively remotely located. (2) Oklahoma County requested for CTP to teach a Purchasing Procedures class and it was attended by 57 people. Although the course was taught in Oklahoma County facilities, other counties were invited to attend. Such opportunities allow CTP to teach a large group of people at one time.

HANDBOOKS

Lansford referred the commission to page 5, tab 3 to discuss the handbooks. Judy is continuing to work on the Sheriff Handbook. Currently, she has 17 chapters written. Some of the chapters have been reviewed while others are still in the review process. CTP plans to complete the Sheriff Handbook by the end of the fiscal year. The progress of this handbook is going slower than other handbooks mainly because the sheriffs are busy and there are many old, antiquated laws to consider. The Commissioners' Handbook will be updated next.

TECHNICAL ASSISTANCE

In the first half of FY 11, CTP received 150 technical assistance inquiries, primarily by telephone and e-mail. In answering many of these technical assistance calls, CTP works with the State Auditor's office, more particularly, Cheryl Wilson, on those types of calls. Frequently asked questions are updated with statute references on the website.

OTHER ACTIVITIES

Lansford guided members to page 7. In August, CTP gave the Commission an update on the progress of the county government video. At that time, Part 1was complete. Part 1 was presented at the CODA conference in September. Work continues on Part 2 – Non-elected Officials and Boards. Part 1 is 16 minutes, and Part 2 is about 12 minutes. A third video is a combination of Parts 1 and 2. CTP received great cooperation from county officers who contributed to the video.

Finally, the CTP conducted a ten-question survey targeting all county officials who attended certification classes between July and December 2011. The survey was created to measure the impact the CTP courses made on participants. This survey was similar to the last two conducted, but two more questions were added. CTP received a 37 percent (167) response rate compared to the 51 percent response rate received in July 2010. Lansford reported the high percentage of positive responses regarding the certification courses. Respondents expressed applicability of courses and provided examples of how they put the courses to use. Responses indicated lowered attendance at training due to the economy. Respondents also expressed a preference for a lower registration fees if registration fees are resumed. Respondents continue to express a desire for courses to be taught close to their home counties but a sizable number are also open to trying online courses.

Financial Report, First half FY 2011

Dr. Lansford referred the Commission members to Tab 4 to discuss the financial report. During the first half of FY 2011, CTP spent $189,210.72 (46%) of the $417,719 budget. CTP has seen a decrease in spending on travel and printing costs, mainly due to the cancelation of several classes. Overall, CTP is on track budget wise.

CTP has continued reducing costs. For example, CTP is using more double-sided copying, in addition to posting appendices of class materials online rather than printing them. In addition, CTP is using e-mail more frequently. CTP has also decreased sending two instructors to each course for cross training.

Kathy Elliott asked if CTP's appropriation comes from the State Auditor's office. Lansford responded that CTP's appropriation is a line item in the State Auditor's budget and is contracted through the State Auditor's office.

Discussion and Possible Action Regarding FY 2012 Budget

Based on what the Equalization Board has said and the Governor's budget, CTP is uncertain what will happen during this legislative session. However, CTP understands that there is a five percent reduction forecast for the Auditor's budget. Therefore, CTP expects a five percent reduction in budget next fiscal year. CTP is predicting a $313,300 appropriation, $16,500 less than the current year. Based on expected carry-over of $36,300, the FY12 budget is estimated to be $350,000. Given this scenario, next year's funds will be about $28,000 short of supporting the current year's level of activity.

Options for addressing reduced funding include: reducing training programs more, reducing travel, increasing online training, and seeking other sources of funds. One source of additional funds would be re-instatement of the registration fee for classes. (The registration fee was suspended five years ago.) In talking with county officers associations, the assessors, treasurers and county clerks support reinstating the fee. The sheriffs also voiced acceptance. The court clerks, however, do not want a class fee. The county commissioners' position is unclear.

Lansford asked the Commission for permission to reinstate the fee at $25 per class, if the FY 2012 budget comes about as projected. The main motivation for the course fee is to maintain a basic level of services and staff. If forced to reduce any staff, Lansford noted that CTP would lose a considerable amount of experience and knowledge. In addition, he clarified the course fee would not be re-instated until July 1, 2011.

Depending on the level of attendance, the additional $25 per class would generate about $16,000 based on current attendance levels. Lansford clarified that the course fee would not make up for the budget reductions. Even if the course fee is resumed, services will be reduced.

Kathy Elliott asked if participants usually have to spend the night when attending courses. Lansford replied that it just depends on the location relative to the participants and the length of the course. Many times, participants will travel farther if a course is needed to complete their certification.

Tom Kemp asked how online applications would compare to in-person training. Lansford replied that this needs to be considered. Tom Kemp suggested CTP work more towards online courses first before reinstating the fee. Lansford noted that the four online courses

currently in development would only be taught twice per year. Compared to the 60 courses we offer annually, the online classes could not take the place of present training.

Tom Kemp asked to expand our online course development. Lansford responded that he wanted CTP to experiment with a few before investing time and money into courses that may not be well received by CTP's participants. In addition, Lansford couldn't guarantee all four online classes would be ready by FY12. If the online courses are well received and participants like the online training, more online training is definitely an option in reducing travel and printing costs.

The plan with the online courses is to have the participant complete a module then have an exercise over that module. This way the participant may sign out and come back at a later time to do another module until the course is complete.

Lansford noted that CTP instructors receive repeated feedback that participants like in-person training mainly due to the interaction with other counties.

There was a question about live webinars, so CTP would not have to travel but counties could still receive interaction with other counties. Lansford responded that although CTP has not researched this type of teaching, it is definitively an option.

Kathy Elliott clarified that Lansford wants the commission to approve re-instatement of the course fee now, so if it is needed by July 1, 2011, CTP could do so. Lansford noted that he asked the commission for their approval to eliminate any possibility of losing staff members.

Gary Jones said he and Cheryl Wilson would like to get with CTP to develop the frequently asked questions into one resource, so there isn't duplication of the two FAQs. Jones said he could provide some assistance in making sure this happens. Lansford noted that ACCO is developing an FAQ on their website. CTP has asked to link the two as well.

Kathy Elliott asked the commission if they would like to grant permission to CTP to reinstate the course fee if need in July 2011. Gary Jones suggested we wait until we know what the FY 2012 budget looks like before reinstating the fee. Other commission members agreed.

Gary Jones moved to defer the approval of the reinstatement of the course fee until the August 2011 commission meeting. Tom Kemp seconded the motion. There was no further discussion. The motion passed.

Proposed Activities for Fiscal Year 2011

Dr. Lansford directed attention to Tab 6, page 2, Table 1. Table 1 demonstrates the number of courses presented and proposed for FY 2011. CTP has 31 courses scheduled for the second half of FY11. During the first half FY 2011, CTP presented 24 courses. This number is low due to the cancelation of courses with low enrollment.

CTP has been re-certified by CLEET. This certification covers the 15 courses sheriffs may take for CLEET credit. The Treasurer's Association has requested CTP to present two workshops at their annual meeting. Certificates will be handed out during the County Clerk, County Treasurer and Court Clerk annual conferences this spring and summer.

CTP will finish the Sheriff's Handbook and begin updating the Commissioner's Handbook.

Each year, CTP encourages staff members to take courses to advance computer and teaching knowledge. Currently, two staff members are taking a course at OSU on how to develop an online course.

The County Government video will also be completed shortly, so production can begin. Online course development will continue. CTP also expects other officer groups to request teaching of various workshops and courses.

Kathy Elliott asked for a motion to approve the proposed activities for the second half of FY11. Cathy Hokit moved to accept the proposed activities for the second half of FY11. Tom Kemp seconded the motion. The motion was approved.

Kathy Elliott asked for other business and comments from the audience.

As a county officer, Butch Freeman, Oklahoma County Treasurer expressed his appreciation to CTP and the training received through the program.

Ms. Elliot asked for further comments. There were no further comments.

The second meeting for 2011 is to be held in Tulsa on August 10.

Kathy Elliott thanked Oklahoma County for hosting the Commission Meeting.

Gary Jones moved to adjourn the meeting. Tom Kemp seconded the motion. The motion was accepted.

The Commission Meeting adjourned at 2:20 p.m.

Activities Report
County Training Program
July 1, 2010 – June 30, 2011

The county government training program (CTP), administered by Oklahoma Cooperative Extension Service (OCES), with oversight by the Commission on County Government Personnel Education and Training, had a good but tough year. This activities report is divided into four sections: Certification Programs, Handbooks, Technical Assistance and Other Activities. These efforts continue to be assisted by interaction with the county officer associations, particularly the advisory boards of each association.

Certification Programs

Sixty certification classes were proposed for 2011; 58 were presented (Table 1). This number is less than recent years due to the economic recession. One course was presented at the County Clerk's School and another at the Southeast District County Officers and Deputies Association meeting. Another class, Court Clerk Reports and Forms was conducted by the Administrative Office of the Courts (AOC). Six workshops were presented: two at the September County Officers and Deputies Association (CODA) Conference; two at the County Treasurers School; one for vendors, and one for the sheriffs. Most workshops provided continuing education credits for the certification programs.

Table 2 is divided into three parts. Part A is total attendance and total individuals by officer group. Total attendance shows the total number of attendees at certification courses. Number of individuals is the number of individual people composing the total attendance. In other words, 686 individuals took, on average, two classes last year for a total class attendance in all certification classes of 1,142. So, attendance is slightly better than the previous year but still light compared to pre-recession years.

Table 2, Part B shows certification credit hour workshop attendance from 2008-2011. Six workshops were presented. Attendance was increased slightly over FY 2010 and at a good level. The large number (604) in FY 2009 is due to several workshops presented at the September CODA meeting. Workshop attendance will tend to vary from year to year depending upon requests for them.

Table 2, Part C shows the combined attendance, allowing better comparison to earlier years. Total attendance increased in 2011 over 2010 but is still showing effects of the economic recession. Attendance the latter half of FY 2011 picked up compared to the first half.

In summary, adding 1,142 certification class attendees plus 420 workshop attendees totals 1,562 participants. Funding uncertainties both for counties and for OSU seem to have significant impact on training attendance.

Four certification classes have been identified for translation to an online format. Four staff have completed the OSU ITLE course on how to create an online course. Progress has been

made on creating two of these four courses. However, the software platform, Moodle, was significantly changed and is proving to be difficult to put into use.

Table 1. Certification Classes Presented FY 2006-2011, plus Proposed for FY 2011

CLASS NAME	2006 Presented	2007 Presented	2008 Presented	2009 Presented	2010 Presented	2011 Proposed	2011 Presented
Basic Accounting	3	2	2	2	2	2	2
Basic Finance	0	1	1	1	1	1	1
Basic Mapping	2	2	1	1	1	1	1
Budget Process	2	4	4	3	2	2	4
Building Your Budget	3	2	1	1	2	1	2
Cash Flow Management	1	1	2	2	2	2	2
Change Management	1	1	3	1	2	1	1
Communication Skills	2	2	2	2	2	1	1
Computer Basics	1	1	2	0	2	1	2
Court Clerk Bail Bonds/Forfeiture	2	2	2	2	2	1	1
Court Clerk Civil and Criminal Appeals	2	1	2	2	2	2	1
Court Clerk Confidentiality of Records	1	2	2	2	2	2	1
Court Clerk Destruction of Records	2	2	1	2	2	1	1
Court Clerk Handbook Overview	1	0	2	2	1	1	1
Court Clerk Juvenile Procedures	0	2	1	2	2	1	1
Court Clerk New Officer or Refresher Cc	2	1	1	1	0	1	
Court Clerk Reports and Forms	0	2	2	2	2	1	
Customer Service	0	1	3	2	0	1	1
Documentation and File Building	1	1	1	1	1	0	
Duties and Responsibilities Co. Clerk	1	1	1	1	1	1	1
Duties and Responsibilities of Councils, B	3	2	1	1	2	1	1
Duties and Responsibilities of Treasurers	1	1	1	1	1	1	1
Economic Development: Role of County	0	1	1	1	0	0	
Fundamentals of Admin. & Mgmt.	3	2	2	2	2	2	2
Interviewing for Success	1	1	1	1	0	0	
Investments and Collateral	1	1	1	1	1	1	1
Land Records	3	2	2	2	2	2	2
Managing Personnel in At-Will Org.	2	2	2	3	2	2	2
More Powerful Writing Skills	2	0	2	2	2	1	
Open Mtg. Laws & Meeting Procedures	2	2	2	2	2	2	2
Overview of County Government	2	3	2	1	2	2	2
Payroll Procedures, Forms, and Reports	0	2	2	1	1	1	1
Public Right To Know Title 51 (open rec	2	2	2	2	2	2	2
Public Speaking	2	2	2	2	2	1	1
Purchasing Procedures	4	6	5	7	4	4	4
SAI Reporting Requirements for Clerks	1	1	1	1	1	1	1
SAI Reporting Requirements for Treasure	1	1	1	1	1	1	1
Statute Reference/Legislative Procedures	2	2	2	2	2	2	2
Supervisory Skills I	3	2	2	2	2	2	2
Supervisory Skills II	1	2	2	2	2	2	2
Tax Roll Corrections	2	1	3	2	1	1	1
Tax Sales/Treasurers	1	1	1	1	1	1	1
Title VII Federal Statutes, non-discrimina	2	1	1	1	2	2	1
Personal Property Tax Sale Warrants	1	1	1	2	2	2	2
TOTAL	69	72	78	75	70	60	58

Table 2. Attendance by Officer Group, FY 07-11

Part A. Attendance, CTP Certification Courses

Officer Group	FY 07	FY 08	FY 09	FY 10	FY 11
Assessors	85	148	89	39	56
Commissioners	231	171	181	140	131
County Clerks	498	428	413	241	361
Court Clerks	546	514	426	212	251
Sheriffs	83	53	160	23	51
Treasurers	387	380	422	455	224
Others	24	10	29	13	68
Total	1,854	1,704	1,720	1,123	1,142

Individuals Attending CTP Certification Courses

Officer Group	FY 07	FY 08	FY 09	FY 10	FY 11
Assessors	66	94	73	32	47
Commissioners	125	99	101	77	61
County Clerks	232	192	189	125	221
Court Clerks	232	242	191	98	163
Sheriffs	48	28	67	15	31
Treasurers	197	177	196	166	106
Others	21	9	28	10	57
Total	921	841	845	523	686

Part B. Certification Credit Hour Workshops

Officer Group	FY 08	FY 09	FY 10	FY 11
Assessors	6	14	6	14
Commissioners	2	16	5	10
County Clerks	65	151	222	112
Court Clerks	1	321	94	22
Sheriffs	0	7	2	
Treasurers	2	89	64	236
Others	0	6	3	26
Total	76	604	396	420

Part C. Certification Classes & Workshops Combined

Officer Group	FY 07	FY 08	FY 09	FY 10	FY 11
Assessors	85	148	103	45	70
Commissioners	231	171	197	145	141
County Clerks	498	428	564	463	473
Court Clerks	546	514	747	306	273
Sheriffs	83	53	167	25	51
Treasurers	387	380	511	519	460
Others	24	10	35	16	94
Total	1,854	1,704	2,324	1,519	1,562

Table 3 shows county government personnel by office who completed certificates during fiscal year 2011. Seventy-two were awarded. This compares reasonably well to the 88 certificates awarded in FY 2010 and the 70 certificates awarded in FY 2009. The first five assessor certificates were awarded at their October 2010 conference. One certificate was presented to a county commissioner employee at their November meeting. No sheriffs received certification. County Clerk, Court Clerk, and Treasurer Certificates were presented at their annual meetings in April and May. Twenty-five county clerks/deputies, twenty-two court clerks/deputies, and nineteen county treasurers/deputies received certificates.

Table 3. Certifications Earned and Awarded by Office, Fiscal Year 2011

OFFICE	BASIC	ADVANCED I	ADVANCED 2	CERTIFICATES AWARDED
Assessors	5	---	---	5
Commissioners	0	0	1	1
County Clerks	19	3	3	25
Court Clerks	22	---	---	22
Sheriffs	0	---	---	0
Treasurers	5	8	6	19
Total	51	11	10	72

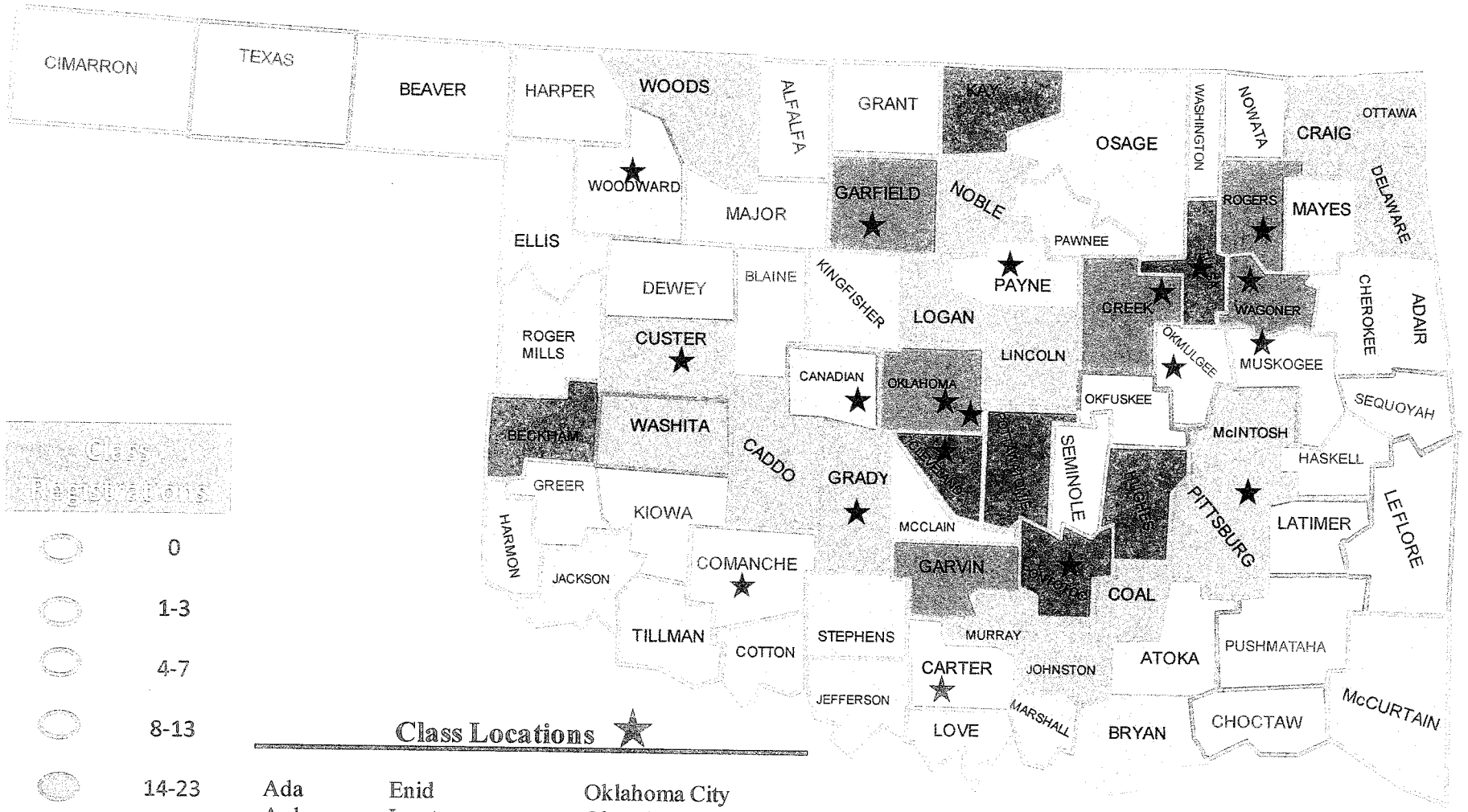
Table 4 shows total participation, by county, in certification course presentations. Attendees came from 75 counties; two counties had no participation – Carter and Nowata. Generally speaking, the larger the county, the larger is the attendance. There are notable exceptions such as Beckham, Hughes, and Kay.

Table 4. Number of Individuals & Total Attendance by County, FY 2011

County	Ind.	Total	County	Ind.	Total	County	Ind.	Total
Adair	3	3	Grant	5	6	Nowata	0	0
Alfalfa	6	6	Greer	5	6	Okfuskee	2	3
Atoka	3	3	Harmon	3	3	Oklahoma	60	79
Beaver	3	3	Harper	5	5	Okmulgee	5	6
Beckham	15	37	Haskell	4	4	Osage	11	11
Blaine	2	4	Hughes	8	26	Ottawa	11	19
Bryan	8	8	Jackson	5	12	Pawnee	8	11
Caddo	12	15	Jefferson	3	9	Payne	9	9
Canadian	6	10	Johnston	10	20	Pittsburg	13	17
Carter	0	0	Kay	16	30	Pontotoc	14	31
Cherokee	5	8	Kingfisher	6	9	Pottawatomie	12	29
Choctaw	4	4	Kiowa	4	6	Pushmataha	4	6
Cimarron	5	7	Latimer	5	7	Roger Mills	2	9
Cleveland	23	41	Le Flore	2	2	Rogers	26	58
Coal	6	19	Lincoln	13	23	Seminole	5	6
Comanche	4	5	Logan	9	16	Sequoyah	6	7
Cotton	6	8	Love	1	2	Stephens	6	9
Craig	7	18	Major	6	6	Texas	5	6
Creek	18	53	Marshall	7	9	Tillman	3	3
Custer	7	16	Mayes	7	10	Tulsa	29	32
Delaware	10	15	McClain	7	10	Wagoner	26	55
Dewey	3	4	McCurtain	2	2	Washington	5	6
Ellis	10	10	McIntosh	9	17	Washita	13	19
Garfield	25	57	Murray	9	20	Woods	8	16
Garvin	4	5	Muskogee	5	7	Woodward	5	11
Grady	18	23	Noble	13	17	Unidentified	16	18
							686	1142

Figure 1 shows relative attendance by county for the year. Figure 1 also shows the class locations during this time period. Lower attendance tends to be concentrated in the panhandle, southeast, and southwest corners of the state. Individual class locations are continually rotated throughout the state for the convenience of the county officers and deputies.

Figure 1. Class Locations and Attendance, July 2010 – June 2011



Handbooks

Judy Rudin has completed 18 chapters of the first ever Sheriffs Handbook. Only three chapters remain to be completed. The goal is completion by October 1. The Purchasing Handbook and the Treasurer Handbook have been updated on the CTP website with links to the Oklahoma Statutes on the OSCN website. The County Clerk Handbook is in the process of being updated to incorporate current statutes also.

Although handbooks will continue to be published on compact disks (CDs) as needed, online handbooks will increasingly become the norm and are easier to keep current.

Technical Assistance

CTP staff logged just over 300 inquiries for the year, primarily by telephone and email, in addition to in-person scenarios. This is about the same as the 329 logged last year. We respond to all queries, sometimes after consulting other resources, such as the State Auditor's staff. Inquiries cover a wide variety of topics including sales tax issues, purchasing, open meetings, personnel issues and destruction of records.

The "Frequently Asked Questions" (FAQ) section of the CTP website continues to grow. The questions and answers can be searched using key words.

Other Activities

As shown in Table 4 above, CTP presented certification credit hour workshops attended by 420. A "Legislative Process" workshop was presented at the fall CODA conference and the spring Treasurers School. Likewise, a "Disaster Recovery" workshop was presented at both CODA and Treasurers School. An "Overview of County Funding" workshop was provided to sheriffs and a "Purchasing Procedures for Vendors" workshop was provided in the spring.

In addition, CTP provides part of the program at the newly elected official orientation organized by the Association of County Commissioners of Oklahoma (ACCO) and programs for newly elected commissioners also organized by ACCO.

CTP completed a county government DVD containing three videos and four "fact sheets." The first video is about county elected officials, the second about county boards and non-elected officials, and the third is a combination of the first two. The fact sheets address (1) Duties of Elected Officials, (2) Duties of Non-Elected Officials, (3) The Role of County Officials in Economic Development, and (4) Ad Valorem Taxes. The videos have been distributed to all counties and have been viewed by many audiences. In short, the DVD has been well received.

We continue to build relationships with the Extension services in several other states that provide training to local government officials. We continue participating in national telephone and video conferences to discuss programming.

Finally, although class evaluations are completed by participants at the end of every class and favorable marks are consistently received by all instructors for all programs, the question of "impact" arises. Although county officers and deputies immediately indicate the programs are well taught and appreciated at the close of a class session, are these county officials benefiting from and applying lessons learned when back at their office? In July, CTP created a seven question survey similar to the survey taken semi-annually three other times. This time, the survey was sent exclusively via email rather than USPS to all certification class participants during the January – June 2011 period. The response rate was lower (81 of 603) but the results were much the same as in past surveys.

Question 1 asked the respondent to identify the specific class attended.

	Total # Responses	Response Percentage
2. As you think back on the class, in your opinion, which of the following words best describe it overall:		
Excellent	43	53.09%
Good	32	39.51%
Neutral	2	2.47%
Fair	1	1.23%
Poor	0	0.00%
Did Not Answer	3	3.70%
Total	81	
3. As you think back on the class, considering the time, effort, and expense you (and the county) put into it, which of these three conclusions is most appropriate (in your opinion)?		
Worth the time, effort and expense	76	93.83%
Not worth the time, effort and expense	1	1.23%
Hard to say if it was worthwhile or not	2	2.47%
Did Not Answer	0	0.00%
Other, please specify	2	2.47%
Total	81	
4. Did you find some of the class content to be of practical use, that is, were there some things you could take back to the office and use?		
A few things	73	90.12%
Several things	3	3.70%
Very little	2	2.47%

Nothing		0	0.00%
Did Not Answer		3	3.70%
		81	

5. If the class content contained useful things, did you go back to the office and start using one or more of these things?

Yes		47	58.02%
No		24	29.63%
Did Not Answer		10	12.35%
	Total	81	

7. If the class content did not contain things of immediate use in your current position and responsibilities, did you, nevertheless, learn some worthwhile information?

Yes		69	85.19%
No		1	1.23%
Did Not Answer		11	13.58%
	Total	81	

Question #6 asked respondents to give examples of what they changed back at the office as a result of the class. Here are some selected responses associated with specific classes.

January 13, Duties and Responsibilities of Councils Commissions, Boards, and Trusts
"We later formed a new educational trust authority for school building programs."

March 2-3, Supervisory Skills 1
"Developed employee job descriptions and employee evaluations."

March 10-11, Tax Sales
"Our staff used our class notes & notebooks several times to answer questions as we prepared for our June 6th resale."

March 25, Investments and Collateral
"Began asking more questions of bank officials. Began looking over my collateral sheets much more carefully."

April 6-7, Purchasing Procedures for Counties
"We now require 3 signatures on purchase order request."

April 19-20, Managing Personnel in an At Will Organization
"Better documentation, and I am more able to understand the employees roles by their personality types."

May 25, Personal Property Tax Warrants
"We started using the tax warrant program and it has been very effective."

June 8, Title VII: Laws Affecting Employment
"Employee Job Descriptions"

June 23-24, Statute Reference
"I learned how to use index to look up statutes pertaining to other offices other than my own official position."

Financial Report

County Training Program
July 1, 2010 – June 30, 2011

	Expense Items	FY 2011 Approved Budget	FY 2011 Expenditures	Balance Remaining
1	Salary	248,000.00	234,836.57	13,163.43
2	Benefits	90,580.00	87,211.92	3,368.08
	Supplies: Office & Educational -			
3	Notebooks, Pencils, Inkjet Printers, ...	7,000.24	3,455.98	3,544.26
4	Software Purchases	500.00	-	500.00
5	Equipment, greater than $500 - computers	3,000.00	2,581.40	418.60
6	Workshop meeting room rental	500.00	-	500.00
7	Travel a. In-State	26,000.00	19,487.01	6,512.99
8	Travel b.Out-of-State	-	-	-
9	Staff Training, registration	300.00	500.00	(200.00)
10	Postage, USPS & Others	2,000.00	2,053.82	(53.82)
11	Communications, telephone	2,000.00	1,900.88	99.12
12	Equipment Maintenance	400.00	5.23	394.77
13	Printing/Copying	15,200.00	9,498.07	5,701.93
14	Service Agreement, ACEware Tech Supp	1,800.00	1,499.00	301.00
15	Honorarium - Guest speaker	500.00	20.00	480.00
16	Professional Memberships	200.00	-	200.00
17	Other - Food & Refreshments	239.00	-	239.00
	Total Expenditures		363,049.88	
18	Reserve for & Actual Budget Rescissions	16,500.00	-	16,500.00
19	F&A Costs @ 32.7% (less MTDC room	130,218		
20	less waived F&A Costs	-130,218		
21	**Totals**	414,719.24	363,049.88	51,669.36
22				
23	**Sources of Funds**			
24	Original Appropriation for FY 2011	330,086.00		
25	Carryover from FY 2010	84,633.24		
26	**Total Available Funds**	414,719.24		

Discussion

The fiscal year 2011 budget of $414,719.24 was funded by an appropriation of $330,086 plus carryover funds of $84,633. Expenditures totaled $363,049.88, 87.5% of the budget. Every effort was made to minimize expenses due to possible rescission of appropriations and virtual certainty of reduced appropriation for fiscal year 2012. The remaining balance to carry forward into FY 2012 is $51,669 ($33,000 less than last year's carryover.

Personnel compensation and benefits composed 89% of expenditures. This is the second year in which no pay raises were given. The vast majority of personnel compensation is for 4.18 full time equivalent (FTE) permanent positions. "Temporary employees" Sherri Schieffer and Glenda Emerson continued contributing very significantly to the program. Lastly, student workers collectively provide about 1 FTE.

Travel and printing/copying are the next largest expenses. Travel composed 5.4% and printing/copying consumed 2.6% of total expenses. Some cancelled classes and reduced attendance were primary reasons for expenses in these two categories being less than budgeted. However, we continue to work hard to identify motels that accept the "state rate" and we always use free classroom facilities. Copy charges are also reduced by carefully choosing which materials to provide on paper and which to provide by reference to websites. We continue to move course appendices from our textbooks to our website to reduce printing costs. We reference State Auditor & Inspector prescribed forms rather than print them. We also make use of two sided printing and spiral binding to reduce costs.

Office and educational supplies were 1.0% of expenditures. These include three-ring binders, spiral binding, pencils, pens, ink cartridges, paper, and similar items. Equipment was less than 1% of expenditures and amounted to replacement of two desktop computers.

Together postage and telephone expenses composed 1.1% of expenditures and required the total amount budgeted. Other expenditures line items are relatively minor. Some were not used in an attempt to minimize expenses. Fortunately, equipment maintenance was minimal and no software purchases were needed. We benefit from many campus-wide software license agreements. ACEware is our credit tracking software and we make use of their technical support on a regular basis.

In summary, $363,049.88 was expended (down from $389,816 in FY 2010). These expenditures were funded by $330,086 of State appropriations (down from $344,100 in FY 2010) and $84,633.24 of carry-over funds. The amount of funds to be carried forward into FY 2012 should be $51,669.36. Although these numbers may be final, late entries sometimes bring about small changes.

Proposed Budget

Fiscal Year 2011 - 2012
County Training Program

The proposed budget for fiscal year 2012 is tightly constrained by available funds. The Legislature appropriated $307,166, 6.9% less than last year's $330,086. Appropriations are down 23.2% from the FY 2007-2009 appropriations of $400,000. (This level of reduction has also been experienced by several state agencies.) Likewise, carry-over is $51,669, down 39% compared to $84,633 a year ago. Therefore, total funds available to budget for FY 2012 are $358,835, compared to $414,719 last year.

Salary and Benefits 88.5%

The proposed fiscal year 2012 budget seeks to preserve minimal staffing and the highest priority programs. However, despite another year with no pay raises from CTP funds, personnel costs have risen due to rising benefit rates set by the university. The required staff benefit rate rose from 42.45% in FY 2011 to 47.90% in FY 2012. Reduced appropriations combined with increased benefit costs means staffing must be reduced. The proposed budget provides for reductions in several areas. First, one-third FTE of clerical help, then 200 hours of "temporary" professional staff time, one-fourth reduction in student worker hours, and $6,000 more in reductions yet to be precisely determined. Hourly temporary and student hours are easily adjusted but the reduced temporary professional hours mean fewer certification courses for county officials since Glenda Emerson and Sherri Schieffer both teach several courses. The clerical position previously paid one-third by CTP will be employed by other Department of Agricultural Economics funds. Hopefully, grants, contracts, or other sources can be secured to pay for the additional $6,000 in reduced CTP funds allowing all staff to remain employed albeit some at reduced levels mentioned above. If additional funds are not acquired, additional staffing reductions will have to be made.

Travel and Printing/Copying 7.9%

The proposed budget is composed primarily of personnel, travel, and printing /copying. These three are over 96% of the budget. The proposed travel budget is reduced to $16,500. This can be achieved by having fewer courses, having a slightly higher percentage of classes in Stillwater, sending fewer instructors to a given activity, attending fewer meetings, and spending fewer nights on the road. The proposed printing/copying budget is more than last year's expenditures but less than last year's budget. $12,000 should be sufficient, despite increasing attendance, because course printed pages are being reduced to essential material. Some appendices and reference materials are being placed on the CTP webpage. Hence, county officers and deputies may download and use the materials but CTP does not have to print more that what is necessary for each class time.

Supplies: Office and Educational
Line 3 composes 1.5% of the proposed budget. Materials and supplies include internal consumption items and curriculum materials to be distributed to audiences. These include three-ring binders, pencils, paper, ink, etc. The computer software budget has been transferred to Supplies this year since it is relatively small and account coding is consistent. Software aids in curriculum development and program delivery. Also in this category are books and periodicals including legal publications and reference materials.

Equipment
Line 5 is primarily for replacement of computers, printers, and projectors. Given the tight budget, no replacements are planned this year so a minimum amount is budgeted as contingency.

Postage and Communications
Lines 10 and 11 together are about 1% of the budget. Communications refers to office telephones and voice mail services. Use of postage is declining as email is more heavily used by all county government personnel. Reductions in postage will be achieved by sending all county officer transcripts and some other mass mailing via email. In short, email use will be maximized, reducing postage, letterhead, and envelope expenses.

Service Agreement
Line 14, the service agreement is to cover our annual ACEware support. ACEware is the software package that allows us to track continuing education credit and certification hours for county officers and deputies.

All remaining budget items are relatively small amounts and have been reduced. Equipment Maintenance allows for minor repairs or parts. Honorarium is for speakers we may bring in for workshops. Staff training and professional memberships is for professional conference registration fees and training. Memberships also provide reduced cost access to some materials. Other – Food & Refreshments is primarily for food and refreshments that may be beneficial at select workshops or meetings with county government personnel.

The proposed budget sets all line items at minimal levels for provision of core certification courses while maintaining core staffing. Core staffing is critical to providing continuing education, training, handbooks, and resources to all county officer groups called for in the statutes under which we operate. This budget eliminates most cross-training of staff, reduces travel, number of courses presented, and eliminates some staffing. Hopefully, more time in the office will enable staff to spend time updating and improving materials, as well as, transforming some programs into web-based, multi-media and/or distance educational formats. However, loss of some student worker and clerical help may require staff to perform some additional tasks. In summary, the proposed budget seeks to maintain the fundamental core functions of the CTP for all officer groups by balancing reductions in staff and services.

Looking Ahead

The FY 2012 fiscal year will probably consume the entire budget, leaving little carryover for FY 2013. Carryover funds have been essential components of the FY 2010 - 2011 expenditures and the proposed FY 2012 budget. Larger appropriations, provision for course fees, and/or other funding must be secured for FY 2013 if basic, core programs are to be maintained. Otherwise, large reductions will be required, particularly in staffing. Staffing reductions will cause significant gaps in programs and services provided in keeping with the statutorily defined mission of the CTP.

Proposed Budget

July 1, 2011 – June 30, 2012

	Expense Items	FY 2011 Approved Budget	FY 2011 Expenditures	Proposed FY 2012 Budget
1	Salary	248,000.00	234,836.57	227,200.00
2	Benefits	90,580.00	87,211.92	90,335.00
	Supplies: Office & Educational -			
3	Notebooks, Pencils, Inkjet Printers, …	7,000.24	3,455.98	6,000.00
4	Software Purchases	500.00	-	-
5	Equipment, greater than $500 - computers	3,000.00	2,581.40	1,000.00
6	Workshop meeting room rental	500.00	-	200.00
7	Travel a. In-State	26,000.00	19,487.01	16,500.00
8	Travel b.Out-of-State	-	-	-
9	Staff Training, registration	300.00	500.00	300.00
10	Postage, USPS & Others	2,000.00	2,053.82	1,500.00
11	Communications, telephone	2,000.00	1,900.88	2,000.00
12	Equipment Maintenance	400.00	5.23	100.00
13	Printing/Copying	15,200.00	9,498.07	12,000.00
14	Service Agreement, ACEware Tech Supp	1,800.00	1,499.00	1,500.00
15	Honorarium - Guest speaker	500.00	20.00	-
16	Professional Memberships	200.00	-	100.00
17	Other - Food & Refreshments	239.00	-	100.00
	Total Expenditures		363,049.88	358,835.00
18	Reserve for & Actual Budget Rescissions	16,500.00	-	-
19	F&A Costs	130,218		118,349.55
20	less waived F&A Costs	-130,218		(118,349.55)
21	**Totals**	414,719.24	363,049.88	358,835.00
22				
23	**Sources of Funds**			
24	Appropriation	330,086.00		307,166.00
25	Carryover	84,633.24		51,669.36
26	**Total Available Funds**	414,719.24	-	358,835.36

County Training Program
Proposed Activities, Fiscal Year 2011-2012

Proposed programming activities are significantly less than previous years. Cost cutting measures for operating expenses, particularly larger categories such as travel and printing, cannot be reduced enough to maintain FY 2011 staffing and a basic level of programming. The proposed slate of activities assumes some additional funding from fees or other sources will be acquired. If these funds are not forthcoming, CTP personnel will need to be further reduced. Reductions detailed below lead to reduced class offerings and other activities.

Certification Classes

Table 1 lists the 44 courses that we teach, the number of times we presented each one during recent fiscal years, and the 48 proposed presentations for the 2011-2012 fiscal year. This is far below the historical 70 to 75 classes. With greatly reduced funding, fewer classes are feasible. Those proposed are the core courses for many of the certification requirements. The eight classes that we do not propose to teach this year are discretionary, rather than mandatory, for the certification programs of the various county officers and deputies. Of the 36 classes we propose to teach, only the most needed will be offered more than once. They are also the best attended. In addition, it is probable that two or three courses will be taught at the annual sheriff's academy. We also anticipate additional requests for classes in conjunction with conferences and annual schools. The published certification course schedule for July 2011 – June 2012 is included at the end of this section. It is also on the CTP website. Class locations are carefully selected in an attempt to make them accessible to the most county government personnel.

Work continues toward development of some classes into an electronic format. These include Open Meetings, Overview of County Government, More Powerful Writing Skills, and Tax Roll Corrections. Preparatory work for Open Meetings is near completion and the "County Government" video will contribute greatly to the online version of the Overview of County Government. However, placing material online has become more challenging than expected. County officer advisory committees have agreed that it will be good to provide some courses in a "distance education" format yet they prefer live, face-to-face interaction with instructors and peers. They believe the face-to-face setting allows them to learn more.

Handbooks

The County Sheriffs Handbook should be complete by October. The update of statute references for the County Clerk Handbook will also be completed soon and it will be added to the CTP website. Update of the 2004 edition of the County Commissioners Handbook is the next major project.

Technical Assistance

Answering county officer inquiries is an on-going activity. The volume of calls continues to be significant. A related activity is continued expansion of our FAQ page on the website where we will post commonly asked questions and their answers. This development continues to be done in coordination with staff of the State Auditor and Inspector. Plans have also been made to crosslink with the Association of County Commissioners' FAQ site.

Workshops

At this time, no presentations are scheduled for the September County Officers and Deputies Association Conference. Additional workshop requests are anticipated. These should complement our existing programs.

County Government Video

No additional videos are planned at this time although interest has been expressed by ACCO for a video regarding the Circuit Engineering Districts that now serve counties.

Staff Development

The staff is considering professional development opportunities. Due to budget constraints, our staff plans to attend a few leadership, teaching, and software training sessions offered by OSU. Other in-state opportunities will also be considered.

Future Directions

It is our intention to move forward with two online courses and use what we learn from the process, to add two additional courses. Although there are many advantages to the Moodle web platform that we have chosen, recent changes to that platform have made it more challenging to learn and update. Ideally we would be in a position to hire a technology specialist who could help with implementation but that is not currently possible.

We continue to explore other online options. Centra is already readily available for webinars of short duration and Camtasia has good potential for some types of training. Since budget limitations will limit travel, developing online programs will receive a greater proportion of staff time.

In addition, advisory boards have recently shared additional ideas for both marketing our programs and evaluation of them. More information, outlines, and testimonials will be added to the website for each course so that potential attendees will better understand the benefits the courses have to offer.

Table 1. Presented Certification Courses FY 07-11 and Proposed FY 2012

CLASS NAME	2007 Presented	2008 Presented	2009 Proposed	2009 Presented	2010 Presented	2011 Presented	2012 Proposed
Basic Accounting	2	2	2	2	2	1	2
Basic Finance	1	1	2	1	1	1	1
Basic Mapping	2	1	1	1	1	1	1
Budget Process	4	4	3	3	2	4	3
Building Your Budget	2	1	1	1	2	1	1
Cash Flow Management	1	2	2	2	2	1	1
Change Management	1	3	2	1	2	1	
Communication Skills	2	2	2	2	2	1	
Computer Basics	1	2	2	0	2	1	
Court Clerk Bail Bonds/Forfeiture	2	2	2	2	2	1	1
Court Clerk Civil and Criminal Appeals	1	2		2	2	2	1
Court Clerk Confidentiality of Records	2	2	2	2	2	1	1
Court Clerk Destruction of Records	2	1	1	2	2	1	1
Court Clerk Handbook Overview	0	2	2	2	1	1	1
Court Clerk Juvenile Procedures	2	1	1	2	2	1	1
Court Clerk New Officer or Refresher Course	1	1	1	1	0	0	1
Court Clerk Reports and Forms	2	2	2	2	2	1	1
Customer Service	1	3	1	2	0	1	1
Documentation and File Building	1	1	1	1	1	0	
Duties and Responsibilities Co. Clerk	1	1	1	1	1	1	1
Duties and Responsibilities of Councils, Bds. & Trust	2	1	1	1	2	1	1
Duties and Responsibilities of Treasurers	1	1	1	1	1	1	1
Economic Development: Role of County Officials	1	1	1	1	0	0	
Fundamentals of Admin. & Mgmt.	2	2	2	2	2	2	2
Interviewing for Success	1	1	1	1	0	0	
Investments and Collateral	1	1	1	1	1	1	1
Land Records	2	2	2	2	2	2	2
Managing Personnel in At-Will Org.	2	2	2	3	2	2	2
More Powerful Writing Skills	0	2	2	2	2	0	
Open Mtg. Laws & Meeting Procedures	2	2	2	2	2	3	2
Overview of County Government	3	2	1	1	2	2	2
Payroll Procedures, Forms, and Reports	2	2	2	1	1	1	
Public Right To Know Title 51 (open records)	2	2	2	2	2	2	2
Public Speaking	2	2	2	2	2	0	
Purchasing Procedures	6	5	4	7	4	4	4
SAI Reporting Requirements for Clerks	1	1	1	1	1	1	1
SAI Reporting Requirements for Treasurers	1	1	1	1	1	1	1
Statute Reference/Legislative Procedures	2	2	2	2	2	2	2
Supervisory Skills I	2	2	2	2	2	2	2
Supervisory Skills II	2	2	2	2	2	2	2
Tax Roll Corrections	1	3	2	2	1	1	1
Tax Sales/Treasurers	1	1	1	1	1	1	1
Title VII Federal Statutes, non-descrimination	1	1	1	1	2	2	
Personal Property Tax Sale Warrants	1	1	1	2	2	1	
TOTAL	**72**	**78**	**70**	**75**	**70**	**56**	**48**

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
2011					
ACCO	Aug. 2-4, 2011			Embassy Suites	
Purchasing Procedures for Counties (12) Embree/Schieffer	Aug. 4-5	9:00 – 4:00	Stillwater	Meridian Technology Center 1312 Sangre Road Stillwater, OK A 102 & 103	Microtel 372-7100 State Rate
OTC Assessor Conference	Aug. 9-12-2011		Tulsa		
Commission Meeting	Aug. 10, 2011		Tulsa	Magnolia Room (2nd Floor) Tulsa Marriott Southern Hills 1982 East 71st Street Tulsa	
Building Your Budget (6) Lansford/Schieffer	August 11	9:00 – 4:00	Chisholm Trail Area Vo-Tech Center	Chisholm Trail Area Vo-Tech Center Located on Highway 33, 13 miles east of Watonga or 16 miles west of Kingfisher.	Roman Nose Resort 3 miles north of Watonga on SH 8 580-623-7281 State Rate
Overview of County Government (6) Lansford/Schieffer	August 12	9:00 – 4:00	Chisholm Trail Area Vo-Tech Center	Chisholm Trail Area Vo-Tech Center Located on Highway 33, 13 miles east of Watonga or 16 miles west of Kingfisher.	Roman Nose Resort 3 miles north of Watonga on SH 8 580-623-7281 State Rate
Managing Personnel in an At-Will Organization (12) Spears/Lansford	August 18-19	9:00 – 4:00	Shawnee	Gordon Cooper Tech Ctr Shawnee, OK Vicki Mason 405-273-7493	Comfort Inn & Suites NE Quad I-40 & Harrison St. Shawnee, OK 74804 405-273-8667 Jeff Confirmed State Rate $70.00

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Budget Process for Counties (12) Lansford/Schieffer	Aug. 25-26	9:00 – 4:00	McAlester	Kiamichi Technology Center 301 Kiamichi Drive McAlester, OK	Best Western 918-426-0115 State Rate
Court Clerk Handbook Overview Emerson	Aug. 30, 31, Sept. 1, 2011	9:00 – 4:00 9:00 – 4:00 9:00–12:00	Oklahoma City	OK Bondsman Associations Office 222 NE 27th Street Oklahoma City, OK 405-524-5920 Cathy Buyer	Lincoln Inn 5405 North Lincoln Boulevard Oklahoma City, OK 405-528-7563 $69.00
CODA	Sept. 14-16		OKC	Biltmore Hotel 401 South Meridian Avenue Oklahoma City, OK 73108 405-947-7681	
Supervisory Skills 1 (12) Spears/Embree	Sept. 20-21	9:00 – 4:00	El Reno	Canadian Valley Technology Ctr 6505 East Highway 66 El Reno, OK	Best Western 405-262-6490 State Rate OR Baymont Inn 405-262-3050 State Rate
Basic Finance (12) Lansford	Sept. 27-28	9:00 – 4:00	Shawnee	OSU Extension Center 20 830 West Ford Street Shawnee, OK	Comfort Inn & Suites 405-273-8667 State Rate
Court Clerk Juvenile Procedures Emerson	Sept. 29, 2011	9:00 – 12:00	Oklahoma City	OK Bondsman Association's Office 222 NE 27th Street Oklahoma City, OK	Lincoln Inn 5405 North Lincoln Boulevard Oklahoma City, OK 405-528-7563

				405-524-5920 Cathy Buyer	$69.00

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Court Clerk Destruction of Records **Emerson**	**Sept. 29, 2011**	**1:00 – 5:00**	**Oklahoma City**	**OK Bondsman Association's Office** 222 NE 27th Street **Oklahoma City, OK** **405-524-5920 Cathy Buyer**	**Lincoln Inn** **5405 North Lincoln Boulevard** **Oklahoma City, OK** **405-528-7563** **$69.00**
Court Clerk Bail Bonds/ Forfeiture Emerson	Sept. 30, 2011	9:00 – 4:00	Oklahoma City	OK Bondsman Associations Office 222 NE 27th Street Oklahoma City, OK 405-524-5920 Cathy Buyer	Lincoln Inn 5405 North Lincoln Boulevard Oklahoma City, OK 405-528-7563 $69.00
Public's Right to Know (Open Records) (6) Spears/Lansford	Oct. 5	9:00 – 4:00	Lawton	Great Plains Technology Center 4500 Southwest Lee Boulevard, Lawton, OK	Baymont Inn 580-353-5581 State Rate OR Holiday Inn Express 580-248-4446 State Rate
Open Meetings (6) Spears/Lansford	Oct. 6	9:00 – 4:00	Lawton	Great Plains Technology Center 4500 Southwest Lee Boulevard, Lawton, OK	Baymont Inn 580-353-5581 State Rate OR Holiday Inn Express 580-248-4446 State Rate
Basic Accounting	Oct. 12-13	9:00 – 4:00	Duncan	Red River Technology Center Rm 112 - Bus & Ind Center 3300 West Bois D'Arc	Hampton Inn 580-255-1700 State Rate

Embree/Schieffer				Duncan, OK 73534	Hot Breakfast and Pool

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Duties and Responsibilities of the Councils, Commissions, Boards & Trusts (6) Lansford/Spears	Oct. 14	9:00 – 4:00	Stillwater	Center of Local Gov't. Tech. 5202 North Richmond Hills Rd. Stillwater, OK 74078-8088 Large Classroom	Microtel 423 East Hall of Fame Ave. Stillwater, OK 372-7100 State Rate
Customer Service (6) Stan Ralstin/Staff	Oct. 28	9:00 – 4:00	Stillwater	Meridian Technology Center 1312 Sangre Road Stillwater, OK A 102	Residence Inn 800 Murphy Street Stillwater, OK 405-707-0588 State Rate
Supervisory Skills II (12) Spears/Embree	Oct. 25-26	9:00 – 4:00	El Reno	Canadian Valley Technology Ctr 6505 East Highway 66 El Reno, OK	Best Western 405-262-6490 State Rate OR Baymont Inn 405-262-3050 Joyce State Rate
Basic Mapping (12 hrs) Embree/Lansford	Nov. 2-3	9:00 – 4:00	Lawton	Great Plains Technology Center 4500 Southwest Lee Boulevard, Lawton, OK	Baymont Inn 580-353-5581 State Rate OR Holiday Inn Express 580-248-4446 State Rate

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Cash Flow Management (6 hrs) Lansford/Spears	Nov. 9	9:00 – 4:00	Stillwater	Exchange Bank Conference Rm 4301 West 6th Street Stillwater, OK 74074	Residence Inn 800 Murphy Street Stillwater, OK 405-707-0588 Chelsea State Rate
Court Clerk New Officer or Refresher Class Emerson	Nov. 15, 2011	9:00 – 4:00	Oklahoma City	OK Bondsman Associations Office 222 NE 27th Street Oklahoma City, OK 405-524-5920 Cathy Buyer	Lincoln Inn 5405 North Lincoln Boulevard Oklahoma City, OK 405-528-7563 $69.00
Court Clerk Reports and Forms Emerson	Nov. 16, 2011	9:00 – 4:00	Oklahoma City	OK Bondsman Association's Office 222 NE 27th Street Oklahoma City, OK 405-524-5920 Cathy Buyer	Lincoln Inn 5405 North Lincoln Boulevard Oklahoma City, OK 405-528-7563 $69.00
Land Records (12 hrs) Embree/Schieffer	Nov. 16-17	9:00 – 4:00	Woodward	High Plains Technology Center 3921 34th Street Woodward, OK 201 A & B	Northwest Inn 3202 1st Street Woodward, OK 580-256-7600 State Rate
Overview of County Government (6 hrs) Lansford/Schieffer	Dec. 2	9:00 – 4:00	Duncan	Red River Technology Center 3300 West Bois D'Arc Duncan, OK 73534	Hampton Inn 2301 North Hwy 81 Duncan, OK 580-255-1700 State Rate Hot Breakfast and Pool

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Fundamentals of Administration/Management (6) Spears/Schieffer	Dec. 6	9:00 – 4:00	Chickasha	Canadian Valley Technology Center, 1401 Michigan Ave East Chickasha, OK Helen Ward Seminar Center, Room C Bldg 200	Holiday Inn Express 405-224-8883 State Rate
Statute Reference and Legislative Process (9) Embree/Schieffer	Dec. 8-9	Tu 9:00–4:00 W 9:00–noon	Weatherford	Western Technology Center 2605 East Main Weatherford, OK 73096	Best Western Mark Motor Hotel 525 East Main Street Weatherford, OK 73096 State Rate
Purchasing Procedures for Counties (12) Embree/Schieffer	Dec. 14-15	9:00 – 4:00	Woodward	High Plains Technology Center 3921 34th Street Woodward, OK 201 A & B	Northwest Inn 3202 1st Street Woodward, OK 580-256-7600 State Rate
OSU Christmas Break	Dec. 23 - Jan. 2, 2012				
2012					
Martin Luther King Day	Jan. 16				
S.A.&I. Forms – County Clerk (6) Schieffer/Embree	Jan. 25	9:00 – 4:00	Stillwater	Meridian Technology Center 1312 Sangre Road Stillwater, OK A 102 & 103	Residence Inn 800 Murphy Street Stillwater, OK 405-707-0588 State Rate
Court Clerk Civil and Criminal Appeals	Jan. 26, 2012	1:00 – 5:00	Oklahoma City	OK Bondsman Association's Office 222 NE 27th Street	Lincoln Inn 5405 North Lincoln Boulevard Oklahoma City, OK

Emerson				Oklahoma City, OK 405-524-5920 Cathy Buyer	405-528-7563 $69.00

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Court Clerk Confidentiality of Records Emerson	Jan. 27, 2012	1:00 – 5:00	Oklahoma City	OK Bondsman Association's Office 222 NE 27th Street Oklahoma City, OK 405-524-5920 Cathy Buyer	Lincoln Inn 5405 North Lincoln Boulevard Oklahoma City, OK 405-528-7563 $69.00
Duties and Responsibilities of the County Clerk (12) Schieffer/Embree	Jan. 26-27	9:00 – 4:00	Stillwater	Meridian Technology Center 1312 Sangre Road Stillwater, OK A 102 & 103	Residence Inn 800 Murphy Street Stillwater, OK 405-707-0588 State Rate
Investments and Collateral (6) Lansford/Suzanne	Feb. 2	9:00 – 4:00	Norman	OSU Extension Center 930 North Portland County Fairgrounds Norman, City, OK	Holiday Inn Laura (405) 364-2882 State Rate
CODA	Feb. 8-10	9:00 – 4:00	Norman	Embassy Suites 2501 Conference Drive Norman, OK 73069 405-364-8040	
S.A.&I. Reporting Requirements-County Treasurers (6) Embree/Schieffer	Feb. 22	9:00 – 4:00	Stillwater	Meridian Technology Center 1312 Sangre Road Stillwater, OK A 102 & 103	Residence Inn 800 Murphy Street Stillwater, OK 405-707-0588 State Rate
Duties and Responsibilities of the County Treasurer (12) Embree/Schieffer	Feb. 23-24	9:00 – 4:00	Stillwater	Meridian Technology Center 1312 Sangre Road Stillwater, OK A 102 & 103	Residence Inn 800 Murphy Street Stillwater, OK 405-707-0588

					State Rate

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Tax Roll Corrections (6) Embree/Schieffer	March 7	9:00 – 4:00	OKC (Tentative)	OSU Extension Center 930 North Portland Oklahoma City, OK South Classroom (30)	Best Western Saddleback Inn 4300 SW 3rd St. Oklahoma City, OK 405-947-7000
Budget Process for Counties (12) Lansford/Schieffer	March 8-9	9:00 – 4:00	Woodward	High Plains Technology Center 3921 34th Street Woodward, OK 201 A & B	Northwest Inn 3202 1st Street Woodward, OK 580-256-7600 State Rate
Basic Accounting (12) Embree/Schieffer	March 14-15	9:00 – 4:00	McAlester (Tentative)	Kiamichi Technology Center 301 Kiamichi Drive McAlester, OK Seminar Room	Best Western 1215 S. George Nigh Expy McAlester, OK 74501 918-426-0115
Supervisory Skills I (12) Spears/Embree	March 27-28	9:00 – 4:00	Western Hills	Western Hills Guest Ranch Sequoyah State Park Choctaw Room	Western Hills Guest Ranch 918-772-2545 Amber State Rate
Tax Sales Procedures (12) Embree/Schieffer	April 11-12	9:00 – 4:00	El Reno	Canadian Valley Technology Ctr 6505 East Highway 66 El Reno, OK 73036-9117	Best Western 405-262-6490 State Rate OR Baymont Inn 405-262-3050 State Rate
Supervisory Skills II (12) Spears/Embree	April 24-25	9:00 – 4:00	Western Hills	Western Hills Guest Ranch Sequoyah State Park Choctaw Room	Western Hills Guest Ranch 918-772-2545 State Rate

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Managing Personnel in an At-Will Organization (12) Spears/Lansford	May 3-4	9:00 – 4:00	Woodward	High Plains Technology Center 3921 34th Street Woodward, OK 201 A & B	Northwest Inn 3202 1st Street Woodward, OK 580-256-7600 State Rate
Land Records (12) Embree/Schieffer	May 9-10	9:00 – 4:00	Muskogee (Tentative	Indian Capital Technology Ctr 2403 North 41st East Muskogee, OK	Comfort Inn 3133 Azalea Park Drive Muskogee, OK 74401 918-682-3724 State Rate
Open Meetings(6) Spears/Lansford	May 15	9:00 – 4:00	Enid	Autry Technology Center 1201 West Willow Road Enid, OK 73703 580-242-2750 Confirmed	Ramada Enid 3005 W Owen K Garriott Rd Enid, OK 73703 580-234-0440 State Rate
Public's Right to Know (Open Records) (6) Spears/Lansford	May 16	9:00 – 4:00	Enid	Autry Technology Center 1201 West Willow Road Enid, OK 73703 580-242-2750 Confirmed	Ramada Enid 3005 W Owen K Garriott Rd Enid, OK 73703 580-234-0440 State Rate
Budget Process for Counties(12) Lansford/Schieffer	May 17-18	9:00 – 4:00	Stillwater	Center of Local Gov't. Tech. 5202 North Richmond Hills Rd. Stillwater, OK 74078	Microtel 372-7100 State Rate
Memorial Day	May 28				
Purchasing Procedures for Counties (12)	June 6-7	9:00 – 4:00	Weatherford	Western Technology Center 2605 East Main Weatherford, OK 73096	Best Western Mark Motor Hotel 525 East Main Street Weatherford, OK 73096

Embree/Schieffer					State Rate

County Training Program Class Schedule and Calendar

July 2011 through June 2012

Course/Event	Dates	Time	City	Location	Suggested Hotels
Fundamentals of Administration/ Management (6) Spears/Schieffer	June 12	9:00 – 4:00	Enid	Autry Technology Center 1201 West Willow Road Enid, OK 73703 580-242-2750 Confirmed	Ramada Enid 3005 W Owen K Garriott Rd Enid, OK 73703 580-234-0440 State Rate
Statute Reference and Legislative Process (9) Embree/Schieffer	June 21-22	9:00 – 4:00	Pryor/ Claremore (Tentative	Northeast Technology Center Claremore/Pryor Campus 6195 West Highway 20	Days Inn, Claremore 918-343-3297 Toni State Rate Comfort Inn & Suites, Pryor 918-476-6660 State Rate

Online registration available at http://www.agecon.okstate.edu/ctp/schedule.asp
Contact information: Telephone: (405) 744-6555 Fax: (405) 744-8210 Email: ctp@okstate.edu
Contacts: Gloria Cook, Ann Embree, Glenda Emerson, Notie Lansford, Judy Rudin, Suzanne Spears, Sherri Schieffer

Appendix - Relevant Statutes

Title 19. Counties and County Officers

Chapter 6 - Officers
General Provisions
Section 130.1 - Commission on County Government Personnel Education and Training - Creation – Membership

19 O.S. 2007, § 130.1

There is hereby re-created, to continue until July 1, 2012, in accordance with the provisions of the Oklahoma Sunset Law, the Commission on County Government Personnel Education and Training, hereinafter called the "Commission". The Commission shall be composed of the following five (5) members: The President of Oklahoma State University or designee; the State Auditor and Inspector or designee; the Director of the Oklahoma Department of Transportation or designee; the Chairman of the Oklahoma Tax Commission or designee; and the President of the Oklahoma County Officers Association or designee.

Chapter 6 - Officers
Section 130.2 – Duties of Commission

19 O.S. 2007, § 130.2

The duties of the Commission shall be:

1. To oversee a professional development program for training Oklahoma county commissioners, county clerks, county treasurers, county assessors, court clerks, their deputies and employees, county sheriffs, and other political subdivisions through the Cooperative Extension Service at Oklahoma State University;

2. To provide guidance to the Cooperative Extension Service in designing curricula to be used in educational programs and materials;

3. To identify needs and set priorities for research to be conducted in cooperation with the Cooperative Extension Service in areas relevant to the study and improvement of Oklahoma county government and its functions and to accept gifts and grants for such purposes;

4. To cooperate with the advisory boards authorized in Section 130.4 of this title in determining the educational needs of county officials and their employees so that they can perform their duties and responsibilities efficiently and professionally; and

5. To contract with the Cooperative Extension Service at Oklahoma State University to administer personnel education and training for counties and other political subdivisions.

Chapter 6 - Officers
Section 130.3 – Meetings - Chairman - Quorum - Mileage and Per Diem

19 O.S. 2007, § 130.3

The Commission shall meet within sixty (60) days after the effective date of this act. The President of Oklahoma State University or his or her designee shall serve as chair of the Commission. After the first meeting, the Commission shall meet as it deems necessary or when called by the chair or by any three members. Three members shall constitute a quorum and no official action shall be taken by the Commission unless there is a quorum present.

The representative of the County Officers Association shall be reimbursed for mileage and per diem in accordance with the State Travel Reimbursement Act when attending Commission meetings or other activities associated with his or her duties. Other Commission members shall not be reimbursed.

Chapter 6 - Officers
Section 130.4 – Advisory Boards

19 O.S. 2007, § 130.4

A. The Cooperative Extension Service is hereby authorized to create advisory boards as they deem necessary. Members of such advisory boards shall be appointed by the Cooperative Extension Service and shall include, but shall not be limited to, county government officials and appropriate state agency representatives. Meetings of advisory boards shall be called by the County Training Program Director of the Cooperative Extension Service. Such advisory boards shall assist in developing educational programs and materials for training county government officers and their employees.

Advisory board members shall be reimbursed for expenses incurred in the performance of their duties under Sections 130.1 through 130.7 of this title in accordance with the State Travel Reimbursement Act.

B. The Cooperative Extension Service is authorized to contract with state agencies and private entities to provide training.

Chapter 6 - Officers
Section 130.5 – Objectives of Education and Training Programs

19 O.S. 2007, § 130.5

The objectives of each education and training program, as developed by the Commission in consultation with the advisory boards and administered through the Cooperative Extension Service at Oklahoma State University, shall include, but shall not be limited to:

1. Encouraging the professional development of the groups of county officials and their employees governed by this act by providing educational programs and reference materials on job-related topics on a timely basis;

2. Improving the efficiency of county government operations by providing technical assistance in the administration of mandated duties;

3. Improving the technical skills of county employees by providing technical training in the operation and maintenance of construction equipment and machinery; and

4. Serving as a reference and resource center for county officials.

Chapter 6 - Officers
Section 130.6 – Support Staff - Other Training Programs

19 O.S. 2007, § 130.6

A. 1. Any professional or clerical support staff required by the Commission shall be provided through the Cooperative Extension Service.

2. The training programs developed pursuant to Sections 130.1 through 130.7 of this title shall not interfere with or duplicate any other existing training programs for county government personnel.

B. All expenses incurred in the performance of the duties imposed upon the Commission by law shall be paid out of funds appropriated or otherwise made available to the Office of the State Auditor and Inspector.

Chapter 6 - Officers
Section 130.7 – Certain County Officials to Participate in Training Programs and Educational Seminars - Expenses

19 O.S. 2007, § 130.7

Each county commissioner, county clerk, county treasurer, and court clerk holding office on the effective date of this act and those elected thereafter and the deputies of such elected county officers shall be required to participate in the appropriate training programs and educational seminars relevant to their positions and duties conducted pursuant to Sections 130.1 through 130.7 of this title. In addition, county sheriffs and county assessors may attend the training programs specified in this section.

Chapter 33 - Purchasing
Section 1500 - County Purchasing Agent - Appointment - Training - Duties and Responsibilities - Salary - Office Space and Equipment.

19 O.S. 1989, § 1500

A. The county clerk of each county or an employee of that office so designated by the county clerk shall be the county purchasing agent. Provided, in counties having a county budget board created pursuant to Sections 1402 et seq. of Title 19 of the Oklahoma Statutes, said board may, upon an affirmative vote of a majority of all the board members then in office, appoint a county purchasing agent. In the event the board does not appoint a county purchasing agent the county clerk or an employee of that office so designated by the county clerk shall be the county purchasing agent. The county purchasing agent shall be under the general supervision and direction of the appointing authority.

B. All persons serving as county purchasing agents on July 1, 1989, shall attend training seminars sponsored by the Oklahoma Cooperative Extension Service prior to July 1, 1990. The training seminars will cover the terminology, concepts, customs and practices of the sellers of supplies, materials and equipment commonly purchased for the county. All county purchasing agents appointed after July 1, 1989, shall attend the training seminars within one (1) year of their appointment.

C. The county purchasing agent shall be authorized necessary assistants to carry out the duties and responsibilities provided by law and as may be delegated by the appointing authority. Provided, the employment of such assistants shall be upon the approval of the appointing authority. The salary of the county purchasing agent and assistants shall be fixed by the appointing authority. Provided, if the county clerk is the county purchasing agent, the salary of the county clerk shall remain as provided by law.

D. The county purchasing agent shall, at the expense of the county, be authorized adequate office space, furnishings, equipment and supplies to carry out the duties and responsibilities of the county purchasing agent as provided by law and as may be delegated by the appointing authority. Provided, the acquisition of such furnishings, equipment and supplies shall be upon the approval of the appointing authority and the acquisition of office space shall be upon the approval of the board of county commissioners.

C. Agency, board, or commission meeting minutes for 2010

Commission on County Government Personnel Education and Training
Meeting Minutes
August 10, 2011
1:30 p.m.
Marriott Southern Hills Hotel
Tulsa, Oklahoma

The Commission on County Government Personnel Education and Training met in regular session Wednesday, August 10, 2011 at 1:30 p.m., in the Magnolia Room of the Marriott Southern Hills Hotel, Tulsa, Oklahoma. Meeting was called to order by Dr. Robert Dixon. Thanks were extended to Jeff Spellman, Oklahoma Tax Commission for hosting the meeting with Cathy Gibson, OTC arranging the particulars for the hotel.

I. **Introduction of Commission Members and Guests**

Dr. Robert Dixon	Director of Grants and Contracts Financial Adm. Designated Representative for OSU, President Burns Hargis
Mr. Shannon Sheffert	Designated Representative for Gary Ridley, Director Oklahoma Department of Transportation
Ms. Cheryl Wilson	Designated Representative for Gary Jones, State Auditor and Inspector of Oklahoma
Mr. Jeff Spelman	Designated Representative for Tom Kemp, Oklahoma Tax Commission Chairman
Ms. Cathy Hokit	President County Officers and Deputies Association of Oklahoma
Guests:	
Dr. Notie Lansford	Oklahoma Cooperative Extension Service, OSU
Dr. Mike Woods	Agricultural Economics Department Head, OSU
Ms. Joyce Hathcoat	Osage County Treasurer, President of the County Treasurers Association
Ms. Loyce Eldridge	Marshall County Treasurer
Ms. Bonita Stadler	Payne County Treasurer
Ms. Tammy Malone	Craig County Clerk, President of the County Clerks Association
Ms. Monica Schmidt	Woods County Assessor, President of County Assessors Association
Ms. Cathy Gibson	OTC – Ad Valorem
Mr. Mike Helm	Rogers County Commissioner, District # 2
Ms. Ann Embree	Local Government Specialist, OSU
Ms. Suzanne Spears	Local Government Specialist, OSU

II. Approval of Agenda

Motion to approve agenda:	Ms. Hokit
Motion seconded by:	Mr. Spellman

Voice Vote

Yes	Mr. Spellman, Ms. Wilson, Dr. Dixon, Ms. Hokit
No	
Abstain	Mr. Sheffert

III. Approval of Minutes of February 16, 2011 Meeting

Motion to approve minutes:	Ms. Wilson
Motion seconded by:	Ms. Hokit

Voice Vote

Yes	Mr. Spellman, Ms. Wilson, Dr. Dixon, Ms. Hokit
No	
Abstain	Mr. Sheffert (not present at February meeting)

IV. Program Leader Comments

Dr. Dixon turned the floor over to Dr. Lansford for Program Leader comments.

Dr Lansford:
Looking back, the national economic recession impacted attendance in the first half of the year to a certain degree. The 2011 attendance was low compared to historic years but higher than 2010. However, course feedback from county officers continues to be very good and attendance has been steadily increasing during this calendar year. Also challenges were present impeding the online training schedule previously discussed.
Dr. Lansford expressed appreciation to the County Training Program's home department on campus, the Department of Agricultural Economics, Division of Ag. Dr. Lansford asked that Department Chair, Dr. Mike Woods, be allowed to make a few comments.

Dr. Woods:
Dr. Woods expressed his pleasure to house the Program in the Department of Agricultural Economics. Dr. Lansford and his staff are highly regarded. The Department knows the value of County Government, the role it plays in both economic development but also for quality of life for our residents throughout the State of Oklahoma. He reiterated the importance of this training effort and the necessity of education support effort. Dr. Woods closed by stating the Department is glad to be a part of the program, thanking the Commission and County Officials for leadership and looking to the future for continued support of Dr. Lansford.

V. Fiscal Year 2011 Activity Report

Dr. Lansford continued the report on the highlights of Fiscal Year 2011.
Certification Programs: Proposed 60 certification classes, 58 presented. Table 1 of the written report shows the 2006 through 2010 presentations by class names. The Table shows attendance of 686 individuals and total attendance of 1,142, so on average, each person attended two classes. Some classes did not make due to small numbers of registrants. Six workshops, attendance 420, provided continuing education credits. Total attendance of certification classes and workshops totaled 1,562, slightly higher than the previous year. Table 3 shows the 72 certificates awarded, by officer group, this past year. Table 4 provides attendance by County. All counties except Carter and Nowata took part in certification classes. Figure 1, is a color coded map, showing concentration of attendance and the locations of the training sessions.

Handbooks: The Sheriffs Handbook is scheduled to be completed by October. Purchasing and Treasurers Handbooks were recently updated. County Clerks Handbook is in the process of being updated. All handbooks will be housed on the home webpage and available on CD.

Technical Assistance: CTP staff logged over 300 inquiries for the year, primarily by telephone and email, in addition to in-person scenarios, consistent with prior year. Staff responds to all queries, sometimes after consulting other resources, such as the State Auditor's staff or Oklahoma Tax Commission. Inquiries cover a wide variety of topics including sales tax issues, purchasing, open meetings, personnel issues and destruction of records, among others. The "Frequently Asked Questions" (FAQ) section of the CTP website continues to grow. The questions and answers can be searched using key words.

Other Activities:

- Six workshops were conducted for continuing education credits. A fee workshop, Purchasing for Vendors, received a good response and will hopefully impact the counties ability to have successful bidding experiences. Also, an Overview of County Funding for the Sheriff's Association was provided.
- Provided assistance to ACCO for new elected officials
- County Government Video completed. Special funding grant received plus donations from CODA and ACCO - a three-way partnership.
- Work with other states that have government training continues.

VI. Fiscal Year 2011 Financial Report

Dr. Lansford presented the financial report.
Total expenditures were $363,050 out of the budget of $414,719. Personnel compensation and benefits composed 89% of the expenditures. Travel was second at 5.4% and printing/copying consumed 2.6%. The remaining 3% were distributed between supplies, telephone, postage and other office expenditures. The expenditures were held in check and reduced over $26,700 from the prior year.

VII. Proposed Re-authorization of Registration Fee

Dr. Lansford asked the Commission to re-authorize a certification class registration fee to help fund the program.
Background: A registration fee was instituted in March 2002 and remained until October 2006 at which point adequate appropriations by the legislature were designated. Due to the decreasing state government revenues, the fee has been revisited. County officer association advisory boards were polled. Their recommendations ranged from a $25 to $50 fee. All but one favored the re-instatement of a fee to support the programs. Oklahoma Statute, Title 19, section 130.6 provides that all funding for the Commission's activities come through the Office of the State Auditor and Inspector. The Auditor could act as collector and the fee be remitted to OSU for the program funding. Legislative appropriations are currently funded to OSU by way of the Auditor's Office. Mr. Spellman asked for clarification and assurance that this pass through approach would suffice statute requirement. Dr. Lansford reported that OSU legal counsel, Doug Price's opinion is that a registration fee through the State Auditor is supported.

Motion to authorize a $35.00 per certification class registration fee beginning October 1, 2011 collected by the State Auditor and remitted to OSU	Ms. Wilson
Motion seconded by:	Ms. Hokit

Motion amended to add the caveat that no county personnel should be denied admission to classes for failure to pay registration fee:	Mr. Sheffert
Motion seconded by:	Ms. Wilson

Voice Vote

Yes	Mr. Spellman, Ms. Wilson, Dr. Dixon, Ms. Hokit, Mr. Sheffert
No	

Logistics of registration fee collection and distribution will be determined later.

VIII. Proposed Budget, FY 2012

Funding: Legislative fiscal appropriation, $307,166.00 and carryover, $51,669.36.
Proposed Total Expenditures Budget, $358,835.36.

Proposed budget to be allocated 88.5% to salaries and benefits, 4.6% to travel, 3.3% to printing/copying, and the remaining 3.6% among other operating expenses.
Given the approval of the class registration fee, Dr. Lansford recommended a midyear budget adjustment to account for and include fee collections.

Dr. Lansford noted probable challenges ahead in FY 2013 depending on appropriations.

Motion to approve current proposed budget noting that a possible midyear budget adjustment reflecting fee collection amounts may be necessary:	Ms. Hokit

Motion seconded by:	Mr. Sheffert

Voice Vote

Yes	Mr. Spellman, Ms. Wilson, Dr. Dixon, Ms. Hokit, Mr. Sheffert
No	

IX. Proposed Activities, FY 2012

- Certification Courses: Reflecting decreased available funding, 48 proposed (detailed in Table 1) with probable additional classes conducted in conjunction with conferences and annual schools.
- Handbooks: County Sheriff's Handbook completion, updates of County Clerk Handbook and the County Commissioner's Handbook. The latter will be a major project to update the 2004 edition.
- Technical Assistance and Workshops: ongoing activities
- Future Directions: exploring online avenues for courses, webinars and other training formats. Launching marketing and evaluation techniques for current and proposed programs.

Motion to approve proposed activities:	Mr. Sheffert
Motion seconded by:	Ms. Hokit

Voice Vote

Yes	Mr. Spellman, Ms. Wilson, Dr. Dixon, Ms. Hokit, Mr. Sheffert
No	

X. Other Business

None

XI. Proposed Meeting Calendar for 2012

Chickasha, OK, Feb. 8, 2012 Tulsa, OK, August 7, 2012	Ms. Wilson
Motion seconded by:	Ms. Hokit

Voice Vote

Yes	Mr. Spellman, Ms. Wilson, Dr. Dixon, Ms. Hokit, Mr. Sheffert
No	

XII. Adjourn

Motion for adjournment at 2:30 PM	Ms. Wilson
Motion seconded by:	Mr. Sheffert

Voice Vote

Yes	Mr. Spellman, Ms. Wilson, Dr. Dixon, Ms. Hokit, Mr. Sheffert
No	

Appendix A, County Government Officer and Personnel Certification Guidelines

Certification / Accreditation
Program for County Commissioners and Employees
Effective March 1, 2005
County Training Program – Oklahoma State University

Basic

(All five courses listed are required to be completed)

County Budget Process	12	hours
County Purchasing Procedures	12	
Statute Ref. & Legislative Process	9	
Supervisory Skills 1	12	
Open Meetings / Meeting Procedures	6	
Total Hours Required, Basic	51	

□ *Certificates will continue to be awarded one time each year – at the Annual Fall ACCO Conference.*

Advanced 1

Required Courses:

Supervisory Skills 2	12	hours
Managing Personnel in At-Will Organizations (includes Hiring and Firing)	12	
Public's Right to Know	6	
Required Course Hours	30	
Discretionary Courses: Chosen from list on the right.	18	hours
Total Hours Required, Advanced 1	48	hours

Discretionary Courses & Credit Hours:

Overview of County Govt.	6	hrs
Cash Flow Management	6	
Communication Skills	6	
Basic Mapping	12	
Title VII, Federal Statutes (ADA)	6	
Interviewing for Success	6	
Public Speaking	6	
Computer Basics	6	
Documentation & File Building	6	
Building Your Budget	6	
Tax Roll Corrections	6	
Economic Development: Role of Officials	6	
Customer Service	6	
Payroll Procedures	6	

Other new courses developed in the future will be added to this list to choose from to meet the minimum discretionary hours.

Advanced 2

Required Courses:

Fundamentals of Administration	6	
Duties/Responsibilities of Councils/ Commissions/Bds/Trusts	6	
Required Course Hours	12	hours
Discretionary Course Hours Chosen from list on the right.	24	
Total Hours Required, Advanced 2	36	hours

Reminder

Every participant in the Commissioner Certification/Accreditation program has the option of completing a post-class exercise. Exercises must be returned within four weeks and earn a score of 80% or more in order to receive credit for Accreditation. Those opting for the course alone (and no after class exercise) will earn Certification. In either case, attendance for the entire class period is mandatory for credit.

Explanatory Notes

□ *An effective date of March 1, 2005 was selected for this expanded multi-level program to take effect. Those attaining the existing certification requirements on or before February 28, 2005 will not be required to meet the new standards in order to earn their certificate under the original "Basic" and "Advanced" programs.*

□ *Those completing some, but not all, of the courses for certification through February 2005 will be given credit toward completion of the new certification requirements – so no one will be losing any course hours just because they did not finish under the original system. The hours will automatically transfer to the new system.*

□ *Those who have already earned their Basic and Advanced Certificates under the original system will receive credit for courses they may have already completed to count toward the Advanced II Certificate under the new system.*

Certification Program for County Clerks and Deputies

Adopted July 8, 2004

(updated January 2010)

County Training Program - Oklahoma State University

Oklahoma Cooperative Extension Service

Basic

1.	Fundamentals of Admin.	6
2.	Purchasing Procedures	12
3.	Basic Accounting	12
4.	Budget Process	12
5.	Supervisory Skills I	12
6.	Stat Ref/Leg Process	9
7.	Land Records	12

- *Certificates will continue to be awarded one time each year -- at the Annual Spring Educational School for County Clerks & Deputies*

Advanced I

Required Courses:	Hours
SA&I Forms	6
Duties & Responsibilities	12
Open Meeting Law	6
Public's Right to Know	6
Required Course Hours	30
Discretionary Courses... must complete minimum of 30 hours from list of courses at right	30
Total Hours Required	60

Advanced II

Required Courses:	Hours
Basic Mapping	12
Cash Flow Management	6
Overview of Cty Govt	6
Customer Service	6
Required Course Hours	30
Discretionary Courses... must complete min 25 hours from list of courses at right	24
Total Hours Required	54

Discretionary Courses:	Hours
Economic Development: Role of County Officials	6
Interviewing for Success	6
Documentation and File Building	6
Communication Skills	6
Supervisory Skills II	12
Title VII: Federal Statutes	6
Equalization Board	6
Change Management	6
Building Your Budget	6
Public Speaking	6
Tax Roll Corrections	6
Duties/Responsibilities of Councils/ Commissions /Bds & Trusts	6
Managing Personnel in an At-Will Organization	12
Computer Basics	6
Grammar Skills	6
Payroll Procedures, Forms and Reports	6
Total hours available – Existing Courses	108

- *Effective January 1, 2010 there will still be 6 hours of continuing education units (CEUs) required each year to remain in good standing in the certification program*

GUIDELINES FOR CERTIFICATION OF COURT CLERKS
Oklahoma Cooperative Extension Service[1]

1. Courses to be offered as certification classes shall be in the following categories[2]:

MODULE 1: Management Courses:

Supervisory Skills 1	12 credit hours
Supervisory Skills 2	12 credit hours
Managing Personnel in an At-Will Organization (Management Only)	12 credit hours
Fundamentals of Administration/Management	6 credit hours
Change Management	6 credit hours
Title VII: Laws Affecting Employment (Management Only)	6 credit hours
Overview of County Government	6 credit hours
Public's Right to Know (Open Records)	6 credit hours
Documentation and File Building (Management Only)	6 credit hours
Interviewing for Success	6 credit hours
County Budget Process	12 credit hours
Customer Service	6 credit hours

MODULE II: Court Clerk Specific Courses:

Court Clerk Bail Bonds/Forfeiture	6 credit hours
Court Clerks Civil and Criminal Appeals	6 credit hours
Court Clerk Confidentiality of Records	6 credit hours
Court Clerk Destruction of Records	4 credit hours
Court Clerk Handbook Overview	12 credit hours
Court Clerk Juvenile Procedures	3 credit hours
Court Clerk New Officer or Refresher Class	6 credit hours
Court Clerk Reports and Forms	6 credit hours
Statute Reference & Legislative Process	9 credit hours

2. The primary focus of certification will be court clerks. Deputies may be offered courses; however, if a class is filled to capacity, court clerks will be given priority.
3. A total of 60 credit hours of approved courses will be required for certification: 30 hours in management courses and 30 hours in court clerk specific courses. The particular set of courses taken in each module will be at the discretion of the court clerk.
4. Court clerks, upon completion of 60 credit hours of approved courses, will receive a Certificate of Certification. Deputies, upon completion of 60 credit hours of approved courses, will receive a Certificate of Completion.

---

[1] Within these guidelines, Oklahoma Cooperative Extension Service at Oklahoma State University will be referred to by the county government training program abbreviation, OSU-CTP.
[2] Credit given based on classroom attendance of entire course.

5. Additional, suitable courses will be added to the above lists as they are developed by OSU-CTP.
6. July, 2004, and thereafter, all classes added to Module I or Module II of the guidelines, shall convey credit to all court clerks and deputies for courses taken within the 4-year window (as defined in Number 11 of these guidelines) as if those classes had been in the guidelines. In other words, additional courses added under guideline #5 will count retroactively.
7. Tracking of the courses taken will be the responsibility of the OSU-CTP. No testing will be necessary for certification; however, courses must be attended in their entirety to the satisfaction of the Court Clerk Advisory Board and OSU-CTP.
8. Participation in the certification is required by Oklahoma Statutes Title 19 § 130.7.
9. Guidelines shall be in accordance with state law.
10. Discretionary courses may be taken and can be used as continuing education. Guidelines for continuing education for court clerks are as follows: Beyond certification, court clerks are to receive 6 hours per year of continuing education in order to maintain annual certification. This may be done by taking any certification course offered to any other county officers, professional development workshops, and other programs offered by OSU-CTP. A one-day course is usually six hours in length. Other training, besides OSU-CTP courses, might also qualify. A three person committee consisting of an SA&I representative, an OSU-CTP representative, and President of the Court Clerks Association will make decisions regarding continuing education credit for those programs that are not OSU-CTP courses. A course taken toward certification may be counted only once; however, once certification has occurred, a course may be taken more than once and counted toward continuing education. Classes provided by AOC and KellPro and programs provided by SA&I will be accepted for continuing education credits.
11. Court Clerk Courses for certification are to be completed in four years. Start date of the 4-year window will be January 1 of the year following the first class taken. The 4-year period will run January 1 to December 31 four years later.(The same 4-year window applies to deputies pursuing a Certificate of Completion.) Exceptions to the 4-year window may be granted for extra-ordinary circumstances upon application to and approval of the governing board of the Court Clerks Association and OSU-CTP. In the case where a deputy court clerk becomes court clerk, the 4-year window for Certification shall have begun two years prior to the most recent January 1 that precedes the date they took office. Therefore, courses taken toward a Certificate of Completion within this window of time become courses taken toward a Certificate of Certification.
12. Guidelines are subject to review by the governing board of the Court Clerks Association and the Court Clerk Advisory Board appointed by OSU-CTP (Title 19 § 130.4) and OSU-CTP. Authority to approve and implement Guidelines changes shall be that of OSU-CTP.
13. Certificates will be awarded each year at the Court Clerks School.
14. Upon completion of certification, continuing education requirements start the following calendar year. (Continuing education requirements do not apply to court clerk employees but employees are welcome to attend educational programs after receiving a certificate of completion.)

15. It is the responsibility of the student to furnish a "REQUEST FOR CONTINUING EDUCATION CREDIT" form to OSU-CTP for courses presented by organizations other than OSU-CTP with the exception of the AOC, KellPro, and SA&I educational programs described in guideline #10. The prescribed form, furnished by OSU-CTP, must be signed by an authorized instructor from the organization, noting the title of the class and the number of attendance hours. These courses will be considered for continuing education credit upon furnishing OSU-CTP a completed form.

(Updated on December 10, 2009)

COUNTY SHERIFFS

Certification
Program for Oklahoma Sheriffs and Employees

County Training Program
Oklahoma Cooperative Extension Service
Oklahoma State University

Background

In 2001, the Oklahoma Sheriffs Association and the County Training Program adopted a Certification program for County Sheriffs, their deputies and employees. Upon recommendation of the Sheriff's Education Committee, four courses were selected to begin the initial or basic Certification Program. In January of 2007, the program was amended by deleting the "Statute Reference and Legislative Process" course and adding the "Treasurer's and Sheriff's Tax Warrants" course in its place.

Certification Program

Initial Certification Courses (Level 1):

Course 1 County Budget Process	12 Hours
Course 2 Purchasing Procedures	12 Hours
Course 3 Treasurer's and Sheriff's Tax Warrants	6 Hours
Course 4 Managing Personnel in an At-Will Organization	12 Hours

These courses have been approved for C.L.E.E.T. accreditation

The grandfather date for certification of County Training courses was July, 2001. C.L.E.E.T. hours were granted after January 1, 2002. A special form is signed by sheriff officials and employees completing the courses and will be sent to C.L.E.E.T.

Awarding of Certificates

Certificates will be awarded at the Sheriff's Association annual conference. A certificate will be presented to the County Sheriffs and Deputies who have completed the above courses. In addition, any sheriff or deputy who completed the original four courses before January 1, 2008 is entitled to a certificate.

Certification Program for County Treasurers and Deputies

Effective January 1, 2005 - ◊ - *Information Updated July, 2009*

County Training Program – Oklahoma State University – Stillwater, Oklahoma
Phones 405-744-6160
FAX Number 405-744-8210

Basic

(All courses listed are required to be completed)

Basic Accounting in Co. Government	12 hours
S A & I Reporting Requirements (State Auditor Forms)	6
Treasurer Duties & Responsibilities	12
Overview of County Government	6
Tax Sales Procedures	12
Investments and Collateral	6
Supervisory Skills I	12
Total Hours Required	**66**

Certification Offered Through

County Training Program

Authorized Under the Commission on County Government Personnel Education & Training
19 O.S. §§ 130.3-130.7
Email.... ctp@okstate.edu

www.agecon.okstate.edu/ctp/index.asp

Advanced I

Required Courses:

Basic Finance	12 hours
County Budget Process	12
Statute Reference/Legisl. Process	9
Cash Flow Management	6
Required Course Hours	39
Discretionary Courses... Must complete min. 30 Hours from list of courses at right	30
Total Hours Required	**69**

Advanced II

Required Courses:

Land Records	12 hours
County Purchasing Procedures	12
Supervisory Skills II	12
Required Course Hours	36
Discretionary Courses... Must complete min.24Hours from list of courses at right	24
Total Hours Required	**60**

Discretionary Courses:

	Hrs.
Basic Mapping – Maps & Plats for County Officers	12
Fundamentals of Administration	6
Public's Right to Know – Title 51 (Open Records)	6
Open Meetings	6
Communication Skills	6
Building Your Budget	6
Public Speaking	6
Assessment Process and Tax Roll Corrections	6
Duties and Responsibilities of Councils, Commissions, Boards and Trusts	6
Managing Personnel in an At Will Organization [For Officer & Supervisor]	12
Interviewing for Success [For Officer & Supervisor]	6
Change Management	6
Title VII: Laws Affecting Employment	6
Personal Property Tax Sale Warrants	6
Basic Computer Skills	6
Customer Service	6
Documentation & File Building [For Officer & Supervisor]	6
Economic Development	6
More Powerful Writing Skills	6

- ◊ -

Note: Those who attained Basic Certification under the old system before Jan. 1, 2005 may also take the following three courses to meet requirements for Discretionary Courses for Advanced Certification:

Overview of County Government	*6*
Tax Sales Procedures	*12*
Investments & Collateral	*6*

Newly-developed courses will be added to the list above subject to approval of the Advisory Board.

□ *Six hours of continuing education units (CEUs) are required each year to remain in good standing in the certification program.*

□ *Certificates are awarded one time each year ...at the Annual Spring Educational School.*

Certification Program for County Assessors and Deputies

Adopted February 10, 2010

County Training Program - Oklahoma State University (OSU-CTP)

Oklahoma Cooperative Extension Service

Certification shall be accomplished by completing 60 credit hours from the following list of courses.

1. County Budget Process	12
2. Customer Service	6
3. Communication Skills	6
4. Documentation and File Building	6
5. Fundamentals of Administration/Management	6
6. Land Records	12
7. Managing Personnel in an At-Will Organization	12
8. Overview of County Government	6
9. Public's Right to Know (open records)	6
10. Public Speaking	6
11. Purchasing Procedures	12
12. Statute Reference and Legislative Process	9
13. Supervisory Skills 1	12
14. Supervisory Skills 2	12
15. Tax Roll Corrections	6

Details:

a. In order to receive credit for a course, one must attend the entire course.

b. After completing at least 60 hours of credit, a Certification Certificate shall be presented at the next Assessor Association annual conference.

c. Any and all courses from the above list that were completed prior to the effective date of this certification program shall confer credit.

d. The county assessor is responsible for authorizing attendance of personnel at appropriate courses. For example, the assessor will decide which personnel (if any) in their office should attend the "Hiring and Firing" course. OSU-CTP will not attempt to determine appropriate classes for individuals.

e. These guidelines are subject to review by OSU-CTP and the county assessor advisory board. OSU-CTP is ultimately responsible for this certification program.

Appendix B, Example Statute Changes Affecting the Work of the Commission

Each of the following requires changes in training curriculum, county officer handbooks, presentation materials, and responses to requests for technical assistance. These are just a sample of the dozens of annual statutory changes having effects on the programs.

1. Title 19, Sections 1500-1507, the County Purchasing Act, states that any county office, department, or other entity that makes purchases with county monies must comply with the county purchasing laws. A well-organized purchasing system is essential to ensure that good business practices are followed when goods are purchased, leased, lease/purchased, or obtained by any other method with county money. The County Purchasing Act has had many, many changes, such as bid limits, inventory amounts, lease-purchase amounts have increased. Purchasing procedures following emergencies are discussed in this curriculum and handbook.

2. Title 68, section 3127 changed how county treasurers advertise the October sale and the June Resale. It changed from the real estate being advertised as shown by the last tax rolls in the office of the county treasurer to the name of the record owner of said real estate as of the preceding December 31 or later as shown by the records in the office of the county assessor. Effective November 1, 2010.

3. American Disability Act Amendments (ADAAA): signed into law in 2008, effective 2009 restructured employer's position due to the expansion of what a disability is and the need for reasonable accommodations
http://www.eeoc.gov/laws/statutes/adaaa_notice.cfm
http://access-board.gov/about/laws/ADA.htm#Overview

4. Title 19, section 1801 is a new section of law allowing Reserve Auction bidding for counties. This created a new method of bidding which required major update of purchasing handbook and class materials.

5. Family Medical Leave Act (FMLA), 29 U.S.C. 2601, *et seq.*

6. Title 68, section 3107 was repealed and the county treasurer no longer has the October Tax Lien sale the first Monday in October and no tax certificates are issued. Effective in April, 2008.

7. Title 40, sections 551 – 563, Workplace Drug and Alcohol Testing Act, effective November 1, 2011 substantially changes the range of drug testing and reduces risks to the employer.

8. Title 19, sections 180.63 and 180.75, changed the computation of county elected officials salaries.

EMERGENCY SYSTEMS DIVISION OF THE OKLAHOMA STATE DEPARTMENT OF HEALTH

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	Emergency Systems Division of the Oklahoma State Department of Health
Agency Staff Contact:	Dale Adkerson, Emergency Medical Division Director
Agency Telephone Number:	405-271-4027

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members; **Nineteen members, consisting of Physicians, Health Services Providers, Consumers of Healthcare Services, Other Healthcare Professionals and Educators**

   B. Qualifications, if specified by law; **Eight of the nineteen members must be from rural areas of Oklahoma with a county population of less than fifty thousand.**

   C. Term of office; **A member serves a two year term and is eligible for reappointment with a six consecutive years term limit**

   D. Appointing authority **Six appointees from the Governor's Office, five from the Commissioner of Health, four from the Senate President Pro Tempore and four from the Speaker of the Hours.**

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Advisory Council was formed in 1990 as a result of Title 63 1-2501 which created the Oklahoma Emergency Response System Development Act. Its design is to provide advice to the Oklahoma State Department of Health regarding Emergency Medical Services.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

Title 63-1-2516 of the State Statutes details the duties of the Oklahoma Emergency Response System Development Advisory Council as such: Advise the Commissioner of Health or designee regarding 1. Training program specifications 2. Minimum standards for equipment, ambulance specifications, and criteria for Emergency Medical Services rendered by providers 3. Design a statewide communications system 4. Projects, programs, and legislation needed for improvement 5. Other activities as directed by the Commissioner or designee.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No other agency in the state of Oklahoma performs the same functions as this Advisory Council.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
4 scheduled	3 + 1 canceled	3 + 1 no quorum	4	5

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	None	None	None
FY-11	None	None	None
FY-10	None	None	None
FY-09	None	None	None
FY-08	None	None	None

Note, this Advisory Council is staffed by the Emergency Systems Division of the OSDH

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits

The Training and Licensure Sub Committee provides advice to the Advisory Council in reference to training and licensure certifications.

B.

C. Monitoring:

The Training and Licensure Sub Committee monitors changes coming from the Federal level and advises the Council with recommendations.

D. Enforcement:

N/A

E. Continuing Education:

Monitored thru the Training and Licensure Sub Committee

F. Other:

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

_N/A_____

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	0 Advisory only with staff support from the Emergency Systems Division of the OSDH
FY-10	0
FY-09	0
FY-08	0
FY-07	0

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	0 Advisory only with staff support from the Emergency Systems Division of the OSDH
FY-10	0
FY-09	0
FY-08	0
FY-07	0

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

_____ YES _X_____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	0
FY-10	0
FY-09	0
FY-08	0
FY-07	0

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Continue functioning in an advisory capacity to report to the Commissioner of Health or designee findings in the areas of Best Practices, Standards and Design.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	House Bill 1888 could have an effect on response area responsibilities of Ambulance Services in Oklahoma
FY-10	0
FY-09	0
FY-08	0
FY-07	0

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The Office of Legal Counsel to the OSDH has provided legal counsel to this Advisory Board.

16. Why should this agency, board, or commission be continued or discontinued?

It is imperative more than ever that the Oklahoma Emergency Response System Development Advisory Council continue to function in its current capacity due to the ongoing scope of work that it has in place at this time and future plans which improve the healthcare delivery system to citizens of Oklahoma. We are on the brink of so many incredible changes in healthcare delivery to citizens in the rural areas of Oklahoma who have been underserved for years and we must make it a reality. This Advisory Council will play a vital role in that process.

17. Submit the following material with this survey:

A. Current organization chart;

Oklahoma Emergency Response System Development Advisory Council
Medical Direction Sub-Committee (Title 63 1-2506 and 1-2511 (9)
Training and Licensure Sub-Committee
Working Groups:

1. **Oklahoma Emergency Medical Services Information System**
2. **Ambulance/Unit Standards**
3. **Regulations**
4. **Statewide Plan**

B. Last annual report;

C. Agency, board, or commission meeting minutes for 2010; **See attached minutes for 2010.**

D. Any report required by any other government entity.

Oklahoma Emergency Responses System Development Advisory Council
MetroTechnology Center, Springlake Campus
Alpine-Calypso Room
1900 Springlake Drive, OKC, OK
February 18, 2010

Draft Minutes

Members Present:

Mike Greene, Chair	Dr. Greg Dupuis	Ron Feller
Dr. Jeff Goodloe	Susan Harper	Steve Williamson
Jimmy Johnson	Sean Lauderdale	Gary Ligon
Dr. Mike Ogle	Phil Reid	Kellie Swim
Dr. Jay Gregston		

Members Absent

Clarence Fortney	Ernie Moore	Dr. Gerald Doeksen
Lester Branch	Bob Hawley	
Ellen Rockenbach		

Staff Present:

Dr. Tim Cathey	Sharon DellaVecchio	Patrice Greenawalt	E
Eddie Manley	Lee Martin		

Guest Present:

James Fields	Lisa Gonzales	Mike Nikkel

I. **Call to Order / Roll Call:**
Ron Feller called the meeting to order at 10:09 AM. Roll was called and a quorum determined to be present.

II. **Introductions and Announcements:**

III. **Minutes of November 19, 2009 Meeting: Review and Approval:**
It was moved (Williamson)and seconded (Johnson) to approve the November 19, 2009 minutes as presented. All in favor, motion passed.

Voting in Favor: Dupuis, Feller, Goodloe, Greene, Gregston, Harper, Johnson, Lauderdale, Ligon, Ogle, Reid, Swim, Williamson

Absent: *Fortney, Branch, Rockenbach, Moore, Doeksen, Hawley*

Opposed: *None.*

IV. **Reports**

A. **Emergency Systems Update**- P. Greenawalt reported on the recent staffing changes: Dr. Tim Cathey has been appointed Interim EMS Director; S. Rogers is no longer with OSDH; J. Mitchell is retiring effective 3/31/2010. Two positions have been posted for Emergency Systems, one is a CQI Coordinator and one for a Statistical Analyst, three more positions are pending for administrative assistant positions. Patrice and Dr. Cathey, along with Lee are realigning work to maximize staffing resources. The work focus continues to be on streamlining work and completion of statutory mandates.

i. **EMS Fee History**- P. Greenawalt reported on review of the statutory notification process for changes in Rules. The required notification of stakeholders for increase in the EMS renewal fees and the death benefit fee was conducted by OSDH. The Rule chance process is intended to be transparent and Emergency Systems Staff will work to ensure open discussion, as we move forward.

B. **EMS Update** – Dr. Cathey gave a reminder about the changes in the National Registry. The state of Oklahoma licensure expiration has moved to June 30th to allow processing, the renewal due date remains as March 31st. You must submit the application and fees in on time. We are in the process for improving tracking systems for inspections, complaint investigations and development visits.

i. **OKEMSIS Update** – Titus is the epidemiologist working with the EMS data. Technical support is coming from the vendor. Just a reminder that research quality data takes awhile to develop as we work toward compliance with reporting and a completeness of reporting.

ii. **OERSSIRF** - The Request for Proposals (RFP) for the Oklahoma Emergency Systems Stabilization and Improvement Revolving Fund, the webpage will be finalized today and then posted. Emergency rules were passed by the Board of Health in November 2009, but were withdrawn by OSDH prior to signature by the Governor. Emergency Rules were resubmitted and approved by the Board of Health during the January 2010 Board meeting and signed by the Governor on February 2, 2010. A pre-proposal conference

has been scheduled for March 3, 2010, at Metro Technology Center, OKC, Big Dipper Conference Room, 1:00 – 4:00 p.m. This meeting will be posted on the EMS website and also sent out to the EMS e-mail distribution list. Proposals submitted prior/after the dates specified in the request for proposal will not be accepted. The agenda for the Pre-Proposal Conference will include discussion on funds available for disbursement and the general process for the request for proposal. A representative from Procurement will be present to respond to questions. Once an RFP is published, the RFP will specify a 30 day time frame for proposal submission, and will include the specific proposal submission requirements. The Rules explain the scoring process and what needs will be weighted. Please direct questions regarding the EMS fund to Patrice Greenawalt until the RFP is posted. The scoring results will be posted on the EMS web page.

iii. **Preparedness Grants**

1. **NW Regional Medical Response System (EPRS)**

Jimmy Johnson discussed EMS applied for a grant for NW Regional I to provide funding for the merge and for Regional Medical Direction and Regional Dispatching. This is under Life EMS, however, Dr. Ogle and Kenny are working on this together and are excited about what can be accomplished with the merge. The new grant will force the pre-routing instruction and will help things a lot. Dr. Ogle is on board as the Regional Medical Director and has 18 or 19 communities. There is a person identified as the merge coordinator and they have met with the person doing site visit from D.C. and other coordinators.

2. **REMSS- no report.**

iv. **State Communications Interoperability Plan (SCIP)** – E. Manley provide a written report, including compliance standards for radios purchased by State government. Proposed equipment requirements will be included in the rules for the state interoperability plan for state communication. FCC Mandates for narrowbanding go into effect January 1, 2013. April 19th marks the 15th anniversary of the Federal Murrah Bombing and the Federal staff will be here to

evaluate the SCIP. This will be the first evaluation of the SCIP, which will then be conducted annually.

C. **EMSC** – Stacy Morton, EMSC program coordinator, OUMC-Childrens reported the EMCS Advisory Council met on December 2, 2009, and was well-attended. S. Morton met with Dr. Cathey to discuss revising the pediatric protocols, with a goal for implementation in Fall 2010. The EMSC Pediatric Symposium is set for March 5- 6, 2010 at the OU Health Science Center.

D. **Subcommittee Reports**

i. **Medical Direction** – Dr. Cathey stated that the Medical Direction Subcommittee discussed revision of the three sections of the EMS Statewide protocols The revised Statewide protocols should be ready by Fall 2010. Dr. J. Goodloe has been leading the development of EMS Medical Director training, with beta testing scheduled for April-May 2010.

ii. **Training and Licensure** – Mr. Feller reported the Training and Licensure Subcommittee met today and discussed moving the ALS practicals to the training centers. The Subcommitee is discussing/reviewing preceptor training for the training centers, integration of stroke education in training, new trauma guidelines, possibility of a new critical care paramedic certification program for the state and a registry to follow those, and the use of electronic signatures during license renewal.

iii. **Operational Protocol** – Jimmy Johnson stated the Operational Protocol subcommittee did not meet.

iv. **Specialty Care Workgroup** – Ms. Kellie Swim stated that the group met this to discuss questions related to Specialty Care Transport programs.

V. **New Business**

A. NHTSA Report Review/Discussion – P. Greenawalt discussed that we are charged with developing a statewide plan for emergency medical services, inclusive of EMS, Trauma, RTAB plans, and all time-sensitive conditions. This plan will be developed during the next year with stakeholder input. Components of the statewide plan will include the NHTSA evaluation recommendations. Pending legislation includes the addition of a a pediatric representative to OERSDAC, and adding EMRs as death benefit recipients. There will be permanent rule making regarding the Revolving Fund.

B. EMS Plan Development Discussion – See above.

VI. Old Business- None.

VII. Public Comment – No Public Comment.

VIII. Adjournment – Meeting Adjourned.

Oklahoma Emergency Responses System Development Advisory Council
MetroTechnology Center, Springlake Campus
Calypso Room
1900 Springlake Drive, OKC, OK

MEETING SUMMARY
MAY 20, 2010

Members Present:

Ron Feller	Bob Hawley	Clarence Fortney
Dr. Jeff Goodloe	Susan Harper	Gary Ligon
Jimmy Johnson	Sean Lauderdale	

Members Absent

Ernie Moore	Dr. Gerald Doeksen	Steve Williamson
Lester Branch	Dr. Jay Gregston	Ellen Rockenbach
Dr. Greg Dupuis	Dr. Mike Ogle	Phil Reid
Kellie Swim		

Staff Present:

Dr. Tim Cathey	Tom Welin	Patrice Greenawalt
Eddie Manley	Lee Martin	Brandon Bowen

Guest Present:

Mike Paston	Greg Reid	Dr. Angela Selmon

I. **Call to Order / Roll Call:**
T. Cathey called the meeting to order at 1:10pm. Roll was called and a quorum was not present.

II. **Introductions and Announcements:**
A. **Mike Greene:** Recognition of Contributions, Moment of Silence- P. Greenawalt requested a moment of silence in remembrance of Mike Greene, OERSDAC Chairperson, who passed away after the last OERSDAC meeting.
B. **Brandon Bowen,** Trauma and System Coordinator- P. Greenawalt introduced B. Bowen, Trauma and Systems Coordinator, who joined

Emergency Systems in April 2010 and will be working closely with L. Martin.

Tina Creech, Administrative Programs Officer- P. Greenawalt reported T. Creech also joined the Emergency Systems Staff in April 2010, and will be a point of contact for Advisory Committee Members. Ms. Creech is working in the office today.

C. Other- P. Greenawalt recognized EMS Week, and T. Cathey acknowledged the work and dedication of EMS professionals.

III. **Minutes of November 19, 2009 Meeting: Review and Approval:**

Deferred, no quorum.

IV. **Reports**

A. **Emergency Systems Update**

i. **OERSSIRF Proposals-** P. Greenawalt reported the review of submitted proposals was conducted April 20, 21 & 22, 2010, by 9 reviewers (EMS, public, and OSDH Staff not working in Emergency Systems.)

ii. **Specialty Care-** P. Greenawalt reported on the OSDH response to the following question: "Are Specialty Care Ambulance Services prohibited from transporting other patients not meeting the definition of a specialty care patient?" Response: The Statutes/Rules do not prohibit Specialty Care Services from transporting patients not meeting the definition of "specialty care transports." Specialty Care Ambulance Services must meet the requirements defined in the Rules (OAC 310:641-3-40 et seq) and transports are "for the sole purpose of providing Interfacility transport of special populations of patients." However, the term "special populations" is not further defined. There was discussion of the Rules and national issues related to Specialty Care Ambulance Services.

iii. **Trauma Care Assistance Revolving Fund: EMS Model-**

iv. **State EMS Plan-** P. Greenawalt reported the statutory requirement for development of a State EMS Plan that will encompass EMS, Trauma, time-sensitive medical emergencies, trauma care providers and hospitals. This plan will be developed over the next year and involve OERSDAC, OTSIDAC, stakeholder groups, professional associations. There was discussion of a

v. **State Intraoperability Plan (SCIP)**

B. **Subcommittee Reports**

i. **Medical Direction**- T. Cathey reported the Medical Direction Subcommittee on 5/19/10, and discussed
ii. **Training and Licensure**- R. Feller reported this Subcommittee did not meet.
iii. **Operational Protocol**- J. Johnson reported this Subcommittee did not meet.

C. **Air Medical Safety Update**- M. Paston reported the Air Medical Safety Committee meets twice annually to address/discuss safety issues. Representatives from fixed/roto-wing participate in the meeting. P. Greenawalt requested Emergency Systems Staff be included in the meetings.

D. **EMS Medical Director's Course: Update**- J. Goodloe reported scheduling the first (beta) EMS Medical Director's Course on 6/19/10, the location is not yet confirmed. This is intended to be a very user-friendly course, OERSDAC members will be invited. Expectations of Medical Directors by OSDH, liability issues for Medical Directors, malpractice coverage issues, Directors and Officers coverage issues. Participation is highly encouraged and required for success of this course.

E. **EMSC:** No one present to report on behalf of EMSC. L. Martin reported an EMSC Coordinator is in the process of being hired by EMSC. E. Manley reported P. Marmen retired and S. Morton recently resigned from EMSC. Dr. Stuemky is trying to revitalize EMSC.

V. **New Business**

A. **Review and Discussion: Recommendations from the Medical Direction Subcommittee (05/19/10)**- The Medical Direction Sand continue to be monitored by continuous waveform capnography. There was discussion about the impact on EMS agencies, notification of EMS agencies/licensees about this recommendation, a process for notifying those stakeholders who have OSDH-approved protocols prior to implementation of this recommendation, and the development of statewide protocols.

B. **Nominations for Chair and Vice-Chair**- Deferred, no quorum.

C. **Review of Statutes: OERSDAC**- P. Greenawalt reviewed the statutory purpose of OERSDAC.

VI. **Old Business**

NHTSA Report: Discussion- P. Greenawalt

VII. **Public Comment** – B. Hawley asked for information on training of Oklahoma Highway Patrol and EMS. T. Cathey reported OHP is now involved in the REMSS project, and all OHP attends first responder training. J. Goodloe reported working with OHP on medical oversight, OHP has a tactical unit, disaster response unit and do not yet have a fully-dedicated physician director over these units. This will be placed on the next meeting agenda for further discussion.

VIII. **Adjournment** – The meeting adjourned at 2:44 pm.

Oklahoma Emergency Responses System Development Advisory Council
MetroTechnology Center, Springlake Campus
Alpine-Calypso Room
1900 Springlake Drive, OKC, OK
August 19, 2010

Minutes

Members Present:

Dr. Greg Dupuis	Gary Ligon	Kellie Swim
Ron Feller	Dr. Michael Ogle	Steve Williamson
Susan Harper	Phil Reid	
Sean Lauderdale	Ellen Rockenbach	

Members Absent

Lester Branch	Dr. Jay Gregston
Dr. Gerald Doeksen	Bob Hawley
Clarence Fortney	Jimmy Johnson
Dr. Jeff Goodloe	Ernie Moore

Staff Present:

Patrice Greenawalt	H. Hartsell	Tom Welin
Lee Martin	Grace Pelley	Sandra Terry
Brandon Bowen	Dale Adkerson	Jackie Whitten
Angela Mason		

Guests Present:

Klayn Hitt	R. Shawn Rogers	Leaugeay Barnes
Kristi Walton	Chuck Hall	

I. **Call to Order / Roll Call:**

P. Greenawalt called the meeting to order at 10:09 AM. Roll was called and quorum was determined to be present.

II. **Introductions and Announcements:**

P. Greenawalt requested a moment of silence in remembrance of Eagle Med Crew members for their service to the EMS Community.

P. Greenawalt introduced new Emergency Systems staff members: Sandy Terry, QI, Jackie Whitten, EMS Coordinator, Angela Mason, Administrative Assistant, Beverly Wood, Administrative Assistant.

III. **Review of the Summary the Previous Meeting (no quorum): May 20, 2010:**
P. Greenawalt presented the May 20, 2010 meeting summary for information purposes only, as there was no quorum for this meeting.

IV. **Reports**

A. **Emergency Systems Update-**

i. **Oklahoma Emergency Response Systems Stabilization and Improvement Revolving Fund**– P. Greenawalt stated reported 17 entities were awarded funding from OERSSIRF for projects. These projects included regional dispatch, education and to capitol equipment needs.

ii. **Trauma Care Assistance Revolving Fund – EMS Model-** P. Greenawalt reported on continued work by OTSIDAC and the Trauma Fund Sub Committee to create an alternative fund distribution model. An EMS working group met today, and is providing input on an alternative Trauma Fund distribution methodology to EMS entities.

iii. **State EMS Plan-** P. Greenawalt reported development of a State EMS/Emergency Systems plan is a statutory requirement. The plan includes our entire system of emergency care, and will bring together components of EMS, Trauma, time-sensitive medical emergencies, emergency care providers, HB 1888, and others , that have been developed or are currently in process. Our goal is to have a draft plan in place by June 30, 2011. This will be a fluid plan that continues to change as our system improves and evolves, and will involve input from stakeholders. Emergency Systems Staff will bring forward a template to begin discussion and obtain input from the Advisory Committees, RTABs and other stakeholder groups.

ii. **State Communications Interoperability Plan (SCIP)-**
E. Manley provided a summary of the SCIP meeting held July 8, 2010. The new Chief Information Officer for the State of Oklahoma, Alex Pettit, has the responsibility to oversee all the voice and data communications within the State of Oklahoma. The group provided Chief Pettit with information regarding EMS.
The Project 25 Workshop, a national association that has established nationwide standards or requirements for digital communications, was held. Narrow-banding was discussed at the meeting. All EMS agencies must have radios that are capable of

receiving narrow band operations by 2011. This will double the number of frequencies that will be available for all public safety. The draft Field Operations Guide should be published by the first of the year.

E. Manley also provided an update on communications challenges within Oklahoma involving a multi-vehicle crash, tornado, and wildfires.

iii. **EMS Medical Director's** – P. Greenawalt reported an EMS Medical Director's course was held on June 19, 2010 at the Bird Library, OU Health Sciences Center OKC campus, with 30 participants. This was a pilot program designed to gather feedback to further improve this course. J. Goodloe and T. Cathey were acknowledged for their work to present this course.

iv. **Trauma Fund Alternative-EMS Model-** S. Lauderdale reported the EMS working group is composed of a diverse group EMS providers. The group discussed the current distribution process and limitations. The Oklahoma Ambulance Association presented a draft distribution proposal, which will be discussed further.

B. **Subcommittee Reports**

i. **Medical Direction-** P. Greenawalt reported there was no meeting today.

ii. **Training & Licensure-** P Greenawalt reported there was no meeting today

iii. **Operational Protocol- Deferred.**

C. **Air Medical Safety** – No meeting report. R. Feller stated this meeting is very beneficial for administrators and chief pilots to review and discuss air medical safety issues.

D. **Other-** None.

V. **New Business**

A. **HB1888 Rural Ambulance Services District Act-Review/Discussion/Approval of Plan for Compliance with HB 1888-** P Greenawalt distributed a copy of HB 1888 and reported this bill requires a county plan for EMS to be developed by the County Commissioners and OERSDAC. Emergency Systems staff is developing a toolkit for County Commissioners to provide information on county EMS resources and other available data element. To meet the 4/1/11 date for plan completion, an OERSDAC subcommittee to review the county plans on and special OERSDAC meetings may be implemented.

B. **Discussion:** Paramedics Administering Flu Vaccine- Deferred.

C. **Nomination for Chair and Vice Chair**

It was moved (K. Swim) and seconded (M. Ogle) to nominate J. Johnson as OERSDAC Chairperson. The motion passed.

Voting in favor:	*Dupuis, Feller, Harper, Lauderdale, Ligon, Ogle, Reid, Rockenbach, Swim, Williamson*
Opposed:	*None*
Absent:	*Branch, Doeksen, Fortney, Goodloe, Gregston, Hawley, Johnson, Moore*

It was moved (R. Feller) and seconded (S. Williamson) to nominate M. Ogle as OERSDAC Vice-Chairperson. The motion passed.

Voting in favor:	*Dupuis, Feller, Harper, Lauderdale, Ligon, Ogle, Reid, Rockenbach, Swim, Williamson*
Opposed:	*None*
Absent:	*Branch, Doeksen, Fortney, Goodloe, Gregston, Hawley, Johnson, Moore*

D. **Proposed Meeting Dates for 2011-**

February 17, 2011 May 19, 2011 August 18, 2011 November 17, 2011

It was moved (S. Williamson) and seconded (K. Swim) to accept the proposed meeting dates for 2011. The motion passed.

Voting in favor:	*Dupuis, Feller, Harper, Lauderdale, Ligon, Ogle, Reid, Rockenbach, Swim, Williamson*
Opposed:	*None*
Absent:	*Branch, Doeksen, Fortney, Goodloe, Gregston, Hawley, Johnson, Moore*

VI. **Old Business**

A. Medical Oversight: OHP—no discussion.

VII. **Public Comment**- W. Patterson acknowledged the role of the late M. Greene, as former Chairperson of OERSDAC.

VIII. **Adjournment**- The meeting adjourned at 3:00 pm.
Next Meeting: Thursday, November 18, 2010

Oklahoma Emergency Responses System Development Advisory Council
MetroTechnology Center, Springlake Campus
Alpine-Calypso Room
1900 Springlake Drive, OKC, OK
November 18, 2010

Draft Meeting Minutes

Members Present:

Dr. Gerald Doeksen	Kellie Swim	Dr. Jeff Goodloe
Ron Feller	Jimmy Johnson	Bob Hawley
Clarence Fortney	Ellen Rockenbach	Susan Harper
Sean Lauderdale		

Members Absent

Lester Branch	Dr. Greg Dupuis	Dr. Jay Gregston
Dr. Michael Ogle	Gary Ligon	Ernie Moore
Phil Reid	Steve Williamson	

Staff Present:

Patrice Greenawalt	Martin Lansdale	Lee Martin
H. Hartsell	Tom Welin	Dale Adkerson
Sandra Terry	Chris Dew	Beverly Wood

Guests Present:

Klayn Hitt	Rodney Johnson	Ray Simpson
James Fields	Chuck Hall	Angela Selmon
Leonard Dalquest	Vanessa Brewington	Greg Reid

I. **Call to Order / Roll Call:**
J. Johnson called the meeting to order at 1:10 PM. Roll was called and quorum was determined to be present.

II. **Introductions and Announcements:**
P. Greenawalt introduced new Emergency Systems staff members: Dale Adkerson- EMS Director, Martin Lansdale-Epidemiologist dedicated to OKEMSIS, and Chris Dew- EMS Administrator

III. **Review/Approval of the Minutes of the Previous Meeting: September 19, 2010**: It was moved (S. Harper) and seconded (K. Swim) to approve the minutes of the September 19, 2010 meeting. The motion passed.

Voting:

Branch, L.	*absent*		*Johnson, J.*	*yes*
Doeksen, G.	*yes*		*Ligon, G.*	*absent*
Dupuis, G.	*absent*		*Moore, E.*	*absent*
Feller, R.	*yes*		*Ogle, M.*	*absent*
Fortney, C.	*yes*		*Reid, P.*	*absent*
Goodloe, J.	*yes*		*Rockenbach, E.*	*yes*
Gregston, J.	*absent*		*Swim, K.*	*yes*
Harper, S.	*yes*		*Williamson, S.*	*absent*
Hawley, B.	*yes*			

IV. **Reports**

A. **Emergency Systems Update-**

i. **Oklahoma Emergency Response Systems Stabilization and Improvement Revolving Fund (OERSSIRF)** – P. Greenawalt thanked the volunteers who reviewed/scored OERSSIRF projects. The timeline for the project submission process will be determined in early 2011.

ii. **Trauma Care Assistance Revolving Fund – EMS Model-** P. Greenawalt suggested scheduling a December 2010 meeting of the EMS working group to discuss a model for distribution of the Trauma Fund. A final model has not been voted on by the Oklahoma Trauma Improvement and Development Advisory Council, and discussions on an alternative model for physicians and hospitals continue.

iii. **State EMS Plan-** P. Greenawalt reported the Emergency Systems staff will begin working on a template for a state Emergency Systems Plan, with a target completion date of 6/30/11. Review and input will be requested from stakeholder groups.

iv. **State Communications Interoperability Plan (SCIP)-** E. Manley reported that the SCIP meeting is held quarterly and the committee is working on a Field Operators Guidebook.

v. **EMS Medical Director's** – J. Goodloe reported an EMS Medical Director's course was held on June 19, 2010 and plans are underway for future course offerings.

vi. **Other:** Patrice thanked Dr. Cathey for his role as Interim EMS Director.

B. **Subcommittee Reports**

i. **Medical Direction**- T. Cathey reported the Medical Direction Subcomittee met on October 29, 2010 and November 17, 2010. Discussion items included administration of seasonal flu vaccinations by paramedics, revision of State Protocols for 2011, and updates on care of the STEMI patient.

ii. **Training & Licensure**- R. Feller reported the Training & Licensure Subcommittee met today. R. Feller thanked the Consensus Group for their help with compilation of the hours, skills, and abilities desired for licensure. Discussion items included: preceptor training, the roles of the Advanced and Intermediate EMT; and defining the role of the critical care paramedic.

C. Other- None.

V. **Presentation**: Statewide Emergency Systems Plan - P. Greenawalt presented a presentation on goals and progress towards creating a Statewide Plan of Emergency Care. Also discussed were the objective and goals of the plan, and a timetable to complete a draft plan with a goal date of June 30, 2011. A joint meeting with OTSIDAC and OERSDAC will be scheduled to discuss the plan in 2011. Review and potential revisions to the EMS regulations will also be part of this plan.

VI. **New Business:**

A. Review and Discussion HB 1888 Rural Ambulance Services Districts Act Compliance Plan- P. Greenawalt discussed HB 1888 and a strategy to work with the Oklahoma County Commissioners to meet the statutory requirements.

B. Discussion OAC 310:641-3-5.(d): Qualifications of Drivers of a Ground Ambulance Service- P. Greenawalt discussed recent inquiries regarding changing the requirements for the training qualifications for ground EMS drivers. There was discussion regarding the limited staffing resources in rural Oklahoma and also the need for drivers to have training. R. Feller agreed to facilitate a workgroup to discuss this issue.

VII. **Old Business: None**

VIII. **Public Comment:** R. Simpson asked if the EMS portion of the Trauma Fund could be disbursed independently of the hospital and physician disbursement, while work on alternative methods of distribution for hospitals/physicians continues. P. Greenawalt responded no to this question. R. Johnson asked if the proposed EMS model indicates an increase in EMS disbursement. P. Greenawalt responded there has been no determination made regarding an alternative model for the EMS disbursement; therefore this question cannot be answered at this time. R. Johnson also inquired whether or not the State Wide Plan would be inclusive of the county plans required in HB1888.
P. Greenawalt responded the county plans would a component of the statewide plan.

IX. **Next Meeting:** Thursday February 17, 2011

X. **Adjournment:** The meeting adjourned at 2:30 pm.

LP GAS RESEARCH, MARKETING, AND SAFETY COMMISSION

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board or Commission:	LP Gas Research, Marketing and Safety Commission
Agency Staff Contact:	Richard L. Hess
Agency Telephone Number:	405-879-9828

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   16

   B. Qualifications, if specified by law;
   Twelve members must be LP Gas dealers who are holders of a permit from the State Liquefied Petroleum Administration. They must also be at least 25 years of age, be a resident of Oklahoma, and have at least five years of active experience in the LP gas industry. An additional four members may be appointed by the members of the Commission to represent companies which provide goods and services to propane dealers.

   C. Term of office; –
   The term of office for members of the Commission is three years.

D. Appointing authority –
Of the twelve members who must be propane dealers, four are appointed by the Governor, four are appointed by the President Pro Tempore of the Senate and four are appointed by the Speaker of the House of Representatives. The four members who represent companies which provide goods and services are appointed by the members of the Commission.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Commission was formed to conduct, coordinate, and enhance research, marketing and safety activities on behalf of Oklahoma's propane industry. Essentially all programs of the Commission are original and did not exist prior to creation of this Commission. The current programs of this Commission are consistent with the original vision for this Commission. Programs are constantly reviewed and evaluated as are new programs and activities.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

The statutory authority for this Commission and its programs is provided in 52 O.S. §420.24.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No other entity in the State of Oklahoma performs the same or similar functions as the LP Gas Research, Marketing and Safety Commission. Similar entities have been created in several other states including Kansas, Texas, Missouri, etc. However, they provide no services in the State of Oklahoma. The Washington, D.C.-based Propane Education and Research Council works closely with this Commission and those in other states. However, there is no duplication or overlap.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
2 thru 12/9/11	5	4	4	5

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	0	0	1*
FY-11	0	0	1*
FY-10	0	0	1*
FY-09	0	0	1*
FY-08	0	0	1*

*** All administrative functions of this Commission have been privatized through a contract with Richard Hess & Associates. Richard Hess serves as the Contract Manager for the Commission. All full-time, part-time, and contract employees are employed by Richard Hess & Associates.**

7. Describe the agency, board, or commission's programs for each of the following activities:

   A. Certification, licensure, and permits: - **0**

   B. Monitoring: - **0**

   C. Enforcement: - **0**

   D. Continuing Education: -
   Four Management Safety Seminars are held each year, and every propane dealer holding a Class I or Class X license must attend a Management Safety Seminar at least every other year. Management Safety Seminars are co-sponsored by the Oklahoma LP Gas Research, Marketing and Safety Commission, the LP Gas Administration, and the Oklahoma Propane Gas Association. These programs originate in Oklahoma City and are broadcast to remote locations in various parts of the state utilizing the facilities of CareerTech. Additionally, the Commission conducts four preparatory training courses for applicants for the Class I and Class X license. The Commission also provides online training for employees of LP gas companies. In 2011, the LP Gas Administration promulgated new rules which require applicants for Class I and Class X licenses to show proof of receiving required training prior to sitting for the Class I or Class X licensing exam. The LP Gas Research, Marketing and Safety Commission is the approved provider for this training. The Commission also provides one-on-one training assistance for propane dealers on an as-needed basis. The Commission recently purchased a 16'x8' cargo trailer to be converted into a mobile propane training facility. Propane dealers and suppliers have

donated appliances including a hot water heater, a cook stove, a wall heater, etc., and the trailer is being plumbed in order to provide hands-on training to propane license holders as well as prospective licensees. During the training, students will encounter real life situations similar to those they are likely to encounter when servicing the appliances in a propane customer's home. In the interest of safety, however, compressed air will be used rather than propane.

E. Other: - Not Applicable

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits: - Not Applicable

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

B. Number of applicants certified or licensed or permits granted: - Not Applicable

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

C. Number of applicants denied: - Not Applicable

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

D. Number of disciplinary hearings held: - Not Applicable

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination): - Not Applicable

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was

taken confidential? Please cite statute (federal and/or state) or rule. –
Not Applicable

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.
These numbers are based upon calendar year attendance. Due to timing and scheduling variances, fiscal year reporting is less accurate than calendar year reporting. No report is available for 2012. However, in 2007 a total of 237 persons attended CE training. This pertains to the Management Safety Seminar which is the primary training for Class I and Class X license holders. This does not include online training or training which is attended by employees other than managers and owners.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	224	176	264	243

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary. **The LP Gas Research, Marketing and Safety Commission provides a variety of informational materials to propane dealers and propane customers. Additionally, the Commission offers rebates for the replacement of faulty or out-of-date regulators and for the replacement of propane water heaters. The following list is not inclusive but does provide information on several of the more significant programs. The statistics shown here are inclusive since the Commission was created in 1994 and became fully funded and operational in 1996.**

The Commission has:

- **Replaced 29,869 faulty or out-of-date regulators. The Commission provides a rebate of $30 toward the cost of replacing the regulator. In some cases this covers the entire cost. In others, it is a significant portion of the cost.**
- **Provided a $200 rebate on 15,071 hot water heaters.**
- **Distributed 232,556 Out of Gas brochures to propane customers. These brochures remind propane customers about the danger and expense of running out of propane and include instructional information on how to read the gauge on the propane storage tank.**
- **Distributed 127,964 brochures explaining the Overfill Protection Devise now required on most propane cylinders.**
- **Distributed 37,706 propane Consumer Guides. This is a 14 page booklet which includes a variety of information about propane including safety tips, how to select a propane company, how propane prices are determined, how to know when the propane tank is running low, what to do if a customer smells gas, etc.**

- **Distributed 59,200 propane price brochures.**

The Commission has been heavily involved in safety training and education with propane dealers including encouraging acceptance and compliance with safety checks or Form 4 requirements. A safety check or completion of a Form 4 is required for all rebate applications. Since the Commission was created and since the rebate program was begun, the number of Form 4's filed with the Oklahoma LP Gas Administration has increased dramatically.

FY-12	FY-11	FY-10	FY-09	FY-08

9. List all source(s) of revenue for each of the last five (5) fiscal years. –
The vast majority of the Commission's revenue is derived from a one-half cent per gallon assessment on the first sale of odorized propane or LP gas in the State of Oklahoma. This source of revenue represents more than 99 percent of all revenues with less than 1 percent of revenues derived from registration fees collected from applicants taking the Class I/Class X preparatory course.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	
FY-10	
FY-09	See Narrative Above
FY-08	
FY-07	

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	Marketing: $189,862.04; Safety: $104,323.98; Administration: $262,793.75
FY-10	Marketing: $213,558.63; Safety: $92,079.71; Administration: $259,605.48
FY-09	Marketing: $148,681.34; Safety: $85,780.93; Administration: $245,811.64
FY-08	Marketing: $166,323.35; Safety: $93,276.89; Administration: $245,931.58
FY-07	Marketing: $179,909.04; Safety: $102,505.91; Administration: $248,543.63

The LP Gas Research, Marketing and Safety Commission summarizes all expenditures into three main categories which include Marketing, Safety and Administration. The Safety category includes training programs, safety materials, regulator rebates, etc. The Marketing includes advertising, sponsorships including FFA and 4-H, and water heater rebates. Administration includes all other expenditures including office and personnel expenses include salary and benefit costs, accounting fees including the annual audit, insurance, the contract with the Office of the Attorney General, office expenses including postage, equipment and machinery, staff travel expenses, computers, software, and utilities.

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?
___X___ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	N/A
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;

B. The effect such action will have on expenditures, income, and personnel; and

C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

This Commission has recently expanded its safety training programs and is now the designated provider for the training required by the LP Gas Administration. Additionally, the Commission is currently constructing a mobile propane safety trailer which it plans to use to enhance hands-on training opportunities for propane dealers and applicants for Class I/X licenses. The Commission would like to have the capability of providing additional safety training via a distance learning program. The Commission currently uses the facilities of CareerTech but would like to have the capability of originating these programs utilizing its own equipment in order to increase training opportunities. The Commission is also interested in expanding its rebate program within the restrictions found in its statutes which require that no more than 50 percent of expenditures be utilized on rebates. Additional rebates covering propane fireplaces, cook stoves, and emergency generators are under consideration. The Commission is also considering a rebate for homes utilizing three or more propane appliances. The Commission is also working with the Oklahoma Committee of Alternative Fuels Technician Examiners to develop a curriculum for persons interested in being certified to install propane conversion kits on vehicles. Any new programs would be carefully budgeted and staffing requirements will be carefully considered as well. No program changes will be made unless

the Commission is convinced that adequate funding is available and that staffing is available.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	N/A
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.
The LP Gas Research, Marketing and Safety Commission contracts with the Office of the Attorney General.

16. Why should this agency, board, or commission be continued or discontinued?
This Commission should be continued because its programs are essential to the industry and to the consuming public! Oklahoma was one of the first states to create a Commission of this type in order to improve propane research, marketing, and safety. In fact, Oklahoma was the third state to create such a Commission following closely after Texas and Missouri. Since that time, numerous other states have realized the advantages of these agencies and their programs. In this region of the country, Oklahoma, Texas, Missouri, and Kansas all have similar agencies. This Commission is now wholly or partially responsible for essentially all continuing education and safety programs on behalf of Oklahoma's propane industry. The Commission has assumed the responsibility for several existing programs, and the number of continuing education offerings has been increased. The Management Safety Seminars have also been expanded and improved. A preparatory course for potential licensees has been created. A mobile propane safety training module is being built. Online safety training is now being offered. Recently, this Commission was designated as the provider of approved training for applicants for both the Class I and Class X propane dealer license. Oklahoma's propane industry has been made safer in other ways as well. This Commission created the nation's first regulator rebate program and has now replaced nearly 30,000 faulty or out-of-date regulators. This has no doubt improved propane safety in this state. While faulty or out-of-date regulators are a major cause of propane related incidents, replacing a regulator is not a high priority for many propane customers especially if the regulator is "only" out-of-date but is otherwise operating properly. Even out-of-date regulators operate correctly until the moment they fail. The 29,869 faulty or

out-of-date regulators replaced by this Commission represent 29,869 potential incidents or accidents which have been eliminated. This Commission is also the only source for much of the consumer information on propane safety and propane uses. The Commission maintains a helpful website that can be used to research questions about the safe use of propane, how and where to find a propane dealer, what to do if you smell propane, how to request financial assistance to help pay the propane bill, etc. In September, 2011, this Commission created propane safety messages which are being aired over more than 40 radio stations around the state. Without this Commission, these programs and materials would no longer be available.

Thousands of Oklahomans have also benefited from the Commission's water heater rebate program. Replacing a leaking or faulty water heater is usually an unanticipated and unwelcome expense. This Commission provides a $200 rebate toward the purchase of a new propane water heater. Since its creation, the Commission has provided 15,071 water heater rebates with a total value of more than $3 million dollars. Currently, the Commission is researching other opportunities to assist consumers including rebates on fireplace logs, cook stoves, generators, etc.

The LP Gas Research, Marketing and Safety Commission is effectively fulfilling its responsibilities to conduct, coordinate, and enhance research, marketing and safety programs on behalf of Oklahoma's propane industry and its propane consumers. The members of the LP Gas Commission respectfully request that this Commission be reauthorized and continued.

17. Submit the following material with this survey:

A. Current organization chart; -
Provided

B. Last annual report; -
Not Applicable

C. Agency, board, or commission meeting minutes for 2010; -
Provided; and

D. Any report required by any other government entity. –
Not Applicable

MINUTES
Oklahoma LP Gas Research, Marketing and Safety Commission
March 19, 2010
Oklahoma City, Ok
1:30 p.m.

MEMBERS PRESENT:	Paul Laney; Jim Boden; Robert Carlton; Buddy Littlefield; Roger Luke; Jim Miller; Ivan S. Perkins III; Teresa Raybourn; Mike Southward; Barry Steagall; James Tech; Tom Throop
MEMBERS ABSENT:	Herbert Hampton; Jim Smart
OTHERS PRESENT:	Richard Hess; Sandra Balzer, Assistant Attorney General; Dan Fitzpatrick; Paula Laney-Cowart; Carrie Latif; Darren Montgomery

Mr. Laney called the meeting to order and asked Mr. Fitzpatrick to perform a roll call of those present. After the roll call and the establishment of a quorum, Mr. Laney called upon Mr. Fitzpatrick to read the Statement of Compliance. Mr. Laney then called for consideration of the minutes from the previous meeting. Mr. Hess was asked to amend the minutes from the previous meeting to reflect that Jim Boden, Roger Luke and Barry Steagall were appointed by the Governor, not the Speaker of the House. A motion was then made by Mr. Perkins and seconded by Mr. Tech to approve the minutes as amended. The motion was unanimously adopted.

Mr. Hess was then called upon for the Financial Report. Mr. Hess indicated that over the past three years the Commission had re-established a reserve in the amount of approximately $475,000. He reminded the Commission that rebuilding the reserves had been set as a major priority and that a number of programs had been adjusted as a result. Mr. Hess said a part of the effort included a cut in the management contract two years previous. Mr. Hess was asked if he felt the $475,000 was adequate. Mr. Hess said the reserve would sustain the agency for approximately one year. A motion was then made by Mr. Steagall and seconded by Mr. Throop to accept the financial report. Those voting aye were Jim Boden, Robert Carlton, Paul Laney, Buddy Littlefield, Roger Luke, Jim Miller, Ivan "Si" Perkins, Teresa Raybourn, Mike Southward, Barry Steagall, James Tech and Tom Throop. The motion was unanimously adopted.

Mr. Hess was then called upon for presentation of a FY 2010-2011 proposed budget. Mr. Hess went through the proposed budget (copy attached hereto and made a part hereof) item by item and compared it with the 2009-2010 budget. After review, a motion was made by Mr. Tech and seconded by Mr. Throop to approve the proposed 2010-2011 budget. Those voting aye were Jim Boden, Robert Carlton, Paul Laney, Buddy Littlefield, Roger Luke, Jim Miller, Ivan "Si" Perkins, Teresa Raybourn, Mike Southward, Barry Steagall, James Tech and Tom Throop. The motion was unanimously adopted.

Mr. Laney then reported that several commission members were serving terms that would expire before the end of 2010. He said Mr. Throop's term would expire in July, 2010. He said Mr. Perkins' term would expire in August, 2010. He said Ms. Raybourn and Mr. Smart, who were appointees of the Commission, were serving terms which would expire in September, 2010. Mr. Hess said that Mr. Doyle Brooking had also indicated a need to be replaced on the Commission. Mr. Hess said after many years of service, Mr. Brooking had indicated that he could no longer

attend Commission meetings. It was agreed that the Commission should seek a replacement for Mr. Brooking as soon as possible and that Mr. Don Hannabass, Mr. Tim Sparks, and Mr. Johnny Tennery should be contacted to determine their interests in filling the position. Mr. Throop and Mr. Perkins indicated an interest and willingness to have their names submitted for reappointment. A motion was then made and seconded to seek the reappointment of Mr. Throop and Mr. Perkins for additional terms on the LP Gas Commission. Those voting aye were Jim Boden, Robert Carlton, Paul Laney, Buddy Littlefield, Roger Luke, Jim Miller, Teresa Raybourn, Mike Southward, Barry Steagall, and James Tech. Those voting nay were none. Those abstaining were Mr. Perkins and Mr. Throop.

Ms. Cowart was then called upon for discussion of the Management and Safety Programs. She discussed safety schools and the building of a safety-training trailer. Ms. Cowart also discussed the monthly training now available on the website. Ms. Cowart also said she had worked with members of the LP Gas Administration on revisions to the Red Book which were completed and now in the printing process. No action was considered necessary.

Mr. Hess then discussed attempts to merge the LP Gas Research, Marketing and Safety Commission and the LP Gas Administration into the Oklahoma Corporation Commission. He said legislation had been introduced to this effect by Speaker Chris Benge. Mr. Hess indicated that he had met with Rep. Weldon Watson and Rep. Jason Murphy just days after the legislative session convened. He said no clear information regarding the intent of the meeting had been expressed by either Rep. Watson or Rep. Murphy. Mr. Hess said HB3035 by Rep. Benge would have immediately merged the two propane agencies into the Oklahoma Corporation Commission along with all current reserve funds. He said administrative staff from the Administration would have been eliminated and all staff/contractors for the Commission would have been eliminated. He said the legislation appeared as if fees would continue to be collected although in the case of the Commission, all marketing activity would cease. Mr. Hess said that members of the Commission including Paul Laney, Si Perkins, Roger Luke and Jim Miller along with staff had met with Rep. Benge to explain that both agencies were entirely self-funded by propane dealers and received no appropriated dollars from the state of Oklahoma. He said Rep. Benge agreed to review this matter and has subsequently withdrawn the language from HB3035. Mr. Hess said he and the staff would continue to monitor this legislation very closely. Members of the Commission expressed their gratitude to the staff and to the volunteers who had advocated on behalf of the Commission.

There being no further business, a motion was made to adjourn the meeting. The motion was unanimously adopted.

Respectfully submitted,

Richard L. Hess
Executive Director
For the Secretary

MINUTES
Oklahoma LP Gas Research, Marketing and Safety Commission
May 21, 2010
Oklahoma City, Ok
1:30 p.m.

MEMBERS PRESENT:	Paul Laney; Herbert Hampton; Robert Carlton; Buddy Littlefield; Jim Miller; Ivan S. Perkins III; Barry Steagall; James Tech; Tom Throop
MEMBERS ABSENT:	Jim Boden; Roger Luke; Teresa Raybourn; Jim Smart; Mike Southward
OTHERS PRESENT:	Richard Hess; Sheryl Creech; Sandra Balzer, Assistant Attorney General; Dan Fitzpatrick; Paula Laney-Cowart; Carrie Latif

Mr. Laney called the meeting to order and asked Mr. Fitzpatrick to perform a roll call of those present. After the roll call and the establishment of a quorum, Mr. Laney called upon Mr. Fitzpatrick to read the Statement of Compliance.

Mr. Laney then called for consideration of the minutes from the previous meeting. After review, a motion was made and seconded to approve the March minutes as submitted. The motion was unanimously adopted.

Commission members were then referred to the financial report which was provided in their packet. Mr. Laney then called for consideration of the financial report. After review, a motion was made and seconded to accept the financial report as submitted. The motion was unanimously adopted. Staff was asked to determine if there might be better terms which could be used rather than "Unrestricted Funds" and "Surplus Funds".

Mr. Laney called for consideration of the 2010-2011 budget. Mr. Hess explained that this was for informational purposes only and that the budget including the arrangement with Richard Hess & Associates had been unanimously approved at the March meeting. Mr. Hess said this agenda item had been added to allow staff to answer questions and/or for the Commission to make any alterations to the budget that it might feel are necessary. No action was considered necessary.

Mr. Laney then called for discussion of Commission member appointments/reappointments. After discussion, Mr. Perkins and Mr. Throop each agreed to serve an additional term on the Commission if they are reappointed. Staff was asked to check with Ms. Raybourn and Mr. Smart regarding their positions on the Commission and to determine if they are interested in serving an additional term. Mr. Hess also agreed to talk with Mr. Don Hannabass regarding the vacant position formerly held by Mr. Doyle Brooking.

Ms. Cowart was called upon to discuss the Management and Safety Seminars. She indicated the seminars would originate in Stillwater and would be video-conferenced to other remote locations around the state. She also discussed the Progressive Agricultural Farm Safety

Program at which she has discussed propane and propane safety with school aged children. No action was considered necessary.

Mr. Hess then reminded the Commission that he had submitted a grant application with PERC for a $5,000 grant to support development of a mobile fire-training facility. No action was considered necessary.

Staff was then called upon to discuss pending legislation. Mr. Hess updated the Commission on efforts at the Legislature to merge the Oklahoma LP Gas Research, Marketing and Safety Commission and the LP Gas Administration into the Oklahoma Corporation Commission. Mr. Hess said those efforts had been defeated. However, he also warned that legislative language can change quickly, especially in the last days of the session, and he said staff would monitor these events several times each day. He also encouraged all propane marketers to be vigilant and to contact Commission headquarters if they witness any activity of this type.

Mr. Hess was then called upon for a discussion of a trip utilizing propane. Mr. Hess said he had read an article in an Oklahoma City paper in April in which the Oklahoma Speaker of the House encouraged the Legislature to retain tax incentives for the "natural gas industry". He said at this same press conference, Honda representatives announced that Oklahoma would soon become the fourth state in which the CNG dedicated fuel Honda Civic is marketed. Mr. Hess indicated that the Honda representative inferred that CNG was the fuel of the future. Mr. Hess said the Honda representative also said, however, that you couldn't drive on CNG from New York to California "without some heartburn". Mr. Hess said to promote the propane industry he would like the Commission's endorsement and support for his plan to drive a propane pickup from New York City to San Francisco...entirely on propane. He said he would like to create a Facebook page, a blog, and to provide periodic updates to the Commission's website. He said he would like to take with him his daughter, Abigail Hess, who was about to graduate from the University of Oklahoma with her masters degree in Journalism. Mr. Hess said it would be Abigail's job to take photographs, conduct the social media updates, to navigate, etc. Mr. Hess said he did not currently have access to a propane-powered pickup but he was reviewing several options. After discussion, a motion was made and seconded to approve up to $60,000 to fund a trip from New York City to San Francisco for the purposes of promoting propane. The motion also provided approval for staff to purchase a propane-powered pickup. The motion was unanimously approved.

Mr. Hess then was called upon for discussion of a document retention and destruction policy. Mr. Hess said that the Commission retains some documents including rebate applications that date back to the mid-1990's. He said some of these applications include sensitive information such as social security numbers. Mr. Hess asked for permission of the Commission to shred or destroy documents in accordance with the law and standard practices. After discussion, a motion was made and seconded to allow Mr. Hess to arrange for documents to be retained and/or destroyed based upon legal requirements and best practices. It was suggested that the Commission retain documents a maximum of six years or less if legally allowable. The

motion was unanimously approved.

Mr. Steagall asked if staff could determine if other states are providing a larger rebate for tankless water heaters. Mr. Hess said he would look into that.

There being no further business, a motion was made and seconded to adjourn the meeting. The motion was unanimously adopted.

Respectfully submitted,

Richard L. Hess
Executive Director
For the Secretary

MINUTES
Oklahoma LP Gas Research, Marketing and Safety Commission
July 29, 2010
Oklahoma City, Ok
1:30 p.m.

MEMBERS PRESENT:	Paul Laney; Jim Boden; Buddy Littlefield; Roger Luke; Jim Miller; Ivan S. Perkins III; Teresa Raybourn; Mike Southward; James Tech; Tom Throop
MEMBERS ABSENT:	Robert Carlton; Herbert Hampton; Jim Smart; Barry Steagall;
OTHERS PRESENT:	Richard Hess; Sheryl Creech; Dan Fitzpatrick; Paula Laney-Cowart; Clark Greiner; Mary Atwood; Jackie L. Pitmon; Greg Baker; Kenny Green; Brad Fuller

Mr. Laney called the meeting to order and asked Mr. Fitzpatrick to perform a roll call of those present. After the roll call and the establishment of a quorum, Mr. Laney called upon Mr. Fitzpatrick to read the Statement of Compliance.

Mr. Hess was called upon for discussion of the efforts to merge the LP Gas Research, Marketing and Safety Commission and the LP Gas Administration into the Oklahoma Corporation Commission. Mr. Hess reported that these efforts had been defeated during the 2010 Legislative Session. He said the propane industry had rallied together very effectively and had been able to counter the legislative effort which had the support of the Speaker of the House. Mr. Hess said he suspected that the Corporation Commission itself was behind the effort due to the Corporation Commission's financial shortfall. Mr. Hess said by merging the Administration and the Commission into the Corporation Commission, the Corporation Commission would realize an immediate gain of close to $900,000, and by eliminating staff and programs, the Corporation Commission would realize a financial gain of nearly $500,000 on an annual basis. Mr. Hess also warned that budget shortfalls will be expected for the 2010-11 year and as a result similar proposals could be faced during the next legislative session.

It was agreed that propane marketers should discuss these issues with their legislators and Mr. Hess offered his assistance in setting up meetings or by providing materials as required. No action was considered necessary.

Mr. Hess was then called upon for discussion of management, safety, and marketing programs. Mr. Hess explained this was an opportunity for Commission members or members of the audience to discuss any of the Commission's programs. The Commission's rebate programs and its safety training were discussed. There was general agreement that the rebate programs were effective as were other marketing programs utilized by the Commission. There was also general agreement that the safety training offered to the industry had improved a great deal due to the Commission's efforts. No action was taken.

Mr. Hess then discussed the proposed cross country trip utilizing a propane vehicle. He said

a 2007 Chevy Silverado pickup had been provided by Ray Acord, Acord Transportation. He said the pickup was on display at the convention and that it could be seen just outside of the meeting room doors. He indicated that a Tulsa company had professionally wrapped the pickup utilizing photographs appropriate to the trip including the Statue of Liberty, the Washington Monument, the St. Louis Arch to the West, the Rocky Mountains, the Golden Gate Bridge, etc. Mr. Hess indicated that a map of Oklahoma was on the hood and that the hometown of every Commission member could be found on the map. He said in the case of Guymon, since the state of Oklahoma is oddly shaped and the hood is square, a road sign could be found indicating that Guymon is 119 miles west of that location. He encouraged any interested Commission members or members of the public to take a look at the truck and be part of the pre-trip photo opportunities. No action was taken.

Mr. Laney then called for public comments. Following the public comment period, a motion was made and seconded to adjourn the meeting. The motion was unanimously adopted.

Respectfully submitted,

Richard L. Hess
Executive Director
For the Secretary

MINUTES
Oklahoma LP Gas Research, Marketing and Safety Commission
September 17, 2010
Oklahoma City, Ok
1:30 p.m.

MEMBERS PRESENT:	Paul Laney; Herbert Hampton; Robert Carlton; Buddy Littlefield; Roger Luke; Jim Miller; Ivan S. Perkins III; Barry Steagall; Tom Throop
MEMBERS ABSENT:	Jim Boden; Teresa Raybourn; Jim Smart; Mike Southward; James Tech
OTHERS PRESENT:	Richard Hess; Sandra Balzer, Assistant Attorney General; Sheryl Creech; Dan Fitzpatrick; Abigail Hess; Paula Laney-Cowart; Carrie Latif; Darren Montgomery

Mr. Laney called the meeting to order and asked Mr. Fitzpatrick to perform a roll call of those present. After the roll call and the establishment of a quorum, Mr. Laney called upon Mr. Fitzpatrick to read the Statement of Compliance.

Mr. Laney then called for consideration of the minutes from the May and July meetings. After review, a motion was made and seconded to approve the May and July minutes as submitted. The motion was unanimously adopted.

Mr. Laney then called for discussion of the financial report. Mr. Hess explained that the financial report receives oversight throughout the year from Darren Montgomery, CPA, and is audited on an annual basis. He said the 2010 audit had not been performed but would be conducted before January 1. Mr. Hess said if there were any questions about the report, either he or Mr. Montgomery or, the Commission's treasurer, Herb Hampton, would answer them. A motion to accept the financial report was made and seconded. The motion was unanimously adopted.

Mr. Hess was then called upon to discuss "Propane's Excellent Adventure", the driving trip he and Abigail Hess (daughter) had taken from New York City to San Francisco. Mr. Hess showed a PowerPoint presentation of the trip and discussed events along the way. He said the trip was approximately 3,200 miles and crossed through 14 states including the District of Columbia with stays in ten different hotels. He said he never experienced an issue in finding propane and he said propane was the only fuel used on the trip. A number of questions were asked about the trip and the Commission expressed its appreciation to Mr. and Ms. Hess for their efforts on behalf of the industry and the Commission. Mr. Hess said the truck he used was loaned to him by Ray Acord, Acord Transportation, Chandler. He said Mr. Acord had offered its use for an additional few months and perhaps during the legislature but eventually would need to be returned to be used as a part of Acord Transportation business. After discussion, a motion was made and seconded for the Commission to purchase the truck so that it can continue to be used for marketing opportunities. The motion was unanimously adopted.

Mr. Hess discussed the 2010-2011 budget. He said issues had developed this year with the Department of Central Services which questioned the business model being utilized by the Commission. Mr. Hess said Central Services seemed to object to the privatization of the agency which then meant that the agency did not/could not follow Central Purchasing guidelines. Mr. Hess said DCS eventually approved the 2010-2011 contract on an interim basis with the understanding that staff would work with the Attorney General's office and with DCS on DCS concerns. Mr. Hess said he had been instructed by DCS to conduct business "as usual" until these issues can be addressed. No action was considered necessary.

Mr. Laney then called for discussion of appointments/reappointments to the Commission. Mr. Hess indicated that Mr. Tom Throop was up for reappointment and the letter needed to be sent to the Governor. He also indicated that the positions currently held by Jim Smart and Teresa Raybourn were up for reappointment effective September 15, 2010. Mr. Hess said he had not spoken with Mr. Smart for a year or two and was uncertain of his interest and/or ability to serve on the Commission. After discussion, a motion was made and seconded to reappoint Teresa Raybourn to a three-year term on the Commission. The motion was unanimously adopted. Mr. Hess was asked to contact Jim Smart to determine if Mr. Smart is interested/able to serve as a member of the board. Mr. Hess also pointed out that a vacant position remains for a supplier representative on the board. After discussion, a motion was made and seconded to appoint Ray Acord, Acord Transportation, Chandler, to fill the vacant position. The motion was unanimously adopted.

Ms. Cowart was called upon to discuss the management and safety programs. She said the last program would be held the next Wednesday originating in Stillwater. She said the next prep exam would be held October 5-7 at CareerTech in Oklahoma City. Mr. Cowart also distributed copies of a propane-specific coloring book which had been developed for use at county fairs, schools, etc. Mr. Hess said these books were available from the Commission at no charge. No action was considered necessary.

There being no further business, a motion was made and seconded to adjourn the meeting. The motion was unanimously adopted.

Respectfully submitted,

Richard L. Hess
Executive Director
For the Secretary

MINUTES
Oklahoma LP Gas Research, Marketing and Safety Commission
November 19, 2010
Oklahoma City, Ok
1:30 p.m.

MEMBERS PRESENT:	Paul Laney; Herbert Hampton; Ray Acord; Buddy Littlefield; Roger Luke; Jim Miller; Teresa Raybourn; Mike Southward; Tom Throop
MEMBERS ABSENT:	Jim Boden; Robert Carlton; Ivan S. Perkins III; Jim Smart; Barry Steagall; James Tech;
OTHERS PRESENT:	Richard Hess; Sheryl Creech; Sandra Balzer, Assistant Attorney General; Dan Fitzpatrick; Abigail Hess; Paula Laney-Cowart; Carrie Latif; Darren Montgomery

Mr. Laney called the meeting to order at 1:30 p.m. He asked Mr. Fitzpatrick to conduct a roll call to determine those in attendance. Afterward, Mr. Laney declared a quorum was present and called for consideration of the minutes from the previous meeting. After review, a motion was made and seconded to approve the minutes as submitted. The motion was unanimously adopted.

Mr. Laney then referred the Commission members to the financial report and asked for a review and discussion. Mr. Hess discussed the financial report through October 31, 2010. He was assisted in the discussions by Mr. Montgomery, the Commission's CPA. After review and discussion, a motion was made and seconded to accept the financial report as submitted. The motion was unanimously adopted.

Mr. Hess was then called upon to provide an update on the Commission's request to purchase the propane-powered 2007 Chevrolet Silverado which was used in Propane's Excellent Adventure, the promotional trip from New York City to California exclusively on propane. Mr. Hess said his efforts to purchase the pickup had been rejected. He said he had purchased the vehicle privately. Mr. Hess said the vehicle needed to either be purchased or returned to the owner and if that occurred the promotional wrap would be removed and the marketing opportunities for propane would be lost. He said he had investigated other ways for the industry to own the truck either through OPGA, through PERC, etc. The Commission expressed its appreciation to Mr. Hess for his efforts on behalf of the industry both through the cross-country trip and for his willingness to purchase the vehicle privately. No formal action was considered necessary.

Mr. Laney then called for an agenda item concerning repairs and expenses for the 2007 Chevrolet Silverado propane truck. After discussion, a motion was made and seconded to authorize the Commission to cover repairs and other expenses including insurance on the truck to the extent allowed by law and/or DCS, State Finance, and other relevant agency rules. The motion was unanimously adopted.

Mr. Hess and Mr. Luke then discussed the Commission sponsorship of FFA and 4H programs. Mr. Hess indicated that the Commission provides scholarships for both groups and supports their award ceremonies. Mr. Hess said current sponsorships are $4,500 annually. He asked if the Commission wished to make any adjustments. A motion was made and seconded to increase the sponsorship to both 4H and FFA by $1,500 to a total of $6,000 per year. Mr. Hess was asked to work with the two organizations to select appropriate programs to support.

The Commission then discussed possible efforts to consolidate, eliminate, and/or merge state agencies. Mr. Hess discussed the legislative effort to merge the LP Gas Research, Marketing and Safety Commission and the Oklahoma LP Gas Administration into the Corporation Commission which occurred in 2010. He said state government will again be short of funds and said the Rainy Day Fund which helped in 2010 was now largely depleted. He said the Commission had budgeted for an industry outreach program which was divided equally in the three areas of emphasis...those being research, marketing and safety. He said it was his intent to have materials developed and to make contact with the industry and its customers in a variety of ways including personal contact, letters, the website, social media, etc. He said the intent would be to point out the importance of the Commission not only to the industry but also to propane consumers. He said a total of $24,000 was included in the budget for these purposes. He said this is in addition to the annual marketing, safety, and research budgets. A motion was made and seconded to begin the outreach effort utilizing the efforts discussed by Mr. Hess. The motion was unanimously adopted.

Mr. Hess reported that his conversations with the Department of Central Services regarding the Commission's current management model were ongoing. He said the system had not changed in substance since the agency was created in 1994. However, he said new employees at DCS have asked a number of questions about the management contract, the central purchasing issues, etc. Mr. Hess said he was working with the DCS officials and with the agency's liaison from the Attorney General's office. He said his company, Richard Hess & Associates, had retained the services of Richard Denny who previously served as the agency's liaison from the AG's office. After discussion, a motion was made and seconded stating that it was the desire of the Commission members to retain the current system of operations. Mr. Hess was asked to make all reasonable efforts in this regard including submitting legislation to implement statutory changes if necessary. The motion was unanimously adopted.

Mr. Hess and Mr. Laney then discussed conversations that had been held between the industry and CareerTech with regarding to training. Mr. Laney said the Commission and the Administration had been able to utilize some of the facilities owned by CareerTech and this had been a good arrangement. He said this enabled the industry to conduct training at one CareerTech location and to telecast that training to satellite locations throughout the state utilizing the CareerTech system. He said his only concern was that over time such arrangements could lead to a dependence on other entities which could ultimately result in safety training becoming the responsibility of someone else outside the LP Gas industry. No

action was taken although a need to retain control of all safety requirements and training was agreed upon.

Ms. Cowart and Mr. Hess discussed possible rule changes which would allow rebate applications to be accepted electronically. Mr. Hess said current rules require that hard copies be submitted. After discussion, a motion was made and seconded supporting the electronic submission of rebate applications and asking staff to review what changes would be needed. The motion was unanimously adopted.

Mr. Hess was then called upon for discussion of member appointments and reappointments. Mr. Hess indicated that Mr. Ray Acord had been appointed to fill a vacant supplier representative position on the board. He said Mr. Jim Smart remains a member of the Commission although he has not attended a meeting in some time. Mr. Hess was asked to contact Mr. Smart to see if he wanted to continue to be a member of the Commission. No action was considered necessary. Mr. Hess indicated that a vacancy remained in southwest Oklahoma due to the resignation of Doyle Brooking. He said he had contacted several persons in the southwest area without finding anyone who was willing to accept the position. He said he would do additional work on this and report back at the January board meeting.

There being no further business, a motion was made and seconded to adjourn the meeting. The motion was unanimously adopted.

Respectfully submitted,

Richard L. Hess
Executive Director
For the Secretary

ORGANIZATIONAL CHART
AGENCY 444

LP GAS RESEARCH, MARKETING AND SAFETY COMMISSION
6412 N Santa Fe Ave. Ste. C
Oklahoma City, OK 73116 9111

Administrative Service Contract
With
RICHARD HESS & ASSOCIATES
6412 N Santa Fe Ave. Ste. C
Oklahoma City, OK 73116 9111

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission: Oklahoma Board of Chiropractic Examiners

Agency Staff Contact: Beth Carter, Executive Director

Agency Telephone Number: (405) 524-6223

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

A. 9 Board Members- 8 licensed chiropractic physicians and 1 lay member
B. Chiropractors-legal resident of this state, have practiced chiropractic continuously in this state during the five (5) years immediately preceding appointment to the Board, be free of pending disciplinary action or active investigation by the Board, be a person of recognized professional ability, integrity and good reputation, and be in active clinical chiropractic practice at least fifty percent (50%) of the time. Lay member of the Board shall be a legal resident, not be a registered or licensed practitioner of any of the healing arts or be related within the third degree of consanguinity or affinity to any such person.
C. Members are appointed for a 4 year term and cannot serve more than two consecutive terms. The Lay member serves coterminous with the Governor.
D. Appointments are made by the Governor and represent various districts across the state and one member is an at large member. The lay member does not represent a specific district.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Oklahoma Board of Chiropractic Examiners was established in 1921 by the Oklahoma State Legislature for the purpose of regulating the practice of chiropractic in the state of Oklahoma.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

Title 59, Section 161.2 through 161.20- The mission of the Oklahoma Board of Chiropractic Examiners is to regulate the qualification for licensure and examination as Chiropractors; protect the public and Chiropractic in reference to complaints through public meeting and hearing pursuant to the Chiropractic Practice Act; approve educational programs required for annual license renewal and to foster higher professional standards relative to the practice of Chiropractic in the state of Oklahoma as is consistent with the best interest of the health, welfare, and safety of the public.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

The Oklahoma Board of Chiropractic Examiners is the only regulatory agency for the practice of chiropractic. There are no federal, state or private entities that perform the same or similar functions that this agency or board presently perform in the regulation of the chiropractic profession.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

Calendar Year 12	Calendar Year 11	Calendar Year 10	Calendar Year 09	Calendar Year 08
6 Proposed	8	7	6	6

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	1 one deployed	1	1
FY-11	2 one deployed April-June leaving 1 from April-June 2011	1	1
FY-10	2	1	1
FY-09	2	1	1
FY-08	2	1	1

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

D.C. =Doctor or Chiropractic diploma from accredited chiropractic college which is accredited by the Commission on Accreditation of the Council on Chiropractic Education, a national, independent accreditation body recognized and approved by the U.S. Department of Education, or its successor; passing of all 4 parts National Board of Chiropractic Examiners' exams including passing of physiotherapy; passing of the State Jurisprudence exam (75 or better). Those who apply for "Relocation of Practice" and have 5 years or more active practice in the state, territory or province in which they hold a license must provide proof from that state, territory or province that they are in good standing can apply for licensure in the state. They must pass the State Jurisprudence exam with a (75 or better).
CAC=Certified Chiropractic Assistant. New language in the Oklahoma Chiropractic Practice Act effective November 1, 2011. The CAC's are an unlicensed member of a chiropractic physician's team of healthcare workers who may assist a chiropractic physician in the performance of examination and therapeutic procedures and techniques necessary to deliver healthcare services to patients within the scope of practice.

B. Monitoring:

All licensees have to renew annually on or before June 30th of each year. The licensee shall submit to the board an annual renewal fee, 16 hours of continuing education, and proof of malpractice in order to maintain an "active" license to practice chiropractic in the state. CAC's since the new law went into effect November 1, 2011 there are no rules that set forth requirements for certification. However once the board has promulgated rules and they have officially been approved by the Governor and the Legislature those will set forth the requirements for educational requirements, applicable fees for certification, continuing education, and recertification fees annually or bi-annually.

C. Enforcement:

Complaints received by the board office are reviewed by the board's legal counsel and Advisory Committee along with investigator. Investigations are conducted on all complaints that fall within the board's scope of authority. If a licensee is determined to be in violation of the Oklahoma Chiropractic Practice Act

D. Continuing Education:

Annually a chiropractic physician is required to attend 16 hours of continuing education. 8 hours is mandatory instate with one of the three state associations, and the other 8 can be taken out of state if it has been approved by the board 90 days prior to the seminar being administered. This pertains only to those that maintain an active licensure status. Continuing education requirements are in the process of being established through promulgation of rules for the Chiropractic Assistants.

E. Other:

All licensees who maintain an active license shall maintain proof of malpractice 12 months out of the calendar year. All licensees have to provide proof annually of malpractice on or before the expiration of their license in order to be compliant with license renewal requirements set forth in the Oklahoma Chiropractic Practice Act.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
18	52	49	51	39

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
18 so far	52	49	51	39

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0 so far	0	0	0	1

D. Number of disciplinary hearings held:

Calendar Year 12	Calendar Year 11	Calendar Year 10	Calendar Year 09	Calendar Year 08
0	2	4	6	5

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

Calendar Year 12	Calendar Year 11	Calendar Year 10	Calendar Year 09	Calendar Year 08
0	2	4	6	5

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

Those who have disciplinary action taken against their license are reported to CINBAD with the Federation of Chiropractic Licensing Boards' disciplined chiropractic physician databank which is accessed by other State Chiropractic Regulatory Boards. FCLB is also the reporting agent for Oklahoma and reports disciplinary actions against a licensee to the National Practitioner Databank which is a Federal Government reporting entity for all disciplined individuals who maintain a healthcare license. All disciplined chiropractic physicians are also listed on the board's website since disciplinary action is considered public information.

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
816	803	798	800	790

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
NA	NA	NA	NA	NA

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	Application Fee, Exam Fee, License Renewal, Misc. Admin Fees, Fines
FY-10	Application Fee, Exam Fee, License Renewal, Misc. Admin Fees, Fines
FY-09	Application Fee, Exam Fee, License Renewal, Misc. Admin Fees, Fines
FY-08	Application Fee, Exam Fee, License Renewal, Misc. Admin Fees, Fines
FY-07	Application Fee, Exam Fee, License Renewal, Misc. Admin Fees, Fines

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$238,204.00
FY-10	$260,647.00
FY-09	$283,320.00
FY-08	$255,576.00
FY-07	$232,488.88

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?
__X__ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	None
FY-10	Increase for application and Examination fee, and continuing ed app fee
FY-09	None
FY-08	None
FY-07	None

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agencies, boards, or commission's ability to fulfill its responsibilities.

During the 2011 Legislative Session new language was successfully passed that would allow for the certification of Chiropractic Assistants in the state of Oklahoma. The board over the past few years as worked along with the Federation of Chiropractic Licensing Boards, National Board of Chiropractic Examiners and several other state chiropractic boards in developing statutory language that would certify and allow for Chiropractic Assistant Certification. The new law would allow the board to establish educational requirements, initial application and examination requirements, and continuing education to possess and maintain the CA certification. This also allows the board to effectively monitor chiropractic assistants and ensure the public's safety, health and welfare by requiring unlicensed member's of a chiropractic physician's team to assist in the performance of examination and therapeutic procedures and techniques within the scope of chiropractic.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	Title 59 O.S. 161.3(5) and (9) 161.6(B)(9), (E)(1)(2)(3), (F)
FY-10	Title 59 O.S. 161.4(I)(2)(3)
FY-09	Title 59 O.S. 161.11
FY-08	Title 59 O.S. 161.6
FY-07	

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

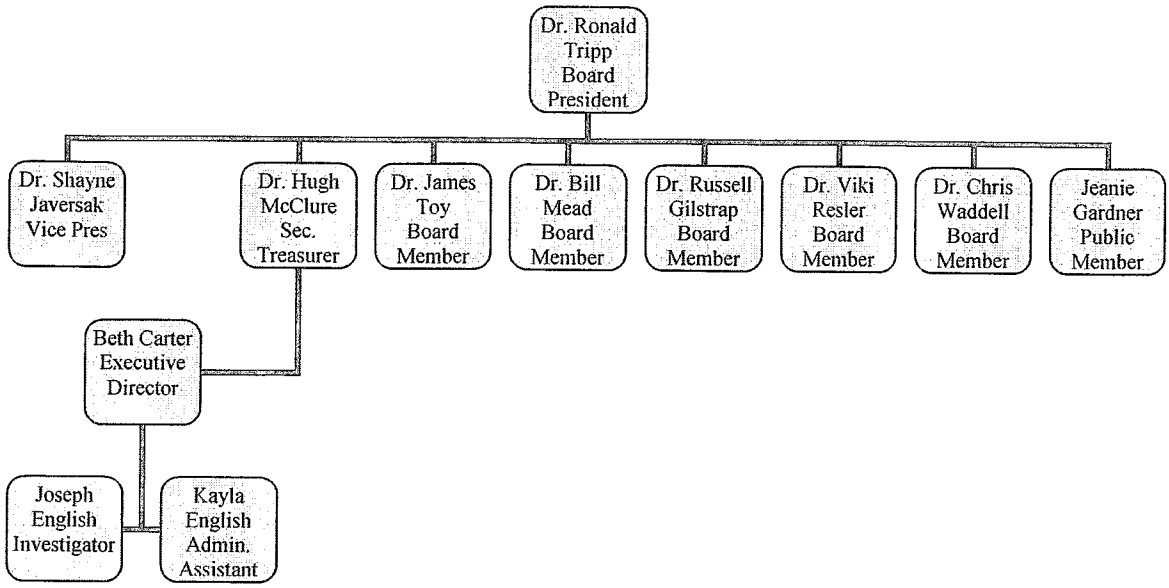
Presently the board contracts with outside legal counsel to prosecute cases that come before the Oklahoma Board of Chiropractic Examiners as a result of an investigation, and it has been determined by the Advisory Committee that there are violations of the Oklahoma Chiropractic Practice Act. The board also has services that are provided to us through a liaison from the Attorney General's office. The AG liaison acts as an Advisor to the board during administrative hearing proceedings. No money is exchanged between the board and the State's Attorney General's office for the Attorney General liaison

16. Why should this agency, board, or commission be continued or discontinued?

The Oklahoma Board of Chiropractic Examiners is the only legal authority with regards to the practice of chiropractic in the state of Oklahoma. The board regulates the chiropractic profession, which provides health care to the citizens of this state. As the State's only regulating entity for the practice of chiropractic the board has a fiduciary responsibility to the public in ensuring the safety, health and welfare of the public.

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.


Dr. Ronald Tripp Board President
Dr. Shayne Javersak Vice Pres
Dr. Hugh McClure Sec. Treasurer
Dr. James Toy Board Member
Dr. Bill Mead Board Member
Dr. Russell Gilstrap Board Member
Dr. Viki Resler Board Member
Dr. Chris Waddell Board Member
Jeanie Gardner Public Member
Beth Carter Executive Director
Joseph English Investigator
Kayla English Admin. Assistant

BKELLY

6 Digit Object of Expenditure Report

From Business Unit :14500 : To Business Unit :14500

Date/time Printed: 12/6/2011 : 12:33:50PM

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
14500						
	510000	PERSONAL SERVICES				
		511000				
			511110	Sals-Regular Pay	6,425.96	108,170.56
			511210	Longevity Pay-State Employe	0.00	1,688.00
			511310	Terminal Leave	0.00	1,498.13
			511420	Excess Benefit Allowance	266.70	3,583.95
		Sub Class 511000 Total			6,692.66	114,940.64
		512000				
			512110	Insur.Prem-Hlth-Life-State Pln	1,155.59	22,851.98
			512210	Unemployment Compen.-Payı	18.71	518.03
			512310	Insur.Prem-Workers Comp.	0.00	285.00
		Sub Class 512000 Total			1,174.30	23,655.01
		513000				
			513110	State Share-FICA	398.58	6,946.61
			513120	State Share-MQFE/FICA	93.21	1,624.61
			513230	State Share OPERS	996.03	16,814.26
			513280	St.Match-Ad Fee-State Annuit	53.04	609.96
		Sub Class 513000 Total			1,540.86	25,995.44
		515000				
			515010	Offices Of Lawyers	24,100.00	55,293.75
			515060	Acctg,Tax,Books,Payroll Svc	2,691.00	6,000.00
			515380	Other Computer Related Svc	0.00	971.50
			515540	Other Prof, Sc. & Tech.Svc	0.00	26.99
			515560	Office Administrative Services	373.43	1,496.59
			515650	Investigation-Security Svcs	0.00	16.99
			515730	Chiropractors	0.00	2,065.00
		Sub Class 515000 Total			27,164.43	65,870.82
		519000				
			519130	Flexible Benefits-Adminis.	0.00	95.71
		Sub Class 519000 Total			0.00	95.71
	Major Class 510000 Total				36,572.25	230,557.62
	520000	TRAVEL				
		521000				
			521110	In-State Mileage-Motor Vehicl	0.00	681.97
			521140	In-State Miscellaneous Charg	0.00	8.00
			521220	Out-of-State Transp.Charges	0.00	226.93

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
14500						
	520000	TRAVEL				
		521000				
			521230	Out-of-State Meals-Subsisten	0.00	167.75
			521250	Out-of-State Misc.Charges	0.00	27.00
			521310	Travel Reimb.-Non-State Emp	0.00	3,255.50
		Sub Class 521000 Total			0.00	4,367.15
		522000				
			522110	Plane Fare-Other Pub.Transp.	0.00	2,411.19
			522130	Purch.Food,Lodging Agcy Dir	2,407.90	2,928.41
			522150	Registration - Agency Direct	955.00	1,955.00
		Sub Class 522000 Total			3,362.90	7,294.60
	Major Class 520000 Total				3,362.90	11,661.75
	530000	ADMINISTRATIVE EXPENSE				
		531000				
			531110	Freight Expenses	0.00	185.16
			531120	Postage	0.00	1,530.00
			531130	Telecommunication Services	0.00	2,681.59
			531150	Printing & Binding Contrs	0.00	1,729.17
			531180	Bank Service Charges	579.73	1,344.20
			531200	Convenience Fees-Portal	(34.00)	76.00
			531210	Data Center Charges - Portal	120.00	524.00
			531230	ERP System Services	37.57	450.84
			531250	Licences, Permits, etc.	0.00	27.00
			531260	Membership in Organizations	0.00	1,320.00
			531290	Prem-Surety,Other Req'd Bon	0.00	0.00
			531310	Prem-Property or Liab.Insur.	0.00	1,180.86
			531350	Utility Charge-Other Utilities	0.00	1,365.76
			531600	Misc.Administrative Fee	0.00	125.00
			531650	Process Serving Fees	50.00	50.00
		Sub Class 531000 Total			753.30	12,589.58
		532000				
			532110	Rent of Office Space	1,443.00	8,658.00
			532130	Rent of Other Building Space	0.00	0.00
			532140	Rent-Equipment And Machine	0.00	2,752.60
			532190	Other Rents	0.00	37.90
		Sub Class 532000 Total			1,443.00	11,448.50

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
14500						
	530000		ADMINISTRATIVE EXPENSE			
		533000				
			533140	Mtce-Rep.-DP Equip-Vendor	0.00	1,237.00
			533180	Housekpg/Janit./Sanit.Sup,Ma	0.00	240.12
		Sub Class 533000 Total			0.00	1,477.12
		534000				
			534220	Rec.Supplies,Mat'ls-Students	0.00	114.10
		Sub Class 534000 Total			0.00	114.10
		535000				
			535180	Safety,Security Supplies,Svcs	0.00	252.85
		Sub Class 535000 Total			0.00	252.85
		536000				
			536140	Office Supplies (Expendable)	143.99	3,818.46
		Sub Class 536000 Total			143.99	3,818.46
	Major Class 530000 Total				2,340.29	29,700.61
	540000		PROP,FURN,EQUIP & RELATED D			
		541000				
			541120	Data Processing Equipment	0.00	1,474.00
		Sub Class 541000 Total			0.00	1,474.00
	Major Class 540000 Total				0.00	1,474.00
	550000		GEN ASST, AWDS, PROG-DIRECT			
		554000				
			554230	Reimbursement & Repayment	0.00	250.00
		Sub Class 554000 Total			0.00	250.00
	Major Class 550000 Total				0.00	250.00
	560000		TRANSFERS & OTHER DISBURSM			
		564000				
			564110	Mdse-Resale-Raw Mat.,Stk/Si	0.00	89.99
		Sub Class 564000 Total			0.00	89.99
	Major Class 560000 Total				0.00	89.99
Business Unit 14500 Total					42,275.44	273,733.97

Business Unit	Major Class	Sub Class	Account	Current Month	Fiscal YTD
Grand Total By Business Unit				42,275.44	273,733.97

BKELLY

6 Digit Object of Expenditure Report

From Business Unit :14500 : To Business Unit :14500

Date/time Printed: 12/6/2011 : 12:33:34PM

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
14500						
	510000		PERSONAL SERVICES			
		511000				
			511110	Sals-Regular Pay	6,425.96	6,425.96
			511420	Excess Benefit Allowance	266.70	266.70
		Sub Class 511000 Total			6,692.66	6,692.66
		512000				
			512110	Insur.Prem-Hlth-Life-State Pln	1,155.59	1,155.59
			512210	Unemployment Compen.-Payı	18.71	18.71
		Sub Class 512000 Total			1,174.30	1,174.30
		513000				
			513110	State Share-FICA	398.58	398.58
			513120	State Share-MQFE/FICA	93.21	93.21
			513230	State Share OPERS	1,059.15	1,059.15
			513280	St.Match-Ad Fee-State Annuit	53.06	53.06
		Sub Class 513000 Total			1,604.00	1,604.00
		515000				
			515010	Offices Of Lawyers	9,675.00	9,675.00
		Sub Class 515000 Total			9,675.00	9,675.00
	Major Class 510000 Total				19,145.96	19,145.96
	530000		ADMINISTRATIVE EXPENSE			
		531000				
			531110	Freight Expenses	82.87	82.87
			531130	Telecommunication Services	741.79	741.79
			531150	Printing & Binding Contrs	168.00	168.00
		Sub Class 531000 Total			992.66	992.66
		532000				
			532110	Rent of Office Space	721.50	721.50
			532140	Rent-Equipment And Machine	1,208.11	1,208.11
		Sub Class 532000 Total			1,929.61	1,929.61
		535000				
			535180	Safety,Security Supplies,Svcs	49.94	49.94
		Sub Class 535000 Total			49.94	49.94
		536000				
			536140	Office Supplies (Expendable)	395.21	395.21

Business Unit	Major Class	Sub Class	Account	Current Month	Fiscal YTD
14500					
	530000		ADMINISTRATIVE EXPENSE		
		Sub Class 536000 Total		395.21	395.21
	Major Class 530000 Total			3,367.42	3,367.42
Business Unit 14500 Total				22,513.38	22,513.38
Grand Total By Business Unit				22,513.38	22,513.38

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS
FEBRUARY 23, 2010 RULE HEARING
9:00 a.m.
201 NE 38TH TERRACE, SUITE 1 &2 VETERINARY & DENTAL BOARD CONFERENCE ROOM
OKLAHOMA CITY, OKLAHOMA 73105

A. CHAPTER 10. LICENSURE OF CHIROPRACTIC PHYSICIANS

B. CHAPTER 15. SPECIAL CERTIFICATIONS AND MISCELLANEOUS PROVISIONS

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS
FEBRUARY 23, 2010 REGULAR MEETING
10:00 a.m.
201 NE 38TH TERRACE, SUITE 1 &2 VETERINARY AND DENTAL BOARD CONFERENCE ROOM
OKLAHOMA CITY, OKLAHOMA 73105

1. Call meeting to order
   Meeting commenced at 10:15 a.m.
2. Roll call
   Dr. Russell Gilstrap, present
   Dr. Viki Resler, present
   Dr. Hugh McClure, present
   Dr. Jay Ernst, present
   Dr. Shayne Javersak, present
   Dr. James Toy, present
   Dr. Ronald Tripp, Present
   Mrs. Jeanie Gardner, Present
3. Establish quorum
   Quorum established
4. Approval of the December 15, 2009 board meeting minutes. Possible Action.
   Approved unanimous consent with no amendments to the minutes.
5. Nomination and approval of the delegate and alternate delegate to represent Oklahoma at the Federation of Chiropractic Licensing Board and National Board of Chiropractic Examiners annual meeting in Baltimore, Maryland April 27- May 1, 2010. Possible Action.
   Dr. Ronald Tripp was nominated and approved unanimous consent to represent board as voting delegate for NBCE and FCLB. Dr. Viki Resler was nominated and approved unanimous consent to represent the board as alternate delegate for NBCE and FCLB.
6. Approval for the Executive Director to attend the Association of Chiropractic Board Administrators annual meeting as well as the FCLB's annual meeting in Baltimore, Maryland April 27-May 1, 2010. Possible Action.
   Ms. Carter was approved unanimous consent.
7. Approval/disapproval to reinstate Dr. David Qunezer's Oklahoma license to active status. Possible Action.
   Approved with stipulations that he complete 16 hours by June 30th if he does decide to go into practice this year. Ms. Carter stated that he will also need to pay the reinstatement fee prior to going into active practice. Approved unanimous consent.
8. Approval/disapproval for the following non-attendance applications. Possible Action.

   A. Dr. Chrystal Lewis Tabled. The board requested appearance by Dr. Lewis at next meeting to discuss non-attendance further.
   B. Dr. Raymond Cook Approved unanimous consent with no stipulations.

C. Dr. Cody Elledge Tabled. The board requested appearance/additional documents from treating physician.

9. Approval/disapproval for Dr. Walter Carroll to be issued a refund from 2007 per his request. Possible Action.
   Disapproved unanimous consent
10. Approval for the following to be certified in Animal Chiropractic. Possible Action.

    Dr. Gene E. Bledsoe

    Approved unanimous consent

11. Approval/disapproval for the following to be listed as inactive resident per their request. Possible Action.

    A. Dr. Richard Kibler Approved unanimous consent
    B. Dr. Paul Hoskin Approved unanimous consent
    C. Dr. Danny Doty Approved unanimous consent
    D. Dr. Jolieta Bright Approved unanimous consent

12. Approval/disapproval for the following to be placed on the Board's diplomate or non-diplomate registry. Possible Action.

    A. Dr. Kevin Tomsic Diplomate American Academy of Pain Management. Approved unanimous consent
    B. Dr. Kevin Tomsic Non-diplomate American Board of Quality Assurance. Disapproved unanimous consent
    C. Dr. Carla Hoelting-Harris Diplomate International Chiropractic Council of Pediatrics. Approved 12/15/09 needed additional info on CE
    D. Dr. Paul Harris Non-diplomate Certified Chiropractic Sports Physician. Approved 12/15/09 needed additional info on CE
    E. Dr. James Maher Diplomate in Acupuncture. Approved 12/15/09 needed additional info on CE
    F. Dr. Michael Van Antwerp Certified Chiropractic Sports Physician. Approved 12/15/09 needed additional info on CE
    G. Dr. Michael Taylor Diplomate in Internal Disorders. Approved 12/15/09 needed CE
    H. Dr. Scott Owens Diplomate in Acupuncture. Approved
    I. Dr. Chad Craig Certified Chiropractic Extremity Practitioner. Approved
    J. Dr. Mary Cupit, non-diplomate certification in Acupuncture. Approved
    K. Dr. Timothy McCullough, Diplomate in Internal Disorders. Tabled pending further information
    L. Dr. Clifford Gilson, non-diplomate certification in Acupuncture. Approved

13. Approval/disapproval for the following continuing education seminars. Possible Action.

    A. Palmer Chiropractic College: NUCCA April 22-24, 2010. Approved for 8 hours
    B. OSCIPA New Doctor Orientation course: June 5-6, 2010. Approved for 16 hours
    C. Northwestern Health Sciences University: Basic Laserology July 31- August 1,2010 Approved for 8 hours
    D. Southern California University of Health Sciences: 2010 Chiropractic Sports Sciences Symposium April 29-May 2, 2010 Approved for 8 hours
    E. Southern California University of Health Sciences: Chronic Manifestations of Cervical Spine Injury April 23-25, 2010. Approved for 8 hours
    F. Cleveland Chiropractic College: Golf Injury Seminar including Practical Spinal/Extremity Analysis and Adjusting for the Clinical Chiropractor April 17-18, 2010. Approved for 8 hours
    G. National University of Health Sciences: Cox Technic Seminar Part I 4 dates March 13-14, April 17-18, July 17-18, and September 18-19, 2010. All but March 13-14 were approved for 8 hours
    H. Palmer Chiropractic College: ACC/RAC 2010 March 19-20, 2010 Approved for 8 hours
    I. Cleveland Chiropractic College: Corrective Exercise Specialist/Performance Enhancement Specialist Seminar May 22-23, 2010 Approved for 8 hours
    J. Palmer Chiropractic College: Federal DOT & Alcohol Testing April 24-25, 2010 Approved for 8 hours
    K. Palmer Chiropractic College: Federal DOT & Alcohol Testing March 27-28, 2010 Approved for 8 hours

14. Approval/disapproval of the following proposed rules in OAC 140. Possible Action.
    A. Chapter 10. Licensure of Chiropractic Physicians (on file with board office) Unanimous consent to adopt and approve Chapter 10 proposed amendments.
    B. Chapter 15. Special Certifications and Miscellaneous Provisions (on file with board office) Unanimous consent to adopt and approve without new language regarding pre-paid treatment plans and additional language to subchapter 11 and 12 of Chapter 15. Only file with board and available upon request.
15. Advisory Committee Report. Possible Action. No report
16. Legal Counsel Report. Possible Action. Ms. Floyd stated that she has written a letter for the situation regarding Dr. Carder and will be sending that to him. She still has not spoken with the Attorney for the Osteopathic Board, but did have communication with Mr. Moak who had spoken with the Medical Licensure Board's Attorney regarding the matter presented by Dr. Carder. It does not help Dr. Carder's matter but it addresses how the Medical Board deals wit this matter. Ms. Floyd stated that Dr. Muse brought something to her attention regarding an advertisement and it had to do with giving out incentives. The bottom line is that Dr. Muse stated that the profession concludes that the waiving of copays and deductibles is illegal. She stated that the information that we got from the Insurance Department was that this was not illegal. Dr. Muse wanted Ms. Floyd to bring this to the attention of the Board and get their opinion of waiving copays and deductibles. Discussion among the Board about the insurance industry and profession believing that this is fraudulent, and that some insurance contracts can

be terminated with the chiropractor if they do not collect copays and deductibles in accordance to the terms of the contract.

17. Legislative Report. Possible Action.
    Ms. Carter stated that her and Ms. Floyd met with the lobbyist for the UCA to get acquainted with the two of us. They do have SB 1040 which was last year's bill that had the investigator language however that is all out of this bill because it is a shell bill. Ms. Floyd stated that her and Ms. Carter will continue to work on the language for the investigator with the UCA lobbyist and reintroduce that in next year's bill. (Full discussion on file and available upon request). The Board did not support SB 1040 and unanimously voted to support SB 1040 due to the language presented in the bill at present. Ms. Carter stated there is another bill SB 1133 Pain Management Bill. Discussion regarding adding narcotics to the bill as a possible solution. Dr. Derstine stated that this bill could affect chiropractors ability to treat pain and that there could come a time that this would require a prescription from an MD. Ms. Floyd stated that the UCA submitted a rule to go into the section regarding injectables but that this language would have to go in as an Emergency Rule. Ms. Floyd stated that the first hurdle would be to determine if this was an emergency in accordance to what the APA stipulates as an emergency rule. The secondary issue is that the language that is submitted for change for 140:15-5-1 they suggest adding nutrients, homeopathic or other natural articles that language in that rule is taken specifically from our statute under 161.12B(7) and our language in the statutes says vitamins or nutritional supplements. Mr. Lepard stated that after visiting with Dr. Derstine about kind of what we are looking at he asked me to explain to the Board. He stated that the rule change he thinks that the rule change is good and something that the Board should really take a look at, but while they are trying to build a relationship with some of the other representatives up there but they may think that they are going behind their back. He stated that if they are not willing to hear their suggestions then you can do a rule change and you can do that at any time before session is out. Mr. Lepard said he also stated that the UCA feels strongly that claims adjusters not serving on the board and have also talked with legislatures that think it is crazy to have one on the board, and are working with staff with the Senate on the language about the Attorney's and want to keep language in line with other state agencies language. (Full discussion regarding SB 1040 is on file and available upon request). Dr. Tripp stated that the language that is presently in SB 1040 the Board would be opposed to the way it is presented right now.
18. OBCE staff Report. Possible Action.
    Ms. Carter stated that the staff is working on the online store presently right now and it should be up soon.
19. Time and date of next regular scheduled meeting.
    March 23, 2010 at 10 a.m.
20. Adjournment
    Adjourn 12:33

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS
Regular Board Meeting March 23, 2010 at 10:00 a.m.
201 NE 38th Terrace, Suite 1 &2 Veterinary and Dental Board Conference Room
Oklahoma City, Oklahoma 73105

1. **Call meeting to order**
2. **Roll Call**
   Dr. James Toy
   Dr. Shayne Javersak
   Dr. Hugh McClure
   Dr. Jay Ernst
   Mrs. Jeanie Gardner
   Dr. Ronald Tripp
3. **Establish Quorum**
   Quorum established
4. **Approval of the February 23, 2010 board minutes. Possible Action.**
   Minutes approved Dr. Bill Mead abstained.
5. **Approval of the following applicants to sit for the April 22, 2010 examination. Possible Action (See attached list)**
   All applicants approved unanimous consent. List of applicants on file in the board office.
6. **Approval for Dr. Eric Schluter to participate as a preceptor in the preceptorship intern program. Possible Action.**
   Approved unanimous consent
7. **Approval for Investigator Joseph English to attend the CLEAR conference in Austin, Texas April 19-21, 2010. Possible Action.**
   Approved unanimous consent
8. **Approval/disapproval of the following non-attendance applications. Possible Action.**

   A. Chrystal Lewis, D.C. (Tabled from February 23, 2010 meeting)
   Dr. Lewis was present per the request of the board from the previous meeting. Dr. Toy recommended that she take 16 hours for 2010 and also 8 hours for 2010-2011 license renewal. Ms. Floyd asked if the Board needed to take action if she was still within the window for her to makeup seminar hours to be compliant with license renewal requirements. No action

   B. Cody Elledge, D.C. (Tabled from February 23, 2010 meeting)
   Ms. Carter stated that she had spoken with Dr. Elledge and he had not received his medical records from his Dr., but he has already taken 8 hours and plans to attend additional hours to make up for hours he was unable to attend for 2010 license renewal. Agenda item tabled

C. **Danielle Ballou-Allsup, D.C.**

Ms. Carter stated that the non-attendance application that was submitted by Dr. Ballou-Allsup is for the 2010-2011. No action taken by the Board since the application was considered premature and she had until June 30, 2010. Ms. Carter was asked to notify that the Board would not approve since Dr. Ballou-Allsup had until June 30, 2010 to complete the required 8.

9. **Approval/disapproval for the following to be approved for the Specialty Registry for Diplomate or Non-Diplomate certification. Possible Action.**

A. **George Bovadilla, D.C. Acupuncture**

Approved unanimous consent

B. **Travis DeArmon, D.C. Certification in Active Release**

Tabled pending further information from applicant

C. **Richard Santelli, D.C. Diplomate in Diagnosis**

Approved unanimous consent

10. **Approval/disapproval for Dr. Tiffany Herbert to be able to renew as inactive resident. Possible Action.**

Approved unanimous consent

11. **Board review and discussion of the Mercy Guidelines utilization for patient care. Possible Action.**

Ms. Carter stated that she had received an email from Dr. Jim Muse, and thought it may need to be addressed on the agenda. Ms. Carter stated that 3rd party insurance companies are utilizing the Mercy Guidelines to reduce reimbursements for chiropractic bills, and Dr. Muse thought it would be good for the Board to restate their disapproval of the Mercy Guidelines as they have done in the past. Dr. Tripp stated that since 1993 the Board has rejected the Mercy Guidelines, and especially for Automobile. The only document or source that the Board has approved and endorsed are the guidelines put before us by the Spine Research Institute of San Diego with Dr. Art Croft. The Croft guidelines were endorsed in 1997 and re-endorsed in 2002 or 2003 never have the Mercy Guidelines been approved or endorsed. Dr. Tripp stated that the OBCE has never endorsed the Mercy Guidelines. Ms. Carter asked if this was something that the Board would like to see on the website.

12. **Approval/disapproval for the following continuing education seminars. Possible Action.**

A. **National University Health Sciences: "NUHS Homecoming 2010"**

Approved for 8 hours out-of-state unanimous consent

B. **Parker Chiropractic College: "Parker Seminar-Montreal Las Vegas 2010"**

Approved for 8 hours out-of-state unanimous consent

C. **Logan Chiropractic College: "2010 Logan College Alumni Association Homecoming"**

Approved for 8 hours out-of-state unanimous consent

D. **OSCIPA: "Pediatrics for the Chiropractor & Functional Assessment and Treatment of Spine-Related Disorders"**

Approved for 16 hours instate unanimous consent

E. UCA: "New Doctor orientation"
Approved for 16 hours instate unanimous consent

13. **Approval to change remainder meeting dates from Tuesday to Thursday. Possible Action. New proposed dates:**

June 17, 2010; August 19, 2010; September 23, 2010 and December 16, 2010
Discussion purposes only no action taken. Meetings will remain on Tuesdays.

14. **Advisory Committee Report. Possible Action.**

Complaint 002, 003, 004-2006 the board has previously voted to have a hearing but what has happened is that these witnesses are unable to testify. These cases involve the same chiropractic physician and involved a whole family. The complainant has some medical knowledge and told the chiropractor that he was charging for services that were not rendered. The chiropractor hired an attorney and they worked an agreement with the patient and money was returned to the patient. Therefore, the family was not willing to testify since they received their money back. The Advisory Committee therefore feels like a letter of concern needs to be sent to the chiropractor.

036-2006 complaint was filed by a patient who could not keep the contract with the chiropractor because her finances would not allow her to continue payment. The office manager could not ethically let her out of her contract and that she was very sick and probably would not make it to January even though the patient could not keep up with the financial obligations. The patient cannot take off work or afford to take off work to testify. Therefore the Advisory Committee recommends that a letter of concern needs to be sent since we do not have a witness in this case due to her circumstances.

Dr. Muse stated that this particular chiropractor uses a form of traction that is a head pulley and the patient holds it themselves and bills for a manual traction and a patient could do this at home.

008-2007 complaint alleges that the chiropractor would not release medical records to another doctor. The patient signed a contract. The chiropractor stated that he did not know she was moving to Kansas, and he told her that he would contact the chiropractor in Kansas and get her treatments at little or no cost to her. He said that he would also tell the chiropractor that she was his mother and he would get her a discount, and according to the patient this never occurred and she is still paying for treatment she did not finish with the chiropractor her in Oklahoma and the Kansas chiropractor as well. The complainant said she would testify but we are still waiting on this but we have a letter or concern or possible hearing pending what she decides.

031-2007 complaint alleges that medical records were not sent to a new chiropractor as requested by patient in a timely manner, and complainant was billed for services not rendered. Patient was not satisfied with treatments and atmosphere and sought treatment with a new chiropractor. Letter of concern is recommended by the Advisory Committee.

040-2007 complaint filed by another chiropractor on another chiropractor. The complaint alleges that billing was still billed under the individual that sold the chiropractor. The chiropractor also used the tax id for the chiropractor who sold the practice no permission was given. The State Insurance Board also investigated this and sent it back to us because the contract was not specific enough as

to whether the tax id could be used by the chiropractor that bought the practice. Mr. English stated that he spoke to the investigator at the Insurance Department and she stated that they were not going to anything about the complaint because the contract was too vague. The second part of this complaint is patient abandonment and Dr. Muse has those in his possession. Ms. Floyd stated to the committee that he abandoned inactive patients, but we do not have enough to warrant anything other than a letter of concern.

047-2006 complaint against the same chiropractor in **040-2007**. The patient followed the chiropractor to his new practice which was with a medical doctor. The billing was all done through the medical doctor even though she did not see the medical doctor, she only saw the chiropractor. Since the Board does not have jurisdiction over the medical doctor the Advisory Committee had no alternative but to recommend dismissal.

035-2007 complaint filed by another chiropractor. The complainant stated that the chiropractor is in violation of some of the board statutes and rules. Dr. Muse stated that he has spoken with the chiropractor who the complaint was filed against and stated what is appropriate with regards to advertising. The chiropractor named in the complaint agreed to make the necessary changes, and a letter will go out restating the laws as they relate to advertising.

036-2007 complaint filed by another chiropractor alleges that t-shirts with logos of the clinic being given away. According to the AG liaison to our board this is considered an inducement. The committee believes that this complaint needs to be dismissed but we will notify him that this is not appropriate because it is an inducement.

040-2008 complaint was filed by a chiropractor's former wife alleging sexual misconduct, shady business practice, and fraudulent billing. Ms. Perry attempted to interview some of the ones alleged in the sexual misconduct and would not return calls. The complainant and the chiropractor were going through a divorce and that has been settled. No action recommended in the case because of the lack of witness participation.

018-2008 complaint filed by the same person in complaint in 040-2008 complaint alleges the chiropractor the complainant's ex-husband filed a lien in a car accident case which she was involved in. No action on complaint since this was settled with the divorce.

006-2008 complaint alleges that a chiropractor forged names on prescriptions and we have witnesses so Ms. Floyd and the Advisory Committee recommend a hearing.

011-2009 patient filed a complaint stating that chiropractor was charging too much money for what she was being seen for. The member who investigated the complaint felt like the chiropractor was padding the bill. The complainant and the chiropractor have been spoken to by the committee member and have resolved this issue and no more charges have been assessed to the patient then those charges that have already been paid. Recommend dismissal.

013-2009 the complainant alleges that she was unable to get information from her treating chiropractic physician about how much she owed or what prepaid services she had already paid for, because the chiropractor who left the clinic in which he previously practiced was not provided this information after leaving. According to the investigative report the chiropractor who left the clinic with the other chiropractor was provided information on a disk of patient billing records but that they may not know how to access this information. The information was provided and both the complainant and the chiropractor who was treating patient were informed and were satisfied with

the outcome of the investigation. Advisory Committee recommended no action and that the complaint be dismissed.
015-2009 complaint is against a chiropractor practicing without a license and there is significant evidence that supports this. Advisory Committee recommends a hearing.
016-2009 complainant alleges that the chiropractor billed her for services not covered by Medicare. The investigation showed that an AVN had been signed and they had followed what is required by law. Advisory Committee recommended no action and dismissal of the case.
020-2009 Advertising issue after review the Advisory Committee recommended dismissal because in the advertisement the chiropractor does state chiropractor or D.C. in his advertisements.
021-2009 complaint against a chiropractor practicing without a license Advisory Committee recommends a hearing.
Report approved unanimous consent.

15. Legal Counsel's Report. Possible Action.
Ms. Floyd stated that she met with the UCA lobbyist Shawn Lepard and a few members of the legislature as a resource for the Board and answered some questions regarding some legislation that was presently out there. Ms. Floyd stated that she was not doing any lobbying but simply acting as a resource since Mr. Lepard is still learning about the profession. Ms. Floyd stated that most of her time has been spent on visiting with the Advisory Committee regarding complaints, and monitoring legislation. No action

16. Legislative Report. Possible Action.
Ms. Carter stated that the rules have been submitted to the legislature and to the Governor for approval. Ms. Carter stated that she had spoken with Rep Buck who was assigned by the Rule Committee to get information regarding our rule request. Ms. Carter stated she gave him the reasons the Board needed to promulgate rules for Chapter 10 and Chapter 15, and was hopeful that they would have no opposition at the Capitol.

17. OBCE staff Report. Possible Action.
No report

18. Time and date of next regular board meeting.
June 15, 2010 @ 10a.m.

19. Adjourn
Meeting adjourned at 11:47

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS
REGULAR BOARD MEETING JUNE 22, 2010 @ 10:00A.M.
201 N.E. 38TH TERRACE, SUITE 1 &2 VETERINARY AND DENTAL BOARD CONFERENCE ROOM
OKLAHOMA CITY, OKLAHOMA 73105

1. Call meeting to order
   Call to order at 10:08 a.m.
2. Roll Call
   Dr. Toy
   Dr. McClure
   Dr. Mead
   Dr. Resler
   Dr. Ernst
   Dr. Tripp
   Mrs. Gardner
   Dr. Gilstrap and Dr. Javersak not present
3. Establish Quorum
   Quorum established
4. Approval of the March 23, 2010 board meeting minutes. Possible Action.
   Correction to the minutes Dr. Mead was not listed and he was in attendance. Dr. McClure also mentioned that we need to add those that make the motion to approve the continuing education applications. Minutes approved. Dr. Viki Resler abstained.
5. Approval/disapproval for the following applicants to sit for the July 17, 2010 jurisprudence examination. Possible Action.
   Trinh Bender, D.C. approved
   Trey Chambers approved
   Jason Coulter approved
   Brenton DeLong approved
   Michelle Farmer approved
   Melissa Hoover, D.C. approved
   Megan January approved
   Brendon January approved
   Scott Jenkins approved
   Allison Lees approved
   Casey McGuire approved
   Lane Smith, D.C. approved
   Timothy Sydebotham approved
   Jesse Wenninger approved
   Approved unanimous consent

6. Approval of the following non attendance applications. Possible Action.

   A. Dr. Jason Laughlin- Approved with stipulations that he pay necessary fees and complete recommended that he take the first available 16 hour continuing education course to come up to date with current license renewal and pay the fees recommended by Executive Director Carter on or before June 30, 2010 to avoid a late fee for the 2010-2011 license renewal. Approved unanimous consent
   B. Dr. Jeffrey Cottingame-Approved without stipulations

7. Approval for Dr. Todd East to participate as a preceptor for the preceptorship program. Possible Action.
   Approved unanimous consent
8. Approval/disapproval for the following to be placed on the specialty diplomate/non-diplomate registry. Possible Action.

   A. Dr. Debra Balfour-Saul: American Board of Chiropractic Orthopedics (Diplomate) Tabled pending further documentation on the hours and what she is up to date on. Approved unanimous consent to table

   B. Dr. Travis DeArmon: Active Release certification (non-diplomate) tabled for incomplete application.
   Discussion that this is not a specialty this is a technique. Application tabled pending notification to the chiropractor that this is something that does not fall under the non-diplomate certification.
9. Approval/disapproval for the following continuing education applications. Possible Action.

   A. National University of Health Sciences: Understanding Biotransformation and Recognizing Toxicity: Evaluation and Treatment in the Functional Medicine Model: Boston, MA 07/23-25/2010. Dr. Toy made the motion to approve for 8 hours based on recommendation from Dr. Javersak. Approved unanimous consent

   B. Northwestern Health Sciences University: CDID Symposium: Nashville, TN July 16-18/2010 Motion to approve for 8 hours by Dr. Hugh McClure. Approved unanimous consent.

   C. Palmer Chiropractic College: ICA Annual Superconference on Chiropractic and Pediatrics: New York, NY August 20-21/2010 Motion to approve for 8 hours by Dr. Ernst. Approved unanimous consent.

   D. Palmer Chiropractic College: Palmer College Homecoming 2010: Davenport, IA August 12-14/2010 Motion to approve for 8 hours by Dr. Mead. Approved unanimous consent.

E. National University of Health Sciences: Applying Functional Medicine in Clinical Practice: Portland, OR September 27-October 1/2010 Motion to approve for 8 hours by Dr. McClure. Approved unanimous consent.

10. Review letter submitted to the OBCE from National University of Health Sciences. Possible Action.
    Dr. Tripp deferred to counsel. Discussion regarding whether or not the DCM program is different than the DC program. Dr. Tripp made the recommendation that we contact the college for the program content and defer to counsel. Beth Carter. Executive Director was asked to contact the FCLB for a Power Poll as related to this matter. No action taken.
11. Review and discuss letter submitted to the OBCE from Dr. James Bugg. Possible Action.
    Deferred to counsel for action.
12. Review and discuss email submitted by Dr. Tom Derstine regarding insurance discrimination. Possible Action.
    Dr. Tripp stated that the regulate licenses and this is something that the Board really should not get involved in matters such as these. Mr. Moak stated that this is something that the professional association should be involved with rather than the Board. Mr. Moak stated that he was not really clear what exactly Dr. Derstine was asking for? Dr. Tripp stated that the Board does not have jurisdiction in issues relating to insurance discrimination.
13. Review and discuss BCBS denying payment for I.V. procedures. Possible Action.
    Dr. Toy made the motion to direct Legal counsel to prepare a letter to Dr. Taylor restating the statutes and rules as it relates to the scope of practice and administering vitamins, minerals and nutritional supplements by injection.
14. Review and discuss Breast Thermography. Possible Action.
    No action document from Oregon was reviewed for information purposes only.
15. Review and discuss OBCE's position on certifying chiropractic assistants. Possible Action.
    Dr. Tripp stated that this is going to be something that we are eventually going to have to address as a board. Ms. Carter stated that the email was received from Amy Prentice with OSCIPA and that she has also received numerous emails from Dr. Canham who is working with OSCIPA into providing training for CAs. She stated that we need to sit down and work together with the association, as well as Dr. Resler to start addressing regulating chiropractic assistants. No action.
16. Approval for P.Kay Floyd's 2011 contract. Possible Action.
    Contract approved unanimous consent. Dr. Toy made a comment that he would like to publicly thank Ms. Floyd for her patience in waiting sometimes for her check during this transition the past 18 mths while we were
17. Discussion and possible action to enter into executive session for the purpose of discussing the salaries of the Investigator and Administrative Assistant pursuant to 25 O.S. sec. 307(B)(1).
    Approved unanimous consent to enter into executive session with the board asking the Executive Director to stay.
18. Vote to enter into open session.
    Approved unanimous consent to exit out of executive session.

19. Discussion and possible action on matters discussed in executive session.
    Dr. Toy made the motion to approve Joseph English's salary based on the numbers presented to the board from the Executive Director. Approved unanimous consent. Dr. Toy made the motion to approve Lindsay Smith Administrative salary based on the numbers presented to the board from the Executive Director. Approved unanimous consent.
20. Approval for the FY 2011 Budget. Possible Action.
    Approved unanimous consent.
21. Advisory Committee Report. Possible Action.
    No Report
22. Legal Counsel's Report. Possible Action.
    Ms. Carter stated that in Ms. Floyd's absence to request hearings for 3 cases the following cases are 003-2010, 006-2010, and 024-2008 Dr. Clarence Gray. Approved unanimous consent. Mr. Moak gave an updated report on Jeffrey Lewis case. (Recording on file in board office)
23. OBCE Staff Report. Possible Action.
    Report given by Ms. Carter regarding license renewal, fiscal year for 2011 looks a lot better. Ms. Carter thanked both members of staff as well as both associations for all they have done in assisting with license renewal for 2010-2011.
24. Time and date of next regularly scheduled board meeting.
    July 15, 2010 at 10:00 a.m.
25. Adjourn
    11:53 a.m.

Oklahoma Board of Chiropractic Examiners
Special Meeting July 15, 2010 @ 10:00 a.m.
201 NE 38th Terrace, Suite 1 & 2 Veterinary and Dental Board Conference Room
Oklahoma City, Oklahoma 73105

1. Call meeting to order
   Meeting called to order at 10:05
2. Roll call
   Dr. Tripp
   Dr. Javersak
   Dr. Mead
   Ms. Gardner
   Dr. McClure
   Dr. Toy
3. Establish Quorum
   Quorum established
4. Approval of the June 22, 2010 board meeting minutes. Possible Action.
   No minutes to approve no action.
5. Nominations and Elections of board officers: President, Vice President, and Secretary-Treasurer. Possible Action.
   Dr. Ronald Tripp was nominated by Dr. McClure. Approved unanimous consent
   Dr. Shayne Javersak was nominated by Dr. Toy. Approved unanimous consent
   Dr. James Toy was nominated by Dr. McClure. Approved unanimous consent
6. Approval to allow travel for Board members and Executive Director to attend the District I & IV meeting October 7-10, 2010 in Sedona, Arizona. Possible Action.
   Ms. Carter gave the breakdown of what cost to the Board would be for travel to the meeting in Sedona as well as what has been set aside for FY 2011 travel budget. Dr. McClure made the motion based on a recommendation made by Dr. Tripp dependent upon available funding. Approved unanimous consent.

7. Approval/disapproval for the reinstatement of Dr. Deborah Kucharski. Possible Action.
   Approved unanimous consent with the stipulation that she pay the required fees in order to reinstate her Oklahoma license.
8. Approval/disapproval for the following non-attendance applications. Possible Action.

   Dr. Gregory Howard. Approved unanimous consent without stipulations

9. Approval/disapproval for the following to be placed on the Diplomate/Non-Diplomate registry. Possible Action.

A. Dr. Debra Balfour-Saul: Diplomate In Chiropractic Orthopedics (tabled 06/22/10)
Dr. McClure stated that he has been trying to get on to the website to see if she is in good standing with the council and their website has been down. Discussion amongst the Board regarding requiring licensees who want to be placed on the Diplomate registry that they provide proof of good standing and continuing education. Dr. McClure asked the Board for more time to look into this rather than having Ms. Floyd send a certified letter right away to the council that issued the diplomate.

Dr. Tripp announced that Dr. Viki Resler joined the meeting.

B. Dr. Robert Wrieden: Non-Diplomate in Electrodiagnostics
Not approved by the Board to be placed on the non-diplomate registry because it is diagnostic not a specialty.

C. Dr. Kyle Griffith: Non-Diplomate Meridian Therapy
Approved unanimous consent to be placed on the Non-Diplomate registry

10. Approval/disapproval for Dr. J. Weston Heath Reese to participate in the preceptorship program as a preceptor. Possible Action.
Approved unanimous consent.

11. Approval/disapproval for the following continuing education programs. Possible Action.

A. Northwestern Health Sciences University: Laserology Heal n' Reel September 18-19, 2010 Islamorada, FL
Dr. McClure recommended approval for 8 hours out of state. Approved unanimous consent.

B. Palmer Chiropractic College: Activator Methods 10/30-31/2010 Frisco, Texas
Dr. Mead recommended approval for 8 hours out of state. Approved unanimous consent.

C. Palmer Chiropractic College: Activator Methods Advanced 10/30-31/2010 Dallas, Texas
Dr. Mead recommended approval for 8 hours out of state. Approved unanimous consent.

D. Unified Chiropractic Association: Medicare Done Right 4 hours, and Functional Approaches for Therapeutic Excellance 12 hours 10/9-10/2010 Norman, Oklahoma
Ms. Carter reported on behalf of Dr. Ernst. Dr. Ernst recommended approval for 16 hours of in state continuing education. Approved unanimous consent

12. Review and acceptance of the Fiscal 2010 end of the year report. Possible Action.
    Report was reviewed and approved unanimous consent.
13. Advisory Committee Report. Possible Action.
    No report
14. Legal Counsel Report. Possible Action.
    Ms. Floyd reported on her letter submitted to CLEET regarding physicals, and letter submitted to Dr. Taylor regarding injectables. Discussion regarding Declaratory Rulings. Ms. Carter stated that Grant Moak, Attorney General liaison recommended that we request individuals request a declaratory ruling as it pertains to scope of practice issues, because of the liability that falls onto the board.
15. Legislative Report. Possible Action.
    Brief report from Ms. Carter stating that we need to start on legislation for 2011 Legislative year one is the scope law because of the matter relating to Tammy Kennedy per Mr. Moak, Attorney General liaison. Also the rules with regards to Declaratory Rulings.

16. OBCE staff Report. Possible Action.

    A. Late license renewals
    Report given by Ms. Carter stating that we still have numerous individuals that still are not in compliance with license renewal requirements. Each licensee has been sent a cease and desist letter stating that their license in not in good standing and considered lapsed as of July 1st
    B. Online Store
    Ms. Carter stated the go live date has been pushed back with regards to the online store
    C. OTC Non-compliance list
    Ms. Carter stated that there is presently 14 still not in compliance with the Oklahoma Tax Commission therefore there license is considered not in compliance with license renewal requirements.

    Time and date of next scheduled regular meetings.

    August 24, 2010 10:00 a.m. hearings and September 21, 2010 10:00 a.m. regular board meeting

    Meeting adjourned

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS
SPECIAL BOARD MEETING NOVEMBER 16, 2010 @ 10:00 A.M.
201 NE 38TH TERRACE, SUITE 1 & 2 VETERINARY AND DENTAL BOARD CONFERENCE ROOM
OKLAHOMA CITY, OKLAHOMA 73105

1. **Call meeting to order**

   Meeting called to order at 10:10 a.m.
2. **Roll call**

   Dr. James Toy present
   Dr. Shayne Javersak present
   Dr. Hugh McClure present
   Dr. Russell Gilstrap present
   Dr. Ronald Tripp present
   Dr. Viki Resler present later after quorum was established
   Ms. Jeanie Gardner present
3. **Establish quorum**

   Quorum established
4. **Approval of the September 21, 2010 board minutes. Possible action.**

   Dr. Javersak stated that he had to recuse himself on agenda item 4. Approved unanimous consent.
5. **Approval/disapproval for Dr. Dustin Ridgway to participate as a preceptor in the preceptorship program. Possible action.**

   Approved unanimous consent
6. **Approval/disapproval for the following to be placed on the Specialty register. Possible action.**

   A. **Christopher Wasson, D.C. Certified Chiropractic Wellness Practitioner, Non-Diplomate**

      Dr. Toy and Dr. McClure voted no, Dr. Gilstrap, Dr. Tripp and Ms. Gardner approved application. Application approved.
   B. **Allison Lees, D.C. Acupuncture Non-Diplomate**

      Approved unanimous consent
7. **Approval for the following continuing education seminars. Possible action. OSCIPA seminar February 26-27, 2011 Oklahoma City, Oklahoma**

   Dr. Javersak recommended approval for 16 hours. Approved unanimous consent.

8. **Discuss amending Chapter 15 Subchapter 8. Animal Chiropractic Diagnosis and Treatment to include wallet cards be carried by those certified by the board. Possible action.**

   Ms. Carter stated rather than making this a policy we would like to see this in the rules to make it more enforceable. Dr. Tripp stated that he would like to see a picture on the card. Dr. Gilstrap recommended adding verbiage that will require them to show a photo ID with the certification card. Approved unanimous consent.

9. **Review and discuss Manipulation under anesthesia. Possible action.**

   Ms. Carter stated that she has gone through several years of minutes from past board meetings, and she has not found anything with regards to MUA. She stated that she went through a Power Poll with regards to MUAs and that she answered yes that MUA was within the scope of practice. Dr. Tripp stated that he remembered that this was addressed by Dr. Santelli prior to 2004. Ms. Floyd stated that the more specific you are the more liable the board becomes. Dr. McClure asked is there anyway that the Board can basicially make a statement that we see nothing in our law that would not prohibit the individual from practicing MUA if they had the proper credentialing, so we are not stating that they are doing the anesthia? Dr. Toy stated that he would like to see it state that they can do manipulation but that they have to have a licensed anesthiologist. Ms. Floyd stated that the more specific that we are, the more liability the Board has so we could phrase it with a shorter answer keeping it simple and state that MUA is within the scope of practice.

10. **Review and discuss possible legislation for certification of Chiropractic Assistants. Possible action.**

    Ms. Carter stated that she has not put together any legislation for Chiropractic Assistants. She stated that there has been discussion between Ms. Floyd and the lobbyist with the UCA and have made them aware that this is something that the Board would like to see go through this legislative year. Ms. Carter stated that she has collected various rules and regulations from other states who certify and regulate CAs. Dr. Resler stated that taking the rules and making them long and drawn out will make it difficult for the chiropractic physicians, so rather than making it difficult list what you want the CAs to know and test them over that. Dr. Toy recommended that we have a grandfather clause for those that have been CAs for a long time. Dr. Tripp stated that the issue on this is what people are going to push for is the competency of the CA. Dr. McClure stated that he thinks that there needs to be a certain amount of hours that they have and a competency exam, but to list out everything that they need to know he thinks that we should send that out to the institution. Dr. Resler stated that we should not write the test we should let the institutions write the exam vs. the board writing the exam. Dr. Resler stated that she does not want to see us get associated with one educational program and open it to the doctor's choice in what he wants the CAs to know

whether he/she happens to utilize for the training of the CA. Dr. Tripp recommended that maybe the board facilitate the first year training and then go from there. Dr. Resler stated that we could tape it and make the DVD available for the chiropractic physician to use in their office. Dr. Javersak stated OSCIPA has a program and see if we can just look at other programs and use those. Dr. Tripp asked Ms. Carter to get the rules and regulations and send those out to the board members to review. Dr. Toy stated that he would like to see how much is being charged for certifying CAs as well.

11. **Review and discuss possible legislation for citation language. Possible action.**

Ms. Floyd provided information to the Board that the association is not willing to move forward with the citation language at this time. She stated that this will require opening up the Practice Act so we need to be cautious with this. She stated Beth is willing to contact the author that sponsored this bill last session to see if they would be willing to work with us and go forward with this language for the board. Ms. Floyd stated that the most important information regarding the citation language the Executive Director will have to submit the alleged violation to the Advisory Committee before a citation can be issued. She stated that this was language to avoid any problems the doctors out there may have, and that this is not going to be something that is going to be issued right then in there. Ms. Floyd asked the board what was their position on the field citation. Dr. Tripp said that he will support what Ms. Floyd's opinion is regarding the language. Ms. Floyd stated that it is better than to keep having to hearings every time when a chiropractor is in violation of the law. Ms. Floyd stated that we are going to have to have rules. Ms. Floyd stated that the language in the statutes is very specific so she does not think we necessarily need a lot of rules with regards to the citation language. Approved unanimous consent.

12. **Review and discuss possible fee increase for license renewal. Possible action.**

Ms. Carter stated she would like to propose a fee increase of $75 for active which brings the total to $300 from $225.00, Inactive Non-Resident increase from $175 to $200 for this status, Inactive Resident $125 from $100.00 after 10% to the General Revenue this would bring an additional $60,000. Ms. Carter stated the reasons for the fee increase are because our database is out of date and not compatible with our online license renewal, audit costs have increased, increase in benefits and other various miscellaneous administrative fees. Dr. Toy stated that having been in the position as the Sec-Treasurer this is really needed. Approved unanimous consent.

13. **Advisory Committee Report. Possible action.**

Case 0010-2010 Ms. Carter stated that the complainant and the doctor have reached an agreement, and the Advisory Committee recommends dismissal. Approved unanimous consent.

14. **Legal Counsel's Report. Possible action.**

Ms. Floyd stated that everyone responded we are going to have to hearings at the December meeting both will be for practicing for while licenses were administratively suspended. Ms. Floyd stated that she has factored in that they will take 3 hours but does not factor in the board deliberating in Executive Session. Ms. Floyd stated that you have an email in your packet and unfortunately Mr. Moak is not here to discuss this matter. Ms. Floyd stated that this was tabled from the last meeting because Dr. Tripp recommended that the board not accept the recommendation of the Advisory Committee. Ms. Floyd stated that on pg 3 you have his recommendation regarding complaint 023-2009 and 024-2009. Agenda item tabled no action.

15. **Legislative Report. Possible action.**

Ms. Carter stated that the first change in the Practice Act would the scope language change provided last year from Mr. Moak, Attorney General Liaison. She stated the 2nd change would be on page 8 changing Sec-Treasurer to Executive Director, and then the license renewal fee increase. Ms. Carter stated additional legislative changes would be the language pertaining to the proposed CA language and as we get recommendations and put it together then we will be getting that over to bill drafting. Ms. Floyd stated that we might be able to incorporate some of the language that Mr. Moak suggested vs. throwing out what we have to address the issue he had when he was prosecuting the Tammy Kennedy case. Ms. Floyd stated that we do need to work with this language but not putting it all in so we can deal with the issue from the case we had before. She stated that would talk to Grant to see what would have been needed to help win that case and go from there. No action.

16. **OBCE Report. Possible action.**

Ms. Carter reported on the FCLB District I & IV meeting that was attended in Sedona.

17. **Time and date of next scheduled meeting.**

December 16, 2010 administrative hearing and board meeting @ 9:00 a.m.

18. **Adjourn**

11:58

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS
201 NE 38TH TERRACE, SUITE 1 & 2 VETERINARY AND DENTAL BOARD
CONFERENCE ROOM, OKLAHOMA CITY, OKLAHOMA 73105

ADMINISTRATIVE HEARING AND REGULAR BOARD MEETING
DECEMBER 16, 2010 9:00 A.M.

1. Call meeting to order

   Meeting called to order at 9:18 a.m.
2. Roll call

   Dr. Toy, present
   Dr. Javersak, present
   Dr. Mead, present
   Ms. Gardner, present
   Dr. Tripp, present
   Dr. McClure, present
   Dr. Ernst, present (joined meeting after roll call)
3. Establish Quorum

   Established

   Moved to agenda item 12

4. Board of Chiropractic Examiners vs. Richard Goldstein License #1926 Case No. 015-2009. Proposed Executive Session pursuant to Title 25, Section 307(B)(8) of the Oklahoma Statutes. Possible Action.

Dr. James Toy made a motion to enter into Executive Session seconded by Dr. Shayne Javersak.

Dr. James Toy made the motion to enter out of Executive Session and re-enter the administrative hearing seconded by Mrs. Jeanie Gardner.

Dr. Hugh McClure stated that he had a motion that the Board has determined that Dr. Goldstein is guilty of not complying with the subpoena that he had accepted 8/19/2010, the Board also recommends that his license be placed in adjudicated suspended, and it is noted that the Board has the authority to fine up to a $1,000 per incident and to our calculations it has been a total of 89 days which would be a total of $89,000 in fines, but the Board has decided that instead of 1000.00 per day it would be a 100.00 per day making it a fine of $8,900 and Dr. Toy made an amended motion to

assess a fine of $2,500.00. Amendment was accepted. Ms. Floyd asked the Board if she had their permission to amend the subpoena that will be reissued. The adjudicated suspension will be kept in place until the fine is paid in full and he is compliant with the revised subpoena.

Amendment was seconded by Mrs. Gardner.

Approved unanimous consent

Ms. Floyd stated that within 10 days she would have the subpoena to Ms. Carter to send to Dr. Goldstein certified mail, and that the subpoena will give him 6 weeks.

Dr. Tripp stated that for purposes of the minutes, that the Board based their decision on failure to comply with the subpoena.

Copy of hearing is available for recording upon request by the public for an applicable fee.

5. Possible vote to return to open session.
6. Discussion and possible vote on matters addressed in Executive Session.
7. Board of Chiropractic Examiners vs. Timothy Clawson License # 2651 Case No. 021-2009. Proposed Executive Session pursuant to Title 25, Section 307(B)(8) of the Oklahoma Statutes. Possible Action.

Dr. James Toy entertained a motion to enter into Executive Session seconded by Dr. Hugh McClure.

Dr. Hugh McClure made the motion enter out of Executive Session and re-enter the administrative hearing seconded by Dr. James Toy

Dr. Javersak asked Dr. McClure if the Board had a decision? Dr. McClure stated yes they have. Dr. McClure stated the Board finds that Dr. Timothy J. Clawson is in violation of Title 59 O.S. 161.14(A) and 161.12(B)(12(13), and have recommended a fine of $16,700 based on practicing for 167 days based on a $100.00 per day, license is suspended until he has made restitution to the Oklahoma Tax Commission, and payment of the above fine, and that time he can reapply to the Board to bring his license out of suspension.

Mr. Moak stated that his license is not administratively suspended it is suspended and then when he comes into compliance with OTC then it will go back to administrative suspension, and then once he taken care of the fines with us then he can get his Oklahoma license back.

Approved unanimous consent.

Copy of hearing is available for recording upon request by the public for an applicable fee.

8. Possible vote to return to open session.
9. Discussion and possible vote on matters addressed in Executive Session.
10. Approval/disapproval for the following applicants to sit for the January 22, 2010 state jurisprudence examination. (See attached list) Possible Action.
    Applicants read into the record and approved unanimous consent by the Board.

11. Approval for Executive Director to file Notice of Rule Intent for the following Chapters: Possible Action
    A. Chapter 1
    B. Chapter 3
    C. Chapter 10
    D. Chapter 15

    Ms. Carter stated that all she needed was the board to give her approval to file a Notice of Rule Intent. Approved unanimous consent.

12. Approval/disapproval for the following continuing education. Possible Action.

    A. Unified Chiropractic Association: April 2-3, 2011 OKC, OK and April 9-10, 2011 Tulsa, OK.

       Dr. Ernst recommended approval for 16 hours. Approved unanimous consent.
    B. Life University: CBP Instrument Adjusting: May 14, 2011, Kansas City, MO.

       Dr. Javersak recommended approval for 8 hours. Approved unanimous consent.
    C. Life University: CBP Hands on Workshop: August 19-20, 2011, Windsor, CO.

       Dr. Javersak recommended approval for 8 hours. Approved unanimous consent.
    D. Life University: CBP Cervical Rehab: November 19, 2011, Phoenix, AZ

       Dr. Javersak recommended approval for 8 hours. Approved unanimous consent.
    E. Life University: CBP Advanced: October 15, 2011, Dallas, TX

       Dr. Javersak recommended approval for 8 hours. Approved unanimous consent.

F. National University of Health Sciences: The Many Faces of Immune Dysregulation and Chronic Inflammation: Chronic Infections, Atopy and Autoimmune Disorders: March 24-27, 2011, Austin, TX

Dr. Ernst recommended approval for 8 hours. Approved unanimous consent

G. National University of Health Sciences: Applying Functional Medicine in Clinical Practice: February 21-25, 2011, Tampa, FL

Dr. Mead recommended approval for 8 hours. Approved unanimous consent.

H. Northwestern Health Sciences University: 2011 Homecoming & Winter Gathering": February 3-5, 2011, NWHSU Campus Blommington, MN

Dr. Ernst recommended approval for 8 hours. Approved unanimous consent.

I. Southern California University of Health Sciences: Skills Update 2011, San Diego, CA

Dr. McClure recommended approval for 8 hours. Approved unanimous consent.

J. Parker Chiropractic College: Parker Seminar Las Vegas 2011: January 13-15, 2011, Las Vegas, NV

Dr. McClure recommended approval for 8 hours. Approved unanimous consent.

K. Parker Chiropractic College: 19TH Annual ICA/Parker Seminars Symposium on natural Fitness and Sports: March 4-5, 2011, Columbus, OH

Dr. Mead recommended approval for 8 hours. Approved unanimous consent.

L. Life University: California Jam: February 18-20, 2011, Costa Mesa, CA

Dr. Mead recommended approval for 8 hours. Approved unanimous consent.

13. Nomination and approval for the following to represent Oklahoma as the Delegate and Alternate Delegate at the FCLB and NBCE annual meeting May 4-8, 2011. Possible Action.

Dr. Ronald Tripp and Dr. Shayne Javersak were nominated and approved to represent Oklahoma.

14. Approval for the Delegate, Alternate Delegate and Executive Director to attend the annual meeting in Marco, Island, Florida for FCLB and NBCE May 4-8, 2011. Possible Action.

    Both delegates including the Executive Director were approved to attend the annual meeting in Marco Island, Florida. Approved unanimous consent.

15. Approval for the following to be approved and placed on the Board's Diplomate and Non-Diplomate Registry. Possible Action.

    Dr. Tyson Detwiler, Acupuncture Non-Diplomate Approved unanimous consent

16. Approval for the following to participate as a preceptor. Possible Action.

    Dr. Shayne Javersak
    Approved with Dr. Javersak abstaining.

17. Approval for the following dates for 2011 meetings and rule hearing. Possible Action.

    2/24/2011 Regular meeting and Rule hearing
    4/19/2011 Regular meeting
    6/14/2011 Regular meeting
    7/12/2011 Regular meeting
    9/20/2011 Regular meeting
    12/13/2011 Regular meeting

    Approved unanimous consent.

18. Advisory Committee Report. Possible Action.

    No report

19. Legal Counsel's Report. Possible Action.

    No report

20. OBCE staff Report. Possible Action.

    Ms. Carter reported with the audit and there will be a final report which will be presented sometime in April. She stated that we are starting to send out notices for 2011-2012 license renewal.

21. Legislative Report. Possible Action.

    Ms. Carter stated the UCA has agreed to work with the board, and are beginning to work on language for the citation language, and that they agree with the

CLEET certification so we can do background checks. She stated that Ms. Floyd and her have had only one meeting with the lobbyist so far, and have provided information on the legislative changes for this session that the board would like to see go forward this session. She stated that they are also in agreement with moving forward with language on the CAs. Ms. Carter stated that she has heard that Rep. Steele is not going to be hearing any bills on scope this year, but that is all she has heard so far as of now.

22. Time and Date of next regularly scheduled meeting.

    February 24, 2011 @ 9:00 a.m.

23. Adjourn

    2:07 p.m.

OKLAHOMA BOARD OF CHIROPRACTIC EXAMINERS
REGULAR MEETING AND ADMINISTRATIVE HEARING
SEPTEMBER 13, 2011 @ 10:00 A.M.
201 N.E. 38TH TERRACE, SUITE 1 & 2, OKC, OK 73105
VETERINARY & DENTAL BOARD CONFERNECE ROOM

1. Call meeting to order
   Meeting called to order at 10:13 a.m.

2. Roll call
   Dr. Tripp, Dr. McClure, Dr. Mead, Dr. Resler, Dr. Waddell, Ms. Gardner

3. Establish quorum
   Quorum Established

4. Board of Chiropractic Examiners vs. Richard Goldstein, D.C. License #1926 Case No. 015-2009. Proposed Executive Session pursuant to Title 25, Section 307 (B)(8) of the Oklahoma Statutes. Possible Action

5. **Voted to return to open session.**

6. Discussion and possible vote on matters addressed in Executive Session
   Dr. McClure moved in the matter of Board of Chiropractic Examiners vs. Richard Goldstein, D.C. #1926 Case #015-2009 that due to the Findings of the Facts. Goldstein has failed to comply with the subpoena duly ordered by the Board of Chiropractic Examiners, he has also failed to comply with other orders issued by the Board, and has failed to pay the fines of $18,500.00 which is through September 13, 2011. Based on these findings Dr. McClure moved that Dr. Richard Goldstein license #1926 is hereby permanently revoked. Seconded by Dr. Resler. Approved by the Board.

7. Approval of the July 12, 2011 board meeting minutes. Possible Action.
   Tabled to next meeting

8. Approval of the following individuals to be placed into inactive resident licensure status. Possible Action.

   A. Dr. Steven Laudenback **Dr. McClure made the motion to approve. Seconded by Dr. Resler. Approved by the Board.**
   B. Dr. Brian Lee **Dr. Resler made the motion to approve. Seconded by Dr. McClure. Approved by the Board.**
   C. Dr. Richard Edwards **Ms. Gardner made the motion to approve. Seconded by Dr. Mead. Approved by the Board.**
   D. Dr. Joy Carr **Ms. Gardner made the motion to approve. Seconded by Dr. Resler. Approved by the Board.**

9. Approval for Dr. Michelle Jarvis-Briscoe to have license reinstated. Possible Action.
   Tabled pending completion of the application.

10. Approval of the following seminars to be approved for continuing education. Possible Action.

    A. National University of Health Sciences: Restoring Gastrointestinal Equilibrium: Practical Applications for Understanding, Assessing, and Treating Gut Dysfunction: December 9-11/2011 Phoenix, AZ
    Dr. Toy recommended approval for 8 hours of CE. Dr. McClure made the motion to approve. Seconded by Ms. Gardner Approved by the Board.

    B. National University of Health Sciences: Understanding Biotransformation & Recognizing Toxicity: Evaluation & Treatment in the Functional Medicine Model: December 9-11/2011 Phoenix, AZ
    Dr. Toy recommended approval for 8 hours of CE. Ms. Gardner made the motion to approve. Seconded by Dr. McClure Approved by the Board.

    C. National University of Health Sciences: Applying Functional Nutrition for Chronic Disease Prevention and Management: Bridging Nutrition and Functional Medicine in 21st Century Health Care: October 20-23/2011 Springfield, CO
    Dr. Javersak recommended approval for 8 hours of CE. Ms. Gardner made the motion to approve. Seconded by Dr. McClure Approved by the Board.

    D. Oklahoma Chiropractor's Association: The Doctor Within-8 Hours & The Vaccine Seminar 8 Hours: November 19-20/2011 Oklahoma City, OK
    Dr. Javersak recommended approval for 16 hours of CE. Ms. Gardner made the motion to approve. Seconded by Dr. McClure Approved by the Board.

    E. Palmer College of Chiropractic: ICA/ACA Pediatrics Conference: December 9-11/2011 Oahu, HI
    Dr. Toy recommended approval of 8 hours of CE. Dr. McClure made the motion to approve. Seconded by Ms. Gardner. Approved by the Board.

    F. Palmer College of Chiropractic: Activator Methods Fall 2011 Intermediate October 22-23/2011 Dallas, TX
    Dr. Toy recommended approval of 8 hours of CE. Dr. McClure made the motion to approve. Seconded by Ms. Gardner Approved by the Board.

G. Palmer College of Chiropractic: Activator Methods Fall 2011 Advanced: October 22-23/2011 Dallas, TX
Dr. Toy recommended approval of 8 hours of CE. Ms. Gardner made the motion to approve. Seconded by Dr. McClure Approved by the Board.

H. OSCIPA: Nutritional Support for the Active Patient & Clinical Mastery of the Low Level Laser: February 25-26/2012 Oklahoma City, OK
Dr. Javersak recommended approval for 16 hours of CE. Ms. Gardner made the motion to approve. Seconded by Dr. Mead Approved by the Board.

I. Parker University: Parker Homecoming 2011: October 21-23/2011 Dallas, TX
Dr. Mead recommended approval for 8 hours of CE. Seconded by Ms. Gardner Approved by the Board.

J. Unified Chiropractic Association: Ethically Making, Then Managing Your Practice's "Digital First Impression 1.5 Hours, Understanding Legal Tools: The Key to Lawsuit Prevention and Tax Reduction 1.5 Hours, EHR (Electronic Health Records) 2 Hours, Rehabilitation (Active Care) 6 Hours, Toxins in the Practice 4 Hours, Chiropractic Legislation, Current Events and relevant News in Chiropractic 1 Hour
Dr. Mead recommended disapproval of seminar because it was not filed timely. Seconded by Dr. McClure. Approved by the Board.

11. Approval for the following to be placed on the Diplomate or Non-Diplomate Specialty Register. Possible Action.

A. Dr. Lindsey Harper: Acupuncture (Non-Diplomate) **Dr. McClure made the motion to approve. Seconded by Dr. Waddell Approved by the Board.**

B. Dr. Alan McKown: Acupuncture (Non-Diplomate) **Dr. McClure made the motion to approve. Seconded by Dr. Mead. Approved by the Board.**

12. Advisory Committee Report. Possible Action.
Dr. Myers stated that the Committee still has pending cases but no report for the Board at this time.

13. Legislative Report. Possible Action.
Ms. Floyd stated that there are several Interim studies at the Capitol right now and she is monitoring those. She stated that she has reviewed legislation that was passed and are beginning to draft language for rules including the field citation and Chiropractic Assistant's as well. Dr. McClure stated that

on August 26th there was a brief filed with the Supreme Court that Section 29 and 33 were unconstitutional. Ms. Carter stated that she would like the Board to think about what their legislative goals would be for this next legislative session. She stated that Dr. Resler has done a lot of work on the Chiropractic Assistants that we need to start promulgating rules for this next session. Ms. Carter stated that she would like to get a rule committee together that would be able to sit down and work with her and Kay along with all the state associations and the lobbyist so we can start working on the rules and possible legislative changes.

14. Legal Counsel's Report. Possible Action.
    Ms. Floyd provided information on remote conferencing for meetings as a point of information that the Board may want to look into in the future. She stated the Board needs to be aware that Joseph is not with us so we do not have an investigator and the Advisory Committee is doing the best that they can with the complaints that we have. She stated that we need to be aware that some of these cases are not going to move as quickly and we are not going to spend money we don't have and right now the committee is spread thin.

15. Secretary-Treasurer's Report. Possible Action.
    Dr. McClure presented the revenue and expenditure reports from August. He stated that we have been working on saving money for the Board by sharing the copy machine and postage meter with the Psychology Board. He stated that we have cut out about $400.00 a month in expenditures.

16. OBCE Staff Report. Possible Action.
    Ms. Carter provided a reoccurring expenditure report to the Board for review.

17. New Business. Possible Action.
    Dr. McClure stated that he did not know if he had this authority but he stated that he had discussed this with Ms. Carter that we will no longer accept CE applications by fax or by email. Dr. Tripp stated that he could get with Ms. Floyd and bring that information to the next board meeting.

18. Time and Date of next scheduled board meeting.
    Special meeting October 25, 2011 at 10 a.m.

19. Adjourn
    Adjourned at 11:48 a.m.

OKLAHOMA CHILD DEATH REVIEW BOARD – OKLAHOMA COMMISSION ON CHILDREN AND YOUTH

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	OKLAHOMA CHILD DEATH REVIEW BOARD Oklahoma Commission on Children and Youth
Agency Staff Contact:	Lisa Smith, Executive Director Oklahoma Commission on Children and Youth Lisa P. Rhoades, Programs Manager Oklahoma Commission on Children and Youth
Agency Telephone Number:	405-606-4900

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

The Child Death Review Board is composed of five teams, the original State Team and four regional review teams. The original state team is comprised of 27 members, 14 of which are designated by statute by specific job titles. The remaining 13 members are appointed by the Director of the Commission on Children and Youth and are required to have experience and

training in matters related to the abuse and neglect of children. Statute also specifies the types of work experience and types of responsibilities these members have. The 13 appointed members serve terms of two years and are eligible for reappointment.
The regional teams were created with the thought that professionals from each region would have a better understanding of the needs of that region. Membership is decided by each team individually and members are chosen by the team.
The four regional team compositions are as follows:
Eastern Regional Review Team = 13 members
Southeastern Regional Review Team = 12 members
Southwestern Regional Review Team = 8 members
Tulsa Regional Team = 9 members

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The multidisciplinary board was created in 1991 for the purpose of bringing together the variety of disciplines that have responsibilities for the health and welfare of children to conduct case reviews, and statistical and systemic analysis to learn more about the major causes of death and near deaths of children in Oklahoma and then to make recommendations both specific and systemic to reduce those deaths and to improve processes of individual agencies.

Statutory changes occurred in 2004 to allow for the addition of regional review teams.

The most recent statutory change occurred in 2008 when language was added to the Board's statute that allows the Board to enter into agreements with other state, local, or private entities as necessary to carry out the duties of the Child Death Review Board including but not limited to, conducting joint reviews with the Domestic Violence Fatality Review Board on domestic violence cases involving child death or child near-death incidents. Since the statutory change the two Boards have met jointly seven times and reviewed five incidents covering 16 deaths (nine children/seven adults).

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

Title 10 Section 1150. A copy of the statute is included as Attachment A.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No other entity performs the multidisciplinary review of deaths and near deaths of children ages 0-17 in Oklahoma.

The National Center for Child Death Review Boards (funded by Federal Maternal Child Health) provides support for all of the state teams to centralize information submitted by each state.

The National Center on Child Fatality Review (funded by the Office of Juvenile Justice and Delinquency Prevention) also provides nationwide data comparing child abuse/neglect numbers (as reported by OKDHS/NCANDS) with vital statistics information and with law enforcement information.

The National Violent Death Reporting Surveillance System out of the Centers for Disease Control tracks deaths at any age due to homicide, suicide, and firearms. Although this is a pilot program, Oklahoma was picked to participate and is the first participating state to have its child fatality review board provide information via a memorandum of understanding. The work of the Board compliments the work of this group by providing information on child deaths for the system.

The Fetal Infant Mortality Review (FIMR) of Central Oklahoma and Fetal Infant Mortality Review of Tulsa County review the deaths of infants. They do not have statutory authority and their budget is provided by Maternal Child Health Title IV Block Grant monies. This population tends to have a higher number of natural deaths, which are not necessarily fully reviewed by the CDRB. FIMR also makes contact with the family, which the CDRB does not do.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

State Team

FY-12	FY-11	FY-10	FY-09	FY-08
4 (as of 12/9/11)	10	12	12	10

Eastern Team

FY-12	FY-11	FY-10	FY-09	FY-08
2 (as of 12/9/11)	3	4	2	3

Southeastern Team

FY-12	FY-11	FY-10	FY-09	FY-08
1 (as of 12/9/11)	4	4	3	5

Southwestern Team

FY-12	FY-11	FY-10	FY-09	FY-08
1 (as of 12/9/11)	4	4	4	4

Tulsa Team

FY-12	FY-11	FY-10	FY-09	FY-08
2 (as of 12/9/11)	5	6	4	6

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	1		1
FY-11			2
FY-10			2
FY-09			2
FY-08			2

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits: *N/A*

B. Monitoring: *The Board reviews state and local agency involvement in the life of a deceased child or a child that nearly dies as a result of abuse or neglect. The Board may make findings and recommendations, sometimes having to do with the specific child, other times having to do with systemic concerns.*

C. Enforcement: *The Board can educate, request, and recommend. It does not have enforcement authority.*

D. Continuing Education: *N/A*

E. Other: *N/A*

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	*N/A*	*N/A*	*N/A*	*N/A*

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	*N/A*	*N/A*	*N/A*	*N/A*

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	*N/A*	*N/A*	*N/A*	*N/A*

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	*N/A*	*N/A*	*N/A*	*N/A*

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	*N/A*	*N/A*	*N/A*	*N/A*

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.
N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	*N/A*	*N/A*	*N/A*	*N/A*

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

Child deaths reviewed and closed by calendar year:

CY-12	CY-11	CY-10	CY-09	CY-08
N/A	*221 (as of 12/9/11)*	*282*	*250*	*247*

Child near deaths reviewed and closed by calendar year

CY-12	CY-11	CY-10	CY-09	CY-08
N/A	*49 (as of 12/9/11)*	*49*	*53*	*59*

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	*State appropriation*
FY-10	*State appropriation*
FY-09	*State appropriation and federal funds from the Children's Justice Act*
FY-08	*State appropriation and federal funds from the Children's Justice Act*
FY-07	*State appropriation and federal funds from the Children's Justice Act*

10. Summarize all expenditures for each of the last five (5) fiscal years.
Please see Attachment B

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?
__X___ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	*N/A*
FY-10	*N/A*
FY-09	*N/A*
FY-08	*N/A*
FY-07	*N/A*

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

The Board's goals include continued collaborations with those groups and agencies that serve children including but not limited to collaboration with the Domestic Violence Fatality Review Board, Fetal Infant Mortality Review, Oklahoma Violent Death Reporting System, Maternal Mortality Review, and the infant mortality initiatives of the Oklahoma Health Improvement Plan of the Oklahoma State Health Department, as well as continued data analysis of child deaths and near deaths to assist with the identification of prevention strategies.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	*Statute disbanded the Oklahoma Indian Affairs Commission, which provided the Board with names of Indians for appointment on the Board.*
FY-10	*N/A*
FY-09	*N/A*
FY-08	*Changed to allow to enter into agreements to fulfill duties of the Board.*
FY-07	*N/A*

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

Legal counsel is provided by the Office of the Attorney General.

16. Why should this agency, board, or commission be continued or discontinued?

The Oklahoma Child Death Review Board should be continued as it provides multidisciplinary review and oversight of state and local entities, as well as annual statewide statistical data on how children in Oklahoma are dying, makes recommendations for reducing those deaths, provides public education and advocacy for safer communities for children through the recommendations and works for the adoption and implementation of those recommendations. The Board is also in the unique position to provide child death and near death statistics to numerous stakeholders whose interests is in protecting children. The Oklahoma Child Death Review Board also satisfies federal requirements for receiving Children's Justice Act funds and fulfills two Healthy People USA 2020 objectives (Injury and Violence Prevention Objectives 4 and 5 regarding reviewing deaths due to external causes and reviewing sudden and unexpected deaths of infants).

17. Submit the following material with this survey:

A. Current organization chart – *Attachment C*
B. Last annual report – *Attachment D*
C. Agency, board, or commission meeting minutes for 2010 – *Attachment E*
D. Any report required by any other government entity – *Attachment F*

Attachment A

Chapter 51
Article I. Dependent and Delinquent Children
§1150.2. Re-creation of Child Death Review Board - Powers and Duties - Review of Cases - Annual Statistical Report - Review of Report.

A. There is hereby re-created until July 1, 2012, in accordance with the Oklahoma Sunset Law, Section 3901 et seq. of Title 74 of the Oklahoma Statutes, the Child Death Review Board within the Oklahoma Commission on Children and Youth. The Board shall have the power and duty to:

1. Conduct case reviews of deaths and near deaths of children in this state;
2. Develop accurate statistical information and identification of deaths of children due to abuse and neglect;
3. Improve the ability to provide protective services to the surviving siblings of a child or children who die of abuse or neglect and who may be living in a dangerous environment;
4. Improve policies, procedures and practices within the agencies that serve children, including the child protection system; and
5. Enter into agreements with multidisciplinary teams established pursuant to Sections 7110 of this title to carry out such duties and responsibilities as the Child Death Review Board shall designate, including reviewing cases assigned by the Board in the geographical area for that multidisciplinary team. The Oklahoma Commission on Children and Youth, with the advice of the Child Death Review Board, shall promulgate rules as necessary for the implementation and administration of the provisions of this paragraph.
6. Enter into agreements with other state, local, or private entities as necessary to carry out the duties of the Child Death Review Board including, but not limited to, conducting joint reviews with the Domestic Violence Fatality Review Board on domestic violence cases involving child death or near-death incidents.

B. In carrying out its duties and responsibilities the Board shall:

1. Establish criteria for cases involving the death or near death of a child subject to specific, in-depth review by the Board. As used in this section, the term "near death" means a child is in serious or critical condition, as certified by a physician, as a result of abuse or neglect;
2. Conduct a specific case review of those cases where the cause of death or near death is or may be related to abuse or neglect of a child;
3. Establish and maintain statistical information related to the deaths and near deaths of children, including, but not limited to, demographic and medical diagnostic information;
4. Establish procedures for obtaining initial information regarding near deaths of children from the Department of Human Services and law enforcement agencies;
5. Review the policies, practices, and procedures of the child protection system and make specific recommendations to the entities comprising the child protection system for actions necessary for the improvement of the system;
6. Review the extent to which the state child protection system is coordinated with foster care and adoption programs and evaluate whether the state is efficiently discharging its child protection responsibilities under the federal Child Abuse Prevention and Treatment Act state plan;
7. As necessary and appropriate, for the protection of the siblings of a child who dies and whose siblings are deemed to be living in a dangerous environment, refer specific cases to the Department of Human Services or the appropriate district attorney for further investigation;
8. Request and obtain a copy of all records and reports pertaining to a child whose case is under review including, but not limited to:
    a. the medical examiner's report,

b. hospital records,
c. school records,
d. court records,
e. prosecutorial records,
f. local, state, and federal law enforcement records, including, but not limited to, the Oklahoma State Bureau of Investigation (OSBI),
g. fire department records,
h. State Department of Health records, including birth certificate records,
i. medical and dental records,
j. Department of Mental Health and Substance Abuse Services and other mental health records,
k. emergency medical service records, and
l. Department of Human Services' files.

Confidential information provided to the Board shall be maintained by the Board in a confidential manner as otherwise required by state and federal law. Any person damaged by disclosure of such confidential information by the board, its local boards or their members not authorized by law, may maintain an action for damages, costs and attorney fees;

9. Maintain all confidential information, documents and records in possession of the Board as confidential and not subject to subpoena or discovery in any civil or criminal proceedings; provided, however, information, documents and records otherwise available from other sources shall not be exempt from subpoena or discovery through those sources solely because such information, documents and records were presented to or reviewed by the Board;

10. Conduct reviews of specific cases of deaths and near deaths of children and request the preparation of additional information and reports as determined to be necessary by the Board including, but not limited to, clinical summaries from treating physicians, chronologies of contact, and second opinion autopsies;

11. Report, if recommended by a majority vote of the Board, to the President Pro Tempore of the Senate and the Speaker of the House of Representatives any gross neglect of duty by any state officer or state employee, or any problem within the child protective services system discovered by the Board while performing its duties;

12. Recommend, when appropriate, amendment of the cause or manner of death listed on the death certificate; and

13. Subject to the approval of the Oklahoma Commission on Children and Youth, exercise all incidental powers necessary and proper for the implementation and administration of the Child Death Review Board Act, Section 1150 et seq. of this title.

C. The review and discussion of individual cases of death or near death of a child shall be conducted in executive session and in compliance with the confidentiality requirements of Section 7005-1.2 of this title. All other business shall be conducted in accordance with the provisions of the Oklahoma Open Meeting Act. All discussions of individual cases and any writings produced by or created for the Board in the course of its remedial measure and recommended by the Board as the result of a review of an individual case of the death or near death of a child, shall be privileged and shall not be admissible in evidence in any proceeding. The Board shall periodically conduct meetings to discuss organization and business matters and any actions or recommendations aimed at improvement of the child protection system which shall be subject to the Oklahoma Open Meeting Act. Part of any meeting of the Board may be specifically designated as a business meeting of the Board subject to the Oklahoma Open Meeting Act.

D. 1. The Board shall submit an annual statistical report on the incidence and causes of death and near death of children in this state for which the Board has completed its review during the past calendar year, including its recommendations, to the Oklahoma Commission on Children and

Youth on or before May 1 of each year. The Board shall also prepare and make available to the public, on an annual basis, a report containing a summary of the activities of the Board relating to the review of deaths and near deaths of children, the extent to which the state child protection system is coordinated with foster care and adoption programs, and an evaluation of whether the state is efficiently discharging its child protection responsibilities. The report shall be completed no later than December 31 of each year.

2. The Oklahoma Commission on Children and Youth shall review the report of the Board and, as appropriate, incorporate the findings and recommendations into the annual Commission report and the State Plan for Services to Children and Youth.

A. In any investigation relating to the functions of the Child Death Review Board pursuant to Section 1150.2 of Title 10 of the Oklahoma Statutes, the Director of the Oklahoma Commission on Children and Youth, if recommended and approved by the Child Death Review Board and the legal counsel for the Governor, may require the production of, by subpoena, any records, including books, papers, documents, and other tangible things which constitute or contain evidence which the Board finds relevant or material to the investigation, if the Board has been unable to obtain the necessary information by requesting it. The production of records may be required from any place in the state to be forwarded to the Child Death Review Board. Reasonable copying fees shall be paid upon request.

B. Compliance with the subpoena may be accomplished by:

1. Producing documents, as requested; or
2. Notifying the Board, in writing, of refusal to produce documents, within ten (10) days of the date of service.

The subpoena form shall clearly set forth the optional means of compliance including instructions for sending written notice of refusal.

C. A subpoena issued pursuant to this section may be served by any person designated in the subpoena to serve it. Service upon a natural person may be made by personal delivery of the subpoena to the person. Service may be made upon a domestic or foreign corporation or upon a partnership or other unincorporated association which is subject to suit under a common name, by delivering the subpoena to an officer, to a managing or general agent, or to any other agent authorized by appointment or by law to receive service of process. The affidavit of the person serving the subpoena entered on a true copy thereof by the person serving it shall be proof of service.

D. In the case of refusal to obey a subpoena issued to any person, the Director of the Oklahoma Commission on Children and Youth may invoke the aid of any district court of the state within the jurisdiction of which the investigation is carried on or of which the subpoenaed person is an inhabitant, or in which such person conducts business or may be found, to compel compliance with the subpoena. The court may issue an order requiring the subpoenaed person to appear before the Director to produce records, if so ordered. Any failure to obey the order of the court may be punished by the court as an indirect contempt thereof. All process in any such case may be served in any judicial district in which such person may be found.

E. The district court of the county wherein the subpoena is served may quash a subpoena issued pursuant to this section upon a motion to quash the subpoena filed with the court by the party to whom the subpoena is issued.

§1150.3. Composition of Board - Appointed Members - Term of Service - Administrative Assistance and Services.

A. The Child Death Review Board shall be composed of twenty-seven (27) members, or their designees, as follows:

1. Fourteen of the members shall be:

a. the Chief Medical Examiner,

b. the Director of the Department of Human Services. The designee of the Director of the Department of Human Services shall be a person assigned to the Child Welfare Division of the Department,

c. the State Commissioner of Health,

d. the Director of the Office of Child Abuse Prevention,

e. the Director of the Oklahoma Commission on Children and Youth,

f. the Chief Child Abuse Medical Examiner,

g. the Medical Director of Maternal and Infant Health Services of the State Department of Health,

h. the Commissioner of Mental Health and Substance Abuse Services,

i. the Chair of the Child Protection Committee of the Children's Hospital of Oklahoma,

j. the Director of the Office of Juvenile Affairs,

k. the Chief of Injury Prevention Services of the State Department of Health,

l. a physician from Maternal and Infant Health Services within the State Department of Health,

m. the State Epidemiologist of the State Department of Health, and

n. the Director of the Oklahoma State Bureau of Investigation; and

2. Thirteen of the members shall be appointed by the Director of the Oklahoma Commission on Children and Youth, shall serve for terms of two (2) years, and shall be eligible for reappointment. The members shall be persons having training and experience in matters related to the abuse or neglect of a child. The appointed members shall include:

a. a law enforcement officer selected from lists submitted by the executive boards of organizations representing sheriffs and peace officers in this state,

b. an attorney licensed in this state who is in private practice selected from a list submitted by the executive board of the Oklahoma Bar Association,

c. a district attorney selected from a list submitted by the District Attorney's Council,

d. a physician selected from lists submitted by statewide organizations representing physicians in this state,

e. a physician selected from lists submitted by statewide organizations representing osteopathic physicians in this state,

f. a member of the State Post-Adjudication Review Advisory Board,

g. a social worker selected from a list submitted by each organization representing social workers,

h. an individual selected from lists submitted by Oklahoma court-appointed special advocate associations,

i. a psychologist selected from lists submitted by Oklahoma psychological associations,

j. a member of a Native American Tribe involved in the area of protection of Native American children selected from a list submitted by the Oklahoma Indian Affairs Commission,

k. an individual selected from lists submitted by Oklahoma coalitions or associations against domestic violence and sexual assault,

l. a pediatric physician selected from lists submitted by organizations of pediatric physicians or osteopaths, and

m. a member of an emergency medical technicians association.

B. Every two (2) years the Board shall elect from among its membership a chair and a vice-chair. The Board shall meet at least quarterly and may meet more frequently as necessary as determined by the

chair. Members shall serve without compensation but may be reimbursed for necessary travel out of funds available to the Commission pursuant to the State Travel Reimbursement Act, Section 500.1 et seq. of Title 74 of the Oklahoma Statutes; provided, that the reimbursement shall be paid in the case of state employee members by the agency employing the member.

C. With funds appropriated or otherwise available for that purpose, the Commission shall provide administrative assistance and services to the Child Death Review Board.

1150.4. Copies of Death Certificates - Office of Chief Medical Examiner - Initial Review of Child Death Certificates.

A. Beginning November 1, 1991, the Director of the Bureau of Vital Statistics shall forward to the Office of the Chief Medical Examiner on a monthly basis copies of all death certificates of persons under eighteen (18) years of age received by the Bureau of Vital Statistics during the preceding month.

B. The Office of Chief Medical Examiner shall conduct an initial review of child death certificates in accordance with the criteria established by the Child Death Review Board and refer to the Board those cases that meet the criteria established by the Board for specific case review.

C. Upon the request of the Board, every entity within the child protection system shall provide to the Board any information requested by the Board.

§1150.5. Repealed by Laws 1993, c. 195, § 5, eff. July 1, 1993.

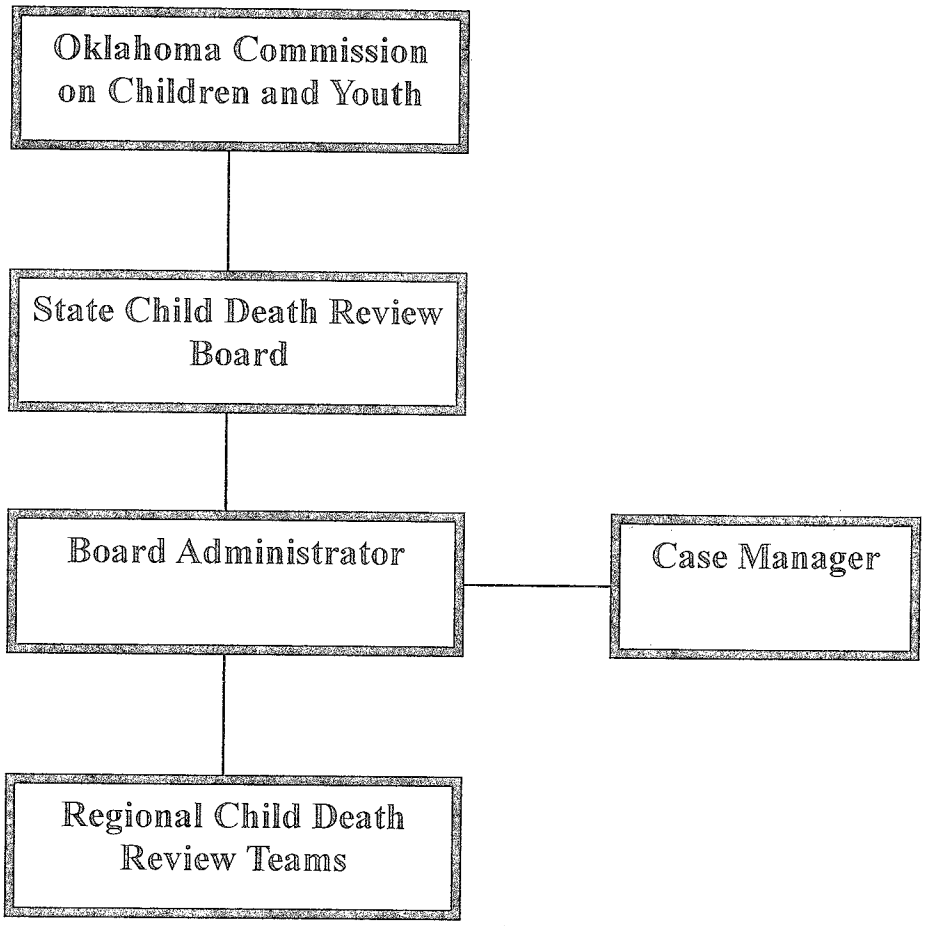
ATTACHMENT B

Fiscal Year	Personnel*	Travel	Other**	Contractual Charges	Total	CJA
'11	$97,112.00	$8250.00	$6122.00	$11,148.00	$122,632.00	N/A
'10	$97,112.00	$8250.00	$6122.00	$11,148.00	$122,632.00	N/A
'09	$100,384.00	$5500.00	$5600.00	$11,148.00	$122,632.00	$6000.00[i]
'08	$95,451.00	$6387.00	$7910.00	$10,974.00	$120,723.00	$11,000.00[ii]
'07	$92,462.00	$5683.00	$11,600.00	$10,975.00	$120,720.00	$7690.00[iii]

[i] Printing and distribution of First Responder cards
[ii] Funding legislative meet-and-greet/press conference launching prevention initiative program
[iii] Printing and distribution of annual report, staff travel, Board member travel

Attachment C

Organizational Chart for the Oklahoma Child Death Review Board



Attachment E

2010 Minutes from Each Team

2010 Minutes of the State Team of the Oklahoma Child Death Review Board

OKLAHOMA CHILD DEATH REVIEW BOARD

Commission on Children and Youth
500 N. Broadway, Suite 300
Oklahoma City, OK

MINUTES

February 18, 2010
8:38 a.m. – 11:38 a.m.

MEMBERS PRESENT: Pam Archer, Bob Block, Kristy Bradley, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Suzanna Dooley, Linda Grimes for Michael Fogarty, Margaret Devault for Howard Hendrick, Jackie Steyn for Evelyn Hibbs, Annette Jacobi, Andi Grosvald-Hamilton for Dewade Langley, Nadine McIntosh, Julie Morrow, Keri Pierce, Susan Schmidt, Deb Shropshire, Jena Lu Simpson for Ray Simpson, Joanne Verity for Lisa Smith, Amy Baum for John Stuemky, Gwen Downing for Terri White

MEMBERS ABSENT: Jennifer King, Cheyn Onarecker, Jennifer Rodgers, Cathy Stocker, Eric Duval, Kara Whitworth

STAFF: Abdalla Khalid and Lisa Rhoades.

I. Call to order.

Carolyn Parks called the meeting to order at 8:38 am. A quorum was present.

II. Public Comment.

There was no public comment.

III. Review and approval of the December 17, 2009 minutes

A motion was made by Annette Jacobi at 8:40am to approve the December 17, 2009 minutes; seconded by Amy Baum.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Abstain
Donna Glandon	Abstain
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Abstain
Margaret Devault	Abstain
Jackie Steyn	Abstain
Annette Jacobi	Abstain
Andy Grosvald-Hamilton	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Abstain
Joanne Verity	Yes
Amy Baum	Yes
Gwen Downing	Yes

Motion Passed

IV. **Discussion and Possible Action on the Office of the Chief Medical Examine**

A motion was made at 8:55am by Annette Jacobi to send a letter to Dr. Cline and cc the Chair of the Board of Medicolegal Investigations regarding the issues at the Medical Examiner's Office the Board feels are important as related to children. The issues include the need for additional pathologists, training and use of the sudden, unexplained infant death scene investigation protocols, training on child abuse/neglect, unanswered inquiries, need for a pediatric pathologist, the need for the Chief Medical Examiner to have an academic affiliation, and improved facilities. Motion seconded by Dr. Block.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Margaret Devault	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joanne Verity	Abstain
Amy Baum	Yes
Gwen Downing	Yes

Motion Passed

VI. **Discussion and Possible Action on Concerns Involving Cases Reviewed and the Current Status of CDRB Requests to OKDHS**

Lisa advised the Board that new procedural changes will be instituted when sending written communications to OKDHS. These include sending a copy of the correspondence to Margaret DeVault, Programs Administrator, Prevention, Protection & Post-Adoption Services and to Director Hendrick. Margaret advised that the state office was losing both Judge Miller, who is going Canadian County to be District Judge, and Afton, who is moving to the KIDS department at OKDHS.

IV. **Report from staff**

Lisa informed the Team about State Senate Bill 2235 proposed by Senator Crain. The bill would add the Senate Pro Tempore and the Speaker of the House as entities mandated to receive CDRB recommendations.

Lisa also informed the board of House Bill 2920, mandating hospitals to provide neonatal abusive head trauma training to families prior to discharge. Suzanna Dooley added that there were some changes with H.B. 2920 including the addition of language to include renaming it to the "Oklahoma Maternal-Infant Quality Care Act", which comes from the Maternal Infant Quality Care Initiative, which focuses on breastfeeding, prematurity, abusive head trauma, and safe sleep issues. This initiative came from the Child Health Committee, which developed a plan for improving children's health in Oklahoma.

Annette reminded the Board that Multi-Disciplinary Teams had lost funding but the legislature was looking into finding fixes for the loss of funding. The funding had previously come from court fees, which was recently deemed unconstitutional.

Lisa released the preliminary statistical numbers for CDRB 2009. The state team numbers are: 71 deaths. Acc=34, Undetermined=14, Nat=9, Homicides=7, and Suicides=6. All the teams totaled 253 deaths. Acc=116, Undetermined=61, Homicides=32, Naturals=22, Suicides=21. Pam advised the Board that injury prevention has a new report available on ATV expenses.

X. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7)).**

A motion was made at 9:28am by Andi Grosvald-Hamilton to move into Executive Session. Motion seconded by Bob Block.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Margaret Devault	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Amy Baum	Yes
Gwen Downing	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made by Annette Jacobi at 11:26am to move out of Executive Session. Motion seconded by Nadine McIntosh.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Gwen Downing	Yes

Motion Passed

XI. Action items from Executive Session.

Carolyn Parks made a motion at 11:29am to send a letter to the Yukon Public School System, the State Superintendent of Education, and the Gary Miller Justice Center regarding case # 07-B-37-03-08-00058. Motion seconded by Suzanna Dooley.

Pam Archer	Yes
Bob Block	Abstain
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Abstain
Annette Jacobi	Abstain
Nadine McIntosh	Abstain
Julie Morrow	Abstain
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Abstain
Joann Verity	Abstain
Gwen Downing	Yes

Motion Passed

A motion was made by Carolyn Parks at 11:30am to send a letter to the hospital regarding cases #08-B-37-03-00009 and 08-B-37-03-00010. Motion seconded by Suzanna Dooley

Pam Archer	Abstain
Bob Block	Abstain
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Abstain
Nadine McIntosh	Abstain
Julie Morrow	Abstain
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Abstain
Joann Verity	Abstain
Gwen Downing	Yes

Motion Passed

A motion was made by Dr. Block at 11:31am recommending a letter be sent to the attending physician requesting that a cause of death other than the child's chronic condition. Motion seconded by Dr. Shropshire.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Gwen Downing	Yes

Motion Passed

A motion was made by Dr. Block at 11:31am regarding case #08-E-37-03-10-00019 to send three letters, one to the medical examiner to amend the death certificate to a cause of death other than SIDS, also a letter to the Board of Medicolegal Investigations advising of Board concerns, and a letter to the law enforcement involved in the case requesting the case be reopened. Motion seconded by Dr. Shropshire.

Pam Archer	Abstain
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Gwen Downing	Yes

Motion Passed

A motion was made by Joann Verity at 11:35am to refer case #09-ND-8015 to OCCY, Office of Juvenile System Oversight regarding OKDHS involvement of the child. Motion seconded by Dr. Block.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Gwen Downing	Yes

Motion Passed

A motion was made by Annette Jacobi at 11:35am to close those cases designated as closed. Motion seconded by Dr. Block.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Gwen Downing	Yes

Motion Passed

Cases closed:

07-C-37-03-2008-00001	08-C-37-03-2010-00003	09-ND-37-03-2009-00050
07-G-37-03-2008-00106	09-A-37-03-2010-00004	08-ND-37-03-2009-00051
08-B-37-03-2009-00066	08-G-37-03-2010-00006	06-ND-37-03-2009-00095
08-G-37-03-2009-00107	09-B-37-03-2010-00007	08-ND-37-03-2009-00046
09-B-37-03-2010-00001	09-H-37-03-2009-00009	06-7897-ND 09-ND-8014

A motion was made at 11:36 am to send a letter of commendation to the six newly Board Certified subspecialists in Child Abuse Pediatrics. Motion seconded by Suzanna Dooley.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Gwen Downing	Yes

Motion Passed

A motion was made at 11:38 am by Dr. Block to include toxicological issues in the letter to Dr. Cline addressing the Office of the Chief Medical Examiner. Annette Jacobi seconded.

Pam Archer	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Kristy Bradley	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Annette Jacobi	Yes
Nadine McIntosh	Absatain
Julie Morrow	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Jena Lu Simpson	Yes
Joann Verity	Yes
Gwen Downing	Yes

Motion Passed

XII. Announcements.

Annette Jacobi reminded the Board that Child Abuse Prevention Day at the Capitol, sponsored by the Office of Child Abuse Prevention, OSDH, would be February 23, 2010.

XIII. Adjourn.

A motion was made by Dr. Block at 11:38 am to adjourn the meeting. Motion seconded by Keri Pierce.

OKLAHOMA CHILD DEATH REVIEW BOARD

Commission on Children and Youth
500 N. Broadway, Suite 300
Oklahoma City, OK

MINUTES

March 18, 2010
8:40 a.m. – 12:12 p.m.

MEMBERS PRESENT: Pam Archer, Liz Langthorn for Pam Archer, Diana Pistole for Kristy Bradley, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Jim Marks for Suzanna Dooley, Linda Grimes for Michael Fogarty, Casey Halford for Howard Hendrick, Jackie Steyn for Evelyn Hibbs, Andi Adams for Annette Jacobi, Beverly Coon for Keri Pierce, Susan Schmidt, Deb Shropshire, Joanne Verity for Lisa Smith, Michael Fields for Cathy Stocker, John Stuemky, Cherokee Ballard, Gwen Downing for Terri White, Kara Whitworth

MEMBERS ABSENT: Bob Block, Jennifer King, DeWade Langley, Nadine McIntosh, Julie Morrow, Cheyn Onarecker, Jennifer Rodgers, Ray Simpson

STAFF: Lisa Rhoades

I. Call to order.

Carolyn Parks called the meeting to order at 8:40 am. A quorum was present. Introductions were made in lieu of roll call.

II. Public Comment.

There was no public comment.

III. Review and approval of the February 18, 2010 minutes

A motion was made by Jay Scott Brown at 8:40 a.m. to approve the February 18, 2010 minutes; seconded by Donna Glandon.

Pam Archer	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Abstain
Jackie Steyn	Yes
Andi Adams	Abstain
Beverly Coon	Abstain
Susan Schmidt	Yes
Joanne Verity	Yes
Michael Fields	Abstain
Cherokee Ballard	Abstain
Kara Whitworth	Yes

Motion Passed

IV. Report from Staff

Lisa updated the Board on Abdalla's departure and the plans for his replacement. The Oklahoma Commission on Children and Youth may use the opportunity to save monies and move the program to OCCY and utilize current OCCY staff for administrative assistance. However, in the event that the program stays at OUHSC, the steps have been initiated to get the position posted for a replacement.

Lisa advised the Board that S.B. 2235 had been changed and currently none of it applies to CDRB. H.B. 2920 was amended to create the Oklahoma Maternal-Infant Quality Care Act, which focuses on improving infant outcomes in the areas of breastfeeding, abusive head trauma, prematurity as it relates to elective deliveries prior to 39 weeks, and infant safe sleep.

Lisa also updated the Board on the February 25, 2010 meeting with Dr. Cline, who was appointed by Gov. Henry to review the Office of the Chief Medical Examiner. The meeting was scheduled so that the Board could share its viewpoint on what it sees as essential needs for that office, as it relates to children. Cherokee advised that as a cost saving measure, a new Chief Medical Examiner would not be hired just yet; however, two new pathologists may be hired to address the backlog, one for Oklahoma City and one for Tulsa.

V. Discussion on CDRB 2009 Data and 2010 Annual Recommendations

Lisa distributed preliminary 2009 data and the 2009 recommendations. Discussion was held regarding engaging in active efforts to see one or two recommendations come to fruition. No new recommendations were suggested but specific data elements were requested for the final recommendation discussion in April.

VI. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7)).

A motion was made by at 10:00am by Diana Pistole to move into Executive Session. Motion seconded by Donna Glandon.

Pam Archer	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Andi Adams	Yes
Beverly Coon	Yes
Susan Schmidt	Yes
Deb Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemkey	Yes
Cherokee Ballard	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 12:06 pm by Diana Pistole to move out of Executive Session. Motion seconded by Pam Archer.

Pam Archer	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Andi Adams	Yes
Susan Schmidt	Yes
Deb Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemkey	Yes
Cherokee Ballard	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

VII. **Action items from Executive Session.**

A motion was made at 12:07 pm by Deb Shropshire to send a letter to OCCY regarding case # 09-C-37-03-10-0005 to review the child's involvement with OKDHS. Motion seconded by John Stuemky.

Pam Archer	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Andi Adams	Yes
Susan Schmidt	Yes
Deb Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemkey	Yes
Cherokee Ballard	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

A motion was made at 12:08 pm by Kara Whitworth to send a letter to the law enforcement agency in case # 08-C-37-03-09-00036 recommending the use and adoption in policy of the SUID protocols for investigating infant deaths. Motion seconded by John Stuemky.

Pam Archer	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Andi Adams	Yes
Susan Schmidt	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemkey	Yes
Cherokee Ballard	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

A motion was made at 12:09 pm by Kara Whitworth recommending Dr. Stuemky consult with the pathologist involved in case # 05-6951-G. Motion seconded by Donna Glandon.

Pam Archer	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Andi Adams	Yes
Susan Schmidt	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemkey	Yes
Cherokee Ballard	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

A motion was made at 12:10 pm by Diana Pistole to close those cases designated as closed. Motion seconded by Susan Schmidt.

Pam Archer	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Andi Adams	Yes
Susan Schmidt	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemkey	Yes
Cherokee Ballard	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

Cases closed:

08-C-37-03-2008-00088	08-C-37-03-2009-00036	09-C-37-03-2010-00005	08-8012-ND
09-C-37-03-2010-00008	08-C-37-03-2010-00011	09-A-37-03-2010-00018	09-8017-ND
07-G-37-03-2010-00019	09-F-37-03-2010-00021	09-B-37-03-2010-00020	02-7784-ND
09-B-37-03-2010-00023	09-G-37-03-2010-00012	07-C-37-03-2010-00017	
09-F-37-03-2010-00013			

XII. Announcements.

There were no announcements.

XIII. Adjourn.

A motion was made at 12:12 pm by Donna Glandon to adjourn the meeting. Motion seconded by Diana Pistole.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
111 N. Broadway, Suite 500
Oklahoma City, OK

MINUTES

April 15, 2010
8:33 a.m. – 11:31 a.m.

MEMBERS PRESENT:	Liz Langthorn for Pam Archer, Bob Block, Diana Pistole for Kristy Bradley, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Julie Dillard for Suzanna Dooley, Linda Grimes for Michael Fogarty, Casey Halford for Howard Hendrick, Tamatha Mosier for Evelyn Hibbs, Annette Jacobi, Steve Tanner for DeWade Langley, Nadine McIntosh, Julie Morrow, Joanne Verity for Lisa Smith, Michael Fields for Cathy Stocker, Amy Baum for John Stuemky, Marius Taurau for the Office of the Chief Medical Examiner, Cherokee Ballard for the Office of the Chief Medical Examiner, Kara Whitworth, Carmin Tecumseh for Kara Whitworth
MEMBERS ABSENT:	Jennifer King, Cheyn Onarecker, Keri Pierce, Susan Schmidt, Deborah Shropshire, and Terri White
STAFF:	Lisa Rhoades
GUESTS:	Dr. Lee McGoodwin and Dr. William Banner

I. **Call to order.**
Carolyn Parks called the meeting to order at 8:33 am. A quorum was present. Introductions were made in lieu of roll call.

III. **Public Comment.**
There was no public comment.

IV. **Presentation by Dr. Lee McGoodwin, Oklahoma Poison Control Center**
Dr. McGoodwin advised the Board on the duties of the Oklahoma Poison Control Center, as well as research on prescription drug use conducted by the Center.

V. Review and Approval of the March 18, 2010 Minutes

Annette Jacobi made a motion at 9:18am to approve the March 18, 2010 minutes. Motion seconded by Donna Glandon.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Abstain
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Abstain
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Nadine McIntosh	Abstain
Julie Morrow	Abstain
Jennifer Rodgers	Abstain
Ray Simpson	Yes
Joanne Verity	Yes
Michael Fields	Yes
Amy Baum	Abstain
Marius Tarau	Yes
Kara Whitworth	Yes

Motion Passed

VI. Report from Staff

Lisa updated the Board on a recent advisement from the Board's legal advisor, Grant Moak, Office of the Attorney General regarding staffing cases with professionals that are not a part of the Oklahoma Child Death Review Board. Board members requested Mr. Moak attend a meeting for further discussion.

VII. **Discussion and Action on CDRB 2010 Annual Recommendations**

Discussion continued from March on the 2010 CDRB recommendations. Donna Glandon made a motion at 9:52 am to submit the recommendations addressing motor-vehicles, drowning, fires, safe sleep and child maltreatment, including the total number of deaths since the recommendation was first made. Linda Grimes seconded.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Jennifer Rodgers	Yes
Ray Simpson	Yes
Joanne Verity	Yes
Michael Fields	Yes
Amy Baum	Yes
Marius Tarau	Yes
Kara Whitworth	Yes

Motion Passed

VIII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7)).**

Nadine McIntosh made a motion at 9:50 am to go into Executive Session. Annette Jacobi seconded.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Jennifer Rodgers	Yes
Ray Simpson	Yes
Joanne Verity	Yes
Michael Fields	Yes
Amy Baum	Yes
Marius Tarau	Yes
Kara Whitworth	Yes

Motion Passed

Staff was present for Executive Session.

Bob Block made a motion at 11:14 am to come out of Executive Session. Tamara Mosier seconded.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Ray Simpson	Yes
Joanne Verity	Yes
Michael Fields	Yes
Marius Tarau	Yes
Kara Whitworth	Yes

Motion Passed

IX. Action items from Executive Session.

Bob Block made a motion at 11:16am to close those cases designated as closed. Julie Morrow seconded.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Ray Simpson	Yes
Joanne Verity	Yes
Michael Fields	Yes
Marius Tarau	Yes
Kara Whitworth	Yes

Motion Passed

Cases closed:

09-B-37-03-2009-00094	08-E-37-03-2010-00010	09-G-37-03-2010-00015	09-8018-ND
09-G-37-03-2010-00016	09-B-37-03-2010-00025	10-F-37-03-2010-00027	
05-G-37-03-2010-00028	10-F-37-03-2010-00029	09-H-37-03-2010-00030	
09-F-37-03-2010-00031	09-C-37-03-2010-00032	09-C-37-03-2010-00032	
10-B-37-03-2010-00034	08-C-37-03-2009-00083	09-E-37-03-2009-00098	
09-G-37-03-2010-00033			

Joanne Verity made a motion at 11:17am to rescind a previous motion that referred case # 09-ND-8015 to the Office of Juvenile Systems Oversight. The case did not meet the requirements for Board review. Kristy Bradley seconded.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Ray Simpson	Yes
Joanne Verity	Yes
Michael Fields	Yes
Marius Tarau	Yes
Kara Whitworth	Yes

Motion Passed

X. Announcements.

Lisa advised the Board of OCCY's plans to renew the contract with OUHSC for FY 2011. The contract provides the administrative staff for the Board.

Bob Block advised the Board of Child Abuse Medical Examiner training updates. The training is online and will be available in May and can be accessed by non-medical professionals. There will be a live presentation on June 11, 2010 for persons who participated in the online review and a two hour video lecture on preparing for court.

Bob Block advised the Board of the new pediatric sub-specialty in child maltreatment that is certified. There was an 85.6% pass rate for those who participated, including six pediatricians from Oklahoma, three of which are CDRB members.

Bob Block informed the Board of an email list serve specific to pediatricians in child death review.

Bob Block also informed the Board that he is a candidate for President of the American Academy of Pediatrics. He also shared the website www.bobblock.org.

Carolyn Parks advised Board members that Lisa could use volunteers to assist with case management duties until the position is filled.

XI. Adjourn.

Julie Morrow made a motion at 11:31am to adjourn. Tamatha Mosier seconded.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

May 20, 2010
8:37 a.m. – 12:10 p.m.

MEMBERS PRESENT: Liz Langthorn for Pam Archer, Diana Pistole for Kristy Bradley, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Suzanna Dooley, Linda Grimes for Michael Fogarty, Casey Halford for Howard Hendrick, Kelli Litsch for Howard Hendrick, Jackie Steyn for Evelyn Hibbs, Annette Jacobi, Steve Tanner for DeWade Langley, Susan Schmidt, Deborah Shropshire, Joanne Verity for Lisa Smith, Michael Fields for Cathy Stocker, John Stuemky, and Gwen Downing for Terri White

MEMBERS ABSENT: Bob Block, Jennifer King, Nadine McIntosh, Julie Morrow, Cheyn Onarecker, Keri Pierce, Jennifer Rodgers, Ray Simpson, the Office of the Chief Medical Examiner, and Kara Whitworth

STAFF: Lisa Rhoades

GUESTS: Tricia Gardner and Grant Moak

I. Call to order.

Carolyn Parks called the meeting to order at 8:37 am. A quorum was present. Introductions were made in lieu of roll call.

III. New Business

Tricia Gardner presented the Board with a proposal to allow the Center on Child Abuse and Neglect to merge the four separate databases containing information on the child deaths reviewed by the Board since its inception into one databse, analyze the data, and present the information at a Grand Rounds for the Department of Pediatrics, University of Oklahoma Health Sciences Center on June 10, 2010. Deborah Shropshire made a motion at 8:46 am to approve this proposal. Motion seconded by Diana Pistole.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Abstain
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Abstain
Gwen Downing	Yes

Motion Passed

IV. **Public Comment.**

There was no public comment.

V. **Discussion with Grant Moak, Office of the Attorney General, on Case Consultation Parameters**

Grant clarified the statutory obligations of the Board, which do not include acting as an investigative body. The statute is specific regarding CDRB records and confidentiality and the Board cannot provide access to Board records to some entities while limiting access to others, which could compromise the Board's ability to talk openly in Executive Session. The Board is able to request entities attend meetings so that the Board can ask for clarification but should refrain from allowing entities to attend meetings with the goal of providing investigational assistance.

VI. **Discussion and Possible Action on Letter of Support for the Oklahoma ATV Concept Plan**

In response to a request from Dr. Charles Cox, 4-H Youth Development, OSU Cooperative Extension Service, and Dr. Karen Ballard, Professor, University of Arkansas, Cooperative Extension Service for a letter of support for the Oklahoma AVT Concept Plan, Annette Jacobi made a motion at 9:55 am to write a letter that discusses the Board's All-Terrain Vehicles statistics and recommendations and how these could be of support to the Concept Plan. Deborah Shropshire seconded. Suzanna Dooley suggested amending the motion to include an offer for technical assistance and an offer to participate on an advisory board for the project. Amended motion seconded by Annette Jacobi.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemky	Yes
Gwen Downing	Yes

Motion Passed

VII. Review and Approval of the April 15, 2010 Minutes

Annette Jacobi made a motion at 10:00 am to approve the April 15, 2010 minutes. Motion seconded by Liz Langthorn.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Abstain
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Abstain
Deborah Shropshire	Abstain
Joanne Verity	Yes
Michael Fields	Yes
John Stuemky	Yes
Gwen Downing	Abstain

Motion Passed

VIII. Report from Staff

Lisa updated the Board on the progress of filling the open case manager position. Two applicants have been interviewed and three more are lined up to be interviewed. Lisa advised she is hoping the decision will be made and the new person hired by the June 2010 meeting.

Lisa also advised that the 2010 recommendations had been submitted to the Oklahoma Commission on Children and Youth and stated she would send Board members an electronic copy.

Lisa reported that H.B. 2920 was now focusing solely on abusive head trauma.

Lisa thanked Carolyn Parks and Diana Pistole for providing assistance to Lisa during the search for the new case manager. Carolyn assisted one day and Dianna Pistole let a member of her staff, Denise Duncan, assist numerous days. Lisa advised she would not have been able to get cases ready for review without this assistance.

IX. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7)).

Diana Pistole made a motion at 10:01 am to go into Executive Session. Motion seconded by Liz Langthorn.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
John Stuemky	Yes
Gwen Downing	yes

Motion Passed

Staff was present for Executive Session.

Donna Glandon made a motion at 12:02 pm to come out of Executive Session. Motion seconded by Annette Jacobi.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion Passed

X. **Action items from Executive Session.**

Donna Glandon made a motion at 12:03 pm to send a letter to the law enforcement involved in case # 07-G-37-03-2010-00022 recommending using the CDC's SUID investigation protocols, recommending increased thoroughness, and recommending responding to CDRB requests. The motion also included requesting an explanation from OKDHS as to the length of time between the death and the conducting of interviews. Motion seconded by Liz Langthorn.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Abstain
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion Passed

Annette Jacobi made a motion at 12:05 pm to send a letter to the law enforcement involved in case #08-G-37-03-2010-00042 recommending the agency respond to the scene of a child death, document the investigation using the CDC's SUID investigation protocols, and contacting OKDHS to report a child death. The motion also includes recommending a hospital include in its policies and procedures notification of an unexpected child death to OKDHS. Motion seconded by Donna Glandon.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion Passed

Carolyn Parks made a motion at 12:06 pm to send a letter to the involved law enforcement agency involved in case # 09-G-37-03-2010-00044 recommending utilizing the CDC's SUID investigation protocols and notifying the OKDHS of an unexpected infant death. The motion also included recommending the Office of the Chief Medical Examiner's office notify OKDHS of a child death. Motion seconded by Donna Glandon.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion Passed

Deborah Shropshire made a motion at 12:07 pm to send a letter to the pathologist involved in case # 09-E-37-03-2010-00036 providing additional information from the scene and requesting the manner and cause of death be reconsidered in light of the scene investigation findings. Motion seconded by Donna Glandon.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion Passed

Suzanna Dooley made a motion at 12:09 pm to send a letter to the hospital involved in case # 07-A-37-03-2010-00026 recommending the facility develop policy for in-house safe sleep, education of parents on safe sleep, and offering the assistance of the Oklahoma State Health Department, Safe Sleep Coordinator. Motion seconded by Donna Glandon.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion Passed

Donna Glandon made a motion at 12:11 pm to close those cases designated as closed. Motion seconded by Deborah Shropshire.

Liz Langthorn	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Jackie Steyn	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Joanne Verity	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion Passed

Cases closed:

09-F-37-03-2010-00014	07-A-37-03-2010-00026	09-E-37-03-2010-00036	09-A-37-03-2010-00037	09-E-37-03-2010-00038
09-E-37-03-2010-00039	09-A-37-03-2010-00043	09-G-37-03-2010-00044	09-H-37-03-2010-00045	09-H-37-03-2010-00046
09-H-37-03-2010-00047	09-H-37-03-2010-00048	08-H-37-03-2010-00049	09-G-37-03-2010-00050	09-A-37-03-2010-00051
09-G-37-03-2010-00040				

XI. Announcements.

There were no announcements

XII. Adjourn.

Deborah Shropshire made a motion at 12:12 to adjourn the meeting. Motion seconded by Annette Jacobi.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

June 17, 2010
8:40 a.m. – 10:31 a.m.

MEMBERS PRESENT: Liz Langthorn for Pam Archer, Bob Block, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Julie Dillard for Suzanna Dooley, Casey Halford for Howard Hendrick, Jackie Steyn for Evelyn Hibbs, Connie Frederick for Annette Jacobi, Andi Grosvald-Hamilton for DeWade Langley, Nadine McIntosh, Julie Morrow, Susan Schmidt, Ray Simpson, Mark James for Lisa Smith, Michael Fields for Cathy Stocker, Amy Baum for John Stuemky, and Gwen Downing for Terri White, and Kara Whitworth

MEMBERS ABSENT: Kristy Bradley, Michael Fogarty, Jennifer King, Cheyn Onarecker, Keri Pierce, Jennifer Rodgers, Deb Shropshire, Cathy Stocker, and the Office of the Chief Medical Examiner

STAFF: Lisa Rhoades

I. Call to order.

Carolyn Parks called the meeting to order at 8:40 am. A quorum was present. Introductions were made in lieu of roll call.

III. Public Comment

Donna Glandon inquired as to the status of the Case Manager position. Lisa reported she was advised the background check was still incomplete. Donna Glandon made a motion at 8:44 to send a letter to the Human Resources division of the Department of Pediatrics, OUHSC, inquiring as to the reason for the delay in completing the paperwork. Motion seconded by Nadine McIntosh.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Connie Frederick	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

IV. Review and Approval of May 20, 2010 Minutes

Liz Langthorn made a motion at 8:50 am to approve the May 2010 minutes. Motion seconded by Donna Glandon.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Connie Frederick	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

V. Discussion and Possible Action on Board Members Representing the CDRB at Meetings Outside of CDRB Meetings

Lisa advised that staff represents the Board on the Fetal Infant Mortality Review project, the Maternal Mortality Review project, and the Oklahoma Violent Death Reporting System project and inquired as to any Board members who may be available to represent the Board in the event that staff cannot attend a meeting. Liz Langthorn volunteered to cover meetings that staff is unable to attend.

VI. Report from Staff

Lisa reported that H.B. 2920 was now focusing solely on abusive head trauma and that the Board is charged with providing the Shaken Baby Prevention Education Initiative Task Force with a list of neonatologists who may be interested in serving on the task force. The task force is due to submit a report of its findings on the evidence-based models that reduce the incidence of abusive head trauma and its recommendations for implementation of the models to the legislature by December 31, 2011.

Lisa advised that the State Team would be reviewing cases from the Eastern Team area due to a backlog for the Eastern Team as well as cases from the State Team area.

VII. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7)).

Donna Glandon made a motion at 8:56 am to go into Executive Session. Motion seconded by Kara Whitworth.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Connie Frederick	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Mark James	Yes
Amy Baum	Yes
Gwen Downing	Yes
Kara Whitworth	Yes

Motion Passed

Staff was present for Executive Session.

Nadine McIntosh made a motion at 10:45 am to come out of Executive Session. Motion seconded by Bob Block.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Connie Frederick	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Mark James	Yes
Amy Baum	Yes
Kara Whitworth	Yes

Motion Passed

VIII. Discussion and Possible Action on the Issuance of a Subpoena to Obtain Scene Investigation Records

Carolyn Parks made a motion at 10:45 am requesting the Oklahoma Commission on Children and Youth request a subpoena to obtain scene investigation records from a law enforcement agency. Motion seconded by Casey Halford.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Connie Frederick	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Mark James	Yes
Amy Baum	Yes
Kara Whitworth	Yes

Motion Passed

IX. Action items from Executive Session.

Bob Block made a motion at 10:45 am to send a letter to the ME Investigator involved in case #09-E-37-03-2010-00062 addressing the decision to wait to call the Oklahoma Department of Human Services hotline. Motion seconded by Liz Langthorn.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Connie Frederick	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Mark James	Yes
Amy Baum	Yes
Kara Whitworth	Yes

Motion Passed

Bob Block made a motion at 10:50 am to close those cases designated as closed. Motion seconded by Andi Grosvald-Hamilton.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Julie Dillard	Yes
Casey Halford	Yes
Jackie Steyn	Yes
Connie Frederick	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Mark James	Yes
Amy Baum	Yes
Kara Whitworth	Yes

Motion Passed

Cases closed:

10-H-37-03-2010-00052	10-H-37-03-2010-00053	10-H-37-03-2010-00054	09-H-37-03-2010-00055	09-8023-ND
09-H-37-03-2010-00056	09-H-37-03-2010-00057	10-H-37-03-2010-00058	09-B-37-03-2010-00059	09-8025-ND
09-E-37-03-2010-00062	09-B-37-03-2010-00065	09-F-37-03-2010-00068	09-H-37-03-2010-00067	09-8024-ND
09-H-37-03-2010-00066	10-F-37-03-2010-00069	09-G-37-03-2010-00060	09-G-37-03-2010-00070	09-8028-ND
09-G-37-03-2010-00071				

XI. Announcements.

Bob Block advised that CAMA funding was maintained due to the legislature reformulating the funds through two bills. The first bill allows the filing fees to remain as part of the court funding. A second bill decreased the appropriation to the court system by that amount of money. Then that amount of money is added to the OKDHS appropriations to fund the child advocacy centers and multi-disciplinary teams.

XII. Adjourn.

Amy Baum made a motion at 10:51am to adjourn the meeting. Casey Halford seconded the motion.

Joint Meeting of the Oklahoma Child Death Review Board
and
The Domestic Violence Fatality Review Board
MINUTES
July 23, 2010
8:51 AM – 11:23 AM

CDRB MEMBERS PRESENT: Liz Langthorn for Pam Archer, Kristy Bradley, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Jim Marks for Suzanna Dooley, Pat Johnson for Michael Fogarty, Kelli Litsch for Howard Hendrick, Annette Jacobi, Steve Tanner for Dewade Langley, Keri Pierce, Susan Schmidt, Penny Hill-Malone for Lisa Smith, Michael Fields for Cathy Stocker, Cherokee Ballard for the Office of the Chief Medical Examiner, Gwen Downing for Terri White

DVFRB MEMBERS PRESENT: Lizzie Adams, Cherokee Ballard, Candace Blalock, Mike Booth, Shelly Collins, Pat Damron, Gwendolyn Downing, Andrea Edmondson, Donna Glandon, Beth Green, Martina Jelley, Susan Krug, Jeff Smith, Gail Stricklin

STAFF: Lisa Rhoades, Brandi Woods-Littlejohn, Nicole Chasteen

I. Call to Order-Oklahoma Child Death Review Board

The meeting was called to order at 8:51 am. A quorum was present.

II. Call to Order-Oklahoma Domestic Violence Fatality Review Board

The meeting was called to order at 8:51 am. A quorum was present.

III. Reading and Approval of January 23, 2010 Joint Meeting Minutes

A motion was made at 8:54 am by Donna Glandon to approve the January 23, 2010 minutes. Motion seconded by Annette Jacobi.

Liz Langthorn	Yes
Kristy Bradley	Abstain
Jay Scott Brown	Abstain
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Abstain
Pat Johnson	Abstain
Kelli Litsch	Abstain
Annette Jacobi	Yes
Steve Tanner	Yes
Keri Pierce	Abstain
Susan Schmidt	Yes
Penny Hill-Malone	Yes
Michael Fields	Abstain
Cherokee Ballard	Abstain
Gwen Downing	Yes

Motion passed

A motion was made by Mike Booth to approve the January 23, 2010 minutes. Motion seconded by Gail Stricklin.

Lizzie Adams	Yes
Cherokee Ballard	Abstain
Candace Blalock	Yes
Mike Booth	Yes
Shelly Collins	Abstain
Pat Damron	Yes
Gwendolyn Downing	Yes
Andrea Edmondson	Abstain
Donna Glandon	Yes
Martina Jelley	Yes
Susan Krug	Yes
Jeff Smith	Yes
Gail Stricklin	Yes

Motion passed

IV. Solicitation of Public Comment

There was no public comment.

V. Discussion on Toxicology Request for Murder-Suicide

Cherokee Ballard informed the Boards that a law enforcement agency requested that the Office of the Chief Medical Examiner perform an additional toxicology screen on the perpetrator of a high profile murder-suicide case. The additional screen will cost the office approximately $2000.

Cherokee Ballard made a motion at 9:02 am that a letter be written to the police department on behalf of the Domestic Violence Fatality Review Board requesting clarification as to why the additional toxicology screen is needed. Susan Krug seconded the motion.

Lizzie Adams	Yes
Cherokee Ballard	Yes
Candace Blalock	Yes
Mike Booth	Yes
Shelly Collins	Yes
Pat Damron	Yes
Gwendolyn Downing	Yes
Andrea Edmondson	Yes
Donna Glandon	Yes
Martina Jelley	Yes
Susan Krug	Yes
Jeff Smith	Yes
Gail Stricklin	Yes

Motion passed

VIa. Adjourn to Executive Session

Annette Jacobi made a motion at 9:04 am to move into Executive Session. Kristy Bradley seconded the motion.

Liz Langthorn	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Pat Johnson	Yes
Kelli Litsch	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Penny Hill-Malone	Yes
Michael Fields	Yes
Cherokee Ballard	Yes
Gwen Downing	Yes

Motion passed

Gail Stricklin made a motion at 9:04 am to move into Executive Session. Cherokee Ballard seconded the motion.

Lizzie Adams	Yes
Cherokee Ballard	Yes
Candace Blalock	Yes
Mike Booth	Yes
Shelly Collins	Yes
Pat Damron	Yes
Gwendolyn Downing	Yes
Andrea Edmondson	Yes
Donna Glandon	Yes
Martina Jelley	Yes
Susan Krug	Yes
Jeff Smith	Yes
Gail Stricklin	Yes

Motion passed

Staff of both Boards was present for Executive Session.

VIe. Return from Executive Session

Open session reconvened at 11:05 am.

VIg. Vote as a result of Executive Session

Gail Stricklin made a motion at 11:11 am that a public information release is given as to the joint efforts of the Child Death Review Board and the Domestic Violence Fatality Review Board. Motion seconded by Susan Krug.

Lizzie Adams	Yes
Cherokee Ballard	Yes
Candace Blalock	Yes
Mike Booth	Yes
Shelly Collins	Yes
Pat Damron	Yes
Gwendolyn Downing	Yes
Andrea Edmondson	Yes
Donna Glandon	Yes
Martina Jelley	Yes
Susan Krug	Yes
Jeff Smith	Yes
Gail Stricklin	Yes

Motion passed

Annette Jacobi made a motion at 11:11 am that a public information release is given as to the joint efforts of the Child Death Review Board and the Domestic Violence Fatality Review Board. Motion seconded by Jim Marks.

Liz Langthorn	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Pat Johnson	Yes
Kelli Litsch	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Penny Hill-Malone	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion passed

Gail Stricklin made a motion at 11:14 am to explore legislative/policy options with OKDHS regarding reunification policies pertaining to families with a history of domestic violence. The motion is to explore the two following questions regarding the OKDHS reunification policy: (1) Whether or not OKDHS has the authority to request a protective order on behalf of the mother and her children and (2) Whether or not OKDHS has the authority to require that a background check be conducted on any individuals whom are over the age of 18 and are residing in the home at the time of reunification. Motion seconded by Susan Krug.

Lizzie Adams	Yes
Cherokee Ballard	Yes
Candace Blalock	Yes
Mike Booth	Yes
Shelly Collins	Yes
Pat Damron	Yes
Gwendolyn Downing	Yes
Andrea Edmondson	Yes
Donna Glandon	Yes
Martina Jelley	Yes
Susan Krug	Yes
Jeff Smith	Yes
Gail Stricklin	Yes

Motion passed

Donna Glandon made a motion at 11:14 am to explore legislative/policy options with OKDHS regarding reunification policies pertaining to families with a history of domestic violence. The motion is to explore the two following questions regarding the OKDHS reunification policy: (1) Whether or not OKDHS has the authority to request a protective order on behalf of the mother and her children and (2) Whether or not OKDHS has the authority to require that a background check be conducted on any individuals whom are over the age of 18 and are residing in the home at the time of reunification. Motion seconded by Liz Langthorn.

Liz Langthorn	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Pat Johnson	Yes
Kelli Litsch	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Penny Hill-Malone	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion passed

A motion was made by Andrea Edmondson at 11:20 am to have the Oklahoma State Department of Health look at child abuse reports and compare with OKDHS data to review the correlation between domestic violence, substance abuse, and/or child abuse. Pat Damron seconded the motion.

Lizzie Adams	Yes
Cherokee Ballard	Yes
Candace Blalock	Yes
Mike Booth	Yes
Shelly Collins	Yes
Pat Damron	Yes
Gwendolyn Downing	Yes
Andrea Edmondson	Yes
Donna Glandon	Yes
Martina Jelley	Yes
Susan Krug	Yes
Jeff Smith	Yes
Gail Stricklin	Yes

Motion passed

A motion was made by Annette Jacobi at 11:20 am to have the Oklahoma State Department of Health look at child abuse reports and compare with OKDHS data to review the correlation between domestic violence, substance abuse, and/or child abuse. Donna Glandon seconded the motion.

Liz Langthorn	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Pat Johnson	Yes
Kelli Litsch	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Keri Pierce	Yes
Susan Schmidt	Yes
Penny Hill-Malone	Yes
Michael Fields	Yes
Gwen Downing	Yes

Motion passed

VII. New Business

Nicole Chasteen was introduced to the Boards as the new Case Manager for the Child Death Review Board

VIII. Announcements

The Boards were informed that the Domestic Violence Partnership Conference is going to be held on September 8th and September 9th.

IX. Adjourn

Donna Glandon made a motion at 11:23 am to adjourn. Liz Langthorn and Andrea Edmondson seconded.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

August 19, 2010
8:40 a.m. – 10:31 a.m.

MEMBERS PRESENT:	Liz Langthorn for Pam Archer, Bob Block, Diana Pistole for Kristy Bradley, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Jim Marks for Suzanna Dooley, Linda Grimes for Michael Fogarty, Casey Halford for Howard Hendrick, Annette Jacobi, Steve Tanner for DeWade Langley, Nadine McIntosh, Beverly Coon for Keri Pierce, Jennifer Rodgers, Susan Schmidt, Dana Holden for Lisa Smith, Michael Fields for Cathy Stocker, Amy Baum for John Stuemky, Cherokee Ballard for the Office of the Chief Medical Examiner, and Martha Buchanan for Terri White
MEMBERS ABSENT:	Evelyn Hibbs, Jennifer King, Julie Morrow, Cheyn Onarecker, Deborah Shropshire, Ray Simpson, , Kara Whitworth
STAFF:	Lisa Rhoades and Nicole Chasteen

I. Call to order

Carolyn Parks called the meeting to order at 8:50 am.

II. Roll Call

Introductions were made in lieu of roll call. A quorum was present.

III. Public Comment

None

IV. Review and Approval of June 17, 2010 Minutes

Annette Jacobi made a motion at 8:57 am to approve the June 17, 2010 minutes. Motion seconded by Liz Langthorn.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Abstain
Casey Halford	Yes
Annette Jacobi	Yes
Tanner	Yes
Nadine McIntosh	Yes
Beverly Coon	Abstain
Jennifer Rodgers	Abstain
Susan Schmidt	Yes
Dana Holden	Abstain
Michael Fields	Yes
Amy Baum	Yes
Cherokee Ballard	Abstain
Martha Buchanan	Abstain

Motion Passed

V. Discussion and Possible Action on the Creation of New Promulgated Rules for Regional Teams

Lisa advised that the Child Death Review Board Promulgated Rules need to be revised, as they had not been after the statutory change in 2004. The new rules need to be finalized by November 1, 2010 so OCCY can submit them to the legislature. Board discussed several issues that need to be addressed and included in the new promulgated rules including: accountability for regional teams; attendance expectations; membership responsibilities and expectations; and the addition of a mental health member on each team. Annette Jacobi, Donna Glandon and Carolyn Parks volunteered to help develop and expand the rules.

VI. Report from Staff

Lisa reported the annual report is ready and is being printed. The Board decided that a press release needed to be created once the report was ready to be distributed.

Lisa advised of her meeting with the Attorney General addressing the Board's motion for the Oklahoma Commission on Children and Youth to request a subpoena to obtain scene investigation records from a law enforcement agency. It was advised that a subpoena only be used as a last resort and if there is no other way to obtain records. In this case, the Attorney General advised the Board not to pursue a request for the subpoena of records as the records were available through the District Attorney's Office.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7))**

Donna Glandon made a motion at 9:15 am to go into Executive Session. Motion seconded by Amy Baum.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Tanner	Yes
Nadine McIntosh	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Dana Holden	Yes
Michael Fields	Yes
Amy Baum	Yes
Cherokee Ballard	Yes
Martha Buchanan	Yes

Motion Passed

Staff was present for Executive Session.

Bob Block made a motion at 11:55 am to come out of Executive Session. Motion seconded by Dianna Glandon.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Michael Fields	Yes
Amy Baum	Yes
Cherokee Ballard	Yes
Martha Buchanan	Yes

Motion Passed

VIII. Action items from Executive Session

Amy Baum made a motion at 11:56 am to send a letter to OKDHS in reference to case # 09-F-37-03-2010-00084 requesting an administrative review. Motion seconded by Nadine McIntosh.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Abstain
Annette Jacobi	Yes
Nadine McIntosh	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Michael Fields	Yes
Amy Baum	Yes
Cherokee Ballard	Yes
Martha Buchanan	Yes

Motion Passed

Donna Glandon made a motion at 11:57 am requesting that a letter be sent to the Medical Examiner's office in regards to case # 09-F-37-03-2010-00074 inquiring as to the reason an autopsy was not conducted and recommending that all children that die while in the custody of the state have an autopsy. Motion was seconded by Bob Block.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Michael Fields	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Jim Marks made a motion at 11:59 am pertaining to case # 09-B-37-03-2010-00096 to send a letter to the District Attorney inquiring if charges are being pursued against the person responsible for the victim at the time of death. The Board also recommends that a letter be sent to OKDHS and OSBI requesting inquiring as to why the person responsible for the victim was not interviewed by either agency during the investigative process. Motion seconded by Bob Block.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Abstain
Annette Jacobi	Yes
Nadine McIntosh	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Michael Fields	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

At 12:00 pm, Liz Langthorn made a motion that the Board send a letter to the Office of the Chief Medical Examiner requesting that the manner of death be amended in case # 09-A-37-03-2010-00099. The motion was seconded by Bob Block.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Michael Fields	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Bob Block made a motion at 12:01 pm to close those cases designated as closed. Motion seconded by Annette Jacobi.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Jim Marks	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Nadine McIntosh	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Michael Fields	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Cases closed:

07-G-37-03-2010-00022	09-A-37-03-2010-00076	09-G-37-03-2010-00082	10-H-37-03-2010-00090
09-G-37-03-2010-00035	09-G-37-03-2010-00077	09-H-37-03-2010-00086	10-H-37-03-2010-00092
09-G-37-03-2010-00061	09-A-37-03-2010-00078	10-G-37-03-2010-00087	09-H-37-03-2010-00093
09-A-37-03-2010-00072	10-F-37-03-2010-00079	09-G-37-03-2010-00088	10-H-37-03-2010-00094
09-A-37-03-2010-00073	09-E-37-03-2010-00080	09-H-37-03-2010-00089	10-A-37-03-2010-00095
09-A-37-03-2010-00083	09-ND-37-03-2009-00110		

IX. Announcements

There were no announcements.

X. Adjourn

Donna Glandon made a motion at 12:02 pm to adjourn. Nadine McIntosh seconded the motion.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

September 16, 2010
8:40 a.m. – 10:31 a.m.

MEMBERS PRESENT: Liz Langthorn for Pam Archer, Bob Block, Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Suzanna Dooley, Linda Grimes for Michael Fogarty, Casey Halford for Howard Hendrick, Annette Jacobi, Jennifer King, Andi Grosvald-Hamilton for DeWade Langley, Julie Morrow, Jennifer Rodgers, Dana Holden for Lisa Smith, Martha Buchanan for Terri White and Carmin Tecumseh for Kara Whitworth

MEMBERS ABSENT: Kristy Bradley, Evelyn Hibbs, Nadine McIntosh, Cheyn Onarecker, Keri Pierce, Susan Schmidt, Deborah Shropshire, Ray Simpson, Cathy Stocker, John Stuemky and the Office of the Chief Medical Examiner

STAFF: Lisa Rhoades and Nicole Chasteen

I. Call to order

Carolyn Parks called the meeting to order at 8:57 am.

II. Roll Call

Introductions were made in lieu of roll call. A quorum was present.

III. Public Comment

None

IV. Review and Approval of August 19, 2010 Minutes

Casey Halford made a motion at 9:04 am to approve the August 19, 2010 minutes. Motion seconded by Andi Grosvald-Hamilton.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Jennifer King	Yes
Andi Grosvald-Hamilton	Yes
Julie Morrow	Abstain
Martha Buchanan	Yes

Motion Passed

V. Discussion and Possible Action on the Creation of New Promulgated Rules for Regional Teams

Lisa advised the Board that the proposed new Promulgated Rules need to be submitted to OCCY by November 1, 2010 so OCCY can submit them to the legislature. Board proposed the four following changes to the rules for the regional teams: (1) New members appointed through OCCY; (2) Members will be given a commitment statement to sign in which expectations of the Board are outlined, including attendance; (3) Teams will be reviewed on an annual basis to assess functioning; and (4) Technical assistance will be provided by staff.

VI. Report from Staff

Lisa reported that the annual report has been printed and is ready for distribution and that the proposed budget for FY 2012 has been completed and submitted to OCCY for review.

The Board was advised of the House of Representative's Interim Study on September 30th in which state representative Kris Steele has asked the Board to give a fifteen minute presentation on what the Child Death Review Board purpose and process is. The purpose of the interim study is to review the process of DHS and related entities in child welfare. Lisa and Jay Scott Brown will be giving the presentation for the Child Death Review Board.

The Board congratulated Dr. Bob Block on being elected as the new President of the American Academy of Pediatrics. Dr. Block advised the Board that during the next year he plans to stay in his capacity of the Child Death Review Board. He also notified the Board that the AAP has put together an informal task force of people who serve on child death review teams to address issues of child death review boards. The AAP supports and recommends Child Fatality Review Teams.

VII. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7))

Liz Langthorn made a motion at 9:14 am to go into Executive Session. Motion seconded by Jay Scott Brown.

Liz Langthorn	Yes
Bob Block	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Jennifer King	Yes
Andi Grosvald-Hamilton	Yes
Julie Morrow	Yes
Dana Holden	Yes
Martha Buchanan	Yes
Carmin Tecumseh	Yes

Motion Passed

Staff was present for Executive Session.

Andi Grosvald-Hamilton made a motion at 11:40 am to come out of Executive Session. Motion seconded by Annette Jacobi.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Jennifer King	Yes
Andi Grosvald-Hamilton	Yes
Julie Morrow	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Carmin Tecumseh	Yes

Motion Passed

VIII. Action items from Executive Session

Bob Block made a motion at 11:42 am to send a letter to send a letter to the District Attorney inquiring about decision regarding sentence for case # 09-8036-ND. Motion seconded by Annette Jacobi.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Jennifer King	Yes
Andi Grosvald-Hamilton	Yes
Julie Morrow	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Carmin Tecumseh	Yes

Motion Passed

Annette Jacobi made a motion at 11:43 am to close those cases designated as closed. Motion seconded by Suzanna Dooley.

Liz Langthorn	Yes
Bob Block	Yes
Diana Pistole	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Annette Jacobi	Yes
Jennifer King	Yes
Andi Grosvald-Hamilton	Yes
Julie Morrow	Yes
Jennifer Rodgers	Yes
Dana Holden	Yes
Carmin Tecumseh	Yes

Motion Passed

Cases closed:
08-A-37-03-2010-00109
08-G-37-03-2010-00042
09-G-37-03-2010-00085
09-A-37-03-2010-00097
10-H-37-03-2010-00103
10-H-37-03-2010-00104
09-A-37-03-2010-00107

IX. Announcements

There were no announcements.

X. Adjourn

Casey Halford made a motion at 11:45 am to adjourn. Dana Holden seconded the motion.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

October 21, 2010
8:46 a.m. – 11:50 a.m.

MEMBERS PRESENT: Liz Langthorn for Pam Archer, Jay Scott Brown, Jim Marks for Suzanna Dooley, Linda Grimes for Michael Fogarty, Kelli Litsch and Casey Halford for Howard Hendrick, Chris Fiesel for Annette Jacobi, Annette Jacobi, Andi Grosvold-Hamilton for Harvey Pratt/Stan Florence, Nadine McIntosh, Julie Morrow, Jennifer Rodgers, Susan Schmidt, Deborah Shropshire, Ray Simpson, Lisa Smith, Michael Gahan for Cathy Stocker, Cherokee Ballard for the Office of the Chief Medical Examiner

MEMBERS ABSENT: Bob Block, Kristy Bradley, Gene Christian, Terry Cline, Evelyn Hibbs, Jennifer King, Cheyn Onarecker, John Stuemky, Terri White, Kara Whitworth

STAFF: Lisa Rhoades and Nicole Chasteen

I. Call to order

Jay Scott Brown, acting chairman, called the meeting to order at 8:46 a.m.

II. Roll Call

Introductions were made in lieu of roll call. A quorum was present.

III. Public Comment

None

IV. Presentation by Tricia Gardner, JD, on CDRB Data

Presentation on What Is Killing Our Children, 10 years of CDRB data.

V. Review and Approval of the September 16, 2010 Minutes

Casey Halford made a motion at 9:35 am to approve the September 16, 2010 minutes. Motion seconded by Andi Grosvold-Hamilton.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Jim Marks	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Casey Halford	Yes
Chris Fiesel	Abstain
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
jennifer Rodgers	Yes
Susan Schmidt	Yes
Deborah Shropshire	Abstain
Ray Simpson	Yes
Lisa Smith	Yes
Michael Gahan	Abstain
Cherokee Ballard	Yes

Motion Passed

VI. Discussion and Possible Action on the Creation of New Promulgated Rules for Regional Teams

The new rules will outline that local teams must enter into a formal agreement in which members will be required to sign a confidentiality statement and a commitment statement. Rules will also state that local teams will report to the State Team and that OCCY will appoint new local team members.

Nadine McIntosh mad a motion at 9:43 a.m. to accept the proposed new rules. Motion seconded by Kelli Litsch.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Jim Marks	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Casey Halford	Yes
Chris Fiesel	Abstain
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Ray Simpson	Yes
Lisa Smith	Abstain
Michael Gahan	Yes
Cherokee Ballard	Yes

Motion Passed

VII. Discussion and Possible Action on the Release of CDR Case Report Data

Lisa advised the Board that the National Center for Child Death Review would like permission to use the Oklahoma Child Death Review Board data from years 2005 to 2010, in order to compare CDRB cases with cases in the CDC's Violent Death Reporting and Surveillance Project. Members of the Board suggested that Grant Moak, legal representative for the Board, give approval. If Grant approves of the Board's data being used, the Board discussed that Lisa should make the final decision on whether or not to allow the data to be used for the project. The Board also requested the National Center address: (1) What they will do with the data; (2) where the data is stored and for how long; and (3) whether the project will require additional work for staff.

Motion made by Liz Langthorn at 9:55 a.m. to accept the agreement pending legal advisement and answers to proposed questions after which, the Board agrees to allow staff to use discretion on whether or not to commit the Board. Motion seconded by Jennifer Rodgers.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Jim Marks	Abstain
Linda Grimes	Yes
Kelli Litsch	Abstain
Casey Halford	Yes
Chris Fiesel	Abstain
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Ray Simpson	Yes
Lisa Smith	Yes
Michael Gahan	Yes
Cherokee Ballard	Yes

Motion Passed

VIII. Report from Staff

Lisa advised the Board that the November 20 meeting will be held in room 489 of the Bird Library.

Lisa and Jay Scott Brown updated the Board on the September 2010 Interim Study conducted by the House of Representatives. The Child Death Review Board gave a brief presentation of its responsibilities, procedures and annual outcomes. Jay Scott Brown advised that a unique legislative opportunity has been presented in wake of the government's focus on child abuse and child maltreatment Prevention and suggested that now is the time to capitalize on this opportunity and be thinking of any legislative policies and/or changes that the Board would like to address.

IX. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7))

Casey Halford made a motion at 10:01 am to go into Executive Session. Motion seconded by Susan Schmidt.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Jim Marks	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Casey Halford	Yes
Chris Fiesel	Yes
Annette Jacobi	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Ray Simpson	Yes
Lisa Smith	Yes
Michael Gahan	Yes
Cherokee Ballard	Yes

Motion Passed

Staff was present for Executive Session.

Deborah Shropshire made a motion at 11:45 am to come out of Executive Session. Motion seconded by Annette Jacobi.

Jay Scott Brown	Yes
Jim Marks	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Casey Halford	Yes
Chris Fiesel	Yes
Annette Jacobi	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Ray Simpson	Yes
Lisa Smith	Yes
Michael Gahan	Yes

Motion Passed

X. Action items from Executive Session

Lisa Smith made a motion at 11:46 am to send a letter to the DA requesting that charges against both parents be reconsidered in case # 10-B-03-2010-00113. The motion also addressed sending a letter to the hospital to advise that a rib fracture went undiagnosed during treatment and was later discovered during autopsy. Casey Halford seconded the motion.

Jay Scott Brown	Yes
Jim Marks	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Casey Halford	Yes
Chris Fiesel	Yes
Annette Jacobi	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Ray Simpson	Yes
Lisa Smith	Yes
Michael Gahan	Yes

Motion Passed

Casey Halford made a motion at 11:48 am to close those cases designated as closed. Motion seconded by Annette Jacobi.

Jay Scott Brown	Yes
Jim Marks	Yes
Linda Grimes	Yes
Kelli Litsch	Yes
Casey Halford	Yes
Chris Fiesel	Yes
Annette Jacobi	Yes
Andi Grosvald-Hamilton	Yes
Nadine McIntosh	Yes
Julie Morrow	Yes
Keri Pierce	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Deborah Shropshire	Yes
Ray Simpson	Yes
Lisa Smith	Yes
Michael Gahan	Yes

Motion Passed

Cases closed:

09-C-37-03-2010-00091
10-A-37-03-2010-00101
10-G-37-03-2010-00087
10-B-37-03-2010-00108
10-H-37-03-2010-00114
10-F-37-03-2010-00115
08-A-37-03-2010-00116
10-H-37-03-2010-00118
10-H-37-03-2010-00121
09-E-37-03-2010-00105
09-B-37-03-2010-00096
09-G-37-03-2010-00112
10-C-37-03-2010-00120
09-A-37-03-2010-00063
10-8040-ND

XI. Announcements

Nadine McIntosh announced that CASA of Southwest Oklahoma is hosting a 5k run in Medicine Park on November 6, 2010.

XII. Adjourn

Andi Grosvold-Hamilton made a motion at 11:50 am to adjourn. Julie Morrow seconded the motion.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

November 18, 2010
10:03 a.m. – 11:37 a.m.

MEMBERS PRESENT:	Liz Langthorn for Pam Archer, Jay Scott Brown, Melanie Johnson for Jay Scott Brown, Donna Glandon for Gene Christian, Carolyn Parks for Terry Cline, Suzanna Dooley, Linda Grimes for Michael Fogarty, Casey Halford for Howard Hendrick, Tamatha Mosier for Evelyn Hibbs, Chris Fiesel for Annette Jacobi, Andi Grosvald-Hamilton for Stan Florence, Beverly Coon for Keri Pierce, Susan Schmidt, Ray Simpson, and Martha Buchanan for Terri White
MEMBERS ABSENT:	Bob Block, Kristy Bradley, Jennifer King, Nadine McIntosh, Julie Morrow, Jennifer Rodgers, Deborah Shropshire, Lisa Smith, Cathy Stocker, John Stuemky, Office of the Chief Medical Examiner, and Kara Whitworth
STAFF:	Lisa Rhoades and Nicole Chasteen

I. Call to order

Carolyn Parks called the meeting to order at 10:03 a.m.

II. Roll Call

Introductions were made in lieu of roll call. A quorum was present.

III. Public Comment

None

IV. Review and Approval of the October 21, 2010 Minutes

After review, Board recommended the following changes to the October 21, 2010 minutes:

(1) Members Present: "Andi Grosvold-Hamilton" to "Andi Grosvald-Hamilton";
(2) Section VI, Paragraph 2: "mad a motion" to "made a motion";
(3) Section VIII, Paragraph 2: "child abuse and child maltreatment Prevention" to "child maltreatment prevention".

Tamatha Mosier made a motion at 10:10 a.m. to approve the minutes with corrections. Motion seconded by Casey Halford.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Donna Glandon	Abstain
Carolyn Parks	Abstain
Suzanna Dooley	Abstain
Linda Grimes	Yes
Casey Halford	Yes
Tamatha Mosier	Yes
Chris Fiesel	Abstain
Andi Grosvald-Hamilton	Yes
Beverly Coon	Abstain
Susan Schmidt	Yes
Ray Simpson	Yes
Martha Buchanan	Abstain

Motion Passed

V. Report from Staff

Lisa advised the Board that the Child Death Review Board website is now up and running on OCCY's webpage and that staff plans to have meeting information available on the website for 2011.

Lisa updated the Board on the request from the National Center for Child Death Review to use CDRB data from years 2005 to 2010. Lisa has submitted the Board's questions to the National Center addressing: (1) What they will do with the data; (2) where the data is stored and for how long; and (3) whether the project will require additional work for staff, but has not yet received a response. Issue is pending the National Center's response to the Board's questions.

Lisa informed the Board of the Youth Suicide Prevention Council designated by the Oklahoma Department of Mental Health and Substance Abuse Services. The Youth Suicide Prevention Council meetings are open to the public, if any Board members are interested in attending. Martha Buchanan also advised that the Oklahoma Department of Mental Health and Substance Abuse have received suicide prevention grants, which have allowed the department to provide free suicide prevention training to various agencies, such as law enforcement and the Oklahoma Highway Patrol. Staff will request information from Julie Geddes at ODMHSAS and share with the Board.

Lisa informed the Board of the final determination process of OKDHS. Staff will coordinate with Casey Halford to receive the final determination reports made by the OKDHS state office. The reports will be added to the case files for CDRB review.

VI. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7))

Andi Grosvald-Hamilton made a motion at 10:22 a.m. to go into Executive Session. Motion seconded by Liz Langthorn.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Donna Glandon	Abstain
Carolyn Parks	Abstain
Suzanna Dooley	Abstain
Linda Grimes	Yes
Casey Halford	Yes
Tamatha Mosier	Yes
Chris Fiesel	Abstain
Andi Grosvald-Hamilton	Yes
Beverly Coon	Abstain
Susan Schmidt	Yes
Ray Simpson	Yes
Martha Buchanan	Abstain

Motion Passed

Staff was present for Executive Session.

Tamatha Mosier made a motion at 11:34 a.m. to reconvene to Executive Session. Motion seconded by Andi Grosvald-Hamilton.

VII. Action items from Executive Session

Liz Langthorn made a motion at 11: 35 a.m. requesting a letter be sent to the Medical Examiner for clarification of cause of death for case # 09-A-37-04-2010-00033. Motion seconded by Beverly Coon.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Tamatha Mosier	Yes
Chris Fiesel	Yes
Andi Grosvald-Hamilton	Yes
Beverly Coon	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Martha Buchanan	Yes

Motion Passed

Suzanna Dooley made a motion at 11:36 a.m. requesting that two letters be sent in reference to case # 10-E-37-03-2010-00124. One letter needs to be sent to the police department recommending they immediately notify OKDHS of a child death. Also, a letter needs to be sent to the Medical Examiner requesting that the OKDHS information be reviewed and that the ME consider revising the cause of death. Letter to also recommend that the ME's Office notify OKDHS of any unexpected child death. Motion seconded by Donna Glandon.

Liz Langthorn	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Tamatha Mosier	Yes
Chris Fiesel	Yes
Andi Grosvald-Hamilton	Yes
Beverly Coon	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Martha Buchanan	Yes

Motion Passed

Casey Halford made a motion at 11:37 a.m. to close those cases designated as closed. Motion seconded by Suzanna Dooley

Liz Langthorn	Yes
Jay Scott Brown	Yes
Donna Glandon	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Linda Grimes	Yes
Casey Halford	Yes
Tamatha Mosier	Yes
Chris Fiesel	Yes
Andi Grosvald-Hamilton	Yes
Beverly Coon	Yes
Susan Schmidt	Yes
Ray Simpson	Yes
Martha Buchanan	Yes

Motion Passed

Cases closed:

09-G-37-03-2010-00133	09-G-37-03-2010-00131	09-8027-ND	10-8042-ND
10-F-37-03-2010-00125	10-8047-ND	06-8046-ND	
10-H-37-03-2010-00135	10-8047-ND	10-8037-ND	

VIII. Announcements

No announcements were made.

IX. Adjourn

Liz Langthorn made a motion at 11:37 a.m. to adjourn. Suzanna Dooley seconded the motion.

OKLAHOMA CHILD DEATH REVIEW BOARD

Oklahoma Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

December 16, 2010
8:50 a.m. – 11:54 a.m.

MEMBERS PRESENT: Bob Block, Kristy Bradley, Jay Scott Brown, Terry Cline, Carolyn Parks for Terry Cline, Suzanna Dooley, Tamatha Mosier for Evelyn Hibbs, Annette Jacobi, Steve Tanner for Stan Florence, Julie Morrow, Beverly Coon for Keri Pierce, Jennifer Rodgers, Susan Schmidt, Mark James for Lisa Smith, Amy Baum for John Stuemky, and Martha Buchanan for Terri White

MEMBERS ABSENT: Pam Archer, Gene Christian, Michael Fogarty, Howard Hendrick, Jennifer King, CASA, Deborah Shropshire, Ray Simpson, Cathy Stocker, Office of the Chief Medical Examiner, and Indian Child Welfare

STAFF: Lisa Rhoades and Nicole Chasteen

I. Call to Order

Carolyn Parks called the meeting to order at 8:50 a.m.

II. Roll Call

Introductions were made in lieu of roll call. A quorum was present.

III. Public Comment

None

IV. Review and Approval of the November 18, 2010 Minutes

Annette Jacobi made a motion at 8:54 a.m. to approve the November 18, 2010 minutes. Motion seconded by Suzanna Dooley.

Bob Block	Abstain
Kristy Bradley	Abstain
Jay Scott Brown	Yes
Terry Cline	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Abstain
Susan Schmidt	Yes
Mark James	Abstain
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

V. Discussion and Possible Action on 2011 Meeting Dates

Lisa advised the Board that in keeping with the 2010 meeting schedule, the 2011 meetings would be held on the 3rd Thursday of every month with the exception of the January 2011 and July 2011 joint meetings with the Oklahoma Domestic Fatality Review Board. The joint meetings would meet in January and July, on the 3rd Friday of the month at the Attorney General's Office. Lisa advised the Team of the proposed 2011 meeting dates and opened the floor for discussion. The proposed meeting dates for 2011 are as follows:

Regularly Scheduled Meetings at OUHSC
Bird Library Auditorium at 8:30 a.m.

February 17, 2011	August 18, 2011
March 17, 2011	September 15, 2011
April 21, 2011	October 20, 2011
May 19, 2011	November 17, 2011
June 16, 2011	December 15, 2011

Joint CDRB/ODVFRB Meetings
AG's Office at 9:00 a.m.

Friday, January 21, 2011
Friday, July 15, 2011

Staff will send the 2011 CDRB meeting dates via email per the Board's request.

Jay Scott Brown made a motion at 9:00 a.m. to accept the meeting dates proposed. Motion seconded by Kristy Bradley.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Terry Cline	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

VI. Discussion and Possible Action on Fetal Infant Mortality MOU Renewal

Lisa advised the Board that the current contract between CDRB and Fetal and Infant Mortality Review expires soon and the Board needs to decide to renew the contract, revise it, or terminate. Suzanna Dooley pointed out that in the contract FIMR is reflected as "Fetal, Infant Mortality Review" and it should be "Fetal and Infant Mortality Review".

Annette Jacobi made a motion at 9:05 a.m. to renew the contract between CDRB and FIMR. Mark James seconded the motion.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Terry Cline	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

VII. Discussion and Possible Action on Correspondence with the Office of the Chief Medical Examiner

Lisa advised the Board of the process that staff currently employs in regards to CDRB correspondence with the Office of the Chief Medical Examiner. After a brief discussion of the current process, Terry Cline suggested that correspondence be directed to the Interim Chief Medical Examiner.

Annette Jacobi made a motion at 9:25 a.m. that subsequent to the December 16, 2010 Medicolegal Board Meeting, the executive committee would draft a letter to the Office of the Chief Medical Examiner requesting direction on who the appropriate point of contact is for CDRB correspondence and communication. Motion seconded by Suzanna Dooley.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Terry Cline	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

VIII. Report from Staff

Lisa informed the Board that Grant Moak approved the agreement for the National Center to use CDRB data.

The Board was informed that the APSAC Journal featured an article written by Lisa Rhoades and Tricia Gardner titled "Fatality Board Review of Near Deaths Due to Trauma", which highlights the benefits of near-death review to Child Fatality Review Boards.

Lisa advised the Board that proposed revisions to the CDRB promulgated rules will be addressed in 2011.

Lisa informed the Board that the Preparing for a Lifetime campaign has contacted Oklahoma birthing hospitals to provide education, awareness and training opportunities to staff and patients on abusive head trauma, breastfeeding, the reduction of preterm births, smoking cessation during pregnancy and other important issues.

Dr. Block advised the Board that the Center for Disease Control and Prevention has implemented an early childhood initiative for both the public and private sectors based on the ACE study of the effects of early childhood adverse experiences. Dr. Block suggested that the Board track the initiative as it may serve as a good model for Oklahoma to adopt.

Annette Jacobi informed the Board that April 12, 2011 is Child Abuse Prevention Day at the Capitol and encouraged members to attend and/or participate.

IX. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. Supp. 1992 307B(7))

Tamatha Mosier made a motion at 9:40 a.m. to move into Executive Session. Motion seconded by Amy Baum.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Terry Cline	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Staff was present for Executive Session.

Open session reconvened at 11:44 a.m.

X. Action Items from Executive Session

Dr. Block made a motion at 11:45 a.m. regarding case # 09-8036-ND requesting that a letter be sent to the investigating officer commending an excellent investigation and report, which was very informational and helpful. Motion seconded by Amy Baum.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Amy Baum made a motion at 11:47 a.m. regarding case # 09-8057-ND requesting a letter be sent to OKDHS recommending that child welfare workers communicate with physicians and medical staff when investigating suspected medical neglect. Motion seconded by Dr. Block.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Kristy Bradley made a motion at 11:50 a.m. regarding case # 10-B-37-03-2010-00141 requesting that a letter be sent to Howard Hendrick voicing concerns that 15 complaints of neglect and substance abuse were screened out or unsubstantiated with services recommended when later these factors proved to be key contributors to the death. Suzanna Dooley seconded the motion.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Suzanna Dooley made a motion at 11:53 a.m. regarding case 08-C-37-03-2010-00098 requesting that a letter be sent to the ME's office recommending that the manner and cause of death be changed. Motion seconded by Dr. Block.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Suzanna Dooley made a motion at 11:53 a.m. to close those cases designated as closed. Motion seconded by Dr. Morrow.

Bob Block	Yes
Kristy Bradley	Yes
Jay Scott Brown	Yes
Carolyn Parks	Yes
Suzanna Dooley	Yes
Tamatha Mosier	Yes
Annette Jacobi	Yes
Steve Tanner	Yes
Julie Morrow	Yes
Beverly Coon	Yes
Jennifer Rodgers	Yes
Susan Schmidt	Yes
Mark James	Yes
Amy Baum	Yes
Martha Buchanan	Yes

Motion Passed

Cases closed:

10-A-37-03-2010-00143	09-C-37-03-2010-00127
10-B-37-03-2010-00122	10-E-37-03-2010-00111
08-E-37-03-2010-00075	09-F-37-03-2010-00084
09-B-37-03-2010-00142	01-8054-ND
09-C-37-03-2009-00119	09-8057-ND
10-H-37-03-2010-00139	09-8036-ND

XI. Announcements

No announcements were made.

XII. Adjourn

Dr. Block made a motion at 11:54 a.m. to adjourn. Martha Buchanan seconded the motion.

2010 Minutes of the Eastern Team of the Oklahoma Child Death Review Board

EASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES
February 19, 2010
11:32 pm. – 12:25 pm.

MEMBERS PRESENT: Misty Boyd, Ann Matthews, Cindy Perkins, Joyce Walker for Linda Hitcheye, Tonya James, Coletta Peyton, Ann Mathews, Cindy Perkins, Carlene Morrison for Rebecca Smith, Debbie Winburn, Lillie Young.

MEMBERS ABSENT: Craig Brestel, Kathryn Eaton, Janetta Garrett, Ted Galbraith, Evelyn Hibbs, Michael Stratton.

STAFF: Abdalla Khalid and Lisa Rhoades.

I. **Call to order.**
Debbie Winburn called the meeting to order at 11:32 am. A quorum was present.

II. **Roll Call**
Introductions were made in lieu of calling roll.

III. **Review and approval of the December 15, 2009 minutes.**
A motion was made at 11:37 am by Misty Boyd to approve the December 15, 2009 minutes. Motion seconded by Carlene Morrison.

Misty Boyd	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Coletta Peyton	Yes
Ann Mathews	Yes
Cindy Perkins	Yes
Carlene Morrison	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

III. **Public Comment.**
There was no public comment.

IV. **Report from Staff.**
Lisa informed the Team about State Senate Bill 2235 proposed by Senator Crain. The Bill will add to Statute regarding who CDRB sends its annual recommendations to. Lisa also informed the board of House Bill 2920, mandating hospitals to provide prenatal abusive head trauma training.
Lisa released the preliminary statistical numbers for CDRB 2009.
Lisa updated the Team on the Office of the Chief Medical Examiner.

V. **Discussion and Possible Action on Amending Bylaws**

A motion was made at 11:38 by Lillian Young to approve the proposed bylaw changes which makes one law enforcement slot instead of one each for a police department and one for a sheriff's department. Motion seconded by Misty Boyd.

Misty Boyd	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Coletta Peyton	Yes
Ann Mathews	Yes
Cindy Perkins	Yes
Carlene Morrison	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

IX. **Proposed Executive Session to Discuss Child Deaths (pursuant to 25 O.S. sec. 307(C) (8)).**

A motion was made at 11:46am by Misty Boyd to move into Executive Session. Motion seconded by Carlene Morrison.

Misty Boyd	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Coletta Peyton	Yes
Ann Mathews	Yes
Cindy Perkins	Yes
Carlene Morrison	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

Staff was present for Executive Session

A motion was made at 12:24pm by Misty Boyd to come out of Executive Session. Motion seconded by Carlene Morrison.

Misty Boyd	Yes
Gwyn LaCrone	Yes
Linda Hitcheye	Yes
Tinya James	Yes
Coletta Peyton	Yes
Ann Mathews	Yes
Cindy Perkins	Yes
Carlene Morrison	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

A motion was made at 12:25 pm by Misty Boyd to close those cases designated as closed. Dr.
Young seconded the motion.

Misty Boyd	Yes
Gwyn LaCrone	Yes
Linda Hitcheye	Yes
Tinya James	Yes
Coletta Peyton	Yes
Ann Mathews	Yes
Cindy Perkins	Yes
Carlene Morrison	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

Cases closed:

09-H-37-05-2010-00001	09-H-37-05-2010-00006	08-ND-37-05-2009-00028
08-E-37-05-2010-00002	09-H-37-05-2010-00007	09-ND-8016
09-E-37-05-2010-00003	09-H-37-05-2010-00008	
09-G-37-05-2010-00004	09-H-37-05-2010-00009	
09-H-37-05-2010-00005	08-A-37-05-2010-00010	

XI. Announcements.

No Announcements.

XII. Adjourn.

A motion was made at 12:25 pm by Misty Boyd to adjourn the meeting. Lillian Young seconded the motion.

EASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

May 21, 2010
11:07 pm – 12:22 pm

MEMBERS PRESENT: Susie Hendrickson for Kathryn Eaton, Linda Hitcheye, Tonya James, Coletta Peyton, Ann Matthews, Michael Adair for Cindy Perkins, Michael Stratton, Debbie Winburn, Lillie Young

MEMBERS ABSENT: Misty Boyd, Craig Brestel, Janetta Garrett, Ted Galbraith, Evelyn Hibbs, Rebecca Smith

STAFF: Lisa Rhoades

I. **Call to order.**

Debbie Winburn called the meeting to order at 11:07 am. A quorum was present.

II. **Roll Call**

Introductions were made in lieu of calling roll.

III. **Review and approval of the February 19, 2010 minutes.**

A motion was made at 11:10 am by Lillie Young to approve the February 19, 2010 minutes. Motion seconded by Ann Matthews.

Susie Hendrickson	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Coletta Peyton	Yes
Ann Matthews	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

IV. **Public Comment.**

There was no public comment.

V. **Report from Staff.**

Lisa updated the Team on the status of the Case Manager Position. She also advised the Team that the 2010 CDRB recommendations were submitted to the Oklahoma Commission on Children and Youth May 3, 2010 and that she would distribute the recommendations via email to the Team.

Lisa advised the Team that SB 2235 was a shell bill and no longer applied to the CDRB. She also informed that HB 2920 had been amended to address abusive head trauma, breast feeding, elective early delivery, and safe sleep.

VI. **Proposed Executive Session to Discuss Child Deaths (pursuant to 25 O.S. sec. 307(C) (8)).**

A motion was made at 11:17am by Lillie Young to move into Executive Session. Motion seconded by Anne Matthews.

Susie Hendrickson	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Coletta Peyton	Yes
Ann Matthews	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

Staff was present for Executive Session

A motion was made at 12:17pm by Dr. Young to come out of Executive Session. Motion seconded by Dr. Stratton.

Susie Hendrickson	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Coletta Peyton	Yes
Ann Matthews	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

A motion was made at 12:18 pm by Misty Boyd to close those cases designated as closed. Dr. Stratton seconded the motion.

Susie Hendrickson	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Coletta Peyton	Yes
Ann Mathews	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes
Lillie Young	Yes

Motion Passed

Cases closed:
09-A-37-05-2010-00015
09-H-37-05-2010-00017
09-F-37-05-2010-00022
08-G-37-05-2010-00024

VII. **Announcements.**

No Announcements.

VIII. **Adjourn.**

A motion was made at 12:22 pm by Dr. Young to adjourn the meeting. Dr. Stratton seconded the motion.

EASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES
August 20, 2010
11:20 am – 1:03 pm

MEMBERS PRESENT: Misty Boyd, Chrissy Barney for Kathryn Eaton, Evelyn Hibbs, Linda Hitcheye, Tonya James, Ann Matthews, Bert Poole for Colletta Peyton, Michael Adair for Cindy Perkins, Michael Stratton, and Debbie Winburn

MEMBERS ABSENT: Janetta Garrett, Ted Galbraith, Rebecca Smith, Lillie Young

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to order.**
Debbie Winburn called the meeting to order at 11:20 am. A quorum was present.

II. **Roll Call.**
Introductions were made in lieu of calling roll.

III. **Review and approval of the May 21, 2010 minutes.**
A motion was made at 11:22 am by Debbie Winburn to approve the May 21, 2010 minutes. Motion seconded by Misty Boyd.

Misty Boyd	Yes
Chrissy Barney	Yes
Evelyn Hibbs	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Ann Matthews	Yes
Bert Poole	Abstain
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes

Motion Passed

IV. **Public Comment.**
There was no public comment.

V. **Discussion on Alternative Meeting Dates.**
The Team discussed a meeting conflict with the November 19, 2010 meeting as there is a MDT that day and several members are required to attend. The Team decided to meet at 10:00 am rather than 11:00 am on November 19, 2010.

VI. **Report from Staff.**
Lisa updated the Team on the status of the annual report and advised members that copies of the report will be distributed to the Team at the next meeting.
Lisa updated the Team on HB 2920 and advised that the Bill will now focus solely on abusive head trauma. The task force will present the first report in December 2011, as mandated by the Bill.

Lisa advised the Team that AHT prevention education is also being addressed by the Oklahoma State Health Department, with plans in place to distribute the Period of Purple Cryting to delivery hospitals across the state.

VII. Proposed Executive Session to Discuss Child Deaths (pursuant to 25 O.S. sec. 307(C) (8)).

A motion was made at 11:35 am by Misty Boyd to move into Executive Session. Motion seconded by Debbie Winburn.

Misty Boyd	Yes
Chrissy Barney	Yes
Evelyn Hibbs	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Ann Matthews	Yes
Bert Poole	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes

Motion Passed

Staff was present for Executive Session

A motion was made at 12:59 pm by Misty Boyd to come out of Executive Session. Motion seconded by Debbie Winburn.

Misty Boyd	Yes
Chrissy Barney	Yes
Evelyn Hibbs	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Ann Matthews	Yes
Bert Poole	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes

Motion Passed

VIII. Action Items from Executive Session.

A motion was made at 1:00 pm by Ann Matthews to refer case # 10-H-37-05-2010-00032 to OKDHS to check on the welfare of the surviving siblings. Motion seconded by Dr. Stratton.

Misty Boyd	Yes
Chrissy Barney	Yes
Evelyn Hibbs	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Ann Matthews	Yes
Bert Poole	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes

Motion Passed

A motion was made at 1:02 pm by Misty Boyd to close those cases designated as closed. Dr. Stratton seconded the motion.

Misty Boyd	Yes
Chrissy Barney	Yes
Evelyn Hibbs	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Ann Matthews	Yes
Bert Poole	Yes
Michael Adair	Yes
Michael Stratton	Yes
Debbie Winburn	Yes

Motion Passed

Cases closed:

09-G-37-05-2010-00029
10-B-37-05-2010-00030
10-A-37-05-2010-00031
09-G-37-05-2010-00033
10-H-37-05-2010-00034
09-E-37-05-2010-00035
09-H-37-05-2010-00036
09-A-37-05-2010-00039
09-H-37-05-2010-00040
09-G-37-05-2010-00043
09-H-37-05-2010-00041
09-E-37-05-2010-00038
09-8029-ND

IX. **Announcements.**

No Announcements.

X. **Adjourn.**

A motion was made at 1:03 pm by Misty Boyd to adjourn the meeting. Dr. Stratton seconded the motion.

EASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES
November 19, 2010
10:12 am – 12:04 pm

MEMBERS PRESENT: Misty Boyd, Frankie Dunback for Evelyn Hibbs, Linda Hitcheye, Tonya James, Faye Banks for Coletta Peyton, Ann Matthews, Tom Luker for Cindy Perkins, and Debbie Winburn

MEMBERS ABSENT: Kathryn Eaton, Janetta Garrett, Ted Galbraith, Rebecca Smith, and Michael Stratton

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to Order.**
Debbie Winburn called the meeting to order at 10:12 am. A quorum was present.

II. **Roll Call.**
Introductions were made in lieu of calling roll.

III. **Public Comment.**
There was no public comment.

IV. **Review and Approval of the August 20, 2010 Minutes.**
Misty Boyd made a motion at 10:14 am to approve the August 20, 2010 minutes. Motion seconded by Ann Matthews.

Misty Boyd	Yes
Frankie Dunback	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Faye Banks	Yes
Ann Matthews	Yes
Tom Luker	Yes
Debbie Winburn	Yes

Motion Passed

V. **Discussion and Possible Action on 2011 Meeting Dates.**
Lisa advised that in keeping with the current meeting schedule, the meetings will be held on a quarterly basis, on the 3rd Friday of the 2nd month of the quarter. The proposed meeting dates for 2011 are as follows: February 18, 2011; May 20, 2011; August 19, 2011; and November 18, 2011.

The Team discussed conflicts that members have with the meeting time on proposed dates. After a brief discussion, the Team decided to keep the proposed meeting dates, but change the meeting time permanently to 10:00 am.

Misty Boyd made a motion at 10:16 am to approve the 2011 meeting dates. Motion seconded by Ann Matthews.

Misty Boyd	Yes
Frankie Dunback	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Faye Banks	Yes
Ann Matthews	Yes
Tom Luker	Yes
Debbie Winburn	Yes

Motion Passed

VI. **Report from Staff.**

Lisa advised the Team of OKDHS's final determination process. Staff has learned that the OKDHS state office reviews the county child death referrals and has the authority to change the county office's findings. Staff will coordinate with the OKDHS state office to get the final determination report before cases are brought to meetings to be reviewed.

Lisa advised the Team that the Board's website is up and running. It is accessible on the OCCY website, and staff is working on getting the information up to date.

Lisa informed the Team of the Youth Suicide Prevention Council designated by the Oklahoma Department of Mental Health and Substance Abuse Services. The Youth Suicide Prevention Council meetings are open to the public and staff is planning on attending. The Oklahoma Department of Mental Health and Substance Abuse has received suicide prevention grants, which allows the department to provide free suicide prevention training to various agencies. The State Team has requested a presentation of the information at a future meeting and staff will report information back to local teams at that time.

Lisa advised the Team that Dr. Lillian Young will no longer be with Team.

VII. **Proposed Executive Session to Discuss Child Deaths (pursuant to 25 O.S. sec. 307(C) (8)).**

Misty Boyd made a motion at 10:20 am to move into Executive Session. Motion seconded by Ann Matthews.

Misty Boyd	Yes
Frankie Dunback	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Faye Banks	Yes
Ann Matthews	Yes
Tom Luker	Yes
Debbie Winburn	Yes

Motion Passed

Staff was present for Executive Session

Open session reconvened at 12:00 pm.

VIII. **Action Items from Executive Session.**

Misty Boyd made a motion at 12:01 pm regarding case # 09-B-37-05-2010-00047 requesting that a letter be sent to the Tribe's Chief and Child Welfare Department voicing concerns for foster care placement practice and review. Motion seconded by Ann Matthews.

Misty Boyd	Yes
Frankie Dunback	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Faye Banks	Yes
Ann Matthews	Yes
Tom Luker	Yes
Debbie Winburn	Yes

Motion Passed

Tonya James made a motion at 12:02 pm regarding case # 09-E-37-05-2010-00003 requesting that a letter be sent to OKDHS in regards to information in the Report to DA to clarify police department involvement. Motion seconded by Misty Boyd.

Misty Boyd	Yes
Frankie Dunback	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Faye Banks	Yes
Ann Matthews	Yes
Tom Luker	Yes
Debbie Winburn	Yes

Motion Passed

Misty Boyd made a motion at 12:03 p.m. to close those cases designated as closed. Motion seconded by Ann Matthews.

Misty Boyd	Yes
Frankie Dunback	Yes
Linda Hitcheye	Yes
Tonya James	Yes
Faye Banks	Yes
Ann Matthews	Yes
Tom Luker	Yes
Debbie Winburn	Yes

Motion Passed

Cases closed:

09-A-37-05-2010-00014	09-G-37-05-2010-00050	08-E-37-05-2009-00015
08-H-37-05-2010-00046	10-B-37-05-2010-00052	10-H-37-05-2010-00032
09-G-37-05-2010-00056	08-H-37-05-2010-00057	09-8016-ND
10-G-37-05-2010-00049	09-8049-ND	09-8048-ND

IX. **Announcements.**

No Announcements.

X. **Adjourn.**

Misty Boyd motioned to adjourn the meeting at 12:04 pm. Ann Matthews seconded the motion.

2010 Minutes of the Southeastern Team of the Oklahoma Child Death Review Board

SOUTHEASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
500 N. Broadway, Suite 300
Oklahoma City, OK

MINUTES
February 11, 2010
1:02 pm. – 3:20 pm

MEMBERS PRESENT: Starla Griffith, Glenn Dale Carter, Rod Taylor for Russell Frantz, Susan Morris, Carolyn Parks, Kathryn Savage for Richard Smothermon, Donn Nell Riggs.

MEMBERS ABSENT: Gwen Gjovig, Carmen Hutchins.

STAFF: Abdalla Khalid and Lisa Rhoades.

I. **Call to order.**
Glenn Dale Carter called the meeting to order at 2:04 pm. A quorum was present.

II. **Determination of Compliance with Open Meetings Act**
The Chair determined that the meeting was in compliance with the Open Meetings Act. An agenda was posted at the office of the Child Death Review Board 24 hours prior to the meeting.

III. **Roll Call**
Introductions were made which served as roll call

IV. **Review and approval of the November 12, 2009 minutes.**
A motion was made at 1:05 pm by Carolyn Parks to approve the November 12, 2009 minutes; seconded by Starla Griffith.

Starla Griffith	Yes
Glenn Dale Carter	Yes
Rod Taylor	Yes
Donn Nell Riggs	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes

Motion Passed

V. **Discussion and Possible Action on 2009 Data and 2010 Recommendations**
Lisa provided the team with preliminary 2010 numbers. The team had no additional recommendations.

VI. **Public Comments**
There were no public comments.

VII. **Discussion and Possible Action on Attendance**

Agenda item not applicable as members with attendance issues were present.

VI. **Report from Staff.**

Lisa advised the team of legislation that would be of interest to the team (S.B. 2235 and H.B. 2920).

Lisa also advised the team of the changes occurring at the Office of the Chief Medical Examiner.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 1:20 pm by Carolyn Parks to move into Executive Session. Motion seconded by Rod Taylor.

Starla Griffith	Yes
Glenn Dale Carter	Yes
Rod Taylor	Yes
Donn Nell Riggs	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 3:17 pm Susan Morris to move out of Executive Session. Carolyn Parks seconded.

Starla Griffith	Yes
Glenn Dale Carter	Yes
Rod Taylor	Yes
Donn Nell Riggs	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes

Motion Passed

VIII. **Action Items from Executive Session**

A motion was made by Carolyn Parks at 3:18 am to close those cases designated as closed. Motion seconded by Donn Nell Riggs.

Starla Griffith	Yes
Glenn Dale Carter	Yes
Rod Taylor	Yes
Donn Nell Riggs	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes

Motion Passed

cases closed:

08-G-37-04-2009-00016	09-A-37-04-2010-00006
08-G-37-04-2009-00032	09-H-37-04-2010-00007
09-A-37-04-2010-00003	09-H-37-04-2010-00008
09-C-37-04-2010-00004	09-ND-8013
09-G-37-04-2010-00005	

IX. **Announcements.**

No announcements.

X. **Adjourn.**

Carolyn Parks made a motion to adjourn the meeting at 3:20 pm Starla Griffith seconded.

SOUTHEASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES
May 13, 2010
1:06 pm. – 4:29 pm

MEMBERS PRESENT: Glenn Dale Carter, Zane Gray for Carmen Hutchins, Susan Morris, Carolyn Parks, Kathryn Savage for Richard Smothermon, Donn Nell Riggs

MEMBERS ABSENT: Russell Frantz, Starla Griffith, Gwen Gjovig

STAFF: Lisa Rhoades

I. **Call to order.**
Glenn Dale Carter called the meeting to order at 1:06 pm. A quorum was present.

II. **Determination of Compliance with Open Meetings Act**
The Chair determined that the meeting was in compliance with the Open Meetings Act. An agenda was posted at the office of the Child Death Review Board 24 hours prior to the meeting.

III. **Roll Call**
Introductions were made which served as roll call

IV. **Review and approval of the February 11, 2010 minutes.**
A motion was made at 1:07 pm by Susan Morris to approve the February 11, 2010 minutes; seconded by Carolyn Parks.

Glenn Dale Carter	Yes
Zane Gray	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Donn Nell Riggs	Yes
Kathryn Savage	Yes

Motion Passed

V. **Discussion on Potential New Team Member**
A nominee for filling the Community Representative discipline on the team was submitted to the Team. As Bylaws indicate the nominee is to be submitted at least two weeks prior to the vote, the item was tabled until the August meeting. A motion was made at 1:22 pm by Donn Nell Riggs to table the item until August. Motion seconded by Carolyn Parks.

Glenn Dale Carter	Yes
Zane Gray	Yes
Susan Morris	Yes

Carolyn Parks	Yes
Donn Nell Riggs	Yes
Kathryn Savage	Yes

Motion Passed

VI. **Report from Nominating Committee**

The committee advised they were unable to meet. The election was tabled until the next meeting date.

VII. **Public Comments**

There were no public comments.

VIII. **Report from Staff.**

Lisa advised the Team that the annual recommendations had been submitted to the Oklahoma Commission on Children and Youth and that she would distribute copies to the Team via electronic mail.

Lisa also advised that SB 2235 no longer applied to the Oklahoma Child Death Review Board. HB 2920 was amended to create the Maternal Infant Quality Care Initiative, addressing breastfeeding, safe sleep, abusive head trauma, and elective early induction.

Lisa reported on the status of filling the staff case manager position.

Lisa also reported that since the Chief Medical Examiner position was currently vacant, all correspondence regarding the Office of the Chief Medical Examiner was addressed to the Medico-Legal Board.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 1:21 pm by Susan Morris to move into Executive Session. Motion seconded by Carolyn Parks.

Glenn Dale Carter	Yes
Zane Gray	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Donn Nell Riggs	Yes
Kathryn Savage	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 4:26 pm by Carolyn Parks to move out of Executive Session. Susan Morris seconded.

Glenn Dale Carter	Yes
Zane Gray	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Donn Nell Riggs	Yes
Kathryn Savage	Yes

Motion Passed

VIII. **Action Items from Executive Session**

A motion was made at 4:27 by Carolyn Parks to close those cases designated as closed. Motion seconded by Donn Nell Riggs.

Glenn Dale Carter	Yes
Zane Gray	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Donn Nell Riggs	Yes
Kathryn Savage	Yes

Motion Passed

cases closed:

06-H-37-04-2008-00007	09-G-37-04-2010-00010	09-F-37-04-2010-00011	07-7678-ND
09-H-37-04-2010-00012	09-E-37-04-2010-00013	09-H-37-04-2010-00018	
08-ND-37-04-2009-00020	09-G-37-04-2010-00009	09-G-37-04-2010-00015	
09-A-37-04-2010-00014	09-G-37-04-2010-00016	09-F-37-04-2010-00017	

IX. **Announcements.**

No announcements.

X. **Adjourn.**

Susan Morris made a motion to adjourn the meeting at 4:29 pm. Carolyn Parks seconded.

SOUTHEASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES
September 9, 2010
1:04 pm. – 3:43 pm

MEMBERS PRESENT: Glenn Dale Carter, Joye Byrum for Starla Griffith, Rod Taylor for Russell Frantz, Carmen Hutchins, Susan Morris, Carolyn Parks, Donna Copeland, and Kathryn Savage for Richard Smothermon.

MEMBERS ABSENT: Investigator for OCME (Vacant) and CASA (Vacant).

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to order.**

Glenn Dale Carter called the rescheduled meeting to order at 1:04 pm. A quorum was present. This meeting was scheduled as a result of the Team not meeting quorum for the August 12, 2010 regularly scheduled meeting.

II. **Determination of Compliance with Open Meetings Act**

The Chair determined that the meeting was in compliance with the Open Meetings Act. An agenda was posted at the office of the Child Death Review Board 24 hours prior to the meeting.

III. **Roll Call**

Introductions were made in lieu of roll call

IV. **Review and approval of the May 13, 2010 minutes.**

A motion was made at 1:05 pm by Carolyn Parks to approve the May 13, 2010 minutes; seconded by Joye Byrum.

Glenn Dale Carter	Yes
Joye Byrum	Yes
Rod Taylor	Yes
Carmen Hutchins	Abstain
Carolyn Parks	Yes
Kathryn Savage	Yes
Donna Copeland	Yes

Motion Passed

V. **Discussion on Potential New Team Member**

Randy Goff was nominated to serve on the Team as the Community Representative. Motion was made by Carolyn Parks at 1:08 pm to a accept Randy as the new Community Representative member. Motion seconded by Carmen Hutchins.

Glenn Dale Carter	Yes
Joye Byrum	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Donna Copeland	Yes

Motion Passed

VI. **Election of New Officers**

Judge Carter indicated the Nomination Committee submitted his name for the Chair and Kathryn Savage for Vice-Chair. Judge Carter then asked staff to Chair the meeting so names could be submitted from the floor. Lisa chaired the meeting and no other nominations were submitted. Carolyn Parks made a motion to accept the nominations of Judge Carter as Team Chairperson and Kathryn Savage as Team Vice Chairperson at 1:12 pm. The motion was seconded by Carmen Hutchins.

Glenn Dale Carter	Yes
Joye Byrum	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Donna Copeland	Yes

Motion Passed

VII. **Public Comments**

There were no public comments.

VIII. **Report from Staff**

Lisa advised the Team that the Board's annual report has been completed. Copies of the report were distributed to Team members.

Lisa advised the Team that there were 11 cases for the Team to review.

IX. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 1:16 pm by Carolyn Parks to move into Executive Session. Motion seconded by Joye Byrum.

Glenn Dale Carter	Yes
Joye Byrum	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Donna Copeland	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 3:36 pm by Carolyn Parks to move out of Executive Session. Susan Morris seconded.

Glenn Dale Carter	Yes
Joye Byrum	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Donna Copeland	Yes

Motion Passed

X. **Action Items from Executive Session**

A motion was made at 3:38 by Rod Taylor regarding case # 10-8034-ND to write a letter to the responding law enforcement agency inquiring if the father had been interviewed and if so, requesting a copy of the interview. The letter is also to recommend an interview be conducted if one had not occurred. Motion seconded by Carolyn Parks.

Glenn Dale Carter	Yes
Joye Byrum	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Donna Copeland	Yes

Motion Passed

At 3:39 pm, a motion was made by Carolyn Parks to close the cases designated as closed. Joye Byrum seconded the motion.

Glenn Dale Carter	Yes
Joye Byrum	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Donna Copeland	Yes

Motion Passed

Cases Closed:

10-H-37-04-2010-00021	10-G-37-04-2010-00035	08-C-37-04-2010-00034
10-H-37-04-2010-00022	09-E-37-04-2010-00036	09-8033-ND
10-H-37-04-2010-00025	10-H-37-04-2010-00037	09-8032-ND

XI. **Announcements.**

There is now a vacant seat for the Team CASA representative. The Team tabled the item until the next meeting, scheduled for November 4, 2010.

XII. **Adjourn.**

Carolyn Parks made a motion to adjourn the meeting at 3:43 pm. Susan Morris seconded the motion.

SOUTHEASTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES
November 4, 2010
1:00 pm. – 3:37 pm.

MEMBERS PRESENT: Glenn Dale Carter, Rod Taylor for Russell Frantz, Carmen Hutchins, Susan Morris, Carolyn Parks, Jay Scott Brown for Carolyn Parks, Kathryn Savage for Richard Smothermon, and Randy Goff

MEMBERS ABSENT: Investigator for OCME (Vacant), CASA (Vacant), Joye Byrum, and Donna Copeland

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to Order.**
Glenn Dale Carter called the meeting to order at 1:00 pm. A quorum was present.

II. **Roll Call.**
Introductions were made in lieu of roll call.

III. **Review and Approval of the September 9, 2010 Minutes.**
A motion was made at 1:01 pm by Susan Morris to approve the September 9, 2010 minutes. Carmen Hutchins seconded the motion.

Glenn Dale Carter	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Abstain
Kathryn Savage	Yes
Randy Goff	Yes

Motion Passed

IV. **Discussion on Potential New Team Member.**
Judge Carter informed the Team that currently the CASA seat and the ME Investigator seat are both vacant. After brief discussion, the Team agreed to contact OCCY for suggestions of individuals who would be able and willing to serve as these representatives. This item is tabled until OCCY provides the Team with suggestions as to who would be interested and able serve in each of the vacant seats.

V. **Discussion and Possible Action on 2011 Meeting Dates.**

Lisa reminded the Team that currently, the Southeastern Team meets on the 2nd Thursday of the 2nd month of the quarter at 1 pm. Lisa advised the Team that in keeping with this schedule, the 2011 meeting dates would be as follows: February 10, 2011; May 12, 2011; August 11, 2011; and November 10, 2011.

Susan Morris made a motion at 1:09 pm to accept the proposed meeting dates for 2011. Kathryn Savage seconded the motion

Glenn Dale Carter	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Randy Goff	Yes

Motion Passed

VI. **Public Comments.**

There were no public comments.

VII. **Report from Staff.**

Lisa updated the Board on the September 2010 Interim Study conducted by the Oklahoma House of Representatives. The Child Death Review Board gave a brief presentation of its responsibilities, procedures, and annual outcomes. The purpose of the interim study was to review the process of OKDHS and related entities in child welfare.

The Team discussed the Safe Kids Newsletter that Lisa sent to Board members via email. Judge Carter expressed concern that some counties in the area do not have car seat installation/check services. The Team was informed that Pottawatomie County's United Way program "Success By 6" sponsor an annual safety and car seat check event at Unity Hospital. Lisa informed the Team that many of the county health departments also perform car seat checks on an appointment basis and in collaboration with other agencies.

The Team also briefly discussed the alarming statistics of the "Oklahoma Violent Death Reporting System report on Youth Suicide in Oklahoma, 2004-2007". Oklahoma's youth suicide rate (ages 10-24) during 2004-2007 was 31% higher than the national rate. The Team was specifically concerned about the youth suicide rate of Native Americans, in which Native American males represented 23.5% of all the youth suicides (ages 10-24) and Native American females represented 5.1%. The Team discussed the possibility of adding a seat for tribal representation and would like to discuss further at the next meeting.

Lisa advised the Team that there were 9 new cases for the Team to review and 1 return.

VIII. **Proposed Executive Session to Discuss Child Deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 1:20 pm by Carolyn Parks to move into Executive Session. Motion seconded by Susan Morris.

Glenn Dale Carter	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Randy Goff	Yes

Motion Passed

Staff was present for Executive Session.

Open session reconvened at 3:30 pm.

IX. **Action Items from Executive Session.**

Susan Morris made a motion at 3:31 pm regarding case # 08-G-37-04-2010-00046 requesting that a commendation letter be sent to OKDHS for an exceptional investigation. Motion seconded by Randy Goff.

Glenn Dale Carter	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Randy Goff	Yes

Motion Passed

Rod Taylor made a motion at 3:33 pm regarding case # 10-G-37-04-2010-00043 to send a letter to law enforcement requesting that the case be reviewed and that charges possibly be filed. Motion seconded by Carolyn Parks.

Glenn Dale Carter	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Randy Goff	Yes

Motion Passed

Rod Taylor made a motion at 3:34 pm regarding case # 08-G-37-04-2010-00047 requesting that a letter be sent to law enforcement to solicit clarification of timeline and recommends that the parent be interviewed again and consider possible charges. Motion seconded by Carolyn Parks.

Glenn Dale Carter	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Randy Goff	Yes

Motion Passed

Susan Morris made a motion at 3:36 pm to close the cases designated as closed. Motion seconded by Carolyn Parks.

Glenn Dale Carter	Yes
Rod Taylor	Yes
Carmen Hutchins	Yes
Susan Morris	Yes
Carolyn Parks	Yes
Kathryn Savage	Yes
Randy Goff	Yes

Motion Passed

Cases Closed:

10-B-37-04-2010-00039	10-A-37-04-2010-00044	10-A-37-04-2010-00038
10-H-37-04-2010-00041	08-G-37-04-2010-00046	10-8035-ND
09-G-37-04-2010-00042	10-H-37-04-2010-00048	

X. **Announcements.**

Judge Carter thanked Randy Goff and Jay Scott Brown for their attendance to this meeting. Rod Taylor advised the Team that this will be the last meeting, as he has a new job title and will be working the night shift.

XI. **Adjourn.**

Susan Morris made a motion to adjourn the meeting at 3:37 pm. Carolyn Parks seconded the motion.

2010 Minutes of the Southwestern Team of the Oklahoma Child Death Review Board

SOUTHWESTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
500 N. Broadway, suite 300
Oklahoma City, OK

MINUTES

February 4, 2010
10:40 am. – 1:23 pm.

MEMBERS PRESENT: Barbra Davis, Pilar Escobar, Abby Kimbro, Ron Jackson, Ann Middleton.

MEMBERS ABSENT: Nadine McIntosh, John Wampler

STAFF: Lisa Rhoades and Abdalla Khalid.

I. Call to order.

Ann Middleton called the meeting to order at 10:38 am. A quorum was present.

II. Roll Call.

Quorum present.

III. Review and Approval of December 3, 2009 Minutes.

A motion was made at 10:45 am by Pilar Escobar to approve the December 3, 2009 minutes. Ann Middleton seconded the motion.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Ron Jackson	Yes
Ann Middleton	Yes

Motion Passed

IV. Public Comment

No public Comment.

V. Report from Staff.

Lisa released the preliminary statistical numbers for CDRB 2009.

Lisa informed the Team about State Senate Bill 2235 proposed by Senator Crain. The bill amends the recipients of the CDRB annual recommendations.

VI. Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).

A motion was made at 11:00 am by Dr. Escobar to move into Executive Session. Motion seconded by Abby Kimbro.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Ron Jackson	Yes
Ann Middleton	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 1:19 pm by Pilar Escobar to move out of Executive Session. Barbara Davis seconded.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Ron Jackson	Yes
Ann Middleton	Yes

Motion Passed

VII. **Action items from Executive Session.**

A motion was made at 1:20 pm by Abby Kimbro to send two letters, one to the State Fire Marshall and one to the Consumer Product Safety Commission on case# 09-A-37-02-2009-00060 regarding the Emerson microwave that was the cause of a fire. Pilar Escobar seconded.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Ron Jackson	Yes
Ann Middleton	Yes

Motion Passed

A motion was made at 1:22 pm by Pilar Escobar to close those cases designated as closed by the Team. Nadine McIntosh seconded the motion.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Ron Jackson	Yes
Ann Middleton	Yes

Motion Passed

Cases Closed:

37-02-2009-00060
37-02-2009-00063
37-02-2009-00065
37-02-2010-00001
37-02-2010-00002

VIII. **Announcements.**

No Announcements.

IX. **Adjourn.**

A motion was made at 1:23 pm by Abby Kimbro to adjourn the meeting. Barbara Davis seconded the motion.

SOUTHWESTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
500 N. Broadway, suite 300
Oklahoma City, OK

MINUTES

April 22, 2010
10:40 am. – 1:06 pm.

MEMBERS PRESENT: Barbra Davis, Pilar Escobar, Abby Kimbro, Emma Prophet for Ron Jackson

MEMBERS ABSENT: Nadine McIntosh, Ann Middleton, John Wampler

STAFF: Lisa Rhoades

I. **Call to order.**

Abby Kimbro volunteered to chair the meeting and called to order at 10:38 am. A quorum was present.

II. **Roll Call.**

Quorum present.

III. **Review and Approval of February 4, 2010 Minutes.**

A motion was made at 10:41 am by Pilar Escobar to approve the February 4, 2010 minutes. Barbara Davis seconded the motion.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes

Motion Passed

IV. **Public Comment**

No public Comment.

V. **Report from Staff.**

Lisa advised that Abdalla resigned as staff for the Board due to health reasons and increased responsibilities in his schooling. The Oklahoma Commission on Children and Youth were in the process of deciding whether or not to renew the contract with the University of Oklahoma Health Science Center for administrative staff. Lisa advised she will keep Board members apprised of the situation.

Lisa informed the Team that the 2010 annual recommendations were voted on by the State Team and ready for submission to OCCY by May 1, 2010. Lisa will distribute the final recommendations via email.

VI. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 10:50am by Barbara Davis to move into Executive Session. Motion seconded by Pilar Escobar.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 1:02 pm by Pilar Escobar to move out of Executive Session. Barbara Davis seconded.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes

Motion Passed

VII. Action items from Executive Session.

A motion was made at 1:03 pm by Pilar Escobar to close those cases designated as closed by the Team. Barbara Davis seconded the motion.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes

Motion Passed

Cases Closed:

08-G-37-02-2009-00014	09-A-37-02-2009-00060	08-C-37-02-2010-00003
08-G-37-02-2010-00010	09-H-37-02-2010-00016	09-H-37-02-2010-00016
09-H-37-02-2010-00017	09-H-37-02-2010-00018	09-A-37-02-2009-00063
09-A-37-02-2009-00015	07-7905-ND	

VIII. Announcements.

Barbara Davis reported they are raising funds for a new shelter, approximately $1,000,000.00 over a period of three years.

IX. Adjourn.

A motion was made at 1:06 pm by Abby Kimbro to adjourn the meeting. Pilar Escobar seconded the motion.

SOUTHWESTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
500 N. Broadway, suite 300
Oklahoma City, OK

MINUTES

July 22, 2010
10:42 am. – 1:30 pm.

MEMBERS PRESENT: Pilar Escobar, Abby Kimbro, Namon Melvin for Abby Kimbro, Emma Prophet for Ron Jackson, Ann Middleton, John Wampler, Jerry West

MEMBERS ABSENT: Barbara Davis and Nadine McIntosh

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to order.**

Ann Middleton called the meeting to order at 10:42 am. A quorum was present.

II. **Roll Call.**

Quorum was present.

III. **Review and Approval of April 22, 2010 Minutes.**

A motion was made at 10:45 am by John Wampler to approve the April 22, 2010 minutes. Emma Prophet seconded the motion.

Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes
Ann Middleton	Yes
John Wampler	Yes
Jerry West	Yes

Motion Passed

IV. **Public Comment**

No public Comment.

V. **Report from Staff**

Lisa gave a brief overview of the Board's duties and responsibilities are and what types of cases are reviewed for the new members.

Ann Middleton gave a brief overview on the Child Abuse Hotline and OKDHS' process for addressing referrals.

Staff updated the Team on new developments with House Bill 2920, which created a task force to provide education for the prevention of abusive head trauma. The Bill mandated the Board to provide a list of neonatologists to serve on the task force.

The annual report is almost finished and will be available by the next meeting.

VI. **Discussion and Possible Action on the Addition of Meeting Dates**

The Team discussed the possibility of moving the meetings to Lawton and/or increasing the number of meetings as it is difficult for some members to attend due to the distance and time involved. Staff will check on the availability of meeting locations and the team will revisit the issue at the next meeting.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 11:50 am by Dr. Escobar to move into Executive Session. Motion seconded by John Wampler.

Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes
Ann Middleton	Yes
John Wampler	Yes
Jerry West	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 1:28 pm by Pilar Escobar to move out of Executive Session. John Wampler seconded.

Pilar Escobar	Yes
Abby Kimbro	Yes
Ann Middleton	Yes
John Wampler	Yes
Jerry West	Yes

Motion Passed

VIII. **Action items from Executive Session.**

A motion was made at 1:29 pm by Pilar Escobar to close those cases designated as closed by the Team. John Wampler seconded the motion.

Pilar Escobar	Yes
Abby Kimbro	Yes
Ann Middleton	Yes
John Wampler	Yes
Jerry West	Yes

Motion Passed

Cases Closed:

08-H-37-02-2010-00009	10-H-37-02-2010-00022
09-G-37-02-2010-00011	09-H-37-02-2010-00023
09-H-37-02-2010-00012	10-F-37-02-2010-00026
09-B-37-02-2010-00013	09-C-37-02-2010-00024
09-E-37-02-2010-000014	09-H-37-02-2010-00025
09-A-37-02-2010-00021	09-H-37-02-2010-00027

VIII. **Announcements.**

IX. **Adjourn.**

A motion was made at 1:30 pm by John Wampler to adjourn the meeting. Pilar Escobar seconded the motion.

SOUTHWESTERN OKLAHOMA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
500 N. Broadway, suite 300
Oklahoma City, OK

MINUTES

October 28, 2010
10:41 am. – 12:53 pm.

MEMBERS PRESENT: Barbara Davis, Pilar Escobar, Abby Kimbro, Namon Melvin for Abby Kimbro, Emma Prophet for Ron Jackson, Ann Middleton, John Wampler, Jerry West

MEMBERS ABSENT: Nadine McIntosh

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to Order.**

Ann Middleton called the meeting to order at 10:41 am. A quorum was present.

II. **Roll Call.**

Quorum was present.

III. **Review and Approval of July 22, 2010 Minutes.**

A motion was made at 10:42 am by John Wampler to approve the July 22, 2010 minutes. Jerry West seconded the motion.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes
Ann Middleton	Yes
John Wampler	Yes
Jerry West	Yes

Motion Passed

IV. **Public Comment.**

No public Comment.

V. **Report from Staff.**

Lisa updated the Board on the September 2010 Interim Study conducted by Oklahoma's House of Representatives. The Child Death Review Board gave a brief presentation of its responsibilities, procedures, and annual outcomes. The purpose of the interim study was to review the process of OKDHS and related entities in child welfare.

VI. **Discussion and Possible Action on the Addition of Meeting Dates.**

Lisa advised the Team of the 2011 meeting dates, which are scheduled as follows: February 24, 2011; April 28, 2011; July 28, 2011; and October 27, 2011. The Team also discussed the possibility of changing the meeting location and times to meet at a more centralized location and more frequently, so that the meetings may be shorter. Ann Middleton will check the availability of meeting rooms with computer access at the Lawton OKDHS office and report back to the Team at the next meeting. Discussion tabled until next meeting per meeting room availability in Lawton.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 10:52 am by Barbara Davis to move into Executive Session. Motion seconded by Dr. Escobar.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes
Ann Middleton	Yes
John Wampler	Yes
Jerry West	Yes

Motion Passed

Staff was present for Executive Session.

Open session reconvened at 12:52 pm and the rest of the meeting was chaired by Dr. Pilar Escobar.

VIII. **Action Items from Executive Session.**

A motion was made at 12:53 pm by Emma Prophet to close those cases designated as closed by the Team. Jerry West seconded the motion.

Barbara Davis	Yes
Pilar Escobar	Yes
Abby Kimbro	Yes
Emma Prophet	Yes
John Wampler	Yes
Jerry West	Yes

Motion Passed

Cases Closed:

08-E-37-02-2009-00064	09-H-37-02-2010-00033	09-A-37-02-2010-00035
09-H-37-02-2010-00005	10-A-37-02-2010-00037	10-8043-ND
09-H-37-02-2010-00007	09-H-37-02-2010-00019	09-8019-ND
09-G-37-02-2010-00030	08-H-37-02-2010-00031	07-8044-ND
09-H-37-02-2010-00032	08-H-37-02-2010-00008	08-8057-ND

IX. **Announcements.**

X. **Adjourn.**

A motion was made at 12:53 pm by John Wampler to adjourn the meeting. Emma Prophet seconded the motion.

2010 Minutes of the Tulsa Team of the Oklahoma Child Death Review Board

TULSA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
500 N. Broadway, suite 300
Oklahoma City, OK

MINUTES

February 17, 2010
1:14 pm. – 2:50 pm.

MEMBERS PRESENT: Darren Carlock, Steve Coldwell, Deborah Lowen, Jeanna Draughon for Suzan West, Suzan West, Rose Turner, Joshua Lanter.

MEMBERS ABSENT: Tim Harris, Janet Rhyne, Sharon Konemamm.

STAFF: Abdalla Khalid and Lisa Rhoades

I. Call to order.

Deborah Lowen called the meeting to order at 1:15 pm. Motion seconded by Steve Coldwell. A quorum was present.

II. Approval of December 16, 2009 Minutes.

A motion was made at 1:15 pm by Steve Coldwell to approve the December 16, 2009 minutes. Rose Turner seconded the motion.

Darren Carlock	Yes
Steve Coldwell	Yes
Deborah Lowen	Yes
Suzan West	Yes
Rose Turner	Yes
Joshua Lanter	Yes

Motion Passed

III. Public Comment.

There was no public comment.

IV. Report from Staff.

Lisa informed the team about State Senate Bill 2235 proposed by Senator Crain. The Bill will add to Statute regarding who CDRB sends its annual recommendations to. Lisa also informed the team of House Bill 2920, mandating hospitals to provide abusive head trauma prevention training to families after delivery but prior to discharge.

Lisa released the preliminary statistical numbers for CDRB 2009.

V. **Discussion & Possible Action on OKDHS/WC Backlog.**

A motion was made by Dr. Lowen at 1:32 pm to send a letter to Howard Hendrick and cc Judge Gary Miller & Larry Johnson regarding the delay in completion of OKDSH Reports to DA, including recommending OKDHS enforce the policy of timely completion of investigations. Motion Seconded by Darren Carlock.

Darren Carlock	Yes
Steve Coldwell	Yes
Deborah Lowen	Yes
Suzan West	Yes
Rose Turner	Yes
Joshua Lanter	Yes

Motion Passed

VI. **Discussion & Possible Action on Election of Chair and Vice-Chair**

A motion was made at 1:37 by Darren Carlock, to keep Dr. Lowen as Chair and elect Rose Turner as Vice Chair. Motion was seconded by Dr. Lanter

Darren Carlock	Yes
Steve Coldwell	Yes
Deborah Lowen	Yes
Suzan West	Yes
Rose Turner	Yes
Joshua Lanter	Yes

Motion Passed

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

A motion was made at 1:38 pm by Dr. Lowen to move into Executive Session. Motion seconded by Steve Coldwell.

Darren Carlock	Yes
Steve Coldwell	Yes
Deborah Lowen	Yes
Suzan West	Yes
Rose Turner	Yes
Joshua Lanter	Yes

Motion Passed

Staff was present for Executive Session.

A motion was made at 2:47 pm by Steve Coldwell to move out of Executive Session. Rose Turner seconded.

Darren Carlock	Yes
Steve Coldwell	Yes
Deborah Lowen	Yes
Suzan West	Yes
Rose Turner	Yes
Joshua Lanter	Yes

Motion Passed

VIII. **Action items from Executive Session.**

A motion was made at 2:48 pm by Deb Lowen regarding case #08-C-37-06-09-00037 to send a response to the letter received from the OKDHS regarding documentation of the investigation of a skull fracture. Steve Coldwell seconded.

Darren Carlock	Yes
Steve Coldwell	Yes
Deborah Lowen	Yes
Suzan West	Yes
Rose Turner	Yes
Joshua Lanter	Yes

Motion Passed

A motion was made at 2:49 pm by Dr. Lowen to close those cases designated as closed by the Team. Steve Coldwell seconded the motion

Darren Carlock	Yes
Steve Coldwell	Yes
Deborah Lowen	Yes
Suzan West	Yes
Rose Turner	Yes
Joshua Lanter	Yes

Motion Passed

Cases closed:

09-E-37-06-10-00001
09-G-37-06-10-00002
09-C-37-06-10-00003
09-A-37-06-10-00004
09-A-37-06-10-00005
09-H-37-06-10-00006

IX. **Announcements.**

No Announcements

X. **Adjourn.**

Rose Turner motioned to adjourn at 2:50 pm. Steve Coldwell seconded.

TULSA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

April 28, 2010
1:11 pm. – 3:25 pm.

MEMBERS PRESENT: Darren Carlock, Steve Coldwell, Sharon Konemann, Joshua Lanter, Deborah Lowen, Janet Rhyne, Rose Turner, Jeanna Draughon for Susan West, Susan West

MEMBERS ABSENT: Tim Harris

STAFF: Lisa Rhoades

I. **Call to order.**

Deborah Lowen called the meeting to order at 1:11 pm. A quorum was present.

II. **Approval of February 17, 2010 Minutes.**

Steve Coldwell made a motion at 1:12 pm to approve the February 17, 2010 minutes. Motion seconded by Deborah Lowen.

Steve Coldwell	Yes
Sharon Konemann	Yes
Joshua Lanter	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

III. **Public Comment.**

There was no public comment.

IV. **Report from Staff.**

Lisa informed the team as to the status of the case manager position for the CDRB and advised the team as to the delay in hiring a new case manager.

Lisa updated the team on the status of S.B. 2235 and H.B. 2920.

Lisa reported the 2010 CDRB recommendations were finalized by the State Team and due to be submitted to the Oklahoma Commission on Children and Youth May 3, 2010.

V. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

Steve Coldwell made a motion at 1:38 pm to move into Executive Session. Motion seconded by Rose Turner.

Steve Coldwell	Yes
Sharon Konemann	Yes
Joshua Lanter	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

Staff was present for Executive Session.

Rose Turner made a motion at 3:23 pm to move out of Executive Session. Motion seconded by Steve Coldwell.

Steve Coldwell	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

VIII. **Action items from Executive Session.**

Rose Turner made a motion at 3:23 to close those cases designated as closed. Motion seconded by Janet Rhyne.

Steve Coldwell	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

Cases closed:

08-G-37-06-2009-00040	08-G-37-06-2009-00041	09-H-37-06-2009-00073	09-G-37-06-2010-00007	09-8021-ND
09-A-37-06-2010-00008	09-B-37-06-2010-00009	09-C-37-06-2010-00010	09-G-37-06-2010-00011	
07-B-37-06-2010-00012	07-B-37-06-2010-00013	08-A-37-06-2010-00014	09-H-37-06-2010-00015	
10-F-37-06-2010-00016	09-E-37-06-2010-00017	09-E-37-06-2010-00018	09-A-37-06-2010-00019	
09-A-37-06-2010-00021	09-H-37-06-2010-00022	09-B-37-06-2010-00023	09-B-37-06-2010-00025	
09-A-37-06-2010-00026	09-F-37-06-2010-00027	09-A-37-06-2010-00028	08-C-37-06-2009-00037	

IX. **Announcements.**

Deborah Lowen announced she would be leaving the team after the June meeting, as she has taken a position in another state. She reminded the Team of the need for a new Chair after she leaves.

X. **Adjourn.**

Deborah Lowen made a motion to adjourn at 3:25pm. Motion seconded by Rose Turner.

TULSA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

June 23, 2010
1:15 pm. – 3:04 pm.

MEMBERS PRESENT: Darren Carlock, Steve Coldwell, Sharon Konemann, Deborah Lowen, Janet Rhyne, Rose Turner, Jeanna Draughon for Susan West, Susan West

MEMBERS ABSENT: Tim Harris and Joshua Lanter

STAFF: Lisa Rhoades

I. Call to order.

Deborah Lowen called the meeting to order at 1:15 pm. A quorum was present.

II. Roll Call

III. Public Comments

IV. Approval of June 23, 2010 Minutes

Rose Turner made a motion at 1:17 pm to approve the June 23, 2010 minutes with corrections. Motion seconded by Deborah Lowen.

Darren Carlock	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

V. Discussion and Possible Action on Officers

Deborah Lowen made a motion at 1:23 pm to nominate Rose Turner as Chair of the Team and Darren Carlock as Vice-Chair of the Team. Motion seconded by Steve Coldwell.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

VI. **Discussion and Possible Action on Attendance**

Lisa advised the Tulsa County District Attorney's Office had not had representation at a meeting since June 2009. The group agreed staff would contact Mr. Harris to confirm the office is s till interested in serving on the Team.

VII. **Report from Staff**

Lisa informed the team as to the status of the case manager position for the CDRB and advised the team as to the delay in hiring a new case manager.

Lisa also informed the team that HB 2920 was now focusing solely on abusive head trauma prevention.

Lisa advised the annual report was near completion.

VIII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

Deborah Lowen made a motion at 1:30 pm to move into Executive Session. Motion seconded by Sharon Konemann.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

Staff was present for Executive Session.

Darren Carlock made a motion at 2:58 pm to move out of Executive Session. Motion seconded by Deborah Lowen.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

IX. **Action items from Executive Session.**

Sharon Konemann made a motion at 3:00 to send a letter to Carol Means, Quality Assurance, St. Francis Hospital, regarding case #: 09-C-37-06-2010-00037, alerting QA to the fact the child died very shortly after discharge and possibly due to a medical procedure performed at the facility. The letter is also to include a request for information regarding action the facility may take in response to this letter. Motion seconded by Rose Turner.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

Darren Carlock made a motion at 3:02pm to close those cases designated as closed. Deborah Lowen seconded.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Deborah Lowen	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Suzan West	Yes

Motion Passed

Cases closed:

09-E-37-06-2010-00018	09-H-37-06-2010-00020	09-C-37-06-2010-00037	09-A-37-06-2010-00038
09-G-37-06-2010-00039	09-G-37-06-2010-00040	09-G-37-06-2010-00041	09-A-37-06-2010-00042
09-F-37-06-2010-00032	09-H-37-06-2010-00033	10-A-37-06-2010-00043	10-H-37-06-2010-00034
10-F-37-06-2010-00035	09-G-37-06-2010-00024	09-B-37-06-2010-00031	09-8020-ND

IX. Announcements.

Susan West announced that AAA and SafeKids Tulsa would be hosting a press conference Friday, June 25, regarding children and cars.

X. Adjourn.

Darren Carlock made a motion to adjourn at 3:04pm. Motion seconded by Rose Turner.

TULSA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

August 25, 2010
1:08 pm. – 2:45 pm.

MEMBERS PRESENT: Darren Carlock, Steve Coldwell, Sharon Konemann, Sarah Passmore, Janet Rhyne, Rose Turner, and Susan West

MEMBERS ABSENT: Tim Harris and Joshua Lanter

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to order.**

Rose Turner called the meeting to order at 1:08 pm. A quorum was present.

II. **Roll Call.**

III. **Public Comments.**

IV. **Approval of the June 23, 2010 Minutes.**

Steve Coldwell made a motion at 1:17 pm to approve the June 23, 2010. Motion seconded by Susan West.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Sarah Passmore	Abstain
Janet Rhyne	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

V. **Discussion and Possible Action on Team Attendance.**

Lisa advised the Team that she had emailed the District Attorney's Office to inquire as to whether the Office is still interested in serving on the Team and had not received a response. Rose Turner informed the Team that Jake Cain was leaving the District Attorney's Office. Rose volunteered to contact the DA's Task Force Liaison for guidance on DA representation on the Team.

VI. **Report from Staff.**

Lisa informed the team that the Board nominated two neonatologists to serve on the task force created by HB 2920 and sent the recommendations to the House of Representatives.

Lisa advised the annual report was near completion.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

Darren Carlock made a motion at 1:15 pm to move into Executive Session. Motion seconded by Steve Coldwell.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

Staff was present for Executive Session.

Darren Carlock made a motion at 2:31 pm to move out of Executive Session. Motion seconded by Sara Passmore.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

VIII. **Action items from Executive Session.**

Rose Turner made a motion at 2:40 to send a letter to OKDHS regarding case #: 10-8029-ND to address concerns about bed sharing and the parent's financial ability to provide the child with his/her own crib and recommends OKDHS encourage the parent discontinue co sleeping. The Team is also requesting clarification on the parent's employment status.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

Steve Coldwell made a motion at 2:41 pm to send a letter to the District Attorney requesting an update on the status of charges for case #10-8030-ND. Motion seconded by Darren Carlock.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

Steve Coldwell made a motion at 2:42 to close the cases designated as closed. Motion seconded by Sharon Konemann.

Darren Carlock	Yes
Steve Coldwell	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Janet Rhyne	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

Cases closed:
09-G-37-06-2010-00036
08-H-37-06-2010-00044
08-H-37-06-2010-00045
10-F-37-06-2010-00047
10-B-37-06-2010-00048
10-C-37-06-2010-00049
09-C-37-06-2010-00050
09-G-37-06-2010-00046

IX. Announcements.

No announcements were made.

X. Adjourn.

Steve Coldwell made a motion to adjourn at 2:45 pm. Motion seconded by Darren Carlock.

TULSA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES
October 27, 2010
1:09 pm. – 1:45 pm.

MEMBERS PRESENT: Steve Coldwell, Sarah McAmis for Tim Harris, Sarah Passmore, Rose Turner, Susan West, and Jeanne Draughon

MEMBERS ABSENT: Darren Carlock, Sharon Konemann, Joshua Lanter, and Janet Rhyne

STAFF: Lisa Rhoades and Nicole Chasteen

I. **Call to Order.**

Rose Turner called the meeting to order at 1:09 pm. A quorum was present.

II. **Roll Call.**

III. **Public Comments.**

IV. **Approval of the August 25, 2010 Minutes.**

Steve Coldwell made a motion at 1:12 pm to approve the August 25, 2010 minutes. Motion seconded by Sarah Passmore.

Steve Coldwell	Yes
Sarah McAmis	Yes
Sarah Passmore	Yes
Rose Turner	Yes
Susan West	Yes
Jeanne Draughon	Yes

Motion Passed

V. **Discussion and Possible Action on Team Attendance.**

Lisa advised the Team that the Tulsa District Attorney's Office has sent Sarah McAmis as the new designee, since Jake Cain has resigned. Sarah McAmis is the Director of the Crimes Against Children Division at the Children's Justice Center.

VI. **Report from Staff.**

Lisa updated the Board on the September 2010 Interim Study conducted by Oklahoma's House of Representatives. The Child Death Review Board gave a brief presentation of its responsibilities, procedures, and annual outcomes. The purpose of the interim study was to review the process of OKDHS and related entities in child welfare.

Lisa advised the Team that the task force created by HB 2920 to address abusive head trauma held its first meeting in October in conjunction with the State Department of Health's Injury Prevention meeting.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

Steve Coldwell made a motion at 1:17 pm to move into Executive Session. Motion seconded by Sarah Passmore.

Steve Coldwell	Yes
Sarah McAmis	Yes
Sarah Passmore	Yes
Rose Turner	Yes
Susan West	Yes
Jeanne Draughon	Yes

Motion Passed

Staff was present for Executive Session.

At 1:45 pm, the Team lost quorum.

TULSA REGIONAL CHILD DEATH REVIEW TEAM
Commission on Children and Youth
1111 N. Lee, Suite 500
Oklahoma City, OK

MINUTES

December 15, 2010
1:10 pm. – 2:27 pm.

MEMBERS PRESENT: Darren Carlock, Sarah McAmis for Tim Harris, Sharon Konemann, Sarah Passmore, Rose Turner, Susan West, and Jeanne Draughon for Susan West

MEMBERS ABSENT: Steve Coldwell, Joshua Lanter, and Janet Rhyne

STAFF: Lisa Rhoades and Nicole Chasteen

I. Call to Order.

Rose Turner called the meeting to order at 1:10 pm. A quorum was present.

II. Roll Call.

Introductions were made in lieu of roll call.

III. Public Comments.

IV. Approval of the October 27, 2010 Minutes.

Dr. Passmore made a motion at 1:12 pm to approve the October 27, 2010 minutes. Motion seconded by Sarah McAmis.

Darren Carlock	Yes
Sarah McAmis	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

V. Discussion and Possible Action Item on 2011 Meeting Dates.

Lisa advised the Team that in keeping with the current meeting schedule, the 2011 meeting dates are as follows: February 23, 2011; April 27, 2011; June 22, 2011; August 24, 2011; September 26, 2011; and December 14, 2011.

Darren Carlock made a motion at 1:13 pm to approve the 2011 meeting dates. Motion seconded by Dr. Passmore.

Darren Carlock	Yes
Sarah McAmis	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

VI. **Report from Staff.**

Lisa advised the Team that the Schusterman Center computer labs are unavailable for 2011, and asked the Team for suggestions on meeting locations. Dr. Passmore volunteered to check availability of meeting rooms in the Pediatrics Department of the Schusterman Campus and will let staff know what she is able to find out. The Team suggested that the TCC Conference Center may be a good option, if there is not availability at the Pediatrics Department.

VII. **Proposed Executive Session to discuss child deaths (pursuant to 25 O.S. sec. 307(C)(8)).**

Sharon Konemann made a motion at 1:15 pm to move into Executive Session. Motion seconded by Darren Carlock.

Darren Carlock	Yes
Sarah McAmis	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

Staff was present for Executive Session.

Open session reconvened at 2:21 pm.

VIII. **Action Items from Executive Session.**

Rose Turner made a motion at 2:22 pm regarding case # 10-F-37-06-2010-00054 requesting that a letter be sent to OKDHS stating that policy was not followed when the assessment was conducted. Motion seconded by Sarah McAmis.

Darren Carlock	Yes
Sarah McAmis	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

Dr. Passmore made a motion at 2:23 pm to close those cases designated as closed. Motion seconded by Sharon Konemann.

Darren Carlock	Yes
Sarah McAmis	Yes
Sharon Konemann	Yes
Sarah Passmore	Yes
Rose Turner	Yes
Susan West	Yes

Motion Passed

Cases Closed:

06-A-37-06-2010-00060	07-C-37-06-2010-00058	10-8051-ND	10-8029-ND
10-C-37-06-2010-00058	10-H-37-06-2010-00055	10-8052-ND	05-8051-ND
10-A-37-06-2010-00052	09-H-37-06-2010-00053	07-8053-ND	

IX. Announcements.

Susan West announced that Safe Kids Tulsa will begin their Cribs for Kids program in February or March of 2011. In order for families to receive a free crib, they will need to participate in a 2 hour informational class on safe sleep practices and other infant/child safety topics.

X. Adjourn.

Sarah McAmis made a motion to adjourn at 2:27 pm. Motion seconded by Darren Carlock.

Attachment F

Citizen's Review Panel Report 2011

The child protection system is defined in Oklahoma State Statutes (10 O.S. 1150.1) as public and private agencies, medical personnel, courts, law enforcement agencies and legal, education and social service professionals with responsibilities related to child abuse and neglect. The Oklahoma Child Death Review Board (CDRB), which is comprised of five review teams, examines the practices of the child protection system during the review of child death cases and acts as citizen review panels under the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106). Records utilized by the CDRB include but are not limited to: autopsies, medical records, law enforcement records, vital statistic records, Oklahoma Department of Human Services records, mental health records, and school records. This report is a consolidation of the work of all five citizen review panels and is based on the 282 child death cases reviewed and closed in calendar year 2010.

Oklahoma Department of Human Services

Fifty-two cases had a previous referral to Oklahoma Department of Human Services, Child Welfare Division (OKDHS/CW) on the deceased child, of which 27 were confirmed by OKDHS/CW as abuse/neglect. Seventeen had an open CW case at the time of death. The Board ruled 42 (14.9%) of the 282 death cases as having abuse and/or neglect as a factor in the death.

Five of the deaths occurred while the children were in foster care. Two were ruled accidental deaths, two were ruled natural deaths and one had an unknown manner of death. One case was confirmed by the OKDHS/CW as to the abuse/neglect allegations.

There were 13 cases that the Board followed up on with OKDHS/CW. The follow up included: requesting an explanation as to why there was a delay in conducting interviews during two separate investigations; requesting that OKDHS/CW request the Oklahoma State Bureau of Investigations investigate a case that had no investigation conducted by local authorities; requesting clarifications on the priority assignments of two referrals in two unrelated cases; expressing the Board's concerns with the placement of a near death victim; requesting OKDHS/CW conduct an internal administrative review of a case; requesting clarification of a statement made in the Report To District Attorney; making a formal referral; and requesting the final disposition of a referral.

Additional inquiries to OKDHS/CW were made regarding unanswered correspondence and expressing the Board's concerns with incomplete and untimely Reports to the District Attorney.

There was one case that spurred a commendation letter to the worker for an exceptional investigation.

Overall, the panels recommend OKDHS/CW hire additional workers and provide a salary competitive with positions in other states for improvement of effective discharge of child protection duties. The panels also recommend increasing the funding for

Oklahoma Department of Human Services primary and secondary prevention programs. The panels continue to be concerned with the amount of time a child is placed out of the home before adjudication has occurred but has not made a formal recommendation at this time.

Medical personnel

General recommendations were made that include addressing the need for increased access to affordable childbirth classes, educating families on safe sleep during prenatal periods, post-delivery but prior to discharge, and at the first well-child check up, as well as recommending all hospitals adopt an in-house safe sleep policy.

Case specifically, recommendations regarding medical facilities included: recommending a hospital adopt policies and procedures that address contacting the OKDHS/CW when a child is brought to the hospital and dies without any apparent cause; recommending a hospital conduct an internal review of a child's hospitalization and subsequent death; and recommending a hospital conduct domestic violence training for hospital employees.

There were also case specific letters to physicians in two unrelated cases. One letter educating a physician that Sudden Infant Death Syndrome cannot be diagnosed by an attending physician and cannot be diagnosed without an autopsy and thorough scene investigation. Another letter requested the physician amend the cause of death to something other than the chronic condition listed.

The panels also referred a physician to the Oklahoma Board of Medical Licensure and Supervision regarding incorrect documentation and lack of notification to the OCME.

Additionally, the panels made recommendations regarding the OCME. Three letters were sent to the involved pathologists recommending a manner and/or cause of death be amended. Two cases did not have OCME involvement and thus the panels referred the cases to the OCME. Two cases required follow up with the responding OCME investigator for clarification of statements. The panels also continued from 2010 its inquiries regarding specific policies and procedures of the OCME, including the coding of sleep related deaths and notification to OKDHS/CW of unexpected child deaths.

The panels made the general recommendation that the Office of the Chief Medical Examiner adopt the Centers for Disease Control's protocols for responding to and investigating sudden unexpected infant deaths. Another general recommendation was made urging the continued financial support of the Child Protection Committee of The Children's Hospital of Oklahoma.

Courts

The panels recommend the creation of a medical team to review medical records in child abuse/neglect cases and the ability for the team to submit an opinion to the courts. The panels also recommend court records pertaining to custody and guardianship of a child be made available for public inspection after a child death.

Law enforcement

Eleven cases required follow-up with the involved law enforcement agency. These included: recommending the agency improve its policies and procedures for responding to a child death scene, including use of the CDC's Sudden Infant Death Scene

Investigations Protocols (five cases) and notification of the death to OKDHS/CW (one case), requesting clarification on why the person in charge of the child was not interviewed (one case); recommending the agency reopen its investigation (two cases); recommending the agency follow statute and respond to the panel's request for information and respond in a timely manner (one case); and requesting a law enforcement agency contact an out-of-state law enforcement agency to interview a witness (one case).

A general recommendation was made regarding mandatory sobriety testing of drivers in motor vehicle accidents that result in a fatality and/or critical injury to a child.

The Centers for Disease Control has sudden unexpected infant death scene investigation protocols that the panels recommend all law enforcement agencies in Oklahoma adopt so that every death scene is responded to and pertinent information is obtained and recorded.

Legal professionals

Four cases resulted in further follow up with a District Attorney's (DA) office. Three cases required follow-up regarding charges and prosecution progress. One case the panel expressed its concern for the sentence of a perpetrator.

The panels had no recommendations for any other entity of the child protection system in Oklahoma as a result of the child death review process.

OKLAHOMA CLIMATOLOGICAL SURVEY

53RD OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board, or Commission:	Oklahoma Climatological Survey
Agency Staff Contact:	Dr. Kevin A Kloesel, Director
Agency Telephone No:	(405) 325-2541

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help Committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by Committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the Committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, commission, or board membership, including:

- **a. Number of board members;**
- **b. Qualifications, if specified by law;**
- **c. Term of office; and**
- **d. Appointing authority.**

The Oklahoma Climatological Survey (OCS; http://climate.ok.gov) is a state agency mandated to acquire, archive, process, and disseminate, in the most cost-effective way possible, all climate and weather information of value to policy and decision-makers in the state. OCS is located in the National Weather Center (NWC) complex at the University of Oklahoma (OU) in Norman, and is under the governance of the OU Board of Regents, a seven-member board appointed by the Governor to staggered, seven-year terms. OCS is a research unit of the OU College of Atmospheric and Geographic Sciences (CAGS) and reports to the Dean of CAGS. OCS is also an accredited AASC (American Association of State Climatologists) Recognized State Climate Office (ARSCO) in the National Climate Services Partnership. An ARSCO is designated as the only office in each state with the best understanding of the climate of its state, and the ability,

knowledge and communication mechanisms to provide state and regional climate data and information to the user. As an ARSCO, OCS is also home to the Oklahoma State Climatologist (Dr. Renee McPherson). The Dean of CAGS appoints the Director of OCS with approval from the faculty of the OU School of Meteorology, the OU Provost, and the OU Board of Regents.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The University of Oklahoma established OCS in 1980 to serve as a supporting structure for the state climatologist, a position previously designated by the Governor. The state legislature in 1982 formalized the Survey's existence with enabling legislation. Prior to 1978, the federal government, through the National Weather Service, provided climatological services. The National Climate Program was established in 1980 to assist the states in establishing their own State Climatologist programs to meet the individual needs of state decision makers and stakeholders. The Oklahoma Climatological Survey was Oklahoma's response to that program.

The mission statement of OCS is as follows: *"The Oklahoma Climatological Survey has a legislative mandate to acquire, process, and disseminate climate and weather data and information for use by the state's citizens."*

The most significant change to the mission occurred in 1991 when OCS became the operational home of the Oklahoma Mesonet, a 120-station environmental monitoring network designed, implemented and overseen by OU and Oklahoma State University (OSU). The addition of the Mesonet expanded OCS's role from retrospective climate studies to supporting real-time weather-impacted decisions. OCS initiated outreach programs for Oklahoma's K-12 teachers and public safety agencies in 1992 and 1996, respectively, and now provides additional decision-support tools in support across a number of sectors, including weather forecasting and warning decisions, agriculture, rural electric cooperatives, and transportation.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

Section 1, Chapter 63, O.S.L. 1982 (74 O.S. 2003, Section 245) outlines the powers and duties of the Oklahoma Climatological Survey. Under that act, the Survey is to:

1. Acquire, archive, process, and disseminate, in the most cost-effective way possible, all climate and weather information that is or could be of value to policy and decision makers in the state;

2. Act as the representative of the state in all climatological and meteorological matters both within and outside of the state when requested by the legislative or executive branches of the state government;

3. Prepare, publish, and disseminate periodic regular climate summaries for those individuals, agencies, and organizations whose activities are related to the welfare of the state and are affected by climate and weather;

4. Conduct and report on studies of climate and weather phenomena of significant socio-economic importance to the state;

5. Evaluate the significance of natural and man-made, deliberate and inadvertent changes or modifications in important features of the climate and weather affecting the state, and to report this information to those agencies and organizations in the state who are likely to by affected by such changes or modifications; and

6. Maintain and operate the Oklahoma Mesonetwork, a statewide environmental monitoring network which is overseen by the Mesonet Steering Committee, comprised of representatives of the University of Oklahoma and Oklahoma State University according to its Memorandum of Agreement.

Additionally, the Director and State Climatologist are authorized to certify copies as being authentic reproductions of weather records held in the state. The Director is required each year to present a report to the University of Oklahoma Board of Regents outlining the activities, progress, and condition of the Survey. The Director serves as co-chair of the Mesonet Steering Committee and is accountable for executing the policies of the Mesonet Steering Committee.

4. Indicate if any other federal, state or private entity performs the same or similar functions and in what manner your agency, board or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

The U.S. National Oceanic and Atmospheric Administration's (NOAA's) National Weather Service (NWS) operates approximately 50 automated weather stations statewide. These stations report hourly observations of temperature, precipitation, winds, humidity and sky conditions. An additional 200 volunteer observers in the NWS cooperative observer network report daily maximum and minimum temperatures, precipitation and snowfall. Severe storm reports are collected by NOAA's Storm Prediction Center (SPC), which publishes preliminary reports on their website.

NOAA's National Climatic Data Center (NCDC) in Asheville, NC is the repository for all NWS data, as well as data from several other federal networks. This includes the hourly observations and daily cooperative observer reports. Observations may be retrieved from NCDC via their website, publications, CD-ROMs, or online downloads for a fee.

OCS mirrors the archives held by NCDC and supplements them with other local and more detailed data sources, including Oklahoma Mesonet data and local media reports. The Oklahoma Mesonet data provides information that is significantly higher resolution in both time and space than what is available from the NWS automated network or NCDC. Local media reports provide the ability to link observations to impacts, providing context to the numbers available from other sources.

OCS provides tailored information to address particular needs for Oklahoma's citizens and state and local decision-makers, often at no charge. OCS staff utilizes all available weather and climate information, both historical and real-time, to assist citizens and state decision-makers in understanding current weather conditions and the historical circumstances of weather events and climate variability. By integrating weather and climate information from multiple data sources, OCS relieves other state agencies of the necessity to have expertise on staff to assemble and evaluate the multiple information sources. OCS staff provides similar expert assessments for citizens of Oklahoma. OCS is the only office in the state that provides both the detailed weather and climate data, and the in-depth interpretation and understanding of these data. As noted in the response to Item 1, OCS received ARSCO designation as the only office in Oklahoma with the best understanding of the climate of its state, and the ability, knowledge and communication mechanisms to provide state and regional climate data and information to the user.

In addition, because of its location in the National Weather Center on the University of Oklahoma campus, OCS acts as a bridge between an internationally acclaimed weather and climate research community and state decision-makers. OCS provides data collection and analysis, drought detection and early warning, development of decision-support systems for public safety officials, research on climate variability, and assessment of weather modification activities. This support improves the decision-making abilities of state agencies, including the Oklahoma Water Resources Board, Department of Emergency Management, Department of Environmental Quality, Department of Agriculture, Food and Forestry, and Department of Transportation. In addition to state agencies, OCS supports decision-makers in the rural electric cooperatives, the Oklahoma Wheat Commission, and the OSU Extension Service just to name a few.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four fiscal years. (If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Indicate if you do so).

FY-12	FY-11	FY-10	FY-09	FY-08
2	5	4	3	3

* Indicated meetings are for the Oklahoma Mesonet Steering Committee. OCS is governed under the Board of Regents for the University of Oklahoma, but is also responsible to the Mesonet Steering Committee regarding operations of the Oklahoma Mesonet.

6. For the current fiscal year and each of the last four fiscal years, indicate the number of full-time and the part-time employees employed by the agency, commission or board. Indicate same for contract employees.

FY-12 48 employees (32 FTE; 16 part time); 0 contract employees

FY-11 48 employees (32 FTE; 16 part time); 0 contract employees

FY-10 46 employees (31 FTE; 15 part time); 0 contract employees

FY-09 49 employees (34 FTE; 15 part time); 0 contract employees

FY-08 49 employees (34 FTE; 15 part time); 0 contract employees

7. Describe the agency, commission or board's programs for each of the following activities:

a. Certification, licensure, and permits

OCS obtained authorization for Council for Law Enforcement Education and Training (CLEET) certification for its OK-FIRST (public safety) program training in July 2005. The Oklahoma Department of Emergency Management recognizes the OK-FIRST program for continuing education credit for local emergency managers.

b. Monitoring

The Oklahoma Mesonet is used by the Oklahoma Water Resources Board as a key component of its monitoring drought conditions in the state. State and local emergency management agencies and the NOAA National Weather Service use OCS' OK-FIRST system for monitoring severe weather conditions. Mesonet data are used for detecting severe winds, radar data for tracking storm movement, and rainfall data for flash flood monitoring. Mesonet data have been used by local governments for scheduling public works and outdoor events and by police for homicide investigations.

c. Enforcement

The Oklahoma Climatological Survey does not provide direct enforcement, but its information is used by other agencies for their enforcement purposes. In particular, the Oklahoma Department of Environmental Quality for investigating complaints of pesticide drift uses Mesonet data provided routinely by OCS. The Mesonet provides localized wind conditions that allow investigators to examine the likelihood of drift conditions. In addition, private-sector aerial applicators use Mesonet data to minimize the possibility of drift and adverse effects, which helps these companies to minimize complaints.

d. Continuing education

OCS provides continuing education opportunities for both its employees and its customers. Employee opportunities include temporary assignments to partner organizations, travel to workshops, seminars and short courses where new skills can be acquired, and on-campus Career Development Seminar series offered by OU's Office of Human Resources. During the preceding five years, two full-time staff members have accepted temporary assignments at federal centers or other OU academic units. In addition, one full-time staff completed a Ph.D. degree; two completed M.S. degrees, and

one completed a Bachelor's degree. Two others are currently enrolled in Ph.D. programs, two in Master's programs, and one in a Leadership program. OCS currently supports 20 students pursuing both undergraduate and graduate degrees and provides financial support for staff members and student employees to interact with colleagues at conferences and other professional meetings.

Externally, OCS offers continuing education opportunities through its educational outreach programs, including EarthStorm for K-12 teachers and OK-FIRST for public safety officials. From calendar year 2006-2011, thousands of Oklahoma citizens and decision makers have attended workshops that range in length from 2 hours to 1 week. These workshops primarily focus on the correct interpretation of weather and climate data and products. The workshops make extended use of the Internet, Oklahoma's ONENET network. In 2001, OK-FIRST received the Innovations in American Government Award from Harvard University's John F. Kennedy School of Government and was a finalist in the Stockholm Challenge, an international competition for innovative technology applications. OCS has also received awards and commendations from the American Meteorological Society for its work in educating stakeholders to use weather and climate data to save lives in Oklahoma.

e. Other

Through the Oklahoma Mesonet, the Oklahoma Climatological Survey operates in partnership with Oklahoma State University to obtain statewide environmental data and to distribute these data to Oklahoma government agencies, educational institutions, and businesses. The Oklahoma Mesonet is the foundation for all OCS outreach activities and for critical data services to the State of Oklahoma.

OCS staff members are available to assist citizens with requests for climatological data, analysis, or other information. Monthly, seasonal, and annual summaries of climate data for the state are published and distributed at no charge to Oklahoma citizens and provided statewide through the Oklahoma Department of Libraries and the Internet.

8. For the current fiscal year and each of the last four fiscal years, indicate the following (if you do not have this information for fiscal years, you may use calendar year data; also, if an activity does not apply to your agency, commission, or board, enter N/A):

a. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

b. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

c. Number of applications denied:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

* Applications for workshops are required for the OK-FIRST and Earthstorm programs. Applications are denied only if space is not available or if the applicant lacks jurisdictional authority (public safety training program only). If a workshop is full, the applicant will be scheduled for the next available workshop or, in some cases, additional instructional space will be found to accommodate a larger class size. The jurisdictional authority requirement for public safety programs assures that those receiving the training have the authority to sound sirens, evacuate buildings, order road closures, and similar activities during severe weather situations. Because applicants are scheduled for the next available workshop, OCS does not presently maintain metrics on numbers of applications denied.

d. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

e. Number of disciplinary actions taken (i.e., revocation, suspension, termination, censure):

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

f. Are the names of the persons for which disciplinary action was taken confidential? Cite statute (federal, state) or rule.

Not applicable

g. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education:

Note: These statistics are for calendar years.

CY-11	CY-10	CY-09	CY-08	CY-07
243	236	239	232	229

h. Any other statistics that reflect the activities that your agency, commission, or board performs (identify on attachment as necessary):

Note: These statistics are for calendar years.

	CY-11	CY-10	CY-09	CY-08	CY-07
# of Mesonet sites (1)	120	120	118	115	115
# of sensors maintained (2)	3500	3500	3300	3100	3100
# of observations archived (4)	4.6 Bil	4.3 Bil	4.0 Bil	3.7 Bil	3.4 Bil

Notes:

(1) OCS operated and maintained 42 Micronet stations for the USDA-ARS-GRL from 1994 through 2004. In 2005, OCS began operating and maintaining 2 separate Micronets for the USDA-ARS-GRL consisting of 35 total sites.

(2) Approximately 100 additional site visits were made to USDA-ARS-GRL Micronet sites.

(3) The billions of observations archived require an ability to retrieve any one of those numbers on-demand, assure the quality of each, and aggregate the observations for individual needs.

9. List all sources of revenue for each of the last five fiscal years.

	State Appropriations	State Contracts	Federal & Other	TOTAL *
FY-11	$2,161,740	$5,500	$299,900	$2,467,140
FY-10	$2,219,607	$5,500	$275,654	$2,500,761
FY-09	$2,387,254	$0	$296,500	$2,683,754
FY-08	$2,462,549	$0	$404,598	$2,867,147
FY-07	$2,318,248	$0	$466,989	$2,785,237

* **Note**: Fiscal year revenue includes multi-year grants; hence, a 3-year grant obtained in FY-06 is included in full in the FY-06 revenue, but is expended over a 3-year period from FY-06 through FY-08. Most of the "Federal & Other" revenue is multi-year grants. This fact accounts for differences between fiscal year revenue and expenditures (see #10). In other words, some of the money expended in FY07 and FY08 were funds acquired as income in FY06, and so on, etc.

****Note**: State fiscal year expenditures include carry over monies used to purchase sensor suites that must be consistent across the entire 120 station Mesonet. It is likely that the state appropriation in any given year is not sufficient to upgrade the entire network. (see #10)

*****Note:** Some of the FY07 and FY08 expenditures in chart #10 included one-time bond funds acquired prior to FY07.

10. Summarize all expenditures for each of the last five fiscal years.

	State	Federal	Other	TOTAL *
FY-11	$2,191,740	$269,301	$12,679	$2,473,720
FY-10	$2,059,607	$255,324	$12,481	$2,327,412
FY-09	$2,187,254	$300,500	$9,873	$2,497,627
FY-08	$2,882,549	$315,541	$6,743	$3,204,833
FY-07	$3,048,248	$265,486	$7,002	$3,320,736

11. Have you complied with the zero-based budgeting requirement for the past five fiscal years and the current fiscal year? Yes __X__ No _____. If no, please explain.

12. Describe any fee increases or decreases that have occurred in the last five fiscal years.

FY-11 OCS will receive ~$26,000/month from a Mesonet data buy from the NOAA NWS through a federal appropriation.

FY-10 None

FY-09 None

FY-08 None

FY-07 None

13. **Describe future objectives and goals of the agency, commission, or board. In particular, describe the following:**

A. Any programs you want to expand or eliminate,
B. The effect such action will have on personnel, expenditures, and income, and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

The Oklahoma Climatological Survey's future goals are as follows:

- To increase awareness of the Oklahoma Climate Survey in the general public
  - Recent weather disasters in Oklahoma have put weather and climate on the minds of every Oklahoman. OCS is the single statewide resource for expertise in the areas of weather hazards and climate. Press releases, news feeds, public presentations, social media, and participation in science meetings and trade shows will be used to increase our visibility. Existing staff will be used for these functions. Increased awareness will enhance OCS's ability to fulfill it legislative mandate.
- To increase collaboration with other National Weather Center organizations.
  - The National Weather Service Forecast Office, National Severe Storms Laboratory, Storm Prediction Center, and Warning Decision Training Branch are in the same facility as OCS. OCS/Mesonet is currently working with these units and conducting joint tours and outreach for visiting groups. The Director of OCS is also the Associate Dean for Public Service and Outreach for the OU College of Atmospheric and Geographic Sciences. This relationship will help continue to foster joint outreach for the 50,000 people that visit the center each year. Existing staff will be used for these functions in collaboration with other NWC units. These activities enhance OCS's ability to transfer knowledge from research more quickly into to applications and services for the citizens of Oklahoma.
- To stabilize funding for OCS climate services and Mesonet activities.
  - The base budget for OCS remains steady at about $250K from when OCS was originally funded by legislative appropriations (FY82=$212K; FY05=$217K). However, technology changes now require climate services to include information technology (IT) personnel to maintain data ingest, data integrity, product development, and web services. Additional funding will be used to hire staff to fulfill these functions. Stable funding of OCS's core services will allow climatologists to shift their attention from maintenance of data and products to the development of new products and services (e.g., road weather forecasts) to serve the state's decision-making infrastructure.
- To obtain full core funding for the OCS/Oklahoma Mesonet enterprise

- Currently, several positions are unfilled and other core activities rely upon staff funded through external soft funded grants. To stabilize the base of operations, OCS will seek to increase its base funding in accordance with the demands now being placed on operations by statewide needs. Stable operations will allow OCS to continue to pursue targeted opportunities, such as new initiatives with ODOT and OWRB.

- To develop road weather services in partnership with the Oklahoma Department of Transportation (ODOT) to enhance traveler safety, reduce ODOT maintenance costs, and encourage economic development.

  - OCS likely will need to add at least one additional staff member to manage development of the decision-support system and training activities. Existing staff will contribute to the data management and webpage development needed for this project. The change will enhance OCS's ability to fulfill it legislative mandate.

- To examine and implement cost-effective methods to transfer OCS technology to the private sector to grow the state's economy

  - OCS continues to work with several private-sector firms to identify key hardware, software, and products that have commercial potential. Existing staff will be used for these functions in collaboration with OU's Office of Technology Development. This technology transfer will enhance OCS's leadership role as a source of economic development for the state.

14. List all major statutory changes affecting your agency, board, or commission passed for each year beginning with 1992 and ending with 1999.

FY-11 None

FY-10 None

FY-09 None

FY-08 None

FY-07 None

15. Do you have in-house legal counsel, contract with the Oklahoma Office of Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

Legal counsel is provided by the University of Oklahoma and their designated attorneys on retainer.

16. Why should this agency, board, or commission be continued or discontinued?

The Oklahoma Climatological Survey serves a unique and critical function for the State of Oklahoma that combines research, operations, applications, and education for the protection of life and property. In addition to providing Oklahomans with the ability to make life and property protection decisions during hazardous weather, OCS also is helping other state agencies make better mission-critical decisions regarding how weather and climate impact their operations. Through operation of the Oklahoma Mesonet, Oklahoma's weather network, and its location in the National Weather Center, OCS is the only state entity that provides high resolution meteorological and climate data and expertise to Oklahomans. Through the collection and dissemination of quality data on a scale not available anywhere else in the nation, and instruction and support provided to Oklahomans, OCS provides capabilities that empower others across the state and region to work more effectively. OCS is an award-winning, internationally recognized leader in the area of data networks and weather and climate services, and has been an excellent steward of its given resources.

Service to Oklahomans

OCS does significantly more than simply collect and distribute data. In addition to the many weather and climate products on its websites, education and direct assistance make the information more relevant and useable to individual applications. The volume of weather information available to local officials can become confusing; instruction provided by OCS helps people to hone in on what is important and know how to apply that information appropriately. OCS also acts as consultants to state agencies and non-profit organizations. Recent and ongoing examples include:

- *Oklahoma Water Resources Board:* monitoring weather and groundwater levels in the Arbuckle-Simpson Aquifer project and other areas statewide, and supporting early detection of drought conditions;
- *Oklahoma Department of Emergency Management:* education of local emergency managers, development and maintenance of a decision-support system for weather event management, hazard assessments for the State Hazard Mitigation Team, and after-event disaster reports used for justification of federal disaster assistance;
- *Department of Environmental Quality:* ozone monitoring and documenting local wind conditions used for pesticide/herbicide drift compliance;
- *Oklahoma Department of Commerce:* assessment of climate and comparative weather risks used in bids to companies considering locating in Oklahoma and input into the Weather and Climate group of the Governor's EDGE plan;
- *Oklahoma Department of Transportation:* developing a partnership for road weather information and deployment of a temporary weather station at critical times, including the I-40 bridge collapse site in 2002;
- *Rural Electric Cooperatives:* development of a weather decision-support system for anticipating and monitoring adverse weather impacts, particularly before and during ice storms.

OCS also provides direct interaction with citizens, through internet, telephone, and e-mail requests for information and through public presentations to state agencies, civic clubs and the media.

Partnerships

OCS' partnerships extend beyond state and local government. OCS was an important part of launching Weather Decision Technologies, a small-business start-up, headquartered in Norman. OCS research projects have brought field studies to Oklahoma. Included among these experiments is Joint Urban 2003, a study of air motions in downtown Oklahoma City to learn how to better monitor and respond to airborne toxins, including hazardous chemicals and substances that could be released by a terrorist attack, and VORTEX II, a national tornado research experiment hosted in 2009 and 2010. The Oklahoma Mesonet was an important consideration for selecting Oklahoma as the site of these experiments. These experiments provide for considerable economic development in the state, as scientists from around the world come to Oklahoma for extended periods of time in order to conduct research. Other decision makers from states and networks around the nation and world have come to Oklahoma to learn about the Oklahoma Mesonet as a prototype for their own efforts. These efforts have the potential to create partnerships with private-sector firms for installing networks and providing services on a national scale.

Application of Technology

During the past five years, the Oklahoma Mesonet has made tremendous strides in expanding its status as the nation's premier weather network. Continuous upgrades to the network resulted in the National Academy of Sciences claiming the Oklahoma Mesonet as "the gold standard" of statewide weather and climate monitoring networks. Additional advanced data sources, including National Weather Service forecasts and warnings and national radar data, are integrated with Mesonet data to provide a more complete picture of the atmosphere, enabling Oklahoma's citizens to better anticipate threatening weather conditions. As you might expect, because of these recognitions, the Oklahoma Mesonet is viewed as the premier collaborative program between our state's two flagship universities - OU and OSU.

Staff

Successes like those above are made possible because of OCS' excellent staff. Administrative personnel repeatedly receive high marks on internal university audits. The University now uses many OCS fiscal management procedures for training purposes.

Conclusion

The information and services provided to state agencies, local governments, and Oklahoma's citizens is reason to extend the sunset date for the Oklahoma Climatological Survey. OCS has been shown as a national leader, an important partner within the National Weather Center, and an excellent steward of the resources provided to it by the State of Oklahoma and its national partners. With weather and climate such an important attribute to life in Oklahoma, it is imperative for the state to continue to support OCS. For more information on OCS, visit our website at climate.ok.gov. You can access real-time weather and climate information for the state at mesonet.org

17. Submit the following material with this survey:

a. Current organization chart;
b. Last annual report; and
c. Agency, board, or commission meeting minutes for 2011.
d. Any report required by any other government entity

Attachments:

- OCS Administrative Structure (November 2011)
- Oklahoma Climatological Survey 2011 Annual Report
- Report to Mesonet Steering Committee November 2011
- Minutes, Mesonet Steering Committee Meetings (March 11, May 5, and Nov 4 2011)
- Mesonet Connection, December 2011

OKLAHOMA CLIMATOLOGICAL SURVEY

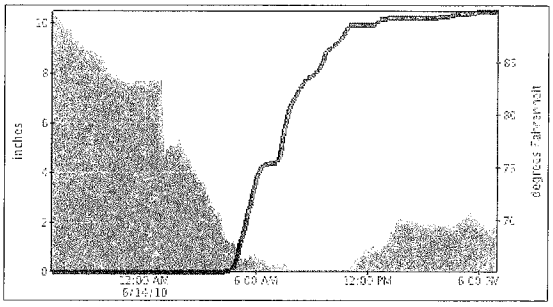
Oklahoma Climatological Survey
120 David L. Boren Blvd., Suite 2900
Norman, Oklahoma 73072
(405) 325-2541 (Phone); (405) 325-2550 (Fax)
(406) ocs@ou.edu; http://climate.ok.gov

Dr. Kevin Kloesel — Director
Dr. Renee McPherson — State Climatologist
Mr. Gary McManus — Associate State Climatologist
Dr. Mark Shafer — Climatologist & Director of the Southern Climate Impacts Planning Program

The Oklahoma Climatological Survey has a legislative mandate to acquire, process, and disseminate climate and weather data and information for use by the state's citizens.

State of the State Climate Office Report — Calendar Year 2010

The Oklahoma Climatological Survey (OCS) worked with colleagues across Oklahoma and the Great Plains to facilitate better coordination and planning with regard to the impacts of climate variability and change. For example, OCS scientists worked with the National Drought Mitigation Center at the University of Nebraska–Lincoln and the Illinois State Water Survey at the University of Illinois to complete the Drought-Ready Communities pilot project, including a *Guide to Community Drought Preparedness* (http://www.drought.unl.edu/plan/DRC.htm). OCS teamed with the City of Norman on this pilot, developing a case study for Norman based on the final project reports of the 2010 class of Applied Climatology and Meteorology at the University of Oklahoma (OU).



Observations of temperature (red) and rainfall (blue line) during the June 14, 2010 heavy rainfall event, as measured by the Oklahoma City North Mesonet site.

OCS scientists furnished data, products, and information to the Oklahoma Water Resources Board as part of the Oklahoma Comprehensive Water Plan. OCS provided frequent assessments of and context to hazardous weather events to help document event intensity and size for the Oklahoma Department of Emergency Management. At the end of 2010, OCS scientists began work on a large proposal ($4 million) to the U.S. Department of the Interior for OU to serve as host of the South-central Climate Science Center — a major new initiative that would bring researchers from the U.S. Geological Survey to the OU campus.

OCS also participated in the American Association of State Climatologists conference, the Knowledge Management Workshop and the Sectoral and Regional Assessments Workshop for the National Climate Assessment, Annual Meeting of the American Meteorological Society (AMS), the AMS Summer Community Meeting, Governor's Water Conference, OWRRI Water Research Symposium, Norman Chamber of Commerce Weather Committee, Artificial Recharge Task Force meetings, Oklahoma EPSCoR Women in Science Conference, Moore Public Schools Discovery Night, National Severe Weather Workshop, ScienceFest Oklahoma, and the Tri-County Homeschool Back-to-School night.

OCS presented for the the AMS Summer Community Meeting (*Update on the Activities of the AMS NNoN Working Group on Metadata Policy*), American Farmers and Ranchers of Oklahoma convention (*Global Climate Change and Its Implications for Oklahoma*), Bureau of Reclamation Informational Meeting on Climate Change (*Climate Variability of the Great Plains*), SAIC Regional Climate Symposium (*Global Climate Change & Its Implications for OK*), Black Sunday 75th Anniversary Conference (*The Dust Bowl: Lessons Learned ... And Lost*), Oklahoma Society of Professional Engineers conference (*The Dust Bowl: Lessons Learned ... And Lost*), Oklahoma Emergency Management Association Conference, American Society of Flood Plain Managers, and the National Weather Center Weather Festival. Our scientists taught graduate and undergraduate courses in the OU School of Meteorology, including Applied Climatology and Meteorology, Hydrometeorology, and the Honors section of Introduction to Meteorology.

McPherson served as Chair of the Metadata Working Group of the American Meteorological Society (AMS) Ad Hoc Committee for a Nationwide Network of Networks, Member of the AMS Weather and Climate Enterprise Commission, Member of the American Association of State Climatologists (AASC) Review Committee for the Dissertation Medal for Applied Climatology, and Subject Matter Expert for the Committee for Integrated Observing Systems (Office of the Federal Coordinator of Meteorology). Fiebrich served as member of the AMS Committee on Measurements and PASS Science Standards Review Committee.

OCS received funding from the Oklahoma Water Resources Research Institute for a project to develop a system for tracking plant available water based on the Oklahoma Mesonet data. The goals of the project where to (1) determine the soil properties controlling the plant availability of soil moisture at each Oklahoma Mesonet site, and (2) develop a method to calculate plant available water by integrating the sensor output and the site-specific soil properties. Funding also was received from Oklahoma State University to develop a grape black rot advisor. Internationally, OCS received funding from the Province of Québec, Canada, to continue development of software tools for Mesonet-Québec.

A new OCS director was named in 2010: Dr. Kevin Kloesel, who also serves as the Associate Dean for the College of Atmospheric and Geographic Sciences. At the end of 2010, OCS employed 32 professional staff, 6 graduate students, and 8 undergraduates. We administered 30 financial accounts with a fiscal year (July 1, 2009 to June 30, 2010) budget totaling $4.3 million.

Our Mandate

Section 1, Chapter 63, O.S.L. 1982 (74 O.S. 2006, Section 245) outlines the powers and duties of the Oklahoma Climatological Survey. Under that act, the Survey is to:

1. *Acquire, archive, process, and disseminate, in the most cost-effective way possible, all climate and weather information that is or could be of value to policy and decision makers in the state;*
2. *Act as the representative of the state in all climatological and meteorological matters both within and outside of the state when requested by the legislative or executive branches of the state government;*
3. *Prepare, publish, and disseminate periodic regular climate summaries for those individuals, agencies, and organizations whose activities are related to the welfare of the state and are affected by climate and weather;*
4. *Conduct and report on studies of climate and weather phenomena of significant socioeconomic importance to the state;*
5. *Evaluate the significance of natural and man-made, deliberate and inadvertent changes or modifications in important features of the climate and weather affecting the state, and to report this information to those agencies and organizations in the state who are likely to by affected by such changes or modifications; and*
6. *Maintain and operate the Oklahoma Mesonetwork, a statewide environmental monitoring network which is overseen by the Mesonet Steering Committee, comprised of representatives of the University of Oklahoma and Oklahoma State University according to its Memorandum of Agreement.*

Additionally, the Director is authorized to certify copies as being authentic reproductions of weather records held in the state. The Director serves as co-chair of the Mesonet Steering Committee and is accountable for executing the policies of the Mesonet Steering Committee.

Information Services

OCS served 119 million files of data and products to our customers in 2010. On our web servers alone, we served 15.8 Terabytes of information from 1.3 billion hits to our web pages. We also fulfilled several hundred detailed information requests from phone or email, generating $12,679 in revenue.

During the Summer of 2010, OCS launched a new Oklahoma Mesonet public website (see figure below) at http://weather.ok.gov. New features of the website include the following: local forecasts, enhanced radar imagery, searchable products, and thumbnail map views. The website also allows the user to view data from the closest Mesonet site by entering their zip code or town name. Along with the new public website, we released a mobile website. Users who access www.mesonet.org from a mobile device will automatically be redirected to the mobile website. The new mobile website added to the suite of information delivery systems that provide data and products to customers. Other delivery methods include our RSS feeds of news items, our Ticker email list, our state climate office page at www.stateclimate.org, and the Oklahoma Mesonet Facebook page.

During the past year, several new climate information tools were developed by the SCIPP team and evaluated with the help of stakeholders. These include the Historical Climate Trends Tool, Climograph Tool, and Historical Coastal Surge Map powered by the SURGEDAT database.

Research

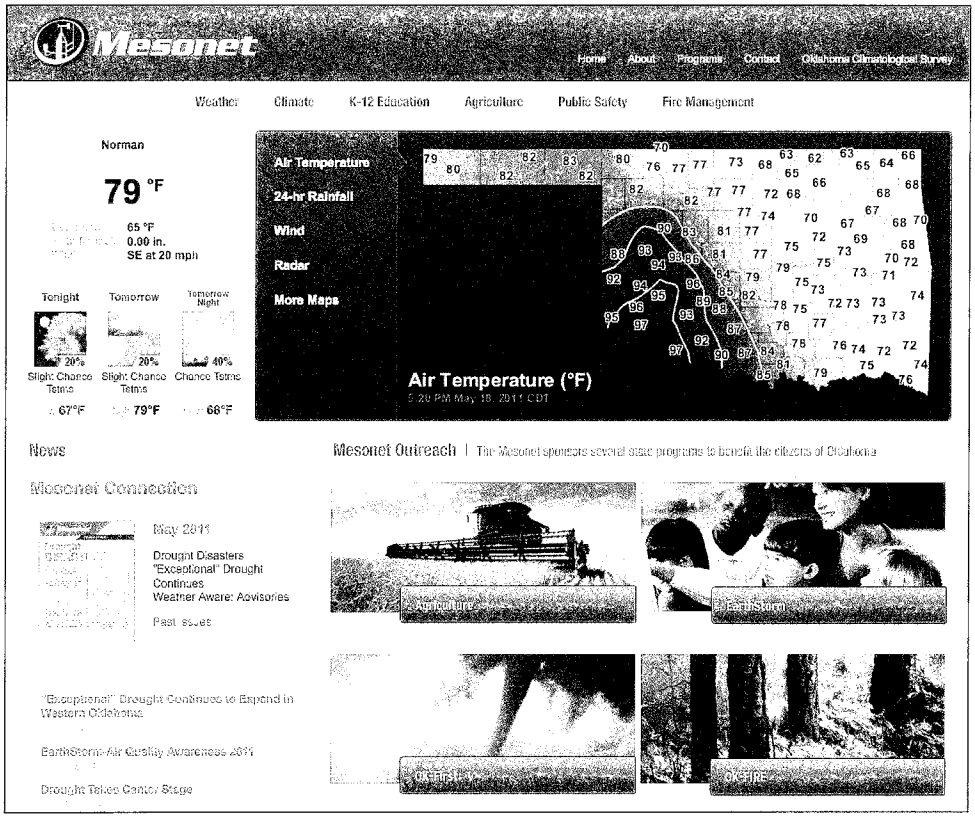
OCS's legislative mandate includes the analysis and publication of studies focused on weather and climate in the state. Projects undertaken during 2010 examined high-impact winter weather over the past decade, land-atmosphere interactions across varying spatial and temporal scales, and the evaluation of forecast tools used by the National Weather Service. Examples of scientific publications and reports include the following (OCS authors underlined):

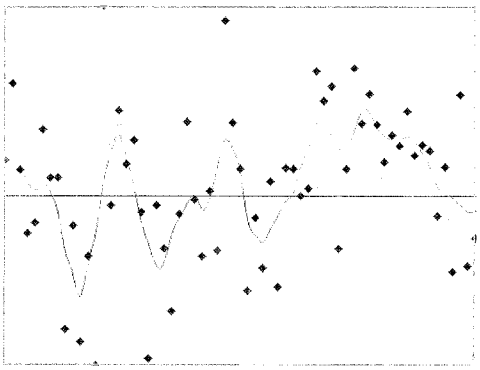
Basara, J. B., H. G. Basara, B. G. Illston, and K. C. Crawford, 2010: The impact of the urban heat island during an intense heat wave in Oklahoma City. *Advances in Meteorology*, doi:10.1155/2010/230365.

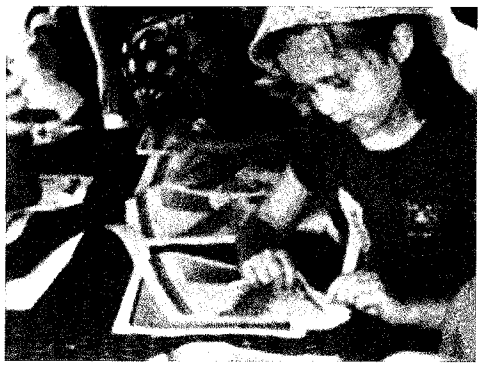
Carter, L. M., and J. E. Hocker, 2010: Blending perspectives to collectively address climate change issues across the Western Gulf Coast and Southern Plains. Summary report of the U.S. Fish and Wildlife Service and USGS co-sponsored regional climate change workshop entitled "Climate Change: The Western Gulf Coast and Southern Plains."

Fiebrich, C. A., C. R. Morgan, A. G. McCombs, P. K. Hall, Jr., and R. A. McPherson, 2010: Quality assurance procedures for mesoscale meteorological data. *J. Atmos. Oceanic Technol.*, **27**, 1565–1582.

Klockow, K. E., R. A. McPherson, and D. Sutter, 2010: On the economic nature of crop production decisions using the Oklahoma Mesonet. *Weather, Climate, and Society*, **2**, 224–236.







League, C., W. Diaz, B. Philips, E. Bass, K. A. Kloesel, E. Gruntfest, and A. Gessner, 2010: Emergency manager decision-making and tornado warning communication. *Meteorol. Appl.*, **17**: 163-172.

Schroeder, A. J., J. B. Basara, and B. G. Illston, 2010: Challenges associated with classifying urban meteorological stations: The Oklahoma City Micronet example. *The Open Atmospheric Science Journal*, **4**, 88-100.

Sutter, D., and S. Erickson, 2010: The time cost of tornado warnings and the savings with storm-based warnings. *Weather, Climate, and Society*, **2**, 103-112.

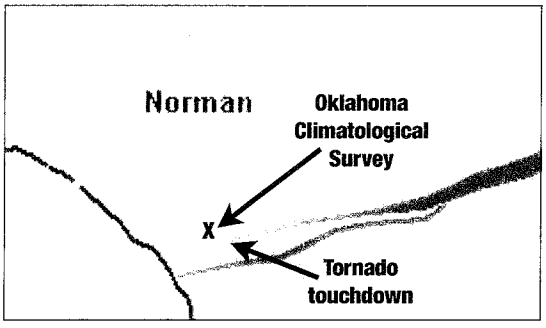
Monitoring & Impact Assessments

Statewide, 2010 was Oklahoma's 36th warmest and 43rd driest year since record-keeping began in 1895. The year saw El Nino-Southern Oscillation conditions transition from a strong El Nino in the first half of 2010 to a strong La Nina by year's end. Accordingly, the first half of 2010 in Oklahoma was generally wet while significant drought conditions had developed by early winter.

The significant winter weather that began in December 2009 continued into 2010. A powerful winter storm struck southwestern and south-central Oklahoma, depositing up to an inch of ice on powerlines. About 180,000 utility customers were left without power due to the storm. May started with only three tornadoes on the record books but ended with 93. The 90 tornadoes during the month tied Oklahoma's record for most in a single month, previously set in May 1999. The annual total of 102 tornadoes ranks as the third highest in Oklahoma since 1950. A strong tornado on the year's final day punctuated the tumultuous Oklahoma weather of 2010. Five major disasters or emergencies were declared in Oklahoma during 2010 (via the Federal Emergency Management Agency), placing our state second in the nation.

The Oklahoma Mesonet station in north Oklahoma City measured 11.47 inches of rain on June 14th, the second highest daily total measured by the Mesonet and 16th highest in the state's history. (A cooperative observer station in Enid measured 15.68 inches on October 11, 1973.) Almost 10 inches of this rain fell in only 12 hours and resulted in significant flooding in parts of Oklahoma City and Edmond.

The Southern Climate Impacts Planning Program began conducting interviews with various state, federal, local, and tribal officials across Oklahoma as part of a statewide climate needs assessment. The needs assessment focused on the following: (1) climate-related issues that decision-makers are currently facing, (2) those they anticipate they will face in the future, (3) the spatial and temporal scales in which they make decisions, and (4) their need for information, education, and decision-support tools. This work will support the National Climate Assessment, led by the U.S. Global Change Research Program.



Path of the May 10, 2010 tornadoes near the National Weather Center, home of the Oklahoma Climatological Survey (at the X on the map). The funnel from one tornado formed over the National Weather Center. Map courtesy of the National Weather Service.

OCS operates and maintains weather and climate stations in partnership with the Oklahoma Mesonet, the Agriculture Research Service, and the City of Oklahoma City (decommissioned in June 2010). In 2010, we completed 1,833 laboratory calibrations of sensors, including 386 calibrations for relative humidity, 395 for air temperature, 233 for wind speed, and 555 for soil temperature. To maintain our remote sites and sensors in the field, we conducted 502 site visits to 120 Oklahoma Mesonet stations, 35 visits to 20 Little Washita Micronet stations, and 50 visits to 15 Fort Cobb Micronet stations. We found and repaired 302 sensor or communications problems in these networks.

Outreach

OCS hosted 32 K-12 programs, providing education to 2,145 students and 318 teachers and adults, and conducted 20 OK-First workshops, thereby educating 232 public safety officials. To aid our law enforcement participants, we obtained CLEET (Council on Law Enforcement Education and Training) certification for our OK-First courses. We also hosted field trips for over a dozen Oklahoma schools to the National Weather Center. Training for 258 fire management professionals were conducted through 28 basic and advanced sessions.

OCS issued 18 press releases during 2010 and contributed to well over 100 print and internet stories with the state's largest newspaper. We contributed to national stories with *USA Today*, Reuters, the Associated Press, and *The Weather Channel*. Regular contributions were made to smaller newspapers as well. Almost 100 *OCS/Mesonet Ticker* emails were sent to the media, state agencies, and weather enthusiasts, providing descriptions of current weather events and their context in Oklahoma's recorded climate history. We participated in 40 SUNUP Mesonet Weather Report television segments. Outreach of OCS scientists Illston and Basara resulted in the 2010 Special Award from the American Meteorological Society for "a new paradigm for the nation's weather forecasting enterprise based on a voluntary grass-roots effort, with impressive national impact through its use in curricula at scores of universities" for work in the WxChallenge, a weather forecasting contest primarily for university and college students and faculty.

Through the OU Speaker Service, we provided the following talks across Oklahoma: *Dust Bowl: Lessons Learned... and Lost* (7 talks, G. McManus) and *Climate Change* (6 talks, McManus). Other outreach presentations covered general weather and climate for youth, climate concerns for agriculture, weather tools for crop production, weather impacts on livestock, and weather tools to reduce pesticide spray drift risk.

Report to the Oklahoma Mesonet Steering Committee

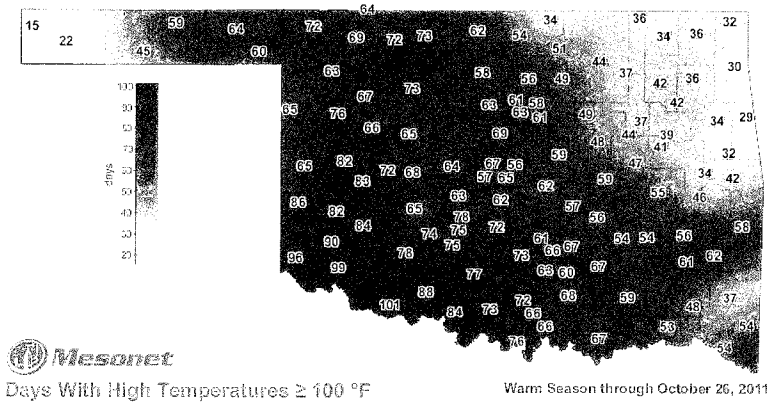
FY12: 1st Quarter

FY12 Priorities.....2
Field Operations.....5
Calibration and QA.....6
Network Monitoring.....8
Hardware and Software Ops.....9
OK-FIRE Outreach.....10
Ag Outreach.....11
K-12 Outreach.....12
Public Safety Outreach.....13
Web.....14
Software.....15
Service.....16
Research.....17
Financials.....18

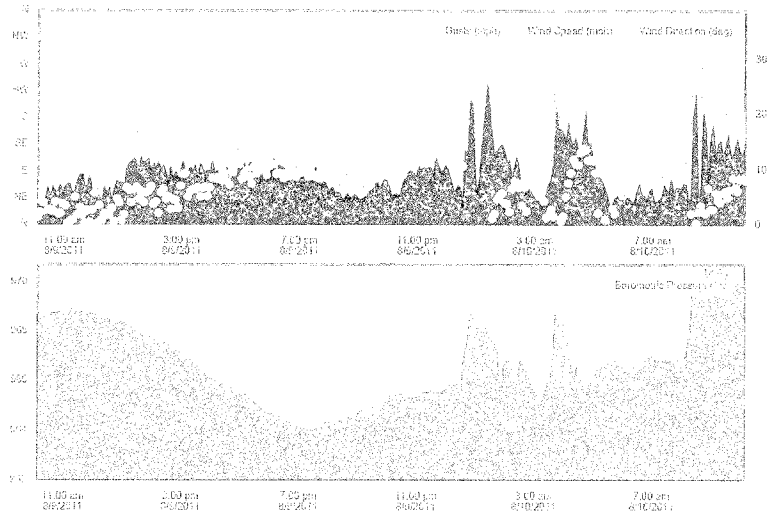
4 Nov 2011 Meeting

Hottest Month Ever, Undular Bores, and Extreme Drought

According to Mesonet data, the July statewide average temperature finished 7.5° F above normal at 89.1° F, beating the previous record of 88.1° F set in July 1954. The map below shows the number of days above 100° F at each Mesonet station. Grandfield set a new state record with 101 days. The previous record was 86 days set at Hollis in 1956.



A unique, high-amplitude undular bore was recorded by the Oklahoma Mesonet on August 10th. Outflow from a storm near the Medford site caused a series of jumps in pressure and wind gusts at many stations across central Oklahoma. The figure below shows the wind speeds and direction (top subchart) and pressure (bottom subchart) from the Norman station.



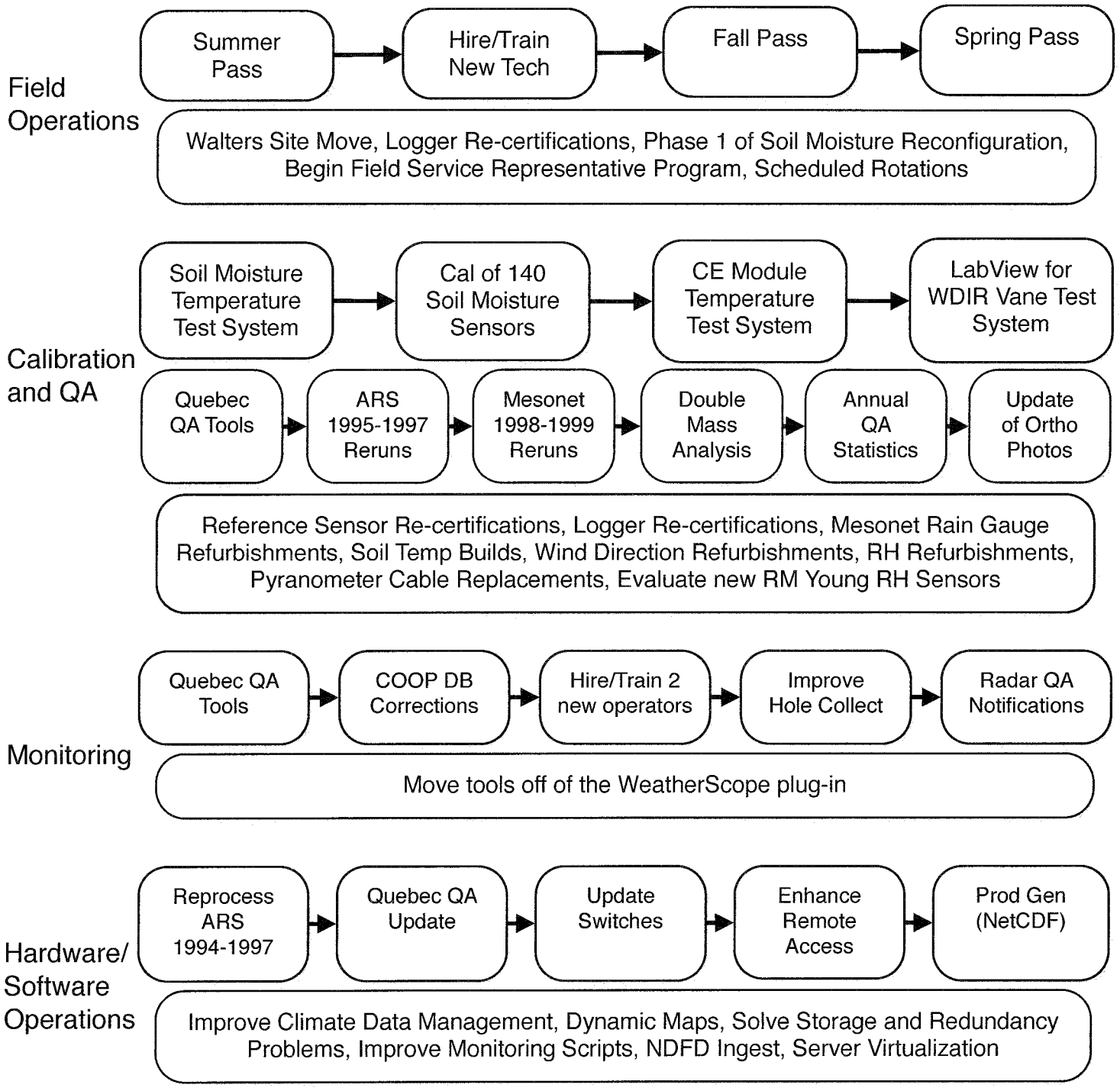
The end of September marked the end of the water year (October 1- September 30). Our water year finished as the second driest on record for Oklahoma with a statewide average precipitation total of 20.26 inches, 16.43 inches below normal.

The report that follows summarizes activities and accomplishments of Mesonet staff at **both OU and OSU** since **July 1st 2011.**

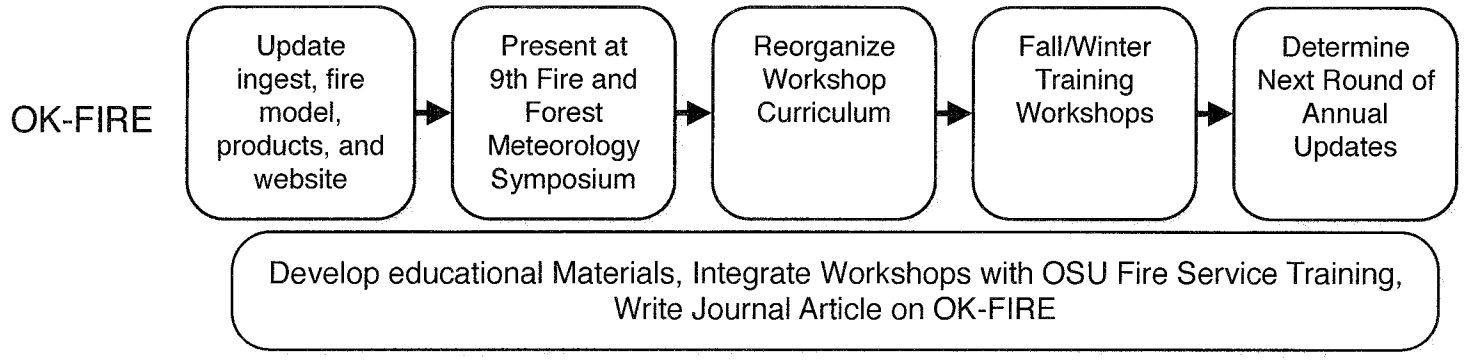
FY12 Priorities

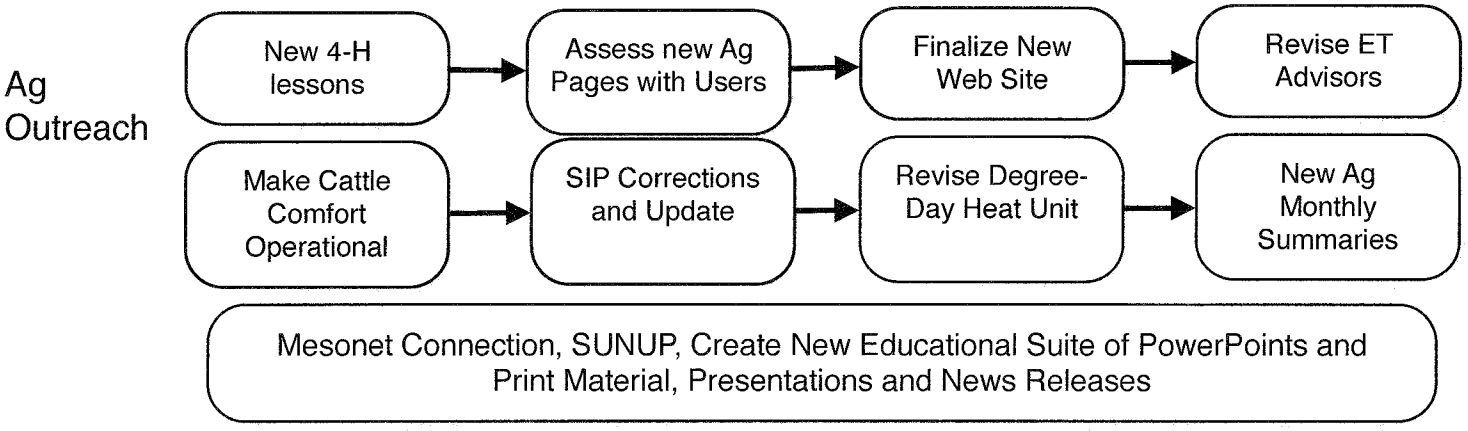
Priorities for FY12

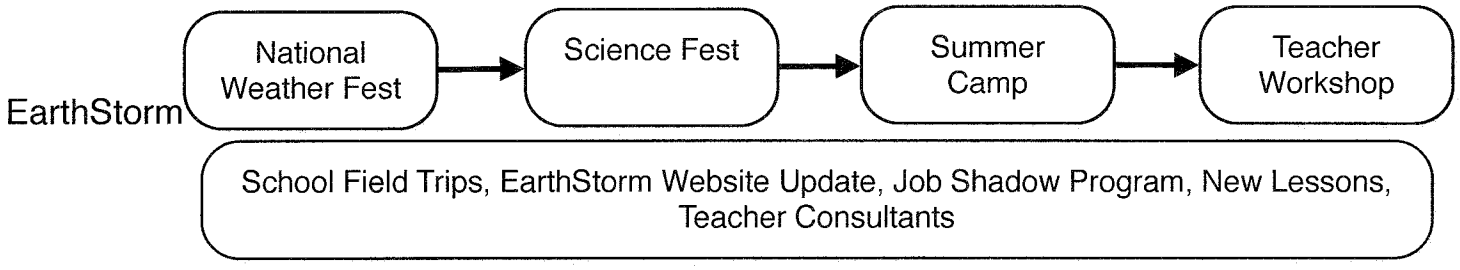
The Mesonet Team Leaders developed the following priorities for FY12. General timelines were created to help each team get a perspective of the other team goals within the Mesonet. The Mesonet team leaders will continue to refine these goals throughout the year. Project priority and order of attack flows from left to right.

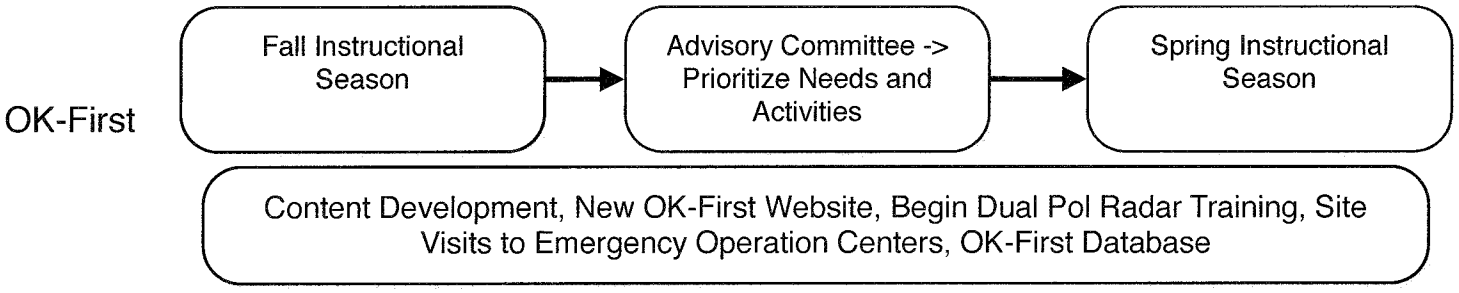


FY12 Priorities, cont.

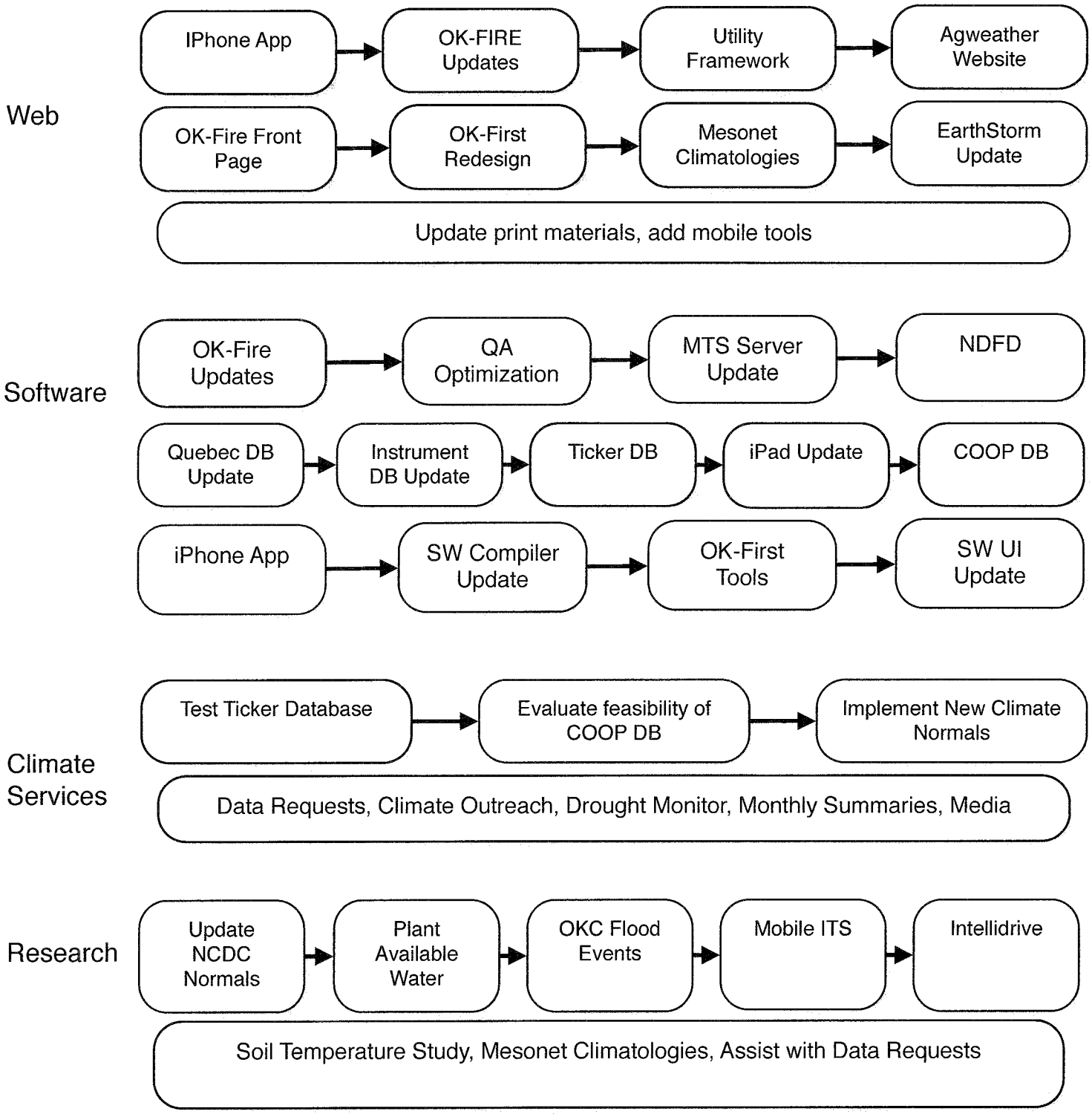








FY12 Priorities, cont.



Mesonet
Oklahoma's Weather Network

Field Operations

During the first quarter, technicians visited 114 Mesonet stations, 21 Little Washita Micronet stations, 18 Fort Cobb Micronet stations, 3 bases, and 1 repeater.

Kris Kesler resigned on July 20th. James Kilby, Robert Heck, Phil Browder, and Bill Wyatt quickly drew up new tech assignment divisions for the state. Each took on additional sites, bases, and repeater responsibilities to ensure sensor repairs and maintenance passes were completed. Summer Pass was completed on time on September 30th. During the pass, all 120 stations were visited, maintained, and inspected. Additionally, over 1,000 photos were taken to document the appearance of the stations before and after each visit.

Himanshu Shrivastava worked with the field team to release an iPad app for trouble tickets and site passes. The app allows the technicians to log their site visits, maintenance activities, and sensor repairs without paper forms. All but a few of our Mesonet sites have wireless coverage, so the technicians can automatically sync to our database while onsite. As a result, trouble tickets are closed out and data re-appear on our websites much sooner than before. We plan for a future release of the iPad app to include site pass pictures and communication trouble tickets.

ODoT construction at our Walters station is temporarily on hold. James is working with the Cotton County Conservation office to find a new location for the station.

The table below details the sensor initial installs (INI), on-site repairs (OSR), removals (RMV), and replacements (RPL) for the first quarter of FY12. Twelve dataloggers were rotated and recertified during the quarter. Additionally, 15 soil moisture sensors and 34 soil temperature sensors were replaced.

Equipment	1st Quarter				2nd Quarter				3rd Quarter				4th Quarter				TOTAL	TOTAL
	INI	OSR	RMV	RPL	INI	OSR	RMV	RPL	INI	OSR	RMV	RPL	INI	OSR	RMV	RPL	PROBLEM	ROTATION
ANTENNA	3																2	1
ASPIRATOR				3													3	
BAROMETER		1		9													3	7
BATTERY	1			3													2	2
BATT_CHRGR	1																	1
CURRENT_EX				2													2	
DATALOGGER				15													3	12
ENET_HUB	1	1															1	1
ENET_PWR_SW	1																	1
ENET_ROUTER	1																	1
FASTTHERM		2		2													4	
GROUNDWATER																		
MULTIPLEXER				2													2	
PYRANOMETER				6													3	3
RADIO	1			6													6	1
RAINGAUGE		4															4	
RELAY		1		2													3	
RF_BASE																		
RF_FILTER																		
RF_MODEM	1			2													2	1
SDM				2													2	
SERIAL_INTFC	1																	1
SM_TREF																		
SOILMOIST		14	7	15													36	
SOILTEMP		16		34													46	2
SOLAR_PANEL																		
SURGE_PROTCT																		
TEMP_RH				10													2	8
UDS	1																	1
VOLT_CONV																		
VOLT_REG																		
WINDMON_D		1															1	
WINDMON_N		1		2													2	1
WINDSENTRY				7													2	5
TOTAL	12	41	7	122	0	0	0	0	0	0	0	0	0	0	0	0	131	49

Calibrations and QA

Two new updates to the network wide Mesonet datalogger program were created as part of our ongoing efforts to find the best measurement technique for using the 229L starting temperatures for soil temperature:

- MESSTD24A: Downloaded network wide during August. This update officially changed all thermistor measurements from P4 to P5. Some legacy P4 measurements were retained along with P5 for QA purposes. Soil temperature measurements from the 5, 25, and 60 cm soil moisture sensors were added to the standard 15 minute soil temperature data record. These new variables (TC05, TC25, and TC60) are 15 minute averages of 30 second samples with the first 10 samples after each sensor heating cycle discarded.

- MESSTD25: Began testing at SHAW in September and will be downloaded to each site as fall pass progresses. This program changes the measurement method of the 229L sensors. The old measurement method involved wiring the sensors into the multiplexer and used the isothermal block temperature for the measurement junction reference temperature. In the new method, the sensors are wired directly into the datalogger wiring panel and its wiring panel temperature is used as the reference temperature. Sensor decommissions (RNET and IRT) over the past couple of years freed up the needed measurement ports on the logger.

12 CR23X dataloggers were recertified during the quarter. This brings our total to 108 loggers recertified. Of those, only 8 were found out of tolerance (just slightly).

Our FY12 sensor upgrade expenses for the first quarter include:
1. $3,785.22 for CR23X certifications and insured shipping
3. $2,947.14 for 20 new 229L soil moisture sensors (120 left to purchase in FY12)
4. $956.13 for Wind Sentry refurbishment parts
5. $1,485.00 for 15 new Wind Monitor nose cones to aid in rotations
6. $730.88 for Wind Monitor nose cone refurbishment parts
7. $2391.90 for Wind Monitor direction refurbishment parts
8. $1,690.56 for rain gauge refurbishment parts

Total Spent So Far: $13,986.83

Campbell Scientific has delivered a new operating system for the CR3000 datalogger implementing a feature David Grimsley requested during two meetings with CSI over the last 2 years. The new OS allows CRBASIC datalogger programs to be compressed (using gzip) before transmission over the RF network. The datalogger then uncompresses the program upon receipt. The compressed version of the current CR3000 program is only 1/5 the size of the uncompressed version. Transmission time for the large CR3000 programs was causing quite a bit of trouble for operations over the past several years and was considered a major roadblock to installing the new CSI Pakbus loggers elsewhere in the network. This will hopefully ease our transition away from the CR23X in the upcoming years.

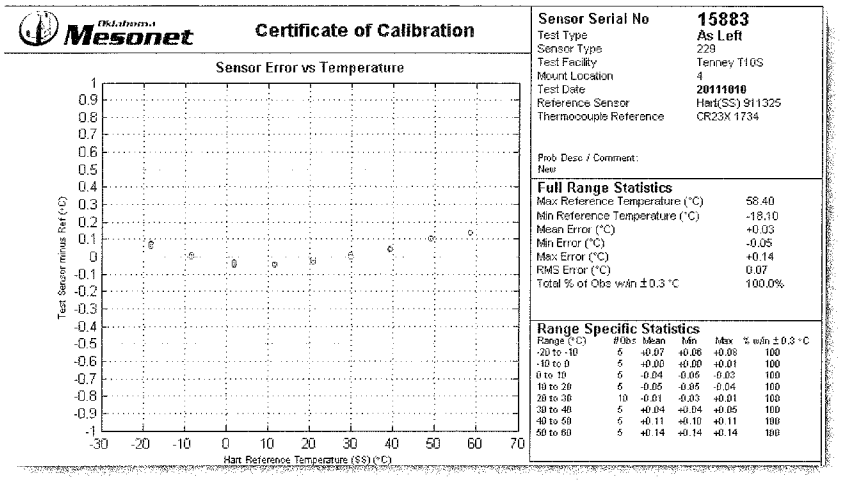
Ryan Brashear built a new version of the portable rain gauge calibration setup for use in outreach activities. The first version was a great success during Weather Camp and Earthstorm sessions earlier this summer. The new version should be more user friendly and might make it possible to loan the setups to teachers for use in their classrooms.

Calibrations and QA (cont.)

David Grimsley set up an experiment at NWCM to test 4 different thermocouple measurement techniques for use in improving our new soil temperature measurements obtained from the 229L soil moisture sensors.

Ryan Brashear built an automated rain gauge reed switch tester to check switches for proper operation before deployment.

David Grimsley rebuilt the lab's Tenney temperature chamber system (and associated software) to enable testing of 229L soil moisture sensors over the range of -20 to +60C. All 229L sensors will now receive a temperature calibration in addition to the standard moisture calibration (see sample calibration certificate below).



Oklahoma Mesonet — Certificate of Calibration

Sensor Error vs Temperature

Test Sensor minus Ref (°C)

Hart Reference Temperature (SS) (°C)

Sensor Serial No	15883
Test Type	As Left
Sensor Type	229
Test Facility	Tenney T10S
Mount Location	4
Test Date	20111010
Reference Sensor	Hart(SS) 911325
Thermocouple Reference	CR23X 1734

Prob Desc / Comment: New

Full Range Statistics

Max Reference Temperature (°C)	58.40
Min Reference Temperature (°C)	-18.10
Mean Error (°C)	+0.03
Min Error (°C)	-0.05
Max Error (°C)	+0.14
RMS Error (°C)	0.07
Total % of Obs w/in ±0.3 °C	100.0%

Range Specific Statistics

Range (°C)	#Obs	Mean	Min	Max	% w/in ±0.3 °C
-20 to -10	5	+0.07	+0.06	+0.08	100
-10 to 0	5	+0.00	+0.00	+0.01	100
0 to 10	5	-0.04	-0.05	-0.03	100
10 to 20	5	-0.05	-0.05	-0.04	100
20 to 30	10	-0.01	-0.03	+0.01	100
30 to 40	5	+0.04	+0.04	+0.05	100
40 to 50	5	+0.11	+0.10	+0.11	100
50 to 60	5	+0.14	+0.14	+0.14	100

David Grimsley rewrote the Thunder Scientific humidity chamber Labview calibration software to run under Windows 7 and provide email/text alerts for various alarms and notifications.

Calibrations for the first quarter are shown in table below:

Sensor	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Total		
	As Found	Inter.	As Left	As Found	Inter.	As Left	As Found	Inter.	As Left	As Found	Inter.	As Left	As Found	Inter.	As Left
RH (HMP45)	14	12	9										14	12	9
Air Temp (HMP45)	18	1	6										18	1	6
Air Temp (FastTherm)	3	0	0										3	0	0
Air Temp (Moisture)	0	0	0										0	0	0
Soil Temp	29	20	9										29	20	9
Soil Moisture (229)	0	0	10										0	0	10
229 Temperature	0	0	10										0	0	10
Soil Moisture (Hydra)	12	0	5										12	0	5
Pressure	8	11	8										8	11	8
Wind Speed (Sentry)	5	0	87										5	0	87
Wind Speed (Monitor)	0	0	15										0	0	15
Wind Dir (Monitor)	0	0	0										0	0	0
Pyranometer	0	0	0										0	0	0
Rain Gauge	1	0	7										1	0	7
Total	**90**	**44**	**166**										**90**	**44**	**166**

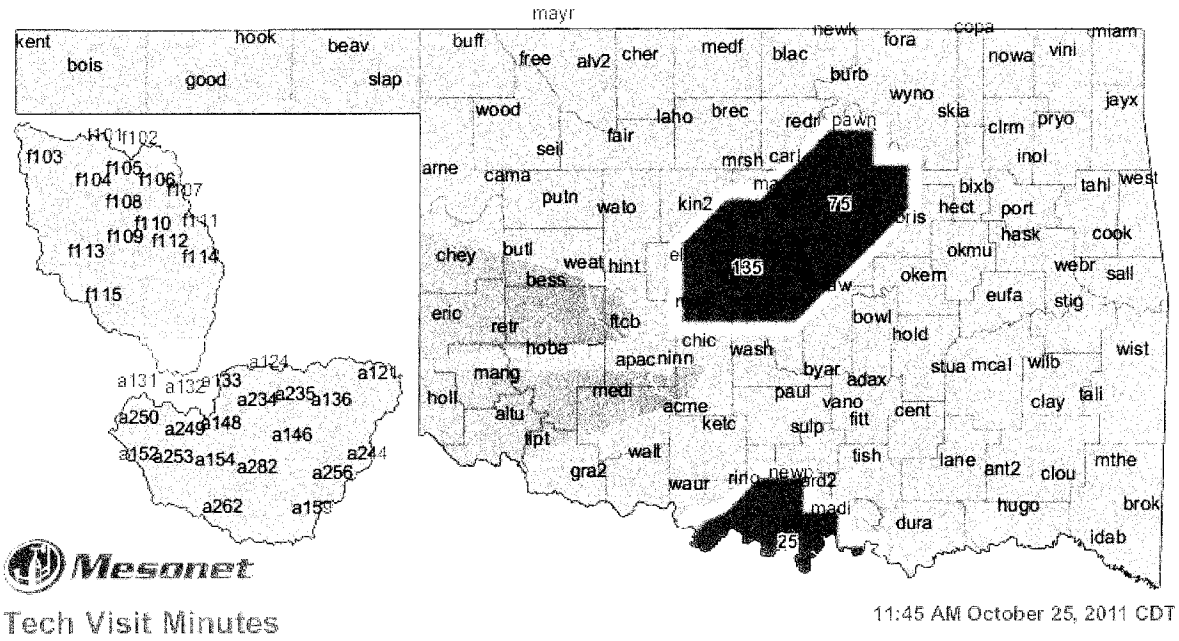
Network Monitoring

Cindy Luttrell and the Mesonet Operators downloaded 157 datalogger programs during the first quarter.

Michael Haueter made additional improvements to our bugs database query page, which helps the Operators quickly reference previously submitted bugs.

James Glenn completed a script to generate maps of "non-QA'd data" on the fly using our WeatherMapper software. His progress allows QA staff and field techs to view raw data maps while in the field.

James Glenn created a tech visit map using WeatherMapper to indicate where techs are located across the state. The map also shows how long a tech has been at a site (see figure below). If the map indicates that a technician is at a site for more than a couple of hours, we take steps to determine if they are really on-site. If the technician has left the site, we can remotely override the tech flag and report the failure. If the tech is still at the site, we contact them to verify they are ok.



Hardware and Software Operations

Phil Browder worked with Jared Bostic and Nathan Bain to replace the feedhorn cover on our NOAAport satellite dish, which was lost during the June 14 storm.

During the spring of 2010, we downloaded new logger programs that included the P5 AC Excitation instruction for temperature measurements. The new instruction provides better noise rejection and mitigates some types of logger calibration issues. We collected our temperature measurements both ways for over a year to ensure data continuity. This summer, Nathan changed our ingest so that our official temperature measurements are from the new P5 instruction set. This change was made retroactively in our data files back to January 1, 2011.

Nathan reprocessed Little Washita ARS Micronet data for 1994-1997 to remove air temperature observations that were impacted by the residual voltage problem during those years.

Jared and Nathan replaced a crashed server that was responsible for ingesting NAM forecast data, used in models on the OK-FIRE website and the Agweather website.

Jared researched methods for consolidating services onto fewer physical servers by using virtual servers. Virtual servers will allow services to be migrated seamlessly to different physical servers in the event of hardware failure. This will simplify individual services because they will no longer require failover logic.

Jared consolidated two VPN servers (running on 10-year-old hardware) into one newer VPN server by using virtual server technology. He also moved some other servers around, allowing us to eliminate another tower server from our rack space.

Nathan created a new suite of maps showing the number of days with highs above 90° or 100° F for the season, as well as the number of consecutive days above 90° or 100° F. Similar maps were created for the winter months - number of days with highs below 32° F and number of days with lows below 32° F, as well as the number of consecutive days meeting those thresholds.

Mike Klatt joined Nathan and Jared in Hardware/Software Operations as a 40% FTE. His initial responsibility will be to overhaul the OCS climate data archive.

Nathan and Jared worked with Chris Cook from the School of Geography for planned outages in SEC 1030 for fixes to the Uninterruptible Power Supply (UPS). The fixes to the UPS will help stabilize our NOAAport feed and communications to Mesonet sites in central Oklahoma during power outages. Nathan and Jared also coordinated with the NWC Network Operations Center on a scheduled downtime that was required to move our public Internet connections to a new switch as part of a building-wide network upgrade project.

Jared coordinated the replacement of the projector and its mount in our Distance Learning Lab (NWC 3902).

Jared worked with Jason Mitchusson at ODOT to implement improvements in the connection between Mesonet and ODOT's network. This will make communications to the El Reno Mesonet site and several sites in northwest Oklahoma more reliable. Jared also worked with several Mesonet technicians to implement a new Mesonet base at Rogers State University - Claremore Campus. The new base improves communications to the Claremore and Skiatook Mesonet sites.

Fire Management Outreach

J. D. Carlson conducted a half-day computer workshop in Norman on August 22 in conjunction with the Oklahoma Emergency Management Association Fall Conference (see picture at left). 27 people attended the workshop. On August 23, J. D. gave two back-to-back "breakout" presentations on OK-FIRE at the same conference. An estimated 50 to 100 people attended those sessions.

On September 30 in Stillwater, J. D. gave an OK-FIRE presentation in the OSU class "Wildland Fire Ecology and Management" (NREM 3713).

Rafal Jabrzemski, Stdrovia Blackburn, and Nathan Bain completed many changes to the ingest programs, fire model, products, and web site design for OK-FIRE. Improvements have been made in not only the web site itself (e.g., new color schemes, menu structure, links) but also in products and methodologies to create those products (ingest programs for weekly satellite data, a new inverse-distance weighting interpolation scheme for variables highly dependent on rainfall, such as 1-h and 10-h dead fuel moisture and KBDI, resulting in more accurate fire danger maps, etc).

Compared to the same quarter of 2010, the OK-FIRE web site continued to experience impressive growth. This can be partially explained by the drought and continuing fire danger conditions past the normal spring green-up period, but not totally. The monthly average number of unique visitors during the July to September 2011 quarter was 7684, up from 2171 for the same quarter in 2010; the average number of monthly visits was 25,233, up from 6620; and the monthly average bandwidth was 13.6 GB, up from 5.5 GB.

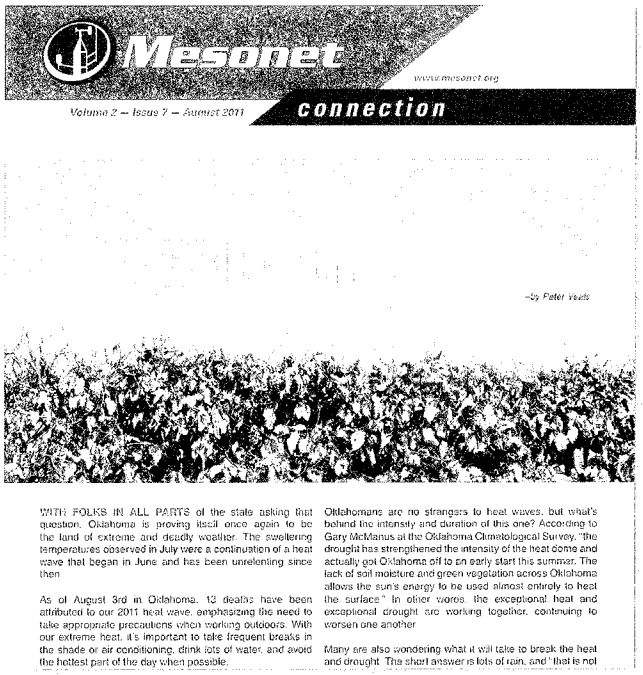
Several meetings involving research team members took place in September, one with respect to a newly funded grant from the Joint Fire Science Program entitled "Development and Evaluation of Dynamic Vegetation Models for Grassland Fuels under Variable Fire and Grazing Regimes" (Dave Engle, OSU, PI; with J. D. Carlson, Sam Fuhlendorf, and Tyson Ochsner). Earlier in July a tour of the research plots near the Marena tower was conducted.

The second meeting in September pertained to a NASA proposal (Earth Science Division Applied Sciences Program) concerned with wildland fire applications. The proposal team (J. D. Carlson (BAE), Dave Engle, Mark Gregory, Steve Hallgren (NREM)) will submit a proposal this fall. J. D. made several calls to scientists at the Missoula Fire Sciences Lab for relevant information and to secure their willingness to be cooperators. The Oklahoma Mesonet will ultimately be involved as well.

Agriculture Outreach

Stephanie Bowen joined the Mesonet to work with Agriculture Outreach in August. Stephanie completed her degree in Agricultural Communications at OSU in May of this year.

Between July 1 and September 30, 2011, Al Sutherland staffed Mesonet exhibits at the Oklahoma Association of Extension Agricultural Agents in Broken Bow, OSU Oklahoma No-till Conference in Norman, and Oklahoma Cattlemen's Conference in Midwest City. Stephanie Bowen helped staff the Calvary Equine Show at Ft. Reno along with Brad Illston and Cindy Lutrell. Educational presentations by Al included: two Mesonet overview sessions at 4-H Roundup in Stillwater, Drought Updates at OSU Drought Roundtable meetings in McAlester and Ardmore, Climate Impacts on Horticulture at an OSU horticulture workshop in Stillwater, Drought, Mesonet and Climate status in Nocona, TX (travel paid by City of Nocona), Irrigation and Water master gardener training in OKC, and Climate and Horticulture at Tulsa Fall Garden Festival in Tulsa.



Mesonet www.mesonet.org

Volume 2 – Issue 7 – August 2011 connection

–by Peter Waite

WITH FOLKS IN ALL PARTS of the state asking that question, Oklahoma is proving itself once again to be the land of extreme and deadly weather. The sweltering temperatures observed in July were a continuation of a heat wave that began in June and has been unrelenting since then.

As of August 3rd in Oklahoma, 13 deaths have been attributed to our 2011 heat wave, emphasizing the need to take appropriate precautions when working outdoors. With our extreme heat, it's important to take frequent breaks in the shade or air conditioning, drink lots of water, and avoid the hottest part of the day when possible.

Oklahomans are no strangers to heat waves, but what's behind the intensity and duration of this one? According to Gary McManus at the Oklahoma Climatological Survey, "the drought has strengthened the intensity of the heat dome and actually got Oklahoma off to an early start this summer. The lack of soil moisture and green vegetation across Oklahoma allows the sun's energy to be used almost entirely to heat the surface." In other words, the exceptional heat and exceptional drought are working together, continuing to worsen one another.

Many are also wondering what it will take to break the heat and drought. The short answer is lots of rain, and "that is not

Mesonet Connection eNewsletter issues included:

- July 2011: Mesonet Weather Camp, Drought with an Extra Boot and Drought Flourishes in Hot/Dry June
- August 2011: Hot Enough For Ya?, Drought Maker/ Drought Breaker and July Heat Becomes Historic
- September 2011: When Climate Matters, New OK-First Leader and 2011 Summer Heat.

No Mesonet Connection issue will be published for October. Stephanie Bowen will take over duties as main editor for the November 2011 issue.

Al Sutherland, Cindy Luttrell and Gary McManus produced 11 episodes of the Mesonet Weather Report for SUNUP-TV program between July 1 and September 30, 2011. One SUNUP program was devoted to drought and its impact on Oklahoma agriculture that included interviews with Gary McManus and Al Sutherland.

Chris Richards and Al Sutherland met on edits for the Cattle Comfort Advisor. These edits have not yet been submitted to the software and web groups.

K-12 Outreach

Speaker Service - Andrea Melvin read "Cloudy with a Chance of Meatballs" and "Pickles to Pittsburg", showed weather instruments, and discussed severe weather safety at all of the Pioneer Library System branches:

- July 5 - Purcell Library, 109 attendees
- July 5 - Shawnee Library, 50 attendees
- July 6 - Blanchard Library, 102 attendees
- July 6 - Newcastle Library, 40 attendees
- July 7 - McLoud Library, 75 attendees
- July 7 - Tecumseh Library, 140 attendees
- July 9 - Norman Library, 22 attendees
- July 13 - Noble Library, 89 attendees
- July 14 - Earlywine YMCA, 14 attendees

Twenty-three middle school, high school, and regional university teachers (11 new teachers and 12 veteran teachers) attended the 2011 EarthStorm workshop on July 19-22 (see picture below). Teachers were introduced to the new EarthStorm web site and worked in groups to provide ideas for how to organize the lessons section of the web site. In addition to Andrea Melvin, the following staff provided assistance during the workshop: Stdrovia Blackburn, Ryan Brashear, Chris Fiebrich, David Grimsley, James Hocker, Kevin Kloesel, Cindy Luttrell, Danny Mattox, Ada Shih, Rick Smith (NWS-Norman), Brad Stanley, and Peter Veals.

On September 21st, we hosted 40 students from Gore Middle School for tours of the National Weather Center and the Oklahoma Mesonet tower.

Public Safety Outreach

Since beginning on July 1, new program manager James Hocker scheduled a fall season of ten OK-First courses, which included one 4-day certification course (Norman), two 2-day assistant's courses (Norman and Tulsa), and seven 1-day re-certification courses (Norman, Bartlesville, Woodward, Ardmore, Tulsa, Altus, and McAlester). The 10 classes were held over an eight-week period and was completed on October 13. A total of 143 emergency managers were trained throughout the fall season, representing a roughly 50% increase in trainees over past seasons. In addition to James training out in the field he was supported by a team of co-instructors and helpers for many classes throughout the season: Andrea Melvin (7 classes), Kevin Kloesel (3 classes), Chris Fiebrich (3 classes), Peter Veals (3 classes), Danny Mattox (2 classes), Mike Wolfinbarger (2 classes), Brad Stanley (1 class), Stephanie Bowen (1 class), and Jeff Basara (1 class). Student employees Peter Veals and Danny Mattox assisted with processing student applications while Jared Bostic and Nathan Bain assisted with accounts, new passwords, and processing new data for case studies.

Materials for OK-First classes this fall were revised and updated to include the new enhanced radar data as well as new case studies for events occurring in 2010 and 2011 (for purposes of the new enhanced radar data).

In addition to training emergency managers on enhanced radar data, winter weather ingredients, storm climatology, and tools this fall, one important focus was on program evaluation. To gauge the emergency management community's needs, an electronic program evaluation survey was administered at all 1-day re-certification classes this fall. The survey was followed by an invaluable open discussion in which the class participants provided greater insight into their needs. The electronic survey was also sent to all email contacts in the OK-First database and was completed by a total of 143 emergency managers state-wide.

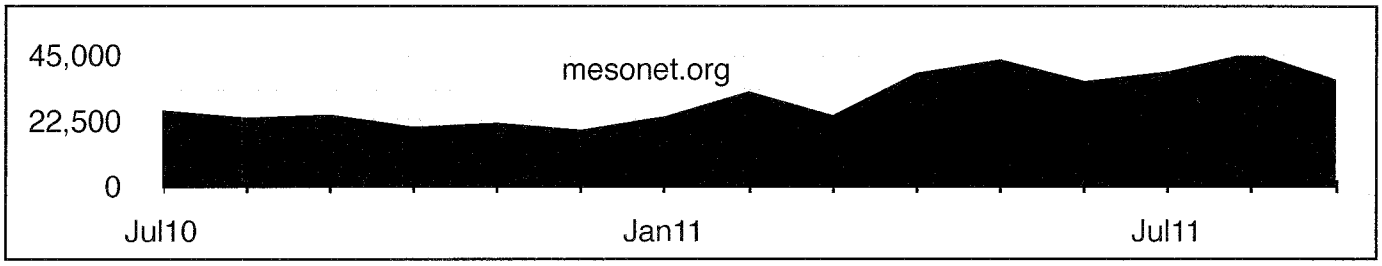
The other major OK-First focus during the quarter has been on the development of a new OK-First Advisory Committee. A request for committee nominees was sent to the emergency management community, which served as the starting point in building the committee. Through a review of that input and other suggestions received internally, the following 15 individuals were invited and subsequently agreed to become part of this new committee (names in bold denote individuals trained and active in the OK-First program):

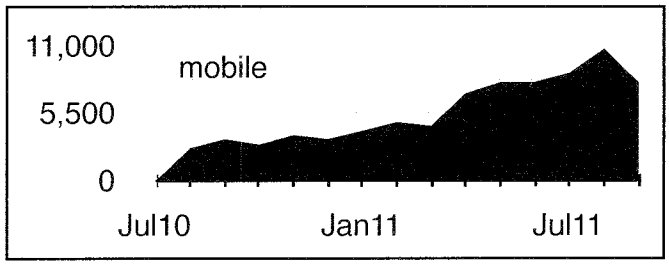
Chele Arboneaux-Rider – American Red Cross
Rick Carson – Chickasaw Nation
Lloyd Colston – City of Altus
Kary Cox – Washington County
Rob Hill – City of Stillwater
Gayland Kitch – City of Moore
Paulette Nicholas – Grady County
Brenda Phillips – Oklahoma State University
Putnam Reiter – OK Dept of Emergency Management
Bob Roberts – Tulsa Public Schools
Tony Robinson – FEMA Region 6
Gary Robison – Kaw Nation
Jeff Smith – Muskogee County
Rick Smith – NOAA/National Weather Service Norman
Stan Walker – Oklahoma Highway Patrol

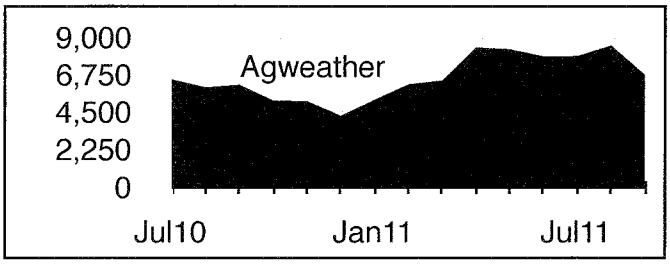
The intent of the committee selections was to form a group of multiple perspectives with representation on a variety of levels (local, county, tribal, state, regional, and federal). Geographical distribution was also taken into account, as was the need to have a significant segment of the group be active in OK-First. The committee will meet on an annual basis to advise OK-First, with the inaugural meeting scheduled for Friday, November 4, 2011 at the National Weather Center. The agenda includes time to review the results of the OK-First evaluation survey, review the program, and most importantly, meet on their own to discuss a variety of questions and issues as broken into several major topic discussions. Responses and feedback will then be reported back to the OK-First/Mesonet team.

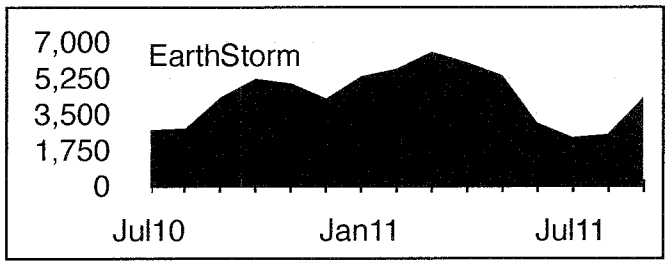
Web Stats

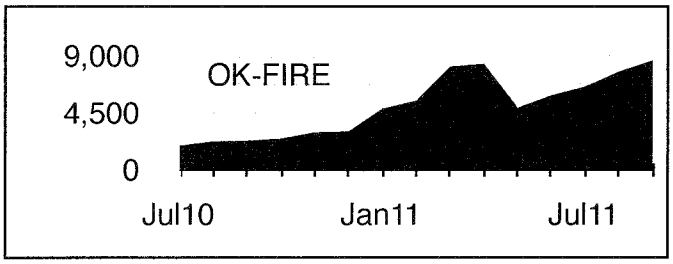
The number of unique visitors to Mesonet websites for the past 15 months is shown below.

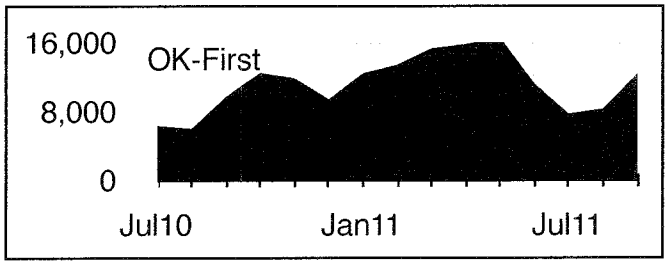


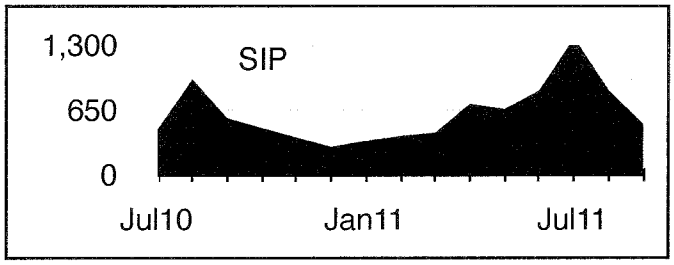




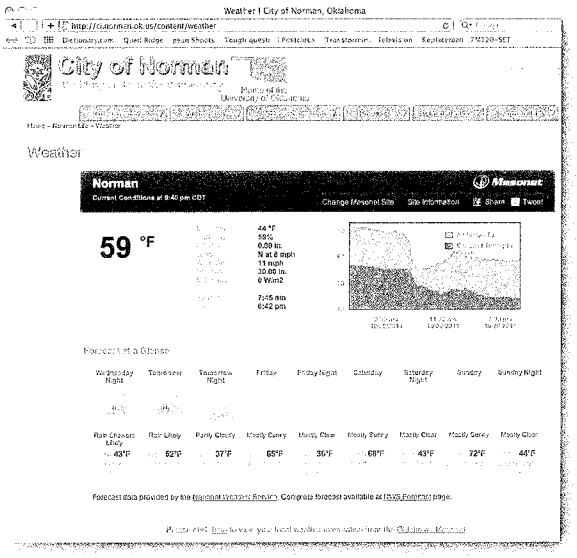








Ada Shih and Stdrovia Blackburn developed a Mesonet widget that can be used within school and city websites. The screen capture at right shows the display on the City of Norman website.



Software and Web Development

On August 22nd, Rebekah Bryant joined the Software Development team as a Software Engineer. Rebekah has a B.S. in Computer Science and last worked at Flightsafety International, Inc. in Tulsa.

On September 22nd, Mike Klatt also joined the Software Development team as a Software Engineer. Mike has a split appointment, working at EVAC on Mon-Wed and at Mesonet on Thur-Fri. Mike has been at EVAC since graduating with a B.S. in Meteorology in 1997.

In addition to focused work on upgrades to the OK-FIRE website and model, Rafal Jabrzemski also improved the process for downloading NAM model gridded data.

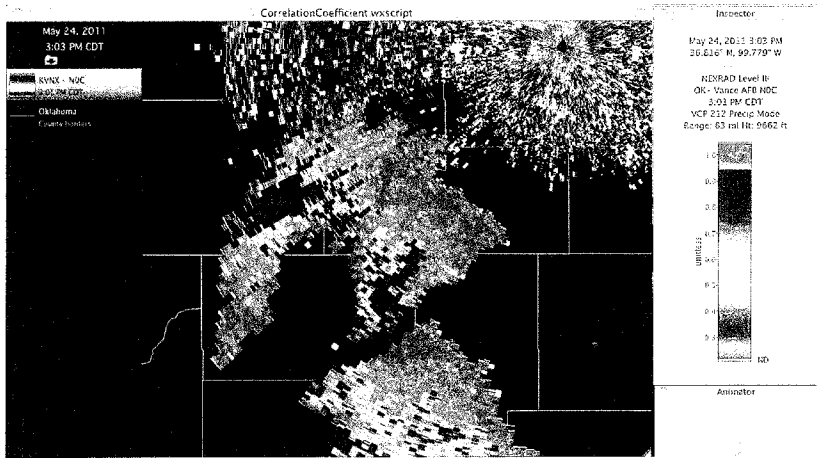
Rafal, Nathan Bain, and Stdrovia Blackburn implemented a new capability for revealing cities and roadways in our radar images on the Mesonet website. They created several different image resolutions so that zooming reveals increased detail of both radar and underlying geographic information.

Rafal and Chris evaluated the performance of various rain estimation methods for Oklahoma. Based on the results, Rafal produced rain estimates for all stations back to 1994 using our existing objective analysis scheme. If a Mesonet rain observation is missing, these estimates can be used in our rain products (on both the Agweather and public Mesonet website) if the user selects them.

In addition to providing continued tech support with both external and internal users, Brad Stanley completed a new QA tool for Quebec that allows them to compare radar estimates with gauge observations.

Brad and Rebekah Bryant completed the process of modernizing our WeatherScope and RadarFirst software so that it compiles and runs with Visual Studio 2010 on Windows.

Brad added the capability in WeatherScope to view dual-polarization radar data (see image below), along with releasing a new version with several bug fixes.



Ada Shih and Stdrovia Blackburn continued polishing the graphics in our Mesonet iPhone app. Ada designed over 200 weather icons for the software.

Ada also provided graphics for the Department of Interior Climate Science Center site visit and made several enhancements to the SCIPP website.

Service

In July, Cindy Luttrell provided tours of our National Weather Center Mesonet site to the Severe and Unusual Weather Class.

In September, Cindy and James Hocker hosted Peter Olthof from the Australian State Emergency Management Service. Cindy discussed CoCoRaHS and James overviewed our OK-First program.

Cindy maintained the Mesonet Facebook and Twitter pages and the CoCoRaHS Facebook page. The Mesonet Facebook page currently has 2,004 followers (an increase of over 200 during the quarter).

As a result of Gary McManus's efforts, the Mesonet was mentioned at least 189 times in print or online by the Oklahoman and at least 22 times by the Tulsa World. The Mesonet was featured or mentioned in many stories in smaller newspapers across the state. Mentions and information were also presented in radio and television stories, as well as by national media outlets related to the drought and intense summer heat.

Oklahoma Mesonet data were used in reports for the Oklahoma Grain and Feed Association's electronic newsletter that is released monthly. Gary supplied articles for the July, August, and September issues.

Gary presented drought update presentations featuring Mesonet data to several groups during the quarter, including:

- Oklahoma Farm Bureau Drought Summit - OKC
- National Association of Conservation Districts South Central meeting - OKC
- Western Oklahoma Conservation Districts Drought Summit - Taloga
- OSU Water Center's Drought Video Series - Norman video interview

Data Requests and User Fees for the first quarter are summarized below:

Affiliation	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total	
	# of Requests	Fees Collected	# of Requests	Fees Collected	# of Requests	Fees Collected	# of Requests	Fees Collected	# of Requests	Fees Collected
Education- Higher	11	$600							11	$600
Education-K-12	1	$0							1	$0
Government-Federal	3	$540							3	$540
Government-State	8	$0							8	$0
Government-Local	0	$0							0	$0
Government-Tribal	0	$0							0	$0
Individual	8	$0							8	$0
Non-Profit	2	$0							2	$0
Private Business	22	$13,888							22	$13,888
Not Specified	16	$0							16	$0
Total	**71**	**$15,028**							**71**	**$15,028**

Research

Efforts continue to provide Mesonet users the most accurate information regarding the use of the Campbell Scientific 229L as a soil temperature sensor. To better understand the inherent variability of soil temperatures measurements in the field, a Soil Temperature Comparison Facility (picture below) was installed in September. David Grimsley built and installed a new station (NEX3) just to the north of the official NRMN Mesonet station. Brad Illston and James Kilby later installed 21 soil temperature sensors at the site. The 21 soil temperature probes are located in seven different profiles across a 10 meter distance. Each profile contains a sensor at 5 cm, 10 cm, and 30 cm under native vegetation to match the current Mesonet soil temperature measurements under sod. Cindy Luttrell created a special meteogram page to assist in evaluating the 229L testing. Results from the research at this facility will be included in a comprehensive 229L soil temperature manuscript for publication.

Brad Illston is also working with the College of Engineering at the University of Oklahoma as part of a Mobile Intelligent Transportation System project. The Oklahoma Mesonet's expertise in collecting high quality meteorological observations was sought after to augment mobile transportation monitoring stations as part of a large exploratory grant. Similar to past work of projects such as the PARMS, Brad will assist in outfitting road monitoring trailers with basic weather instruments to assist the Department of Transportation during critical events.

Report Contributors

Jo Ann Miller-Dudgeon, Administrative Team Lead
James Kilby, Field Operations Team Lead
David Grimsley, Calibration and QA Team Lead
Cindy Morgan, Network Monitoring Team Lead
Rafal Jabrzemski, Senior Software Engineer
Nathan Bain: Hardware Operations Team Lead
Alexandria McCombs: Quality Assurance Meteorologist
James Hocker: OK-First Team Lead
Andrea Melvin: EarthStorm Team Lead
J.D. Carlson: OK-FIRE Team Lead
Al Sutherland: Agriculture Team Lead
Gary McManus: Weather & Climate Services Team Lead
Brad Stanley: Software Engineer
Ada Shih: Lead Designer
Brad Illston: Research Team Lead

Mesonet
www.mesonet.org
Volume 2 — Issue 10 — December 2011
connection

TORNADO STRIKES AT MESONET SITES

–by Stephanie Bowen

The Oklahoma Mesonet has recorded several interesting measurements over the years. Our sensors have taken some damage from bad weather, but never in Mesonet history has a site been taken down or severely damaged due to a tornado before 2011.

"El Reno is our first site directly affected by a tornado," said Cindy Luttrell, Lead Mesonet Operator for the Oklahoma Climatological Survey. " The El Reno tornado (May 24, 2011) was rated an EF5, and we believe our site was on the outer edge of the tornado circulation. The location of the El Reno site didn't have much debris nearby, so that site was minimally impacted by flying debris."

At El Reno, the highest wind gust ever recorded by the Mesonet was observed that day, 151 mph. The Mesonet sites at Tipton and Fort Cobb might have recorded higher wind gusts on November 7, 2011 but didn't have the chance.

"Our Tipton and Fort Cobb sites are our first sites to be impacted by a storm," Luttrell said. "Both sites just happen to be located on OSU research farms, and unfortunately nearby debris knocked the towers over before we could measure significant wind gusts."

Although the Tipton and Fort Cobb sites were hit by two different tornadoes, both formed from the same storm. Almost all of the sensors at the Tipton site were destroyed. The Fort Cobb sensors were minimally damaged as there was much less debris.

An 86 mph gust was recorded at the Tipton site before being destroyed (page 2), and Fort Cobb measured 91 mph before being toppled. The estimated winds based on damage for Tipton were 166-200 mph, thus making the Tipton tornado the latest EF4 recorded in a calendar year for the U.S.

Prior to 2011, the Mesonet has recorded wind gusts over 100 mph on three different occasions. In August 1994, the Lahoma site recorded 113 mph during a hailstorm. The Bowlegs Mesonet site recorded 102 mph in November 1998, and in May 2006, 106 mph was recorded at the Idabel site.

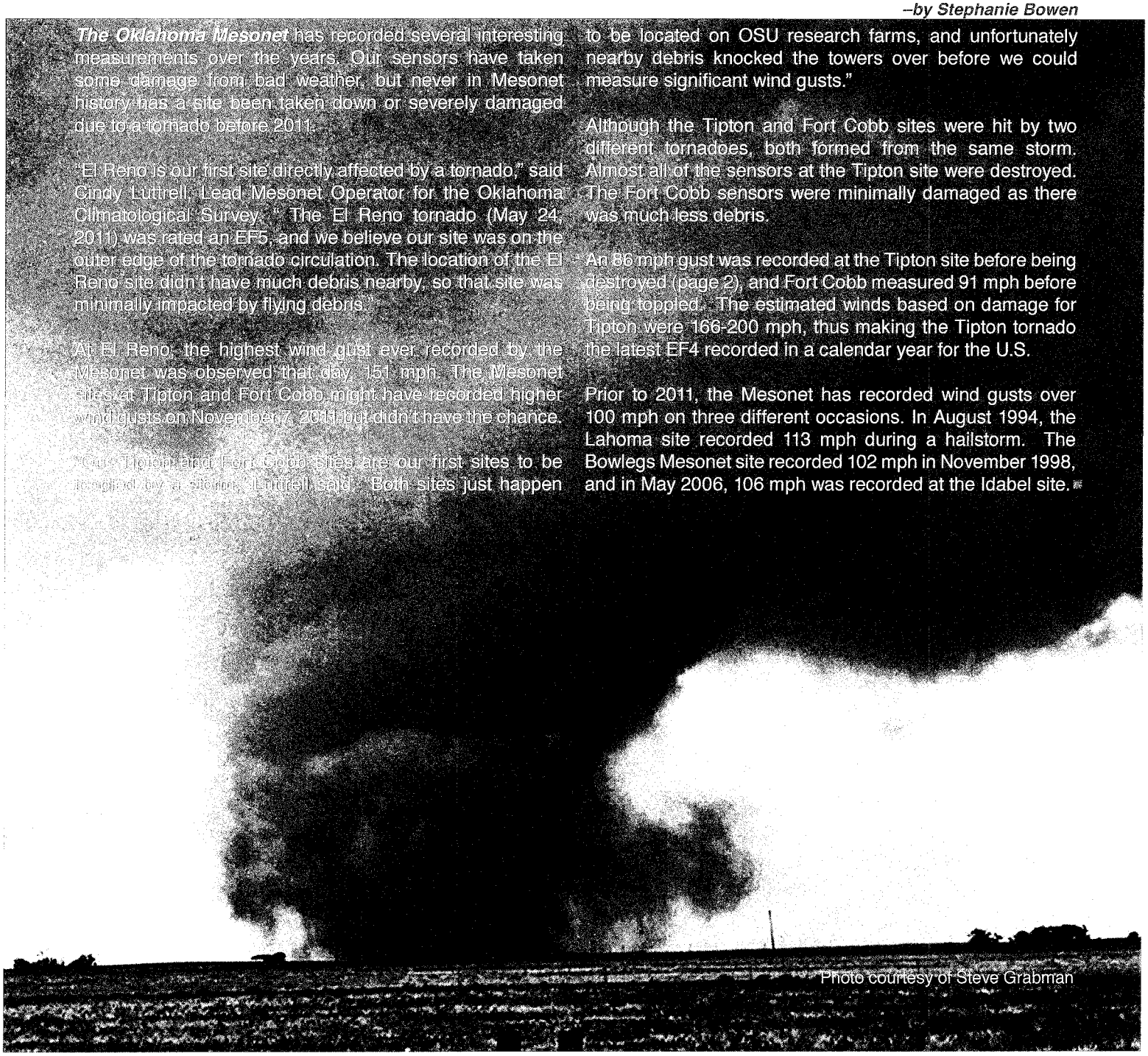
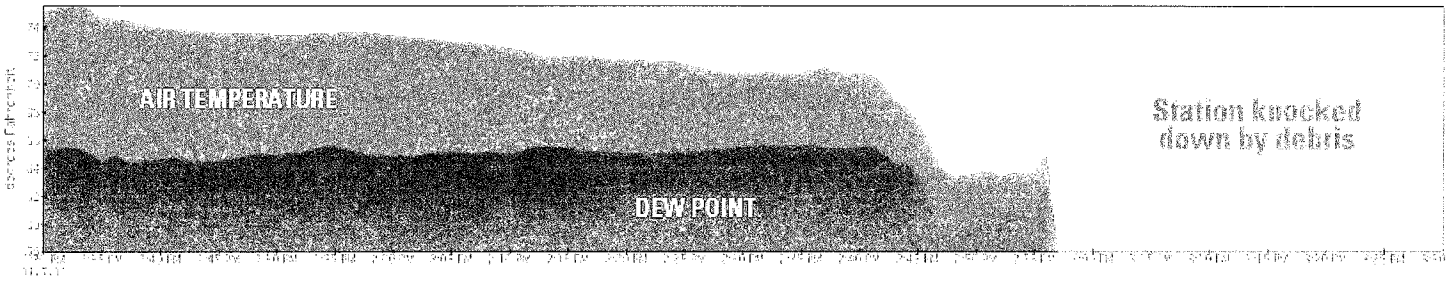
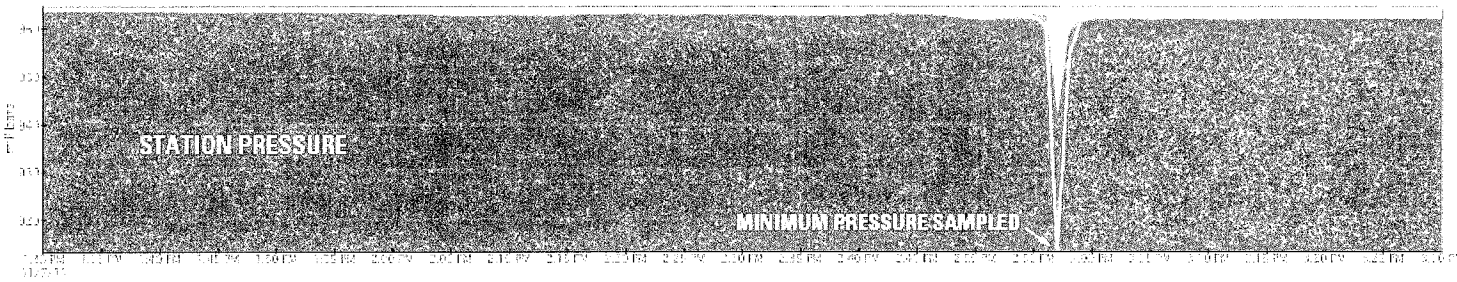


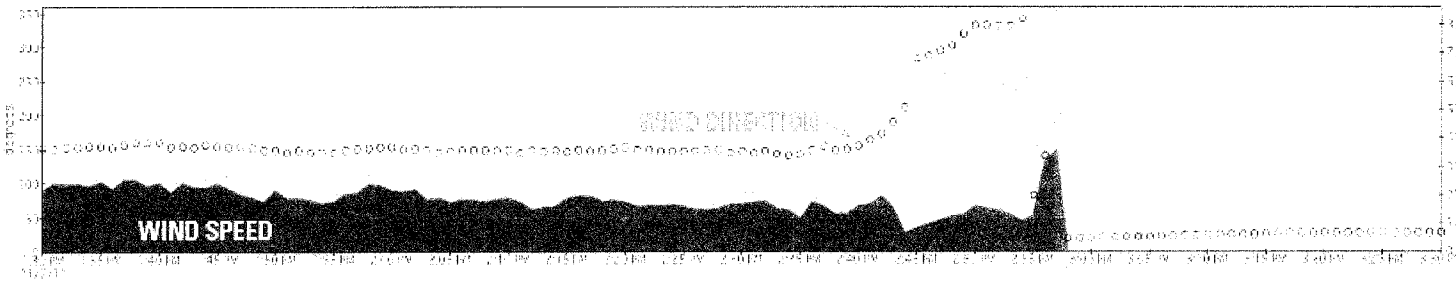
Photo courtesy of Steve Grabman

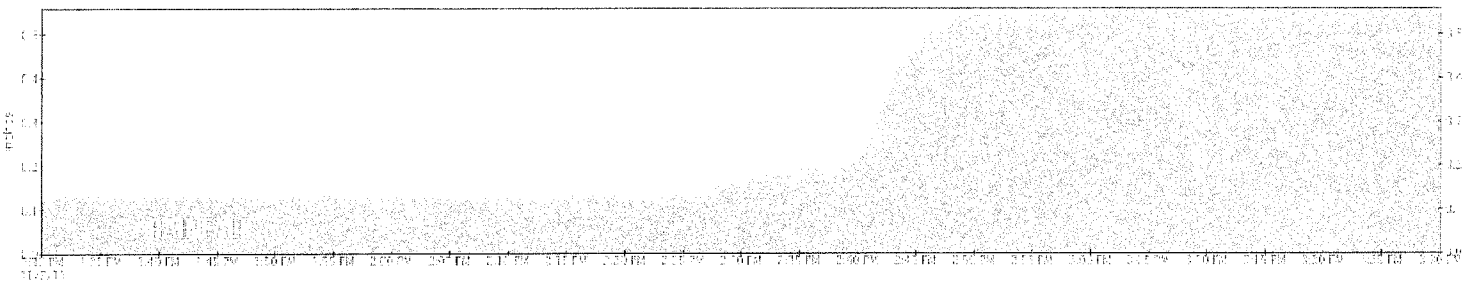
Tipton (TIPT) NOVEMBER 7, 2011

Mesonet
Oklahoma's Weather Network





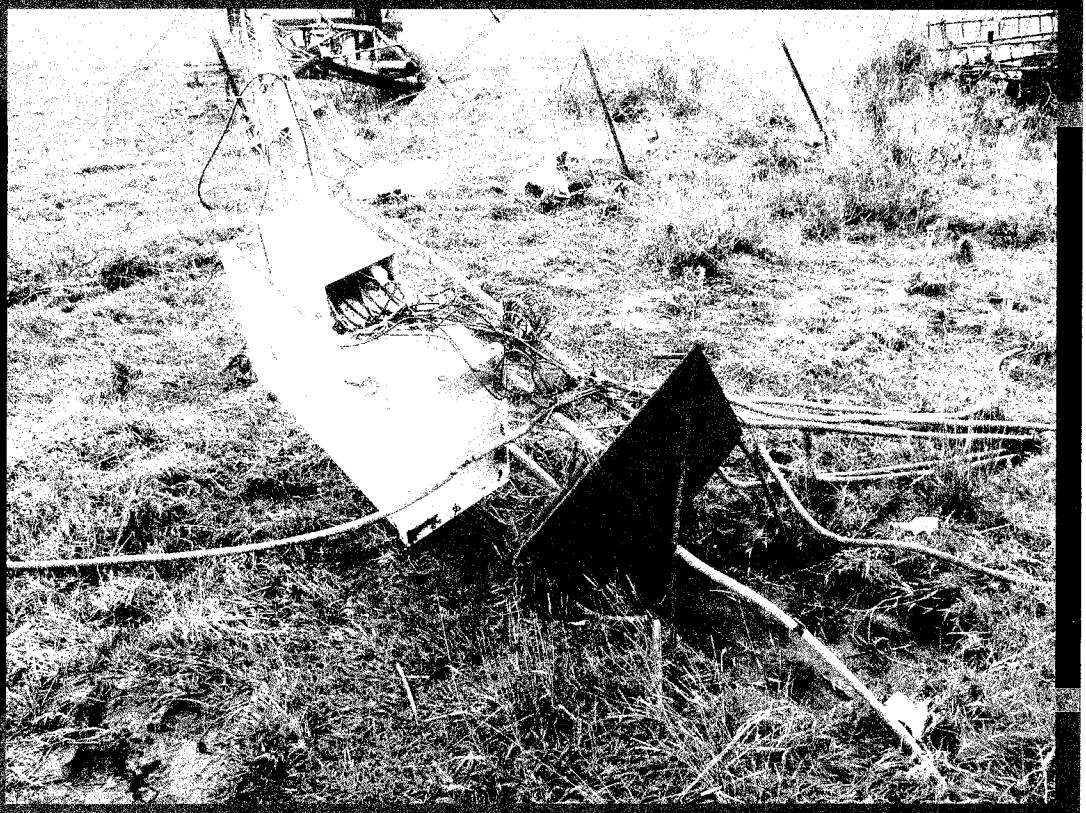




MESONET IN PICTURES

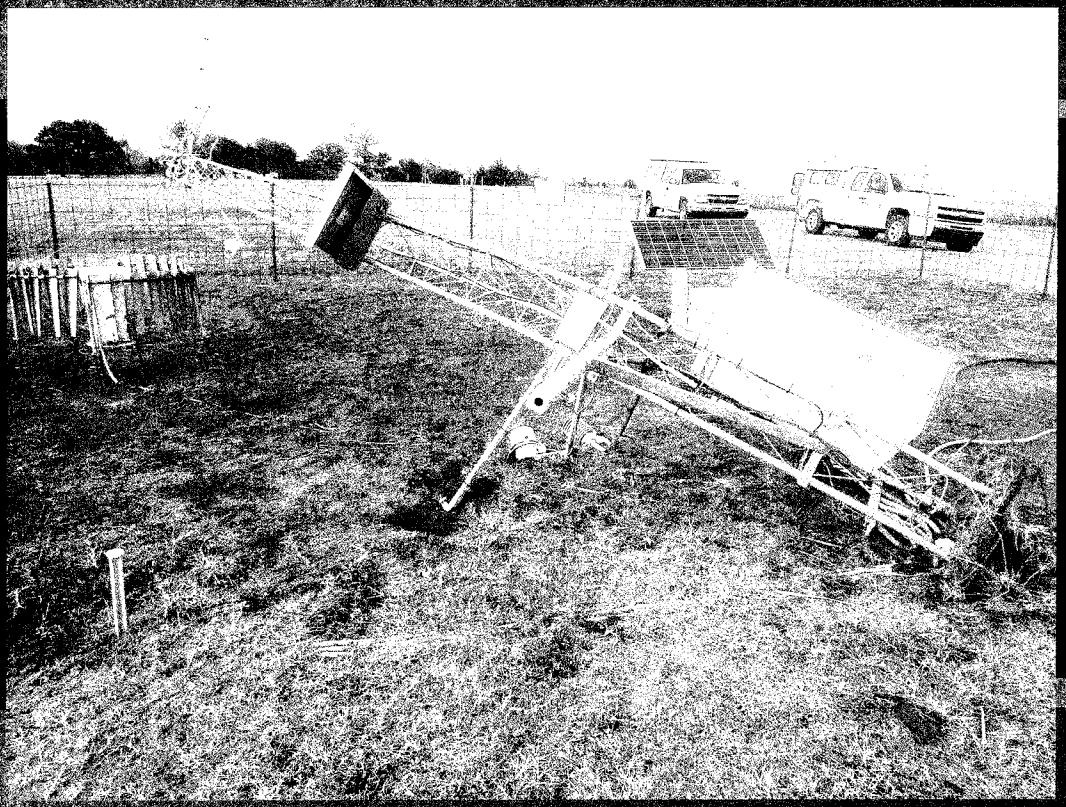
November 7, 2011 Tornado - Tipton site

- The Mesonet site at Tipton was damaged by debris from one of the tornadoes on November 7. An irrigation pipe trailer took the Tipton site down.



November 7, 2011 Tornado - Fort Cobb site

- The Mesonet site at Fort Cobb was also damaged by debris from one of the tornadoes on November 7. A center pivot irrigation system took down the Fort Cobb site.



Behind the Scenes

–by Stephanie Bowen

EVERYONE AT THE OKLAHOMA MESONET is vital in providing you with accurate, up-to-date data. From our Mesonet operators to our field technicians, the Mesonet has people behind the scenes making sure everything runs smoothly. After the storm on November 7, our field technicians were left with a lot of work to do.

On a usual day, maintenance for a site includes cleaning dirt from the sensors that can mess up data collection, checking the tower and instruments to verify they are functioning correctly, and mowing the site.

After the storm on November 7, the technicians had a lot more to do. Both the Fort Cobb and Tipton Mesonet towers were knocked over. Parts of the towers were bent and mangled to an extent they couldn't be repaired. The towers sit on a 3/8" steel base plate, and even those were bent.

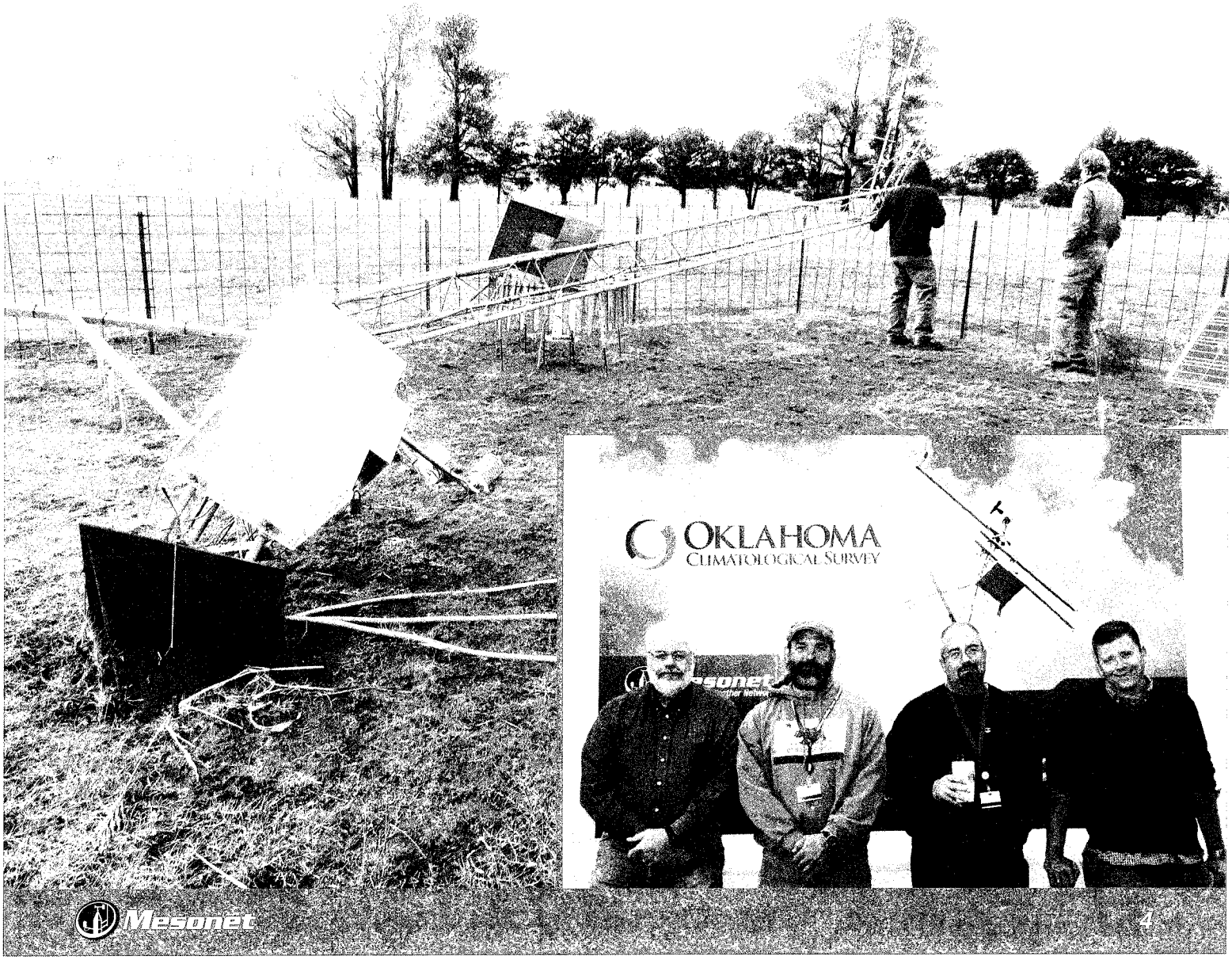
"We inspect the towers very vigorously, especially after a storm like that," said James Kilby, Mesonet Field Operations Manager. "The storm was a pretty violent occurrence to bend the towers and that 3/8" steel."

At Fort Cobb, one-third of the tower had to be replaced. More extensive damage occurred at the Tipton site, and a whole new site needed to be installed. Luckily, our technicians were prepared for disasters like this.

"We do our best to keep a stock of everything, so we aren't waiting two weeks for a special bolt or something like that," Kilby said. "We have a list, down to every bolt and washer. So generally we can be to a site after an emergency situation the next day. We just load up the trailer and head out."

Thanks to our technicians, the Fort Cobb site was back up after three working days. Although slowed down a bit while waiting for debris to be cleared from the road, the Tipton site was back up after seven working days.

Inset below: Our technicians - James Kilby, Kirk Wilson, Robert Heck and Phil Browder



November Rains Have Drought on the Run in Oklahoma

By Gary McManus, Associate State Climatologist

DECEMBER WRAP-UP

With Oklahoma experiencing one of its most severe droughts on record, an extended period of above normal rainfall was desperately needed. Fortunately, that is exactly what occurred as Oklahoma enjoyed its 12th wettest November since records began in 1895. According to preliminary data from the Oklahoma Mesonet, the month finished more than an inch above normal with a statewide average of 4.22 inches. Combined with September and October, the climatological fall season still came up a bit short with an average of 8.61 inches across the state, 1.4 inches below normal. The month was also a bit on the mild side at 1.2 degrees above normal, the state's 52nd warmest November on record. Oklahoma's summer, officially the hottest since 1895 for any state, propelled the January-November period to the fifth warmest on record at 2.3 degrees above normal.

Significant long-term precipitation shortfalls remain across much of Oklahoma. The January-November statewide average finished at 22.67 inches, 12 inches below normal, to rank as the ninth driest such period on record. The western half of the state remained the hardest hit during that period with average deficits ranging from 10 inches in the Panhandle and the northwest to 15 inches in the southwest. South central Oklahoma's deficit was still a whopping 18 inches even after the recent rains. For western and south central areas of the state, the January-November period was one of the top-three driest since 1895. The Oklahoma Mesonet site at Hooker has recorded less than 5 inches of rain for the year thus far. The lowest annual total for any location in Oklahoma dating back to the late 1800s is Regnier's 6.53 inches from 1956. Twelve Mesonet sites in far western Oklahoma have recorded less than 10 inches of rainfall for the year, with another 13 reporting 15 inches or less.

The latest Drought Monitor released on Thursday, Dec. 1, now has only 10 percent of the state in the exceptional drought category. The exceptional category is the worst possible designation under the Drought Monitor intensity scale. That figure was 69 percent at the end of August. Approximately 40 percent of the state remains in the extreme-exceptional category, the worst two designations. All of that hardest hit area lies in the western half of the state. In Contrast, over 85 percent of the state was covered in extreme-exceptional drought three months ago. The Drought Monitor now has 85 percent of the state under some drought designation, from moderate to exceptional on the intensity scale. Only three percent of the state was considered to be in drought at this time a year ago.

12th
WETTEST
November since records began in 1895

4.22"
RAINFALL
statewide average for November

12"
BELOW
statewide precipitation for Jan. 1, 2011 to Nov. 30, 2011

< 5"
RAINFALL
recorded at the Hooker Mesonet site for the year thus far

CALENDAR

DECEMBER

- 1st: EarthStorm Field Trip, Enid High School
- 8th: EarthStorm, Judge at Olive Science Fair
- 13th: Drought Update, OSU Winter Crop School, Stillwater
- 19th: OK-FIRE computer workshop, Stillwater
- 23rd-Jan 2nd: OCS/Mesonet Closed for OU/OSU Winter Break

JANUARY

- 6-7th: Oklahoma Horticulture Industry Show exhibit, Tulsa
- 12th: Drift Risk and Weather, Turf and Landscape Workshop, Davis
- 16-17th: Oklahoma Aerial Applicators Association Exhibit, OKC
- 17th: OK-FIRE Prescribed Fire Seminar, OSU OCES Conference, Stillwater
- 18th: Mesonet Rain and Drought Tools, OSU OCES Conference, Stillwater
- 19th: EarthStorm Pre-Collegiate GATE, Norman 6th grade
- 24th: EarthStorm Pre-Collegiate GATE, Norman 6th grade

CONTACTS

Accessing recent (within the past 7 days) Mesonet data
Contact: Mesonet Operator

Instrumentation, telecommunications, or other technical specifications
Contact: Chris Fiebrich

Mesonet agricultural data and products
Contact: Al Sutherland

Mesonet meteorological data
Contact: OCS Data Requests

K-12 educational outreach
Contact: Andrea Melvin

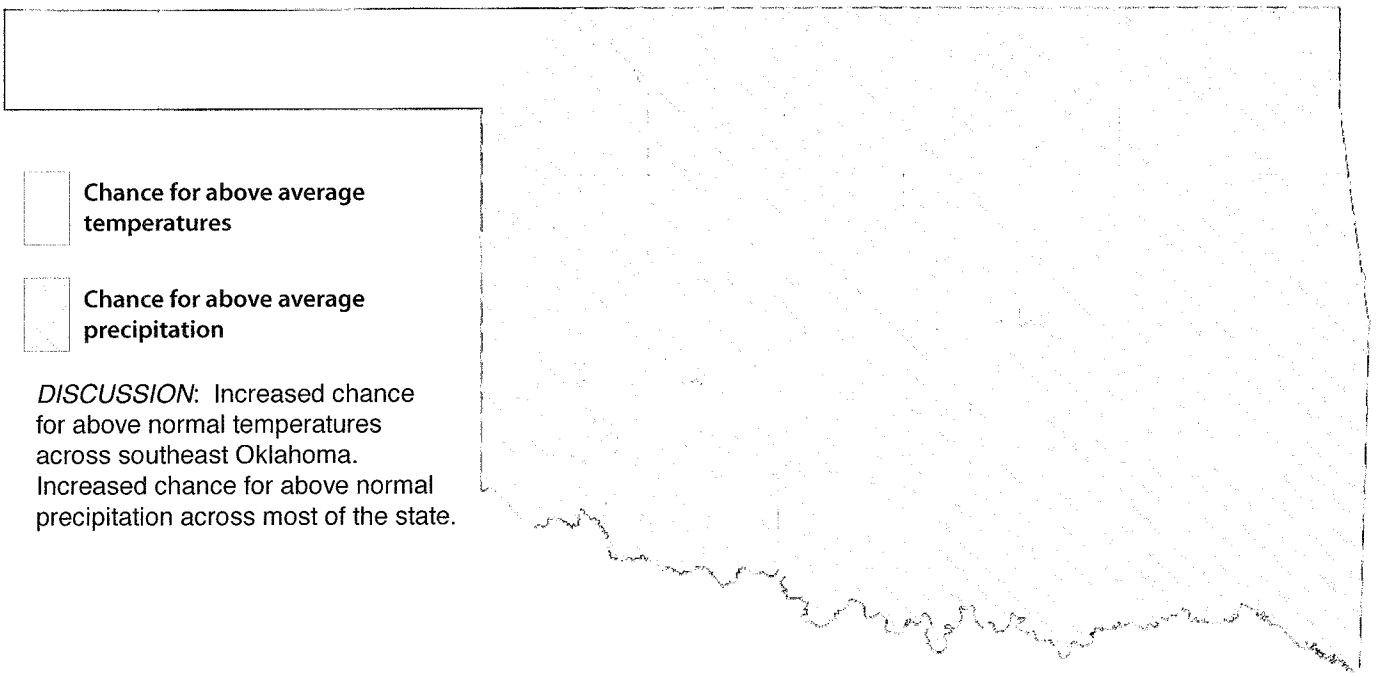
OK-First
Contact: James Hocker

OK-FIRE
Contact: J.D. Carlson

Not sure?
Contact: 405-325-2541 or Chris Fiebrich.

FORECAST FOR DECEMBER

Click here to view the original maps from the Climate Prediction Center.



DISCUSSION: Increased chance for above normal temperatures across southeast Oklahoma. Increased chance for above normal precipitation across most of the state.

Mesonet Steering Committee Minutes
5 May 2011
Room 3910 National Weather Center
University of Oklahoma, Norman, Oklahoma

A copy of this notice of meeting and agenda was posted in a prominent location in the National Weather Center Building at the University of Oklahoma. A copy of the agenda is available on the Mesonet website at www.mesonet.org.

Members present: Bess, Carr, Elliott, Kloesel, Stadler, Stensrud

Others: Blackburn, Carlson, Fiebrich, Heck, Illston, Jabrzemski, Kilby, McManus, Melvin, Miller-Dudgeon, Shafer, Wolfinbarger

SC meeting called to order at 9:34 am by Kloesel.

The agenda was reviewed and *all approved.*

Minutes from the 11 March 2011 meeting were reviewed. Elliott motioned approval of the minutes. Stadler seconded. *All approved.*

Antlers Mesonet Site: The Antlers site was moved successfully to its new location. All incoming data look good. Kloesel expressed appreciation for the hours of hard work that went into the move.

Financial Report: Fiebrich reported that income from all sources is as expected in the current (2011) budget. The data buy income continues to arrive from Earth Networks (formerly AWS) and is being placed in the OU short-term investment fund. Thanks to Miller-Dudgeon for suggesting this investment strategy. Expenses are running slightly below budgeted amounts thanks to wise stewardship from Mesonet teams.

Activities Report: Fiebrich reported that the new Earthstorm webpage is up and running. This is the first update of the site since 2005. Kloesel nominated Melvin for the Cecil B. DeMille Award for lifetime achievement in outreach after successfully organizing all the workshops this year! Several new maps and products were launched in the past few months. An OCS/Mesonet brochure is being prepared for the legislature. Several vacant Mesonet positions are being advertised and candidates evaluated as applications are submitted.

Focus Topic: Partnerships

OverSite – A Department of Homeland Security project that is interested in exploring a partnership with the Mesonet. It appears that Mesonet data might be useful for improving the information from OverSite. A meeting is scheduled at OSU on Monday May 9 between Mesonet and OverSite personnel to learn more about this project.

WebEOC – A Department of Emergency Management online website that the state EOC runs is named WebEOC. The goal is for WebEOC to be a one-stop shop for emergency managers and other disaster support and response agencies (e.g., Red Cross). There is a large potential for partnership between WebEOC and OK-First. The SC agrees that the Mesonet needs to be involved, but there are a number of questions and issues that will need to be addressed.

SB597 – This state senate bill, if passed by the legislature, will require pit water monitoring at state mine sites, which would include the measurement of rainfall, pit water levels and water flow. Several groups involved in the discussion of the bill are looking for an independent group to monitor pit water and believe that the Mesonet is the group to handle the job. Bess emphasized that the Mesonet is not a regulatory agency and should not be viewed as one. Thus, the Mesonet role needs to be clearly defined if this moves forward, although the monitoring would be a good opportunity to assist another state agency. Kloesel further mentioned that water is a significant state issue. He noted that the Mesonet only measures water near the surface. Water below the surface, water moving through streams and rivers, and water throughout the atmosphere are not measured by the Mesonet. It seems that the Mesonet, as an environmental monitoring network, would benefit from expanding into this arena.

Climate Science Center – This is a Department of the Interior RFP for regional climate science centers. McPherson led an effort to form a regional consortium and submit a proposal; Shafer and others assisted. Kloesel indicated that the proposal should be very competitive. There is a strong ecology focus that could benefit OCS and a clear connection to water issues as well.

Focus Topic for next meeting: Water. Speakers from USGS, OWRB, the Oklahoma Conservation Commission, and the Army Corp of Engineers will be asked to present on how they are measuring water, what instruments are used, and their needs at the next SC meeting. **Action Item:** Elliott volunteered to contact people from USGS, OWRB and the Army Corp.

Action Item: Kloesel will set up Doodle polls for a late July/early August budget meeting and September SC meeting on water issues.

Announcements: Congratulations to Jabrzemski for moving into a new position with the Mesonet!

Other Business Items: A revised version of the Mesonet Data Access Policy was distributed by Fiebrich. **Action Item:** SC members should review the new document. A vote will take place at the next SC meeting.

Executive Session

As authorized by the Oklahoma Open Meeting Act in Section 307(B)(7) of Title 25 of the Oklahoma Statues, an executive session may be held for the purpose of discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.

Pursuant to this provision, the SC proposed to hold an executive session for the purpose of discussing the Mesonet budget. Fiebrich was asked to join in the Executive Session. Stensrud took minutes.

> Bess moved that the SC go into executive session. Carr seconded. *All approved.* The SC went into executive session at 11:30 am.
>
> Stadler moved to leave executive session at 12:00 pm. Stensrud seconded. *All approved.*

The executive session ended at 12:01 pm.

The SC engaged with Mesonet employees over the next 45 minutes on general discussion topics; no votes were taken.

Bess moved to adjourn the SC meeting. Elliott seconded. *All approved.* The SC meeting was adjourned at 12:48 pm.

OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	OKLAHOMA EDUCATIONAL TV AUTHORITY
Agency Staff Contact:	John McCarroll, Executive Director
Agency Telephone Number:	405/848-8501

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. *Briefly describe your agency, board, or commission membership, including:*

   A. *Number of board members*:
   13

   B. *Qualifications, if specified by law*:

   "...The Oklahoma Educational Television Authority shall consist of thirteen (13) members, including the President of the University of Oklahoma, the President of Oklahoma State University, the State Superintendent of Public Instruction, the Chancellor of the Oklahoma State Regents for Higher Education, the president of one of the state-supported four-year colleges to be chosen by the presidents of this group of institutions, the president of one of the state-supported two-year colleges to be chosen by the presidents of this group of institutions, and seven additional members to be appointed by the Governor with the consent of the Senate, to serve seven-year terms." Amended by Laws 1983, c. 172, § 1, operative July 1, 1983.

§70-23-105: Five members are appointed from each of the five Congressional districts and two members are appointed at-large.

C. *Term of office:*

Appointed citizens serve seven-year terms. Ex-officio board members serve concurrently with their elected or appointed office.

D. *Appointing authority:*

The OETA board has the authority to appoint the executive director, who serves as the chief executive officer. The Governor of the State of Oklahoma is the appointing authority for board members, with the consent of the Senate.

2. *Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.*

The Oklahoma Educational Television Authority was created by the Oklahoma Legislature in 1953 through House Bill 1033:

"70 23 101. Purpose of the Television Authority. It is the intent of the Oklahoma Legislature and the purpose of this article to make educational television services available to all Oklahoma citizens on a coordinated statewide basis. Said educational television services shall be provided by and through the various educational and cultural agencies in the State of Oklahoma under the direction and supervision of the Oklahoma Educational Television Authority hereinafter created."

This bill was the result of the work of the Education Committee of the State Legislative Council, which had convened the first statewide conference on educational television in the fall of 1952. Educational television was emerging all around the country following the Federal Communications Commission's setting aside spectrum of 242 channels for ETV stations.

The University of Houston was the first ETV station on the air in May 1953. Oklahoma was the first state to petition the FCC for channels to be reserved on a statewide basis. Oklahoma was the leader in the concept of centralized, statewide public television. The State of Alabama acted immediately and built the first statewide ETV network but it was based on Oklahoma's idea.

There have been some changes in construct of Authority over the years but they have tended to be administrative as opposed to structural.

It is important to note that OETA only exists as a federally licensed and regulated agency of the State. Without a license from the federal government, the Authority may not exist or conduct business.

The most significant redefinition of duties came with the creation of the OETA Foundation at the direction of legislative intent language pursuant to Title 70 O.S. § 23-101 and Senate Bill No. 454 passed by the 1982 Oklahoma Legislature.

The resulting partnership agreement provided for a clearly defined line between the responsibilities of the State and the non-profit OETA Foundation. The most significant of these was the role the Foundation would play in securing private funds to accomplish the programming, promotion, production development and membership functions for the Authority.

3. *List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.*

To do all things necessary or convenient to carry out the powers expressly granted in Section 23-101 through 126 of Title 70 of the Oklahoma Statutes.

4. *Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).*

There is no service, operational fiduciary, pecuniary or legal entity that holds similar licenses for statewide public television in Oklahoma. Non-commercial, public television licenses are exclusive and are granted only to specifically qualified organizations which must meet rigid FCC tests and are subject to its rules and regulation.

5. *Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. (If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
2 as of 11/30/11	4	5	5	5

6. *For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.*

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	61	2	
FY-11	58	2	
FY-10	64	2	
FY-09	65	2	
FY-08	63	2	

7. *Describe the agency, board, or commission's programs for each of the following activities:*

A. *Certification, licensure, and permits:* N/A
B. *Monitoring:* N/A
C. *Enforcement:* N/A
D. *Continuing Education:* N/A
E. *Other:* N/A

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A"):*

A. *Number of applications received for examination, certification, or permits:*

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

B. *Number of applicants certified or licensed or permits granted:*

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

C. *Number of applicants denied:*

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

D. *Number of disciplinary hearings held:*

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. *Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):*

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. *Are the names of the persons for which disciplinary action was*

taken confidential? Please cite statute (federal and/or state) or rule. N/A

G. *Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.*

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

H. *Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.*

FY-12	FY-11	FY-10	FY-09	FY-08

- OETA now provides digital and high-definition programming to 75 percent of the state's population with the completion of the federally mandated digital conversion. The four major broadcast service areas now have digital coverage serving a population of 2.6 million. The remainder of the state is served by 14 strategically located translators in rural communities.
- Four separate, distinct channels of cable programming have now been added, quadrupling the service of top-quality television for viewers in Tulsa and Oklahoma City. Currently Cox Cable is carrying these channels with the service available for all other providers who can link to the OETA headquarters in Oklahoma City. AT&T Cable is also expected to pick up these channels. This has expanded OETA's service from 8,760 hours per year to more than 30,000 hours per year.
- Increased private funding over the past five years continues to allow the State of Oklahoma to invest public funding in much-needed telecommunication infrastructure.
- OETA is the only television operation (either commercial or non-commercial) serving the entire state of Oklahoma.
- For many rural Oklahomans, OETA continues to be the only broadcast television signal received at their home.
- OETA's website, via ONENET, provides gavel-to-gavel "open mic" audio coverage of both the Oklahoma Senate and the House of Representatives during the legislative session.
- Nationally, OETA consistently ranks as the most-watched statewide public television network and the Oklahoma City and Tulsa stations are among the top seven public television operations in terms of cumulative audience rankings. More than 1.8 million Oklahomans tune in weekly to OETA.
- OETA now provides video streaming, podcast downloads and live special events coverage on its newly designed website.
- Only 13 other states have a state operated public television network.

9. *List all source(s) of revenue for each of the last five (5) fiscal years.*

FISCAL YEAR	SOURCES OF REVENUE
FY-11	State Appropriations, Revolving Fund, Federal Grant Funds
FY-10	State Appropriations, Revolving Fund, Federal Grant Funds
FY-09	State Appropriations, Revolving Fund, Federal Grant Funds
FY-08	State Appropriations, Revolving Fund, Federal Grant Funds
FY-07	State Appropriations, Revolving Fund, Federal Grant Funds

10. *Summarize all expenditures for each of the last five (5) fiscal years.*

FISCAL YEAR	EXPENDITURES
FY-11	Operations $5,236,320 Capital $1,254,584 Total $6,490,904
FY-10	Operations $5,817,016 Capital $2,447,208 Total $8,264,224
FY-09	Operations $5,975,797 Capital $6,234,298 Total $12,210,095
FY-08	Operations $6,052,581 Capital $1,353,569 Total $7,406,150
FY-07	Operations $5,419,863 Capital $912,520 Total $6,332,383

11. *Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?*
_X__ YES _____ NO (If no, please explain)

12. *Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.*

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	N/A
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

13. *Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:*

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Implementation of "C-Span"-like service from the Oklahoma State Capitol is an exciting objective of OETA. Many thousand Oklahomans now access the audio portions of legislative activities via OETA's Internet partnership with the Senate, House and OneNet. An expanded video coverage would allow gavel-to-gavel coverage as well as hearings and special events from several other locations in the

State Capitol. The video could be streamed live over the Web and/or telecast over OETA's television network. Estimated one-time startup expenses range from $360,000 to $2 million, depending on the extent of the coverage. Operating expenses could range between $40,000 and $600,000, again depending on the number of sites in the Capitol and the number of personnel assigned to the project. Additional personnel could range from one FTE to as many as six FTE.

Expansion of statewide productions will continue to meet the needs of Oklahomans in the digital era. A mobile unit would allow OETA production staff to cover news, documentary and cultural activities of the state outside the major metropolitan areas. OETA leads the nation as the most-watched statewide non-commercial network in the United States, due mainly to the Oklahoma-centric productions. In order to continue to serve the citizens in the digital future, OETA anticipates such an expansion will initially cost about $750,000, with annual operating expenses of about $250,000. Three new staff positions would be required.

Implement a Oklahoma Commerce and Business Initiative. With increased emphasis on Oklahoma's business-friendly environment it becomes necessary to report on advances in the state's various commercial enterprises. OETA will reinstate a popular program that had been eliminated due to budget reductions in the 1990s. This Oklahoma business program will be produced weekly to reach a potential audience of more than 4 million viewers. The program will also help inform those outside of Oklahoma -- via internet streaming of the program -- to learn about business news, events and innovations of Oklahomans. Estimated cost would be approximately $450,000 and the addition of six employees.

14. *List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.*

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	
FY-10	
FY-09	
FY-08	
FY-07	

15. *Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.*

The Oklahoma Attorney General assigns a staff attorney to represent the interests of the Authority. Washington, DC, counsel is required for filings, pleadings, petitions and representation before the FCC. Every broadcasting license in the nation retains FCC counsel due to the complex labyrinth of telecommunications law. The Washington, DC, expenses are paid with non-state appropriated funds. There also may be limited one-time only agreements for very targeted technical issues.

16. *Why should this agency, board, or commission be continued or discontinued?*

The Authority represents the only way Oklahomans can receive free, over the air, public telecommunications services in the 21st century. The rural nature of Oklahoma simply assures that without OETA services many communities would not receive Oklahoma news and information. Classrooms, teachers and adult learners depend upon and benefit from OETA's unique service.

Telecommunications is the business and operational space that has remarkable growth potential going forward and Oklahoma has a golden opportunity with the bandwidth licensed to OETA. The state could never afford to purchase this capacity on the open market yet it has been given this spectrum by the FCC as long as it operates the DTV stations.

By any measure, the Authority performs at the highest level of any PBS statewide licensed network in the nation. It consistently draws large and significant viewership from the five-state region and proves Oklahomans value quality, educationally sound and intelligent produced television. Furthermore, in the digital world, the Authority will have at its disposal a wide array of bandwidth options to serve our classrooms, teachers, college students, adult learners and the business community.

17. *Submit the following material with this survey:*

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

Minutes of the Regular Meeting of the Authority

1:30 p.m., Tuesday, August 17, 2010
Conference Room, OETA
7403 N. Kelley Avenue
Oklahoma City, Oklahoma

DIRECTORS PRESENT:
Ms. Mary Ann Fergeson
Ms. Jean Hendrickson, Chair
Ms. Elaine Hobson
Mr. Brent Houston
Dr. Glen Johnson
Ms. Suzanne Lair, Secretary-Treasurer
Dr. Cindy Ross
Mr. Clarke Stroud
Dr. James Utterback, Vice Chair

DIRECTORS ABSENT:
Dr. David Boren
Ms. Sandy Garrett
Ms. Lisa Harbison
Mr. Burns Hargis

VISITORS PRESENT: Mr. Bob Allen, OETA Foundation, Dr. Blayne Mayfield, Oklahoma State University

STAFF PRESENT: Mr. John McCarroll, Ms. Tanya McHenry, Ms. Lori Holliday, Ms. Toni Matthews, Mr. Mark Norman, and Mr. Bill Thrash

The Oklahoma Educational Television Authority met in regular session at 1:34 p.m. Tuesday, August 17, 2010, at OETA Network Headquarters in Oklahoma City, Oklahoma. A Notice of Meeting had been filed with the Secretary of State and copies of the Agenda were posted in accordance with the provisions of the Open Meeting Act.

Action Items

Minutes of the June 22, 2010, board meeting were discussed. The minutes were considered following the motion by Dr. Johnson and second by Dr. Ross. The motion passed unanimously.

The FY2010 financial reports for the Authority for the period ending July 31, 2010, were discussed. Mr. McCarroll noted that July is the first month of the new FY 2011 fiscal year and also pointed out the following highlights:

FY2010:

- Remaining FY2010 expenses will continue to be paid until approximately September 30. Any state appropriations remaining will be carried in FY2011.

- The only major payment in June or July was for the completion of the satellite uplink/downlink project in the amount of $104,392.
- There will be approximately $92,000 carryover into FY2011. The carryover funds will be used for onetime purchases.

FY2011

- OETA is keeping spending to a minimum with only emergency expenditures and not filling vacant positions. The majority of spending for July was for payroll and satellite/tower rentals. Most expenses paid in the month of July are for closing out prior year expenses.

Mr. Houston moved and Dr. Johnson seconded the motion to approve the financial reports for the period ending July 10, 2010. The motion passed unanimously.

The Personnel Report for the period ending July 30, 2010, was then discussed. The only changes were the resignation of two employees. Ms. Natalie McNabb, who has been OETA's Certified Procurement Officer, has taken a more senior position with the Oklahoma State Bureau of Investigation. Mr. Randy Hayes, who has been a longtime segment producer for the documentary department, has taken a position with Ackermann-McQueen advertising agency.

Mr. McCarroll said that the two positions would remain unfilled as OETA adjusts to the reduced state appropriations for FY2011. The board discussed the impact of the losses of these two employees. Mr. McCarroll reported that although these were key positions within the organization, their roles would be filled by other current employees or certain projects may be scaled back or eliminated. Mr. Houston asked that the board receive a listing of positions now open and also be apprised of how all employees fit into the organizations structure.

Ms. Lair made the motion, seconded by Ms. Fergeson, to receive the personnel report "with regret" and the motion passed unanimously.

The Proposed FY2012 State Budget Request was then presented by Mr. McCarroll. Highlights of the budget request were discussed:

- The FY2012 Budget Request is being developed with the assumption that OETA will maintain FY2011 base appropriation.
- OETA will request the restoration of all budget reductions taken in FY2010 and FY2011 in the amount of $994,023. In addition, OETA will request $659930 in state appropriations to offset the increase in insurance and retirement contributions from FY2007 through FY2011.
- The total state appropriation increase request will be $1,653,953 for a total state appropriation in FY2012 of $5,854,313.

Following discussion by the board, Dr. Johnson moved and Ms. Lair seconded that the OETA board approve the proposed budget request and directed the staff to proceed in preparing the state request. The motion passed unanimously.

Asset Transfers from the OETA Foundation was then discussed. The OETA Foundation often purchases items for use by OETA and these assets are then transferred to the Authority. A list of equipment and other purchases, totaling $131,729.54 was presented to the board. Dr.

Utterback moved and seconded by Dr. Johnson that the Authority approve transfer of the assets with great appreciation for the Foundation. The motion passed unanimously.

Election of FY2011 Officers was then considered. Mr. McCarroll referred to material in the board books regarding the guidelines and past practices by the OETA board:

> *"The Authority shall elect from the membership of the Authority a chairman, vice chairman, and a secretary-treasurer. Any such officers, elected by the Authority... shall be appointed to serve a term of one (1) year."*
>
> *--Sec. 70.23.105 of the Oklahoma Statutes*

Leadership through a self-selection process governs the Authority. Tradition has it that officers serve for one year with annual elections and re-elections, as the case may be. A slate of officers is presented at the August meeting.
The following have agreed to be considered for election as officers for the 2011 term:

Ms. Jean Hendrickson	Chair
Dr. Jim Utterback	Vice Chair
Ms. Suzanne Lair	Secretary-Treasurer

Dr. Johnson moved and Dr. Ross seconded that the officers be elected as presented. The motion passed unanimously.

The board then was presented with other items for information and discussion.

Mr. Allen noted that the Foundation has also closed out its FY2010 budget. He reported that during the year a total of $2,061,527 in membership had been raised and that the Community Service Grant from the Corporation for Public Broadcasting totaled $1,467,426. He also said that during the just-finished fiscal year the Production Fund would be allow $177,332 to be transferred to the Authority.

Other information on programming, Tulsa studio construction, technology, publicity and outreach had been distributed with the board agenda

The board was reminded that the next meeting would be on October 19, 2010, at the new OETA-Tulsa studio on the OSU-Tulsa campus.

Adjournment

There being no further business to come before the Authority, Dr. Johnson moved and Ms. Hobson seconded the motion for adjournment. The motion passed unanimously and the meeting was adjourned at 2:36 p.m.

Adopted this 15th day of February 2011.

_____

Jean Hendrickson, Chair

_____

Suzanne Lair, Secretary-Treasurer

Minutes of the Regular Meeting of the Authority

1:30 p.m., Tuesday, February 15, 2011
Conference Room, OETA
7403 N. Kelley Avenue
Oklahoma City, Oklahoma

DIRECTORS PRESENT:
Ms. Mary Ann Fergeson
Ms. Lisa Harbison
Ms. Jean Hendrickson, Chair
Ms. Elaine Hobson
Mr. Brent Houston
Ms. Suzanne Lair, Secretary-Treasurer
Dr. Cindy Ross
Dr. James Utterback, Vice Chair

DIRECTORS ABSENT:
Dr. Janet Barresi
Dr. David Boren
Mr. Burns Hargis
Dr. Glen Johnson
Mr. Clarke Stroud

VISITORS PRESENT: Mr. Bob Allen, OETA Foundation, Mr. Sam Welsh, Oklahoma State University

STAFF PRESENT: Ms. Ashley Barcum, Mr. John McCarroll, Ms. Toni Matthews, Mr. Mark Norman, and Mr. Bill Thrash

The Oklahoma Educational Television Authority met in regular session at 1:32 p.m. Tuesday, February 15, 2011, at OETA Network Headquarters in Oklahoma City, Oklahoma. A Notice of Meeting had been filed with the Secretary of State and copies of the Agenda were posted in accordance with the provisions of the Open Meeting Act.

Action Items

Minutes of the August 17, 2010, board meeting were discussed. The October 2010 was not conducted due to a lack of quorum. The minutes were considered following the motion by Dr. Utterback and second by Ms. Hobson. The motion passed unanimously.

The FY2011 financial reports for the Authority for the period ending January 31, 2011, were discussed. Mr. McCarroll noted the following highlights:

- OETA continues to keep spending to a minimum with only emergency repairs and not filling vacant positions. The majority of spending for the first half of FY11 was for routine maintenance, payroll and satellite/tower rental.
- There was a carryover of FY10 funds in the amount of $92,025 and this will be used for onetime equipment and maintenance needs.
- An additional amount of $1,369,375 was added to the FY11 budget for expenses related to the purchase of equipment and installation in the new Tulsa facility. An

NTIA grant in the amount of $604,187 was received and a match from the OETA Foundation will be used for funding of this project.

- RFP's and purchase orders in the amount of $1,112,556 for the Tulsa project. The anticipated finishing date for this equipment will be April 2011.

Discussion of the personnel report followed. Although no new hires have been made, in accordance with the steps adopted by the board to reduce expenses, several promotions were announced. These promotions were from within OETA to fill those positions vacated over the previous six months. Mickie Smith was promoted to Production Manager from her Assistant Production Manager role, Richard Ladd was promoted to Director of Engineering from his former role as Chief Engineer and Ashley Barcum was promoted to Director of Communications from her Public Information Manager role.

In order to continue operations in the news department, especially for the current legislative session, reporters and photographers from Tulsa have been temporarily assigned to Oklahoma City and other staff from the Documentary Department will be given additional reporting duties. The two Oklahoma City reporters have resigned over the previous six months to accept other positions.

Ms. Harbison moved to accept both the financial and personnel reports. The motion was seconded by Mrs. Fergeson and passed unanimously.

The FY2010 Audit and Management Letter was then discussed. The audit was without negative findings other than the need to clarify the receipt of the Community Service Grant to be paid to the alternate payee, the OETA Foundation. The necessary requests to the Corporation for Public Broadcasting have been made and approved. Dr. Utterback commended the OETA staff for keeping track of a large number of transactions and budget items for such a positive audit with no material weaknesses.

Ms. Hobson moved and the motion was seconded by Ms. Harbison to accept the audit as presented. The motion passed unanimously.

FY2012 State Budget Request was presented to the board. This application follows the guidelines set out by the board in the August 2010 meeting. Highlights of the request were discussed, including:

- The FY12 Budget Request was developed with the assumption that OETA will maintain FY11's base appropriation.
- OETA will request the restoration of all budget reductions taken in FY10 and FY11 in the amount of $994,023. In addition, OETA will request $659,930 in state appropriations to offset the increase in insurance and retirement contributions from FY07 through FY11.
- The total state appropriation increase requested will be $1,653,953 for a total state appropriation in FY12 of $5,854,313.

Mr. McCarroll noted that both the House and the Senate committees had conducted their budget hearings for OETA and that the process reflected well on the agency. He also pointed out that

Governor Mary Fallin released her suggested state budget on February 7 and that OETA was among many state agencies to receive a 5 percent decrease in appropriations compared to FY2011. Dr. Ross mentioned that the actual reduction could be greater than 5 percent, according to the latest income projections for the state.

Ms. Lair moved and Ms. Harbison seconded the motion to approve the state budget request as presented. The motion passed unanimously.

Other items for discussion included the OETA Foundation report by Mr. Allen. He noted that the Tulsa studio construction has been completed and the move-in continues. He reminded board members that the upcoming Festival 2011 would be March 1-20 and that VIP night would be Sunday, March 20, if they could attend.

He reported that the Foundation is on target with fundraising efforts to help meet the $4,449,633 budget for FY2011.

Mr. McCarroll reported the awarding of $604,188 from the National Telecommunications and Information Administration to help finalize purchases of Tulsa equipment. A grant for $50,000 has also been received from the Kirkpatrick Foundation to help OETA conduct an education awareness campaign. Part of this awareness will be a legislative breakfast at the State Capitol on February 22 in which legislators will be able to visit with OETA staff and partnering news organizations. These news organizations -- KGOU-FM, KOSU-FM, the Journal Record and eCapitol – are contributing regular reports for the Oklahoma News Report and have helped fill the vacancy left by the OETA reporters who have not been replaced.

Other pending state legislation that might affect OETA was also discussed. Some of the bills that could have effects include the including the OETA reauthorization (Sunset review), changes in state agency board functions and measures that would direct OETA to be a C-Span type service.

The board also discussed national funding through the Corporation for Public Broadcasting and the efforts to de-fund this through the Congress.

There being no further business to come before the Authority, Dr. Utterback moved and Ms. Harbison seconded the motion for adjournment. The motion passed unanimously and the meeting was adjourned at 2:25 p.m.

Adopted this 19th day of April 20

_____

Jean Hendrickson, Chair

_____

Suzanne Lair, Secretary-Treasurer

Minutes of the Regular Meeting of the Authority

1:30 p.m., Tuesday, April 19, 2011
Conference Room, OETA
7403 N. Kelley Avenue
Oklahoma City, Oklahoma

DIRECTORS PRESENT:
Ms. Mary Ann Fergeson
Ms. Lisa Harbison
Ms. Jean Hendrickson, Chair
Ms. Elaine Hobson
Ms. Suzanne Lair, Secretary-Treasurer
Mr. Clarke Stroud
Dr. James Utterback, Vice Chair

DIRECTORS ABSENT:
Dr. Janet Barresi
Dr. David Boren
Mr. Burns Hargis
Mr. Brent Houston
Dr. Glen Johnson
Dr. Cindy Ross

VISITORS PRESENT: Mr. Bob Allen, OETA Foundation, Dr. Blayne Mayfield, Oklahoma State University

STAFF PRESENT: Mr. John McCarroll, Ms. Toni Matthews, Mr. Mark Norman and Mr. Bill Thrash

The Oklahoma Educational Television Authority met in regular session at 1:30 p.m. Tuesday, April 19, 2011, at OETA Network Headquarters in Oklahoma City, Oklahoma. A Notice of Meeting had been filed with the Secretary of State and copies of the Agenda were posted in accordance with the provisions of the Open Meeting Act.

Chair Hendrickson opened the meeting by asking board members to briefly introduce themselves. The upcoming Antiques Roadshow taping in the Tulsa Convention Center set for July 23 was discussed and details of OETA's role were outlined.

Action Items

Minutes of the February 15, 2011, board meeting were discussed. One correction was made on the draft minutes to reflect the attendance of Ms. Lisa Harbison who was reported as not attending but who was in the February 15 meeting. The minutes were considered following the motion by Ms. Hobson and second by Ms. Harbison. The motion passed unanimously.

The FY2011 financial reports for the Authority for the period ending March 31, 2011, were discussed. Mr. McCarroll noted several highlights including:

OETA continues to keep spending to a minimum with only emergency repairs and not filling vacant positions.

The NTIA grant for the new Tulsa Facility should be completed by the end of May with only $136,265 in payments remaining. The entire project will come in below the amounted awarded.

A total of $126,553 remains in the grant budget which we are requesting to be used for the encoding/decoding system for live interconnection between Oklahoma City and Tulsa.

Ms. Harbison moved and Ms. Hobson seconded the motion to approve the financial reports for the period ending March 31, 2011. The motion passed unanimously.

The personnel report for the period ending March 31, 2011, was also discussed. Mr. McCarroll noted two changes from the previous period. A particularly difficult departure from OETA was the death of Ms. Rebecca Ebey who had developed cancer that advanced rapidly. He reported that the staff had presented posthumously the Louis Vineyard Award to Ms. Ebey in appreciation for her many contributions to staff morale. The other departure was the resignation of Mr. Jonathan Siler, senior graphic designer, who accepted employment with an internet firm.

The personnel report also outlined the number of staff positions currently vacant due to attrition. Ten employees have left the employ of OETA thus far since the June 2009 and they have not been replaced. This attrition has lowered the salary and benefit budget item by $616,266. Such attrition has helped OETA avoid furloughs or dismissal of employees as has happened at many state agencies during the past two years.

The board expressed concern about the loss of employees, especially those in critical areas. Discussion followed in which it was agreed that the original steps presented in June 2010 to reduce the budget did not specifically prohibit all hiring but only those "unfunded".

Dr. Utterback made a motion to accept the March 31 personnel report and also authorize the executive director to make exceptions to the current hiring freeze. The exceptions would be to fill positions that provide for the continuance of essential functions. Mr. Stroud seconded the motion that passed unanimously.

Authorizing Relocation of Frederick Translator was then discussed. Upon the motion of Ms. Harbison and the second by Ms. Lair the board approved the following resolution:

WHEREAS, the Oklahoma Educational Television Authority has been authorized to serve the citizens of the state with educational television programming, and
WHEREAS it is important to strategically place transmission facilities across the state of Oklahoma, and an opportunity has arisen that would allow the relocation of the Frederick, Oklahoma, translator to a more suitable site near Grandfield, Oklahoma, and
WHEREAS the Grandfield, Oklahoma, relocation would allow a greater signal coverage without diminishing the service to Frederick, Oklahoma, and additional viewers will be able to receive the OETA signal, and
WHEREAS the necessary engineering studies and Federal Communications Commission permissions have been approved for OETA to move to the new location, and
WHEREAS the operating expenses would be essentially the same, if not less than the current location, and much of the relocation expense could be recovered via the sale of the Frederick transmitter building, now therefore be it

RESOLVED, that the board of OETA approve the relocation of the Frederick translator to a site near Grandfield, Oklahoma, with the understanding that expenses will not exceed $80,000.

State budget reduction options were then considered by the board. Mr. McCarroll reported that the staff had developed a proposed FY2012 budget based on a potential additional 5 percent reduction in state appropriations. This potential 5 percent cut would bring OETA's total budget reduction from FY2010 to more than $1 million.

If the cut were to be greater than 5 percent, OETA would need to consider elimination of certain core functions (news, documentary, etc.) rather than weakening the entire agency by additional staff reduction. The board suggested that such a measure would be the best alternative and directed Mr. McCarroll and the staff to develop specific actions.

The board also suggested other cost saving measures be implemented including energy conservation and the elimination of expensive mailings. It was recommended that the board agenda for June be sent electronically prior to the meeting and paper copies be available at the meeting itself.

Dr. Utterback noted that rather than just cut expenses there could be additional fundraising in program underwriting, etc. Mr. Allen also suggested that the OETA Foundation might be open to fund activities privately, especially with the opening of the Tulsa studio. Mr. Allen noted that the current staffing level in Tulsa is one-half the staffing level from the earliest years.

Other items for discussion included reports on activities during the past few months and news coverage of OETA, especially during the current legislative session. Plans were also discussed for future projects, including VIP tours of the Oklahoma City facility for legislative members and staff.

Mr. McCarroll reminded board members of the upcoming interim study on the funding of OETA and he would keep them apprised as details are available.

Adjournment

There being no further business to come before the Authority, Ms. Harbison moved and Mr. Stroud seconded the motion for adjournment. The motion passed unanimously and the meeting was adjourned at 2:47 p.m.

Adopted this 16th day of August 2011.

_____

James Utterback, Chair

_____

Secretary-Treasurer

Minutes of the Regular Meeting of the Authority

1:30 p.m., Tuesday, August 16, 2011
Conference Room, OETA
7403 N. Kelley Avenue
Oklahoma City, Oklahoma

DIRECTORS PRESENT:
Ms. Lisa Harbison
Mr. Burns Hargis
Ms. Elaine Hobson
Mr. Brent Houston
Dr. Glen Johnson
Dr. Cindy Ross
Dr. James Utterback, Vice Chair

DIRECTORS ABSENT:
Dr. Janet Barresi
Dr. David Boren
Ms. Mary Ann Fergeson
Ms. Suzanne Lair, Secretary-Treasurer
Mr. Clarke Stroud

VISITORS PRESENT: Mr. Bob Allen, OETA Foundation, Dr. Blayne Mayfield, Oklahoma State University

STAFF PRESENT: Mr. John McCarroll, Ms. Ashley Barcum, Ms. Toni Matthews, Mr. Mark Norman and Mr. Bill Thrash

The Oklahoma Educational Television Authority met in regular session at 1:30 p.m. Tuesday, August 16, 2011, at OETA Network Headquarters in Oklahoma City, Oklahoma. A Notice of Meeting had been filed with the Secretary of State and copies of the Agenda were posted in accordance with the provisions of the Open Meeting Act.

Prior to consideration of action items, several topics were discussed by the board. These included the possibility of OETA producing a series of programs highlighting state legislative districts and the fact that Governor Fallin has not named a member to the board to replace outgoing member Jean Hendrickson.

Chairman Utterback noted that according to state law if a new member has not been named, the person whose term has ended is to remain in the role. He noted that Ms. Hendrickson should continue service on the board if she wishes until the governor appoints a new member. This service would be especially important because of the need to have seven members for a quorum in order to conduct business of the Authority.

Action Items

Minutes of the April 19, 2011, board meeting were discussed. The minutes were considered following the motion by Ms. Harbison and second by Mr. Houston. The motion passed unanimously.

The FY2011 financial reports for the Authority for the period ending July 31, 2011, were discussed. Mr. McCarroll noted several highlights including:

Fiscal Year 2011:

- Remaining FY11 expenses will continue to be paid until approximately the end of August. Any state appropriations remaining will be carried into FY12 for one-time expenses such as maintenance or equipment.
- The Tulsa project is closing down and should be completed in August with the remaining balances for the ISIS upgrade and the Encoding/Decoding systems in the amount of $79,890 being paid.
- There will be approximately $100,000 from state appropriations to carry over into FY12. The carry over funds will be used for onetime purchases.

Fiscal Year 2012

- OETA is keeping spending to a minimum with only emergency expenditures and not filling vacant positions. The majority of spending for July was for payroll and some utility cost. Most expenses paid in the months of July and August are for closing out prior year expenses.

The personnel report for the period ending July 31, 2011, was also discussed. Mr. McCarroll noted three changes from the previous period. Toney Antonelli has been promoted from Animation Designer to Senior Designer. This move is necessary due to the earlier resignation of Jonathan Siler. Mr. Antonelli will be assuming responsibility for additional graphic and design work.

Ms. Debra Martin has resigned as Producer/Director to accept a similar role at the Oklahoma Department of Human Services. This position will not be filled at this time at OETA.

Mr. Donald Moore has retired from OETA as the Digital Maintenance Engineer.

The personnel report also outlined the number of staff positions currently vacant due to attrition. Eleven employees have left the employ of OETA thus far since the June 2009 and they have not been replaced. This attrition has lowered the salary and benefit budget item by $668,893. Such attrition has helped OETA avoid furloughs or dismissal of employees as has happened at many state agencies during the past two years.

The board expressed concern about the loss of employees, especially those in critical areas, and encouraged management to carefully assess the need to begin replacing some positions as the funds become available.

Dr. Johnson moved and Ms. Harbison seconded the motion to approve the financial and personnel reports for the period ending July 31, 2011. The motion passed unanimously.

Retention of Auditing Firm for FY2011 was then discussed. It was noted that HBC CPAs and Advisors had conducted the previous year's audit successfully. This would be the second year for the firm to audit OETA and the OETA Foundation. Following discussion, Mr. Hargis moved to authorize HBC CPAs and Associates. The motion was seconded by Dr. Johnson and passed unanimously.

Asset Transfers from the OETA Foundation was then considered. A total of $145,340.91 in equipment has been purchased by the Foundation during FY2011. The board expressed

appreciation for this transfer and upon the motion by Dr. Johnson and second by Ms. Harbison the motion passed unanimously.

Budget Work Program for Fiscal Year 2012 was discussed. Mr. McCarroll noted that this documentation is to be filed with the Oklahoma Office of State Finance and includes the following highlights:

- OETA will receive a total of $3,822,328 for FY 2012, as appropriated by HB 2170. This reflects an additional 9 percent reduction ($378,032) for a total of over 26% ($1,372,054) during the last three years.
- Total operating budget will be $5,108,847 which includes $1,286,520 from revolving funds. These funds come from sources such as tower rental, production services, grants/donations and other sources such as PBS royalties, datacasting, etc. The revolving fund also includes the reimbursement of $473,505 that was paid as the NTIA match on the Tulsa Facility.
- Normal operating expenses of $5,239,847 are outlined in the budget detail. These are mainly for
    - Salaries and benefits -- $3,994,763
    - Utilities -- $793,126
    - Tower and vehicle rental -- $132,156
    - Other expenses of $188,802
- There are no funds in the state budget work program for capital improvements.
- Increases in the operating expenses include a state-mandated 1% increase in retirement benefits for employees. Starting July 1, 2011, the retirement benefit paid by OETA for each employee will be 16.5%. FY 2012 is the last year for the mandated 1% yearly increase in retirement contributions.
- The other major increase is approximately 10% for insurance benefits for employees, beginning January 1, 2012.
- Satellite rental cost in the amount of $419,100 for FY 2012 will be transferred to private sources. This is a one-time opportunity that will not be available next year.
- No salary increases were authorized for FY 2012.

Ms. Harbison moved and Mr. Houston seconded the motion to approve the 2012 Budget Work Program and submit it. The motion passed unanimously.

Proposed FY2013 State Budget Request was then opened for discussion. The board was offered two different options for submission to the appropriations process. One of these options would be to submit a "flat budget" and request no increases or decreases from the FY2012 figure. The other option would be to submit a budget request based on the current FY2012 budget but increased considerably in order to pay for personnel, equipment and services that have been eliminated in the previous three years of reductions in OETA appropriations.

Following considerable discussion, the second option was the recommendation of the board. Dr. Ross moved and Ms. Hobson seconded the motion to approve a budget request for an additional $2,031,985. This results in a total state budget request by OETA of $6,444,052. The motion passed unanimously.

Long-range Capital Plan for Fiscal Years 2013 through 2017 was considered by the board. Mr. McCarroll pointed out that as a state agency, OETA is required to submit to the Office of State Finance a plan that considers what capital expenses might be needed for the next five years. Highlights of OETA plan include:

- For the last 10-12 years the focus of OETA's capital expenditures has been on the digital conversion. Now that this project is completed, OETA looks ahead to what may be needed in the next five years.
- A continuing request has been for a remote production truck. This truck would allow coverage and uplinking from any place within the State of Oklahoma. This unit would serve as a backup emergency production facility in addition to allowing statewide news and/or documentary coverage.
- An enhanced governmental coverage project is estimated to be $4.775 million. This would allow a "C-Span" type operation at the State Capitol. If this level of funding is unavailable there are various options.
- The OETA plan includes $500,000 per year (beginning in 2013) to replace digital equipment that will become obsolete or inoperative. This is a significant change in that previous annual budgets did not fund depreciation of equipment.

Ms. Harbison moved and Mr. Hargis seconded the motion to submit the Long-Range Capital Plan as outlined above. The motion passed unanimously.

Election of officers for FY2012 was opened for action. It was noted that officers are legislatively required to be elected at the first meeting of each fiscal year. As a matter of practice the officers are often elected for a second one-year term.

Dr. Johnson moved that the board elect by acclamation the following officers:

Chairman – Dr. James Utterback
Vice Chairman – Ms. Suzanne Lair
Secretary-Treasurer – Dr. Cindy Ross

The motion was seconded by Mr. Hargis and the motion passed unanimously.

Discussion items included reports on various activities undertaken by OETA and future plans. Ms. Barcum also reported on the success of the recent Tulsa production of the Antiques Roadshow. More than 6,000 people attended the event and contact information was gathered for OETA's membership solicitation. Mr. Norman announced that the Frederick, Oklahoma, transmitter's move to Grandfield, Oklahoma, will be finished in several weeks. This move will increase OETA's reach much farther in southwestern Oklahoma and northern Texas.

Adjournment

There being no further business to come before the Authority, the meeting was adjourned at 2:56p.m.

Adopted this 18th day of October 2011.

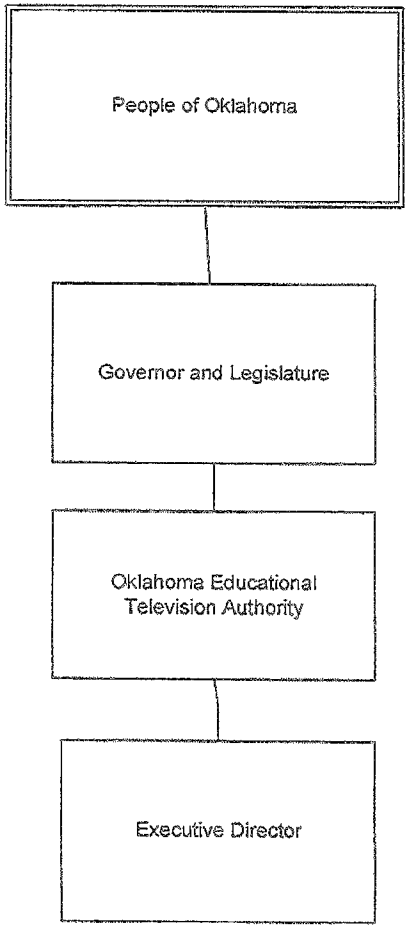
_____

James Utterback, Chair

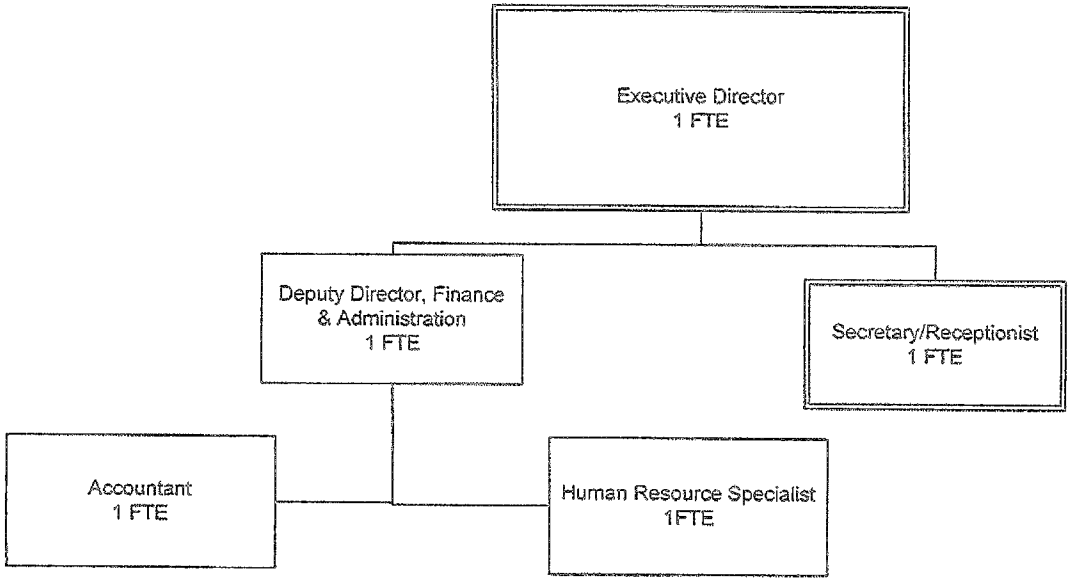
_____

Cindy Ross, Secretary-Treasurer

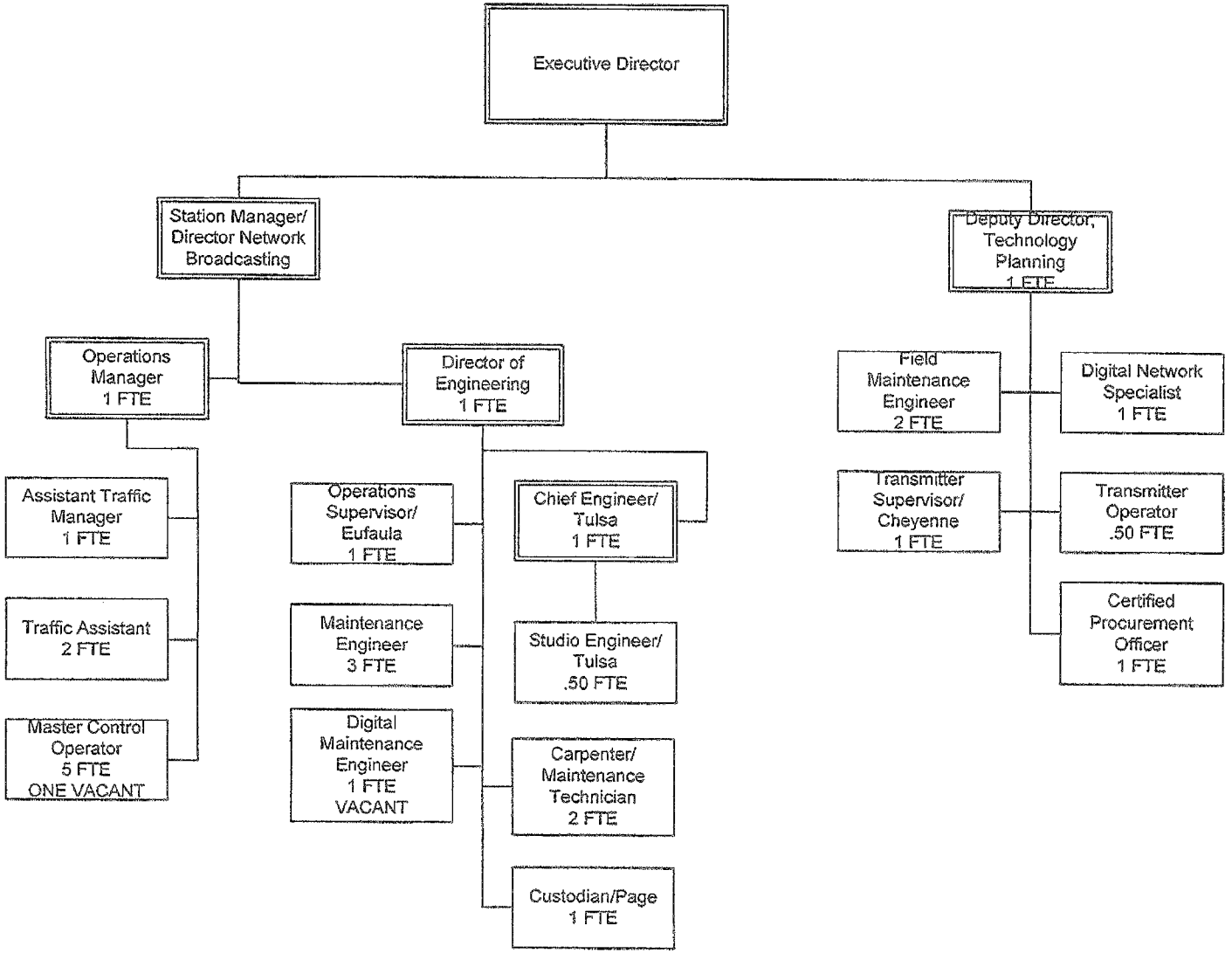
Oklahoma Educational Television Authority
Table of Organization
Fiscal Year 2012
63.0 FTE



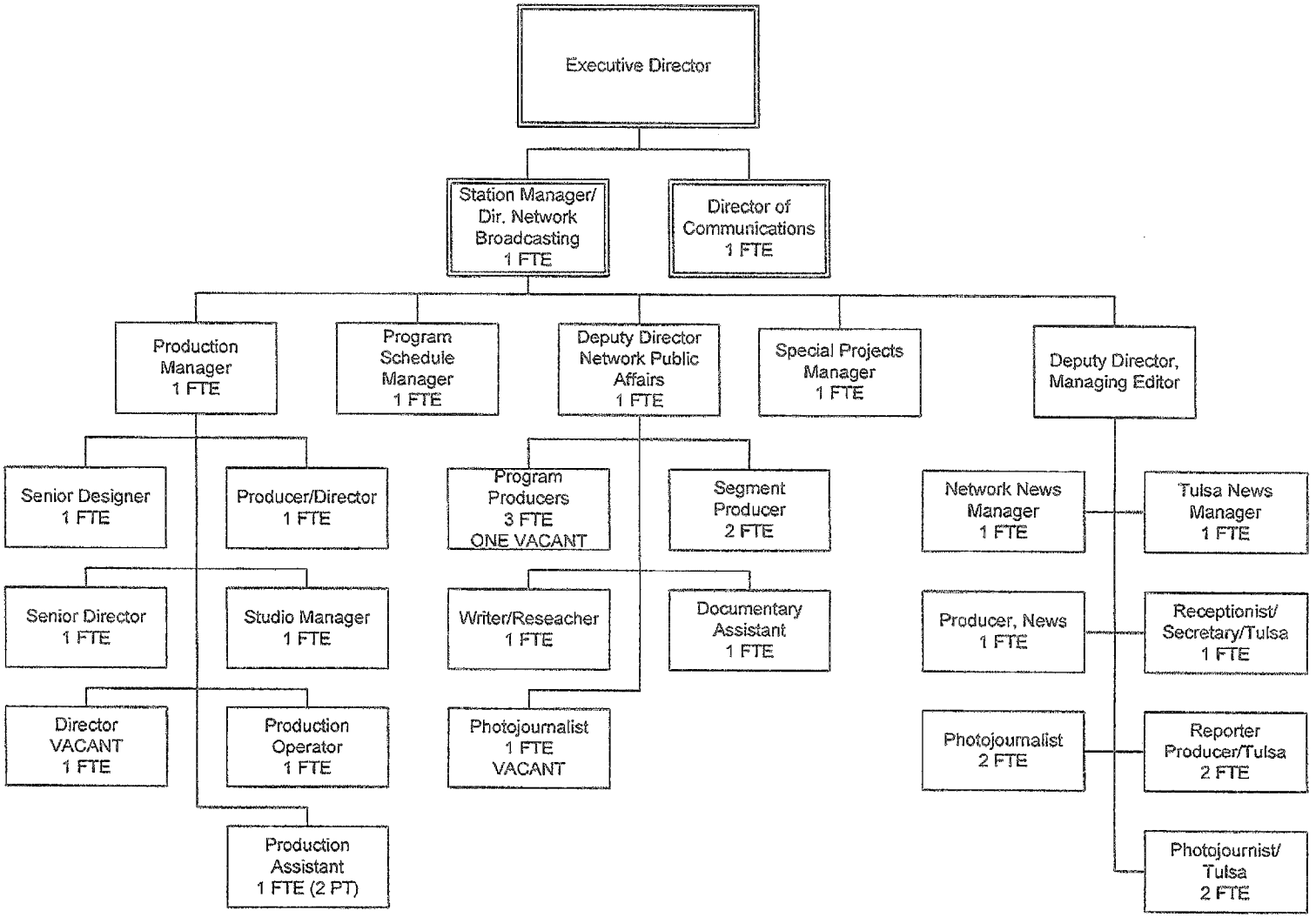
Division of Administration & Finance
5.0 FTE



Division of Broadcasting & Technical Operations
26 FTE



Division of Programming & Production
32.0 FTE



OETA

THE OKLAHOMA NETWORK

OETA BOARD OF DIRECTORS

Chair: Dr. James W. Utterback,
President, Seminole State College

Vice-Chair: Suzanne Lair,
Principal, Jenks West Elementary School

Secretary/Treasurer: Dr. Cindy Ross
President, Cameron University President

John McCarroll, Executive Director

Dr. Janet Barresi
Superintendent of Public Instruction

Burns Hargis
President, Oklahoma State University

Jean Hendrickson,
Executive Director, Oklahoma A+ Schools

Elaine Hobson
Speech Language Pathologist

Mary Ann Fergeson
Community Leader, Altus

Dr. David Boren
President, University of Oklahoma

Dr. Glen D. Johnson
Chancellor, State Regents for Higher Ed

Clarke Stroud
Dean of Students, University of Oklahoma

Brent Houston
Principal, Shawnee Middle School

Lisa Harbison
Community Leader, Muskogee

OETA FOUNDATION BOARD OF TRUSTEES

Chair: Dr. Edwin Vineyard

Vice-Chair: Terri Taflinger

Secretary/Treasurer: Juanita Kidd

"Providing Nearly Three Decades of Private Support."

Robert L. Allen
President

Sue Healey

Jean Hendrickson

Randy Everest

Dr. James Utterback

Dr. James Cook

A Message from the Executive Director...

OETA-The Oklahoma Network provides educational and public television programming to Oklahomans statewide. OETA is fully committed to the creative use of telecommunications technologies to deliver essential educational and public media and value-added services to enrich the quality of life for all Oklahoma citizens and children.

As a result of that mission, OETA-The Oklahoma Network consistently engages Oklahomans across the state with educational and public television programming, outreach initiatives and online features that collectively encourage lifelong learning.

OETA relies on the funding partnership between the State of Oklahoma and the OETA Foundation, a proven model of an efficient and effective funding model. Without this exceptional public-private support, OETA could not continue to provide vital educational programming and services to Oklahomans across the state.

In an increasingly cluttered media environment, it is more important than ever to ensure that Oklahomans continue to receive the unique programs and services that only OETA can provide.

John McCarroll, Executive Director
OETA-The Oklahoma Network

A PUBLIC-PRIVATE PARTNERSHIP MODEL

This Agreement is made and entered into this 26th day of February, 1992, by and between the Oklahoma Educational Television Authority, a public board licensed by the Federal Communications Commission ("FCC"), (hereinafter known as "OETA"), and the Oklahoma Educational Television Authority Foundation, Inc., a corporation organized under the laws of the State of Oklahoma (hereinafter known as "Foundation").

RECITALS

WHEREAS, OETA and the Foundation have developed a successful funding partnership between public and private financing resources to insure the proper and steady growth of educational and public television services to all the citizens of Oklahoma; and

WHEREAS, pursuant to Title 70 O.S., §23-101, the Oklahoma Legislature stated its intent and purpose to make educational television services available to all Oklahoma citizens on a coordinated statewide basis under the direction and supervision of the Oklahoma Educational Television Authority; and

WHEREAS, the OETA Foundation, Inc. is a private, non-profit organization and was established in 1983 as a result of S.B. 454 passed by the 1982 Oklahoma Legislature, which expressed legislative intent that the Oklahoma Educational Television Authority seek ways to encourage contributions in the private sector by cooperating with a non-profit foundation; and

WHEREAS, since its inception in 1983, the Foundation has operated for the exclusive purpose of receiving, investing and expending privately donated non-state appropriated funds for educational and eleemosynary purposes related to the support, promotion, development and growth of educational and public broadcasting in Oklahoma; and

WHEREAS, the Foundation has been and continues to be an excellent model of a private, non-profit organization created to support the growth of educational and public broadcasting; and

WHEREAS, the Foundation has established relationships of mutual trust and confidence with its many private contributors and, to insure financial accountability, has annually been audited by an independent certified public accountant; and

WHEREAS, the inherent reason for the Foundation's success has been the ability of the Foundation to assure its many private contributors that their donations will enhance the quality of public programming and will not merely be considered as replacement funds for legislative appropriations; and

WHEREAS, the Foundation has successfully raised private funds from citizens, corporations and foundations to pay for programming and programming related expenses and such programming purchases on behalf of OETA have resulted in more and better offerings to the public; and

WHEREAS, both OETA and the Foundation reaffirm their long-standing commitment to autonomy and independence of judgment in programming and broadcast matters and in the belief that this agreement further accomplishes that end; and

WHEREAS, the OETA and the Foundation are separate legal entities, both existing for the purposes of support, promotion, development and growth of educational and public broadcasting in Oklahoma, it is the desire of the respective parties to enter into this Agreement to delineate mutually supportive obligations and responsibilities, while maintaining separateness of function and accountability to the public hereby served; and

NOW, THEREFORE, for adequate and sufficient consideration of which are acknowledged, it is hereby agreed, understood and acknowledged by and between OET A and the Foundation that:

1. The Foundation will provide to OETA designated public programming, including programming development and promotion, all to be paid for by Foundation funds derived from private contributions from individuals, corporations, and foundations.

2. The Foundation will provide management of the Programming Endowment that was established in 1983 and that funds for the Endowment will continue to come from such funding sources as program underwriting, endowment grants, unrestricted grants, interest earned on investments, carry-over funds, if any, and planned giving.

3. The Foundation will be responsible for paying for programming, promotion and development staff salaries, Foundation facilities, development activities, new program development, as well as specific components of OETA's programming schedule (as described in paragraph 1).

4. In the interest of insuring that OETA funds and Foundation funds remain separate and can be properly accounted for, the Foundation will reimburse actual cost to OETA for employees' time and facilities use during development and fundraising activities.

5. In the interest of insuring that OETA funds and Foundation funds remain separate and can be properly accounted for, the Foundation will reimburse OETA fair market value cost for the utilization of office space on an as-needed basis by Foundation employees in accordance with state procedures and law.

6. All state funding will flow into OETA and that OETA will pay for OETA staff salaries, on-air operations and other operating expenses, OETA facilities and equipment, local productions such as news or coverage of the legislature.

7. OETA has legal responsibility for all operations and programming.

8. OETA retains the ultimate responsibility for anything it broadcasts and, therefore, must retain the right to reject or refuse any programs which OETA believes to be unsatisfactory or unsuitable or contrary to the public interest. OETA retains the right to preempt any and all programs in the event of great urgency or importance to satisfy its public interest standard.

9. Both OETA and the Foundation are governed by their respective separate existing Boards.

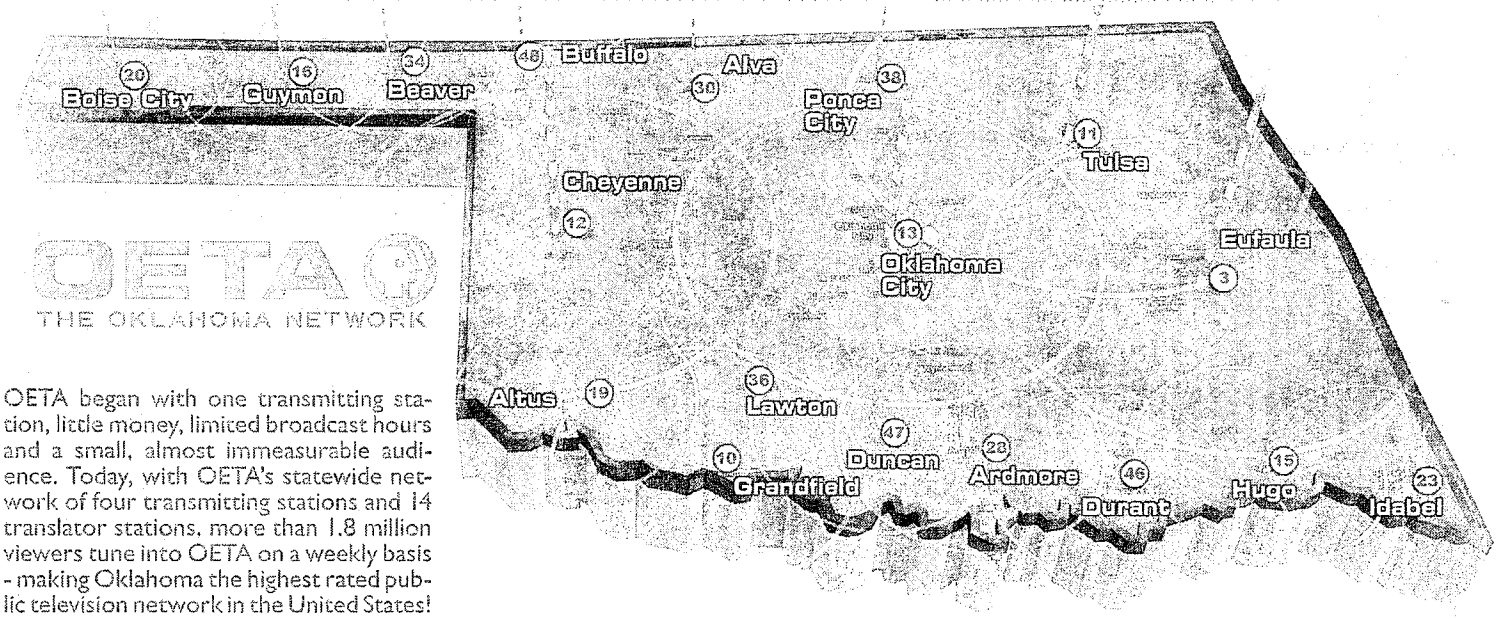
10. In the interest of insuring ongoing communication and encouraging cooperation, the OETA and the Foundation agree to create a Joint Coordinating Council consisting of the officers of both Boards to serve as a forum for developing general policy and for making necessary recommendations to the respective Boards of OETA and the Foundation, if needed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Ms. Carrie Abernathy Bell, Chairman,
OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY

Dr. Edwin E. Vineyard, President,
OETA FOUNDATION

STATEWIDE INFRASTRUCTURE



OETA
THE OKLAHOMA NETWORK

OETA began with one transmitting station, little money, limited broadcast hours and a small, almost immeasurable audience. Today, with OETA's statewide network of four transmitting stations and 14 translator stations, more than 1.8 million viewers tune into OETA on a weekly basis - making Oklahoma the highest rated public television network in the United States!

A Recent History of Significant Achievement

2007: Centennial Celebrations

To celebrate the Oklahoma Centennial, OETA produced six new history documentaries and a series of two to three minute "one hundred stories for one hundred years." OETA also produced the award-winning Centennial Parade and the Centennial Spectacular for national television. Viewership of these two events set records for public television nationally.

2008: Award-Winning Community Service

OETA wins an Emmy Award for an ambitious statewide story collection project, Oklahoma's World War II Stories. The history preservation project gathered more than 1,000 stories from Oklahoma WWII veterans, featured a companion documentary and a live educational webcast on December 7, broadcast to Oklahoma schools from the memorial celebration at the USS Oklahoma in Hawaii.

2009: Digital Revolution

To meet a federal deadline that ended the analog television system, OETA successfully completed the largest, most efficient transition in it's history, rebuilding the entire network across the state and finishing the digital conversion. OETA now offers two channels of programming statewide, with all in-house productions available in stunning high definition. The transition included a statewide outreach effort, informing viewers across the state through workshops, phone banks, instructional programs and hands-on assistance to ensure Oklahomans successfully made the switch to digital.

2010: In-Depth Election Coverage

Award-winning election coverage by OETA places it as the ***most-watched public television station in the nation*** on the election evening of November 2, 2010. Throughout 2010, the OETA news and public affairs department provided a wide range of legislative and election-dedicated programming to viewers across the state. The Voter Voices engagement project reached out to voters across the state to seek their views and thoughts about the candidates and issues of importance during the election cycle.

2011: Governor Mary Fallin's Historic Inauguration and New Tulsa Studio

OETA was the broadcast partner that provided Governor Mary Fallin's historic inauguration ceremonies from State Capitol, broadcasting live across Oklahoma and worldwide via live streaming on the OETA website. The new OETA Tulsa Studio, a state-of-the-art studio and broadcast facility opened on the Oklahoma State University-Tulsa campus, providing an improved service to Northeast Oklahoma and a training ground for students.

EDUCATIONAL IMPACT

Through quality local content, engaging educational services and emerging technologies, OETA stands as a leading community resource for all Oklahomans. The power of Oklahoma's statewide network to strengthen families and connect communities is driven by a combination of engaging, efficient and effective services provided on a variety of platforms: on-air, online and on the ground.

OETA's reach extends beyond the broadcast, using unrivaled educational programming to engage Oklahomans to connect with other communities, to be better informed citizens, to explore the state in greater detail and to ensure lifelong learning opportunities. These community engagement initiatives truly maximize the impact of OETA programming, cultivating an interactive environment for citizens to learn, discuss and grow.

SUSANNAH BENNAH DAWSON

"OETA is my source for broadening my knowledge of Oklahoma. It just provides so much in terms of being able to better myself and thus better my community and my state. I think OETA is not only important, it's essential."

OKLAHOMA FOCUS, STATEWIDE REACH

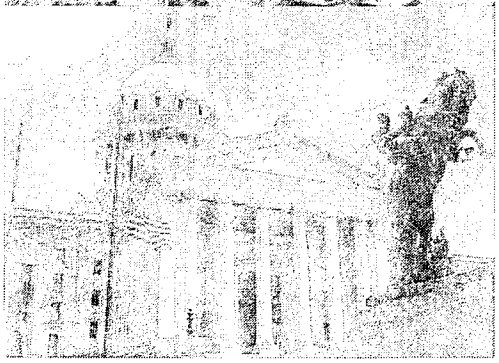
One of the most important ways OETA serves the people of Oklahoma is by providing hundreds of hours of solid, in-depth political and governmental coverage, as well as award-winning, inspiring, entertaining, educational and informational programs and documentaries exploring the arts, culture, current issues and history of this great state. The depth, breadth and quality of Oklahoma content provided by OETA to citizens across the state simply cannot be found anywhere else.

OETA annually provides hundreds of hours of local Oklahoma programs and specials. The focus on quality local content and statewide reach has helped propel Oklahoma's network to be the highest rated statewide network in the country and put Oklahoma on the map with countless national awards.

The digital conversion has enabled OETA to double it's reach and services with an additional channel of programming: OETA OKLA. This unique channel is packed with Oklahoma-focused programs and a rich, diverse range of programming designed to provide something for each Oklahoman.

DR. HENRY CLARK TEDYUND

"OETA has given us a statewide voice, a statewide forum. We need this more than ever. The coverage of the state Capitol and state government is critical if we as citizens are to understand fully what's going on. We need information that we can not only rely on, but information that makes sense of everything that happens around us. OETA helps provide that to us in a way that isn't available anywhere else."

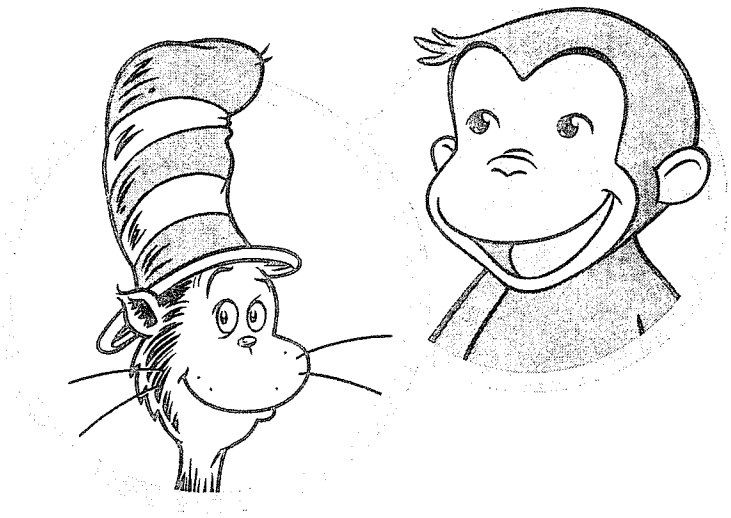


OETA: OKLAHOMA'S LARGEST CLASSROOM

OETA is committed to providing the highest quality programming and learning environment for children to stimulate their curiosity, encourage interaction and foster their imagination. OETA remains a leader in the industry enriching the lives of children across the state. The real world is full of opportunities to explore and grow. And our Oklahoma children are little people with big potential. That's why OETA provides a safe, age-appropriate and engaging environment for our littlest Oklahomans. OETA programming inspires and nurtures a love of learning from reading and writing to science and math, social and emotional development and much, much more.

OETA optimizes the power of media to help Oklahoma kids reach their potential and discover a world of unlimited possibilities. We partner with parents, teachers and caregivers to ensure that our children grow physically, emotionally and intellectually in a healthy, safe environment.

Children require trusted guides on their journeys of learning and discovery. The children's programming and services provided by OETA engage and educate through beloved – and trusted – characters such as Big Bird, Curious George and WordGirl. Through a child's OETA experience, learning happens naturally as part of a fun and delightful adventure.



BROOKE PUCKETT, TULSA

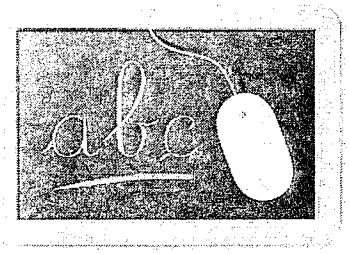
"For me as a parent, OETA is essential. I think my favorite parts about having OETA in my home is all of the educational programs my children are exposed to and how much they absorb."

#1 Educational Media Source for Kids and Parents

Studies show that teenagers who watched SESAME STREET in preschool had higher grades in English, math and science, enjoyed reading more and expressed lower levels of aggression than those who did not. Such studies reveal why these programs are so essential – and demanded. These have a infinite educational lifespan – they serve as a time-honored educational source for children, who employ the lessons learned throughout their academic life, then return as adults to share the learning experience with their own families – a direct result of the educational impact of OETA programs.

The prestigious Roper Poll in 2011 ranked public media including OETA as the "Most Educational Media Brand" and the children's programs provided by OETA as the "Most Important to Have" for children ages 2 through 8. Public television also topped the list – by more than 40 percent – as the media provider that prepares kids for school and life, as well as essential math, reading and other skills.

The OETA Digital Learning Library



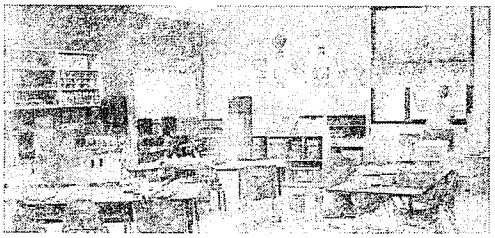
The OETA Digital Learning Library is a free repository of digital media learning objects, including videos, images, interactives, audios and documents. The content is easily searchable, tagged and correlated to state education standards.

Available to Oklahoma teachers (PreK-16) at oeta.pbslearningmedia.org, the service provides thousands of lesson plans, interactive games and simulations, maps, photos, essays and more on all major educational topics:

- Unique access to best-in-class resources from producers and partners tied to Common Core and national curriculum standards.
- A robust content library of thousands of digital core curriculum resources, designed with today's student in mind.
- Carefully created, purpose-built media: videos, interactives, audios, lesson plans, multimedia, professional development, and more.
- Ability for educators to search, save, share and review content.
- A flexible, high-speed platform supported by cutting-edge technology.

It includes thousands of classroom-ready, digital resources such as videos and interactives perfect for the Interactive Whiteboard, plus audio and photos. The OETA service also provides in-depth lesson plans, plus strategies, tools, and professional development resources needed to fully utilize digital learning.

Tools for Teachers, Parents, Homeschoolers and Day Care Providers



Oklahoma teachers provide knowledge and guidance to our state's young people and support the well being of our culture. That's why OETA's primary mission is to inform and inspire Oklahomans with multi-platform content of unparalleled educational quality.

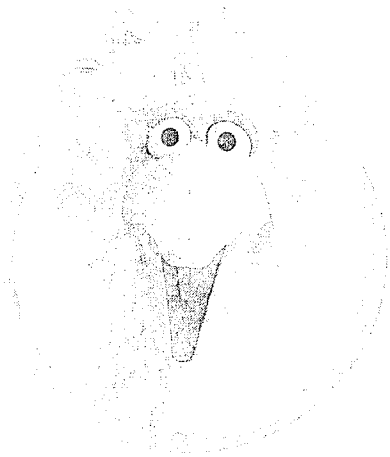
OETA has produced a vast array of educational programs available online such as STATELINE and GALLERY. OETA, through PBS, provides high-quality preK-16 free educational resources at pbs.org/teachers, including thousands of classroom materials suitable for a wide range of subjects and grade levels.

Professional development for educators is also available through PBS TeacherLine. As the premier provider of high quality online professional development, the service enables teacher connection and sharing best practices, as well as offers graduate level courses span the entire curriculum: Reading/Language Arts, Mathematics, Instructional Technology, Instructional Strategies, and Science.

Electronic Field Trip Program

OETA ensures Oklahoma ranks in the top five states participating in Colonial Williamsburg Electronic Field Trips, bringing early American history to life. OETA plays a critical role by airing a series of live broadcasts that provide Oklahoma students an opportunity to call toll-free and speak directly to historians and character interpreters. In partnership with the Oklahoma Foundation for Excellence, 112 Oklahoma elementary schools are participating in the program this year. Also, the popularity of the program has placed Oklahoma second only to California in the number of teachers attending the Colonial Williamsburg Summer Institute, which expands their skill set in the classroom through "on location" development in Williamsburg, Virginia.

Today's parents face many challenges and OETA provides a safe educational environment for Oklahoma families. From expert advice on the latest parenting issues to an age-by-age guide to a child's development from birth to age nine, OETA helps families navigate today's world. Plus, parents can access strategies for building literacy and math skills and access safe interactive games that educate and entertain. And, the highly regarded Child Development Tracker tracks a child's development at a specific age or stage and suggests supporting activities.



LIZ SCHYLER, OKLAHOMA CITY

Oklahoma Kids Are Ready to Learn

OETA is a center of discovery, using the power of educational media to connect with curious minds at any age, from classroom to community. This focus on anytime learning goes beyond the broadcast and includes statewide initiatives that prepare little ones for school. OETA delivers critical learning tools to teachers and care providers, strengthens Oklahoma families and empowers adults looking to resume or further their education.

The Ready to Learn initiative links OETA with the Oklahoma Department of Libraries to train Oklahoma teachers, parents, homeschoolers and day care providers on how to use OETA programming as an educational tool. The program provides workshops across the state to help those educating our littlest Oklahomans with the tools necessary to ensure all of our children excel in reading, math and science. Through Ready to Learn, OETA partners with public and private organizations each year for Read Across Oklahoma, an annual literacy celebration for at-risk children at the Oklahoma City and Tulsa Zoos. Plus, the annual Oklahoma Young Writer's Contest encourages kindergartners through third-graders statewide to create and write their own storybooks, culminating in an awards celebration at the State Capitol.

Ready to Learn workshop materials and OETA programs are also used in adult literacy classrooms. Adult literacy programs, including TV411 and GED Connection, prepare adults for employment and encourage them to complete their high school education — ensuring stronger families and a more capable workforce.

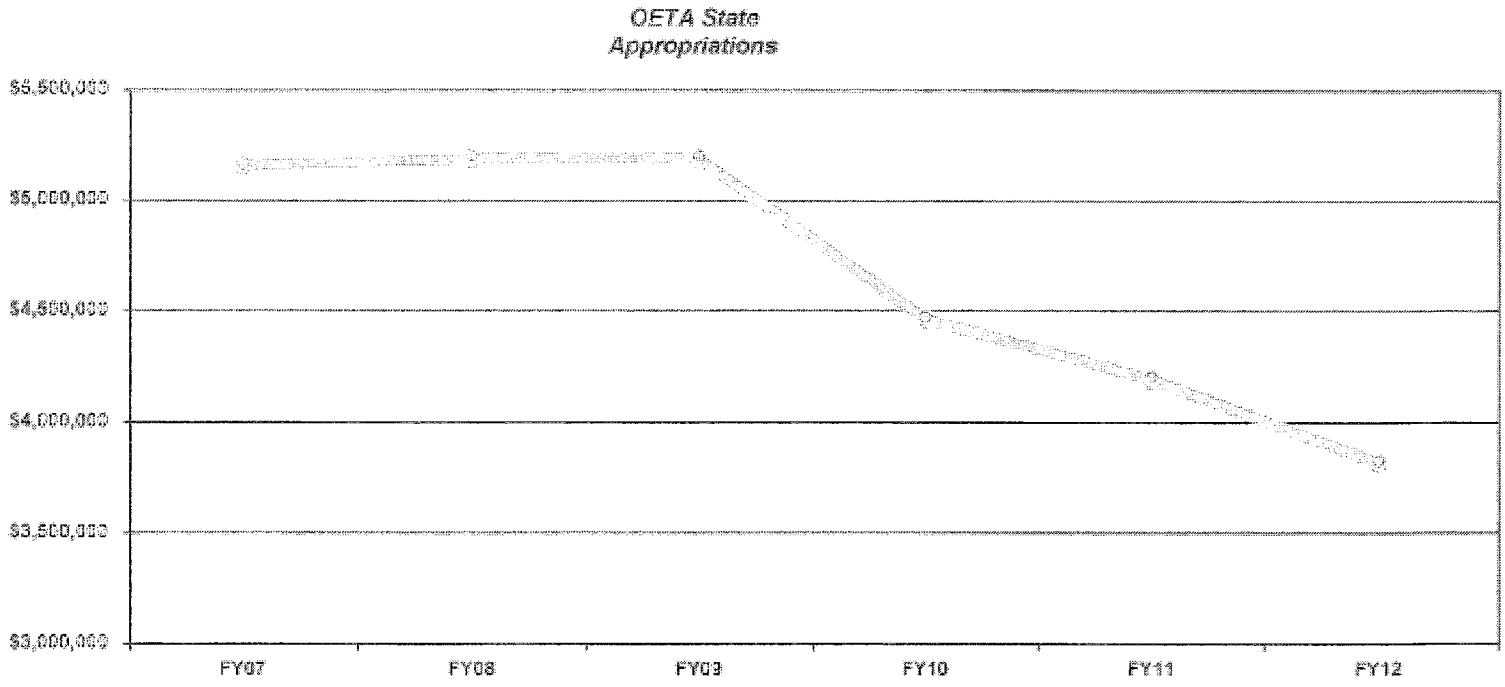
"We want to be very careful about what our children learn and what they're exposed to. OETA's Ready to Learn program, helps child care specialists who work with your children everyday, learn how to use television safely and wisely. They can come to a workshop, receive training about brain development, about how to safely view television – no matter what is on, children are learning. That's how strong television can be. We want it to be strong for all the right reasons."

STATE FUNDING - OPERATIONS

As a state agency, state funding is the most important source of funding for OETA. This funding provides the base for which all other fundraising is achieved. State funding reductions of 26 percent over the last three years have resulted in a loss of a great number of talented staff. This loss of funding has reduced the weeknight newscast to one night a week and eliminated programs that enrich our great state, including Tulsa Times, Oklahoma City Metro, Legislative Week and other documentary series. OETA is currently seeking increases in state funding to remedy this major shortfall.

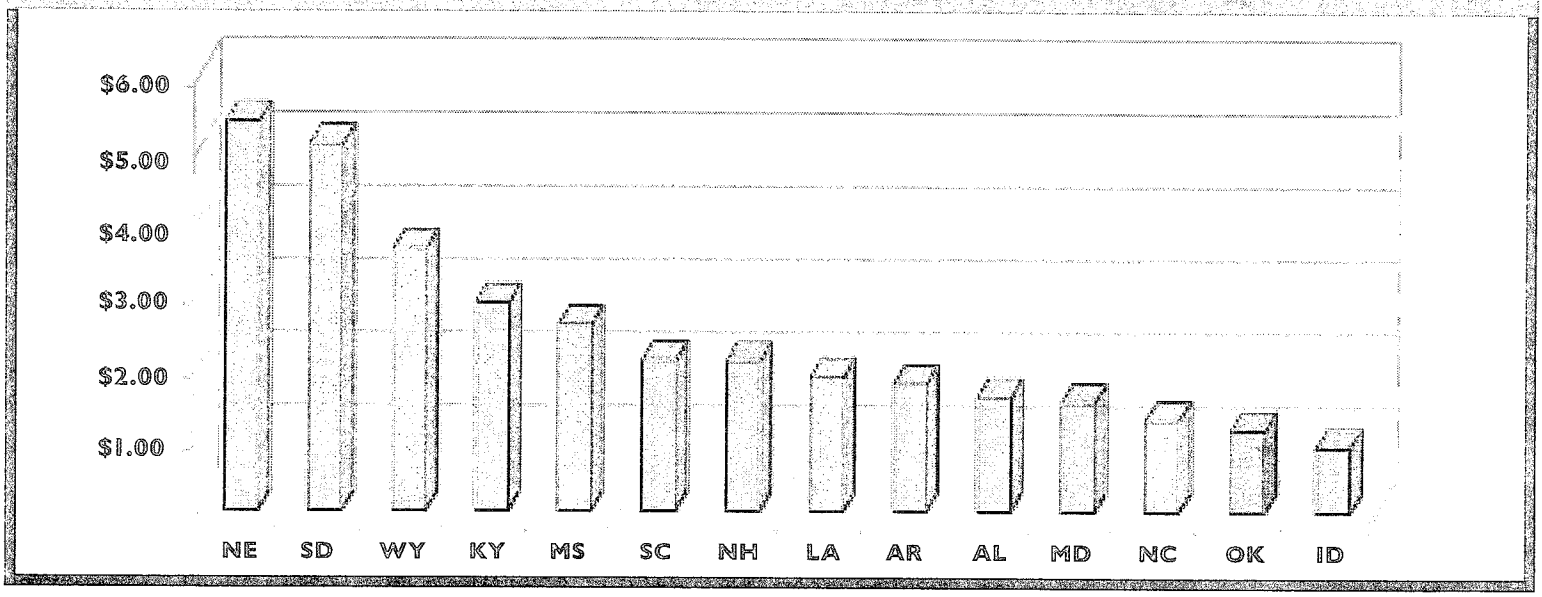
OETA APPROPRIATIONS FROM THE STATE OF OKLAHOMA

Fiscal Year	FY07	FY08	FY09	FY10	FY11	FY12
Appropriation	$5,164,350	$5,194,383	$5,194,383	$4,468,468	$4,200,360	$3,822,328



STATE FUNDING COMPARISON

STATE PUBLIC TELEVISION NETWORK FUNDING PER PERSON



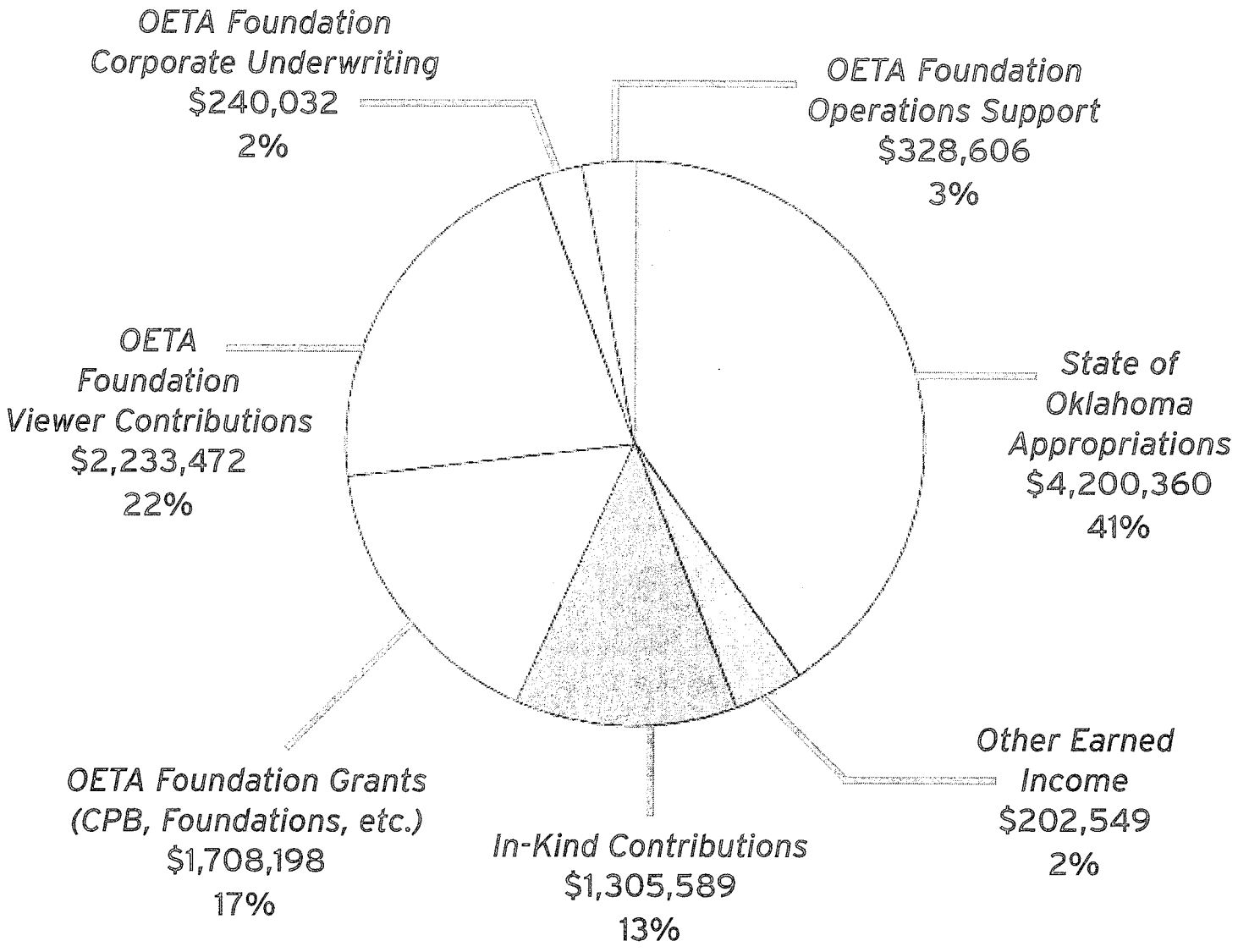
State	2011 Appropriation	Population	State $ per person
Alabama	$7,457,978	4,779,738	1.56
Arkansas	$5,092,413	2,915,918	1.75
Idaho	$1,390,500	1,567,562	0.89
Kentucky	$12,381,700	4,339,367	2.85
Louisiana	$8,328,652	4,533,372	1.84
Maryland	$8,653,985	5,773,552	1.50
Mississippi	$7,557,720	2,967,297	2.55
Nebraska	$9,747,505	1,826,341	5.34
N. Carolina	$11,997,888	9,535,483	1.26
New Hampshire	$2,714,000	1,316,470	2.06
Oklahoma	$4,200,360	3,751,351	1.12
South Carolina	$9,556,490	4,625,364	2.07
South Dakota	$4,100,000	814,180	5.04
Wyoming	$1,779,492	493,782	3.60

NE	$5.34
SD	$5.04
WY	$3.60
KY	$2.85
MS	$2.55
SC	$2.07
NH	$2.06
LA	$1.84
AR	$1.75
AL	$1.56
MD	$1.50
NC	$1.26
OK	$1.12
ID	$0.89

Information supplied by the Organziation of State Broadcast Executives (OSBE) and the U.S. Census Bureau

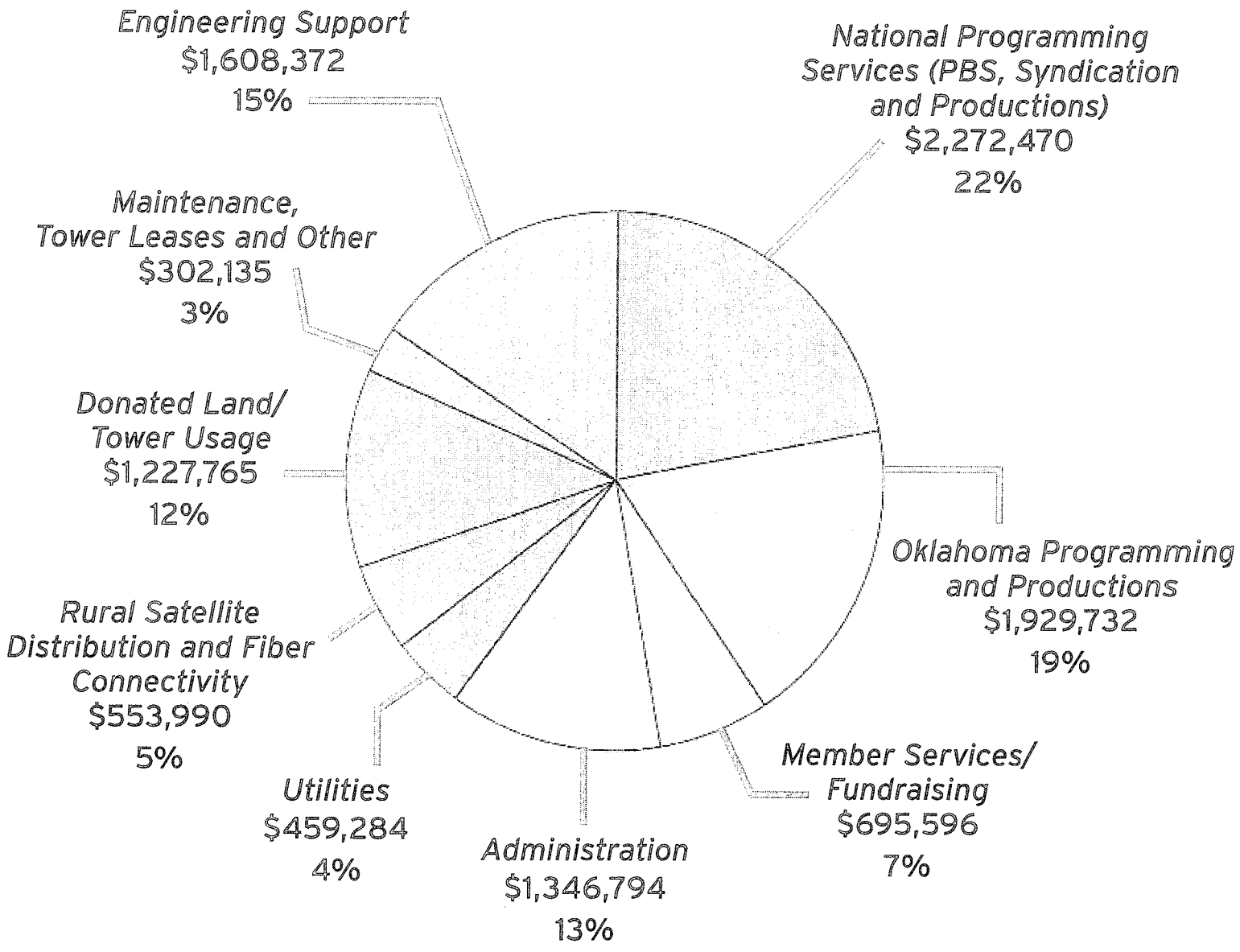
INCOME

OETA and Foundation Operating Revenue for FY 2011
$10,396,138



OETA and Foundation Operating Expenses for FY 2011

$10,396,168



Oklahoma Educational Television Authority
7403 N. Kelley Avenue, P.O. Box 14180
Oklahoma City, OK 73113-0130

Nonprofit Organization
U.S. Postage
PAID
Oklahoma City,
Oklahoma
Permit No. 886

LEGACY FOR EXCELLENCE TRUST FUNDS

$50 Million Endowment Goal

In 1983, the OETA Foundation established a permanent Programming Endowment to solicit and receive endowment donations for the long-term support of OETA and public television in Oklahoma. The principal or corpus of the endowment is invested and not available for expenditure. However, five (5) percent of the corpus' value each year is available for expenditure in support of OETA and public television programming.

In later years, as the Endowment grew, the Foundation expanded this purpose to include operations and facilities. Today, the expanded permanent Endowment is known as "Legacy for Excellence Trust Funds."

The Foundation has set an ambitious goal of raising $50 million through it's planned giving and major gift campaign for its three permanently endowed trust funds - Trust Fund A - Operations; Trust Fund B - Programming; Trust Fund C - Facilities. The Foundation is a little more than half-way to it's goal.

OETA
THE OKLAHOMA NETWORK

Provided by the Oklahoma Educational Television Authority Foundation, Inc.

OKLAHOMA MUSIC HALL OF FAME

53rd Oklahoma Legislature
First Session

2011 Sunset Review Survey

Name of Agency, Board of Commission: Oklahoma Music Hall of Fame

Agency Staff Contact: Ms. Penny Kampf, Executive Director

Agency Telephone Number: 918-687-0800

The Oklahoma Sunset Law Requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity, Over the years the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov)

1. Briefly describe your agency, board or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

A. Seven (7) Board Members

B. Selection shall be made from those individuals who have shown a sincere desire to recognize Oklahoma's contribution to music.

C. Of the initial members appointed, two shall serve for two (2) years; two shall serve for four (4) years and three shall serve for six (6) years.

D. The Board is appointed by the Governor with the advise and consent of the Senate.

2. Briefly describe when and why the agency, board or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.
   The Board was created by the Oklahoma Legislature (Title 53 S 231 and 232, passed in 1999) as the Oklahoma Music Hall of Fame. The function and main purpose of the Board is to honor those Oklahomans, living or dead, who, by achievement or service, have made outstanding and lasting contributions to music in Oklahoma or elsewhere. The Board also is responsible for selecting a suitable site and/or facility in Muskogee, Okla., dedicated to the research, archiving and display of Oklahoma's musical heritage and the individuals contributing to such heritage. In 2003, the City of Muskogee offered a renovated Frisco Railroad Freight Depot it owned to serve as the Oklahoma Music Hall of Fame offices and Museum. The Depot is leased for $1 per year. The Museum opened in late 2007. In late 2011, the Oklahoma Music Hall of Fame will officially open to the public Jeremiah's Music Room, an experiential, hands-on music exhibit about children and the importance of music in their lives. The Oklahoma Music Hall of Fame just completed its 15th annual Concert and Induction Ceremony. To date, more than 65 outstanding Oklahoma musicians, performers and industry icons have been inducted into the Oklahoma Music Hall of Fame.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.
   O.S. 163, Chapter 13A Oklahoma Music Hall of Fame, effective July 1, 1999. Section 231. Oklahoma Music Hall of Fame Board; Section 232, Oklahoma Music Hall of Fame Revolving Fund. By statute, the state Board may solicit and accept donations; contributions and gifts of money and property; expend funds donated or contributed for its support; acquire and hold real estate or interest there in or personal property in its own name; and charge admission fees.

   Title 53, Section 232 of the Oklahoma Statute says a revolving fund was created in the State Treasury and designated the Oklahoma Music Hall of Fame Revolving Fund. Since its inception, the Board has sought guidance and help in setting up the revolving fund. However, to our knowledge, there is no such fund.

4. Indicate if any other federal, state or private entity performs the same or similar functions and in what manner your agency, board or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

The Oklahoma Music Hall of Fame is clearly the state's Music Museum and Hall of Fame. There is no duplication of effort by any other entity to honor and induct Oklahoma performers, musicians and industry icons into a hall of fame and no dedicated state music museum exists.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. (*If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.*).

CY-12	CY-11	CY-10	CY-09	CY-08
	2 Board meetings; 12 monthly committee meetings	2 Board meetings; 12 monthly committee meetings	12 monthly committee meetings	12 monthly committee meetings

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board or commission. Please indicate the same for contract employees as well.

Calendar Year	Full-Time Employees	Part-Time Employees	Contract Employees
CY-12			
CY-11	3	1	
CY-10	2	2	
CY-09		3	
Cy-08		3	

7. Describe the agency, board or commission's programs for each of the following activities:

   A. Certification, licensure, and permits:

   B. Monitoring:

C. Enforcement:

D. Continuing Education:

October 5, 2010 completion of HELP Governance Training

E. Other:

Nonprofit Resource Center Capacity Building Training Program 2010-2012

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following (If you do not have this information for fiscal years, you may use calendar year data. Also, if any activity does not apply to your agency, board, or commission, please enter "N/A"):

A. Number of applications received for examination, certification or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

CY-12	CY-11	CY-10	CY-09	CY-08
	3	2		

H. Any other statistics that reflect the activities that your agency, board or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08

9. List all source(s) of revenue for each of the last five (5) fiscal years.

Calendar Year	Sources of Revenue
CY-11	Induction show sponsorship & ticket sales, museum fees, membership, merchandise, hall rental, public & private donations and grants
CY-10	Induction show sponsorship & ticket sales, museum fees, membership, merchandise, hall rental, public & private donations and grants
CY-09	Induction show sponsorship & ticket sales, museum fees, membership, merchandise, hall rental, public & private donations and grants
CY-08	Induction show sponsorship & ticket sales, museum fees, membership, merchandise, hall rental, public & private donations and grants
CY-07	Induction show sponsorship & ticket sales, museum fees, membership, merchandise, hall rental, public & private donations and grants

10. Summarize all expenditures for each of the last five (5) fiscal years.

Calendar Year	Expenditures
CY-11	Payroll, operations, facility maintenance, induction show expenses

CY-10	Payroll, operations, facility maintenance, induction show expenses
CY-09	Payroll, operations, facility maintenance, induction show expenses
CY-08	Payroll, operations, facility maintenance, induction show expenses
CY-07	Payroll, operations, facility maintenance, induction show expenses

11. Have you compiled with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?
_____X_____ Yes _____ No (If no, please explain)

_____
_____
_____
_____
_____

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

Calendar Year	Description of Increase or Decrease
CY-11	Hall Rental from $500 to $750
CY-10	none
CY-09	none
CY-08	none
CY-07	none

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

A. By year's end, the 2011, the new Jeremiah's Music Room interactive children's exhibit will open to the public. This represents the formal launch of our children's music outreach. Already, we host a children's Music Emporium, a frequent weekend interactive children's music program. Jeremiah's Music Room was funded through foundation, corporate and private donations. An admission fee will be charged.

B. Jeremiah's Music Room will increase overall expenses. Memberships & admission fees will help to offset these expenses as well as, corporate and private donations, and grants.

C. With the addition of a new exhibit totally dedicated to children and children at heart, the Oklahoma Music Hall of Fame places more emphasis on an important

demographic, demonstrating the importance of early music education and how music improves the quality of our lives.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

Fiscal Year	Effect(s) of Statutory Change
CY-11	None
CY-10	None
CY-09	None
CY-08	None
CY-07	None

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contact with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The Oklahoma Music Hall of Fame does not have paid legal counsel. We use the services of an attorney who donates his time.

16. Why should this agency, board, or commission be continued or discontinued?
The Oklahoma Music Hall of Fame continues to fulfill its role to honor and recognize the outstanding contribution Oklahomans have made with music. For 15 years, the Oklahoma Music Hall of Fame has inducted prominent Oklahoma musicians, performers and industry icons into the state's Oklahoma Music Hall of Fame. Programming continues to grow, along with public awareness and recognition that the Oklahoma Music Hall of Fame is the state's music museum. The state facility has a stellar public image and reputation and continues to grow its base of foundation, corporation and private individual support, both financially and through volunteers.

17. Submit the following material with this survey:

A. Current organization chart;
See attached
B. Last annual report; None
C. Agency, board, or commission meeting minutes for 2010;
See Attached
D. Any report required by any other government entity. None

Oklahoma Music Hall of Fame Governor's Board

Sue Harris
Chairman OMHOF Board
Greater Muskogee Area Chamber of Commerce
P.O. Box 797
Muskogee, OK. 74402
918-682-2401
Sue@muskogeechamber.org

Andrea Chancellor
Vice Chair OMHOF Board
PSO
212 East 6th Street
Tulsa, OK. 74102
918-599-2052
achancellor@aep.com

C.H.Parker
1200 N. Cedar Ave. Apt #307
Tahlequah, OK. 74464
918-456-1312
parkerc@nsuok.edu

Mike Martin
2604 Robin Lane
Muskogee, OK. 74403
918-604-1608
mmartin@sda-design.com

Dr. Hugh Foley
326 S. Stallard Rd.
Stillwater, OK. 74074
405-343-7599
hfoley@rsu.edu

Jim Halsey
3225 S. Norwood
Tulsa, OK. 74135
918-624-2100
Jim@JimHalsey.com

Jim Blair
5940 Rolling Oaks
Muskogee, OK. 74401
918-869-6776
Jpblair@sbcglobal.net

Staff:
Penny Kampf
Executive Director
P.O. Box 3221
Muskogee, OK. 74402
penny@omhof.com

OKLAHOMA MUSIC HALL OF FAME & MUSEUM, INC.

Governor's Board Meeting – July 13, 2010 – 2 PM, Frisco Depot

Attendance: Jim Blair, Andrea Chancellor, Sue Harris, Penny Kampf, Mike Martin and C. H. Parker.

Absent: Dr. Hugh Foley and Jim Halsey.

Andrea called the meeting to order at 2:10 PM and said purpose of meeting is to elect officers, set meeting schedule and share fund raising ideas.

ELECTION OF OFFICERS: Sue Harris was elected Chair, Andrea Chancellor as Vice Chair and Dr. Hugh Foley as Secretary. There will be a press release of newly elected officers to Governor's Board, membership information and challenge.

ESTABLISH MEETING DATES: October 15, 11:30 AM, Tulsa Press Club; January 14, 11:30 AM, TBA location; and March 10, 2011, Thursday, 11:30 AM, TBA OKC.

There will be a Tourism Committee meeting Wednesday, July 21 at 3:30 PM.

DISCUSS RECENT GRANTS AND CONTRIBUTIONS: Penny reported Muskogee Foundation grant of $50,000 and $100,000 to be given with a match of $50,000.

Muskogee Arts Council has given $300 for Songwriting Competition on Sept. 11.

Governor's Conference on Tourism will be held October 17-19 in Norman. (Amy Grant concert on October 21).

FUNDRAISING: Penny discussed Hard Rock Celebrity Waiters. We should getToby Keith involved. Inductees challenge donation.

Governor's Board Fund Challenge - $50,000 in 50 days (gifts in kind also).

NEW BUSINESS: Mike said goal should be that State Halls of Fame get together for a meeting. Jim will head effort.

Next meeting set for Friday, October 15, 11:30 AM at Tulsa Press Club.

MEETING ADJOURNED

Respectively submitted by Marjorie Szabo.

Oklahoma Music Hall of Fame & Museum, Inc.
Governor's Board Meeting
Minutes for October 15, 2010
Tulsa Press Club, Tulsa OK

Attendance: Sue Harris, Andrea Chancellor, Jim Halsey, Jim Blair, Mike Martin and C.H. Parker.

Absent: Dr. Hugh Foley

Sue called the meeting to order at 11:30.

Executive Director Report:
Penny gave an update on how the 2010 Induction Concert & Ceremony was progressing and spoke about upcoming events at the depot and about some future fundraising events for 2011.

FUNDRAISING:
Andrea Chancellor presented a slate of individuals that she has contacted about serving on a special fundraising committee for a spring concert in Oklahoma City. The first meeting is scheduled for Nov. 22nd in Oklahoma City.

EDUCATION:
C.H. Parker & Jim Halsey discussed doing an educational program in the near future that would encompass NSU and scholarships.

Next meeting set for Friday, January 14, 2011, 11:30am at Jim Halsey's office in Tulsa.

Meeting Adjourned

Oklahoma Music Hall of Fame & Museum, Inc.
Governor's Board Meeting
Minutes for January 14, 2011
Jim Halsey's Office
Tulsa Oklahoma

Attendance: Sue Harris, Andrea Chancellor, Jim Halsey, Jim Blair, Mike Martin and C.H. Parker.

Absent: Dr. Hugh Foley

Sue called the meeting to order at 11:45

Executive Director Report:
Penny gave an update on funding for the Children's Exhibit and stated that we needed a big name Oklahoma musician to lead the effort. Jim Halsey said he thought Roy Clark would be interested. Jim requested a letter to Roy asking him if he would consider being the spokesperson for the Children's Exhibit. Discussion began about having the Governor proclaim Roy as the Oklahoma Music Ambassador for Children. Penny will schedule the meeting and getting the request to the Governor. The date of March 10th was selected. Andrea would handle media and scheduling of PSA'S . Penny gave an update on events happening at the Frisco Depot.

FUNDRAISING:
Andrea Chancellor gave an update on the Spring Fundraiser in Oklahoma City. No date has been selected or confirmed at this time.

PLANNING RETREAT UPDATE: Andrea gave an update on what was accomplished at the planning retreat.

EDUCATION:
C.H. Parker gave an update on his scholarship plan for NSU and OMHOF

Nominations for Induction: Jim Blair handed in an official written letter to nominate Jana Jae for induction into OMHOF.

Other Business: Sue reported that the state had a new Tourism Director replacing Hardy Watkins and the importance of educating her and the new state leadership about OMHOF.

Next meeting set for March 10, 2011 at the State Capitol.

Meeting Adjourned

Oklahoma Music Hall of Fame Governors' Board Meeting

Minutes for meeting of March 16, 2011

Place: Oklahoma state capitol building meeting room, Oklahoma City, OK

Attendance: Sue Harris, Andrea Chancellor (by conference call), Jim Blair, Mike Martin, C.H. Parker, Hugh Foley

Absent: Jim Halsey

I. Chair Sue Harris calls meeting to order at 10:16 a.m.

II. Mike Martin moves and C.H. Parker seconds that the minutes for the January meeting be approved. All in favor.

III. Ex. Director Penny Kampf says the fund drive was successful to move the caboose to the depot in preparation for children's interactive music exhibit being planned for 2012 opening; says country music artists Ricochet have agreed to do a benefit for the hall of fame.; plans are still evolving for an Oklahoma City benefit show; Penny then emphasizes pursuing a legislative agenda to challenge the funding of the American Indian Cultural Center and proposed Oklahoma Museum of Popular Culture ("OK Pop"), when the state-sanctioned Oklahoma Music Hall of Fame (OMHOF) is not being funded; She also raised general concerns among some board members over competition between the OK Pop and OMHOF. Penny recommended we ask for space in the new OK Pop Museum; she is also concerned about the support from the city of Muskogee, i.e. will the city support the building of the OMHOF in Muskogee? She also emphasized we should have a discussion about who we are as a board.

IV. After a lengthy discussion, the general consensus seems to be that we are a unique entity as the Oklahoma Music Hall of Fame and Museum, and should be able to coexist with other museums focusing on music and culture in the state of Oklahoma, as well as the region (in relationship to other music destinations of Austin, Memphis, and Kansas City). After discussion about how to work with the Oklahoma History Center, Sue Harris recommended Hugh Foley be the go-between ambassador between the OMHOF and the OK History Center in order to keep both entities informed about the other's plans and activities. All agreed, although an official movement and second did not take place.

V. Penny also recommended that the board begin thinking in terms of a ten-year plan, and focus on that as one element of the annual board retreat, held in January of this year.

VI. After minor discussions centering around whether or not the Jazz Hall of Fame gets any money directly from the state, that fact could not be determined looking at the complete state budget. The additional information that the Oklahoma Historical Society manages all state museums (except one – J.M. Davis in Claremore) helped clarify the need to work with the Oklahoma Historical Society.

VII. Further discussions on possible actions on behalf of OMHOF would be brought up at the April OMHOF Board Meeting, to be held in Muskogee on March 18, 2011.

VIII. Sue Harris adjourned meeting at 11:24 a.m.

OKLAHOMA PEANUT COMMISSION

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	Oklahoma Peanut Commission
Agency Staff Contact:	James M. (Mike) Kubicek
Agency Telephone Number:	405-275-5994

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

   The Oklahoma Peanut Commission is composed of six (6) farmer members nominated by their peers and appointed by the Governor. The Commissioners, two (2) from each of three (3) established districts, serve a three (3) year term. Qualifications include: residents of their district, at least twenty five (25) years of age, actively engaged in growing peanuts in this state and have paid their current assessment as provided by statute.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Oklahoma Peanut Act (2 O.S., Sec 18-52) created the Commission in 1965; its mission is "to enhance the viability of Oklahoma peanut producers through promotion, education and research efforts." The OPC was the state's first "check-off" board, uniquely governed and voluntarily funded by producers to engage in various education and promotional activities to encourage the production and sale of peanuts, as well as research to develop more efficient and profitable production practices and improved varieties.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

In administration of the Oklahoma Peanut Act (2 O.S., Sect 18-52), the OPC shall have the power and duty to conduct a campaign of research, promotion and education; find new markets for peanuts and peanut products; accept grants and donations; sue and be sued; enter into such contracts as may be necessary or advisable for the purpose of the Act; appoint an Executive (Agency head); establish an office at any place in the state the Commission may select; cooperate with any organization or agency engaged in similar work and activities of the OPC, whether voluntary or created by state or national law, and to enter into contracts and agreements for carrying on a joint campaign of research, promotion and education; provided no Commission funds may be used, directly or indirectly, or as a result of contract or agreement, with other persons or organizations in supporting or opposing political candidates or political office holders; prosecute in the name of the State of Oklahoma any suit or action for the collection of the assessment provided pursuant to the Oklahoma Peanut Act.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No other State of Oklahoma entity performs the same or similar function as the OPC. Nine other states have established "check-off" boards over the years, to promote their respective peanut industry. The National Peanut Board was established in 2000, with assistance from the OPC, to develop a nation-wide program of promotion and education. The OPC has been able to leverage

cooperative agreements with the NPB to gain additional funding and expertise in program areas. There are no overlaps or duplications of programs and services relative to peanuts with the state.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
2 todate 4 total	4	4	5	6

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	1	0	0
FY-11	1	0	0
FY-10	1	0	0
FY-09	1	0	0
FY-08	1	0	0

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

Does not apply

B. Monitoring:

Does not apply; however, staff makes courtesy calls to peanut buying points and processors.

C. Enforcement:

Staff audits production inspections and assessments remittance to assure compliance.

D. Continuing Education:

OPC sponsors field tours and research field days for producers during the growing season; and post-harvest research results in the winter. Perhaps the most important meeting of the year is the Oklahoma Peanut Expo. This highly acclaimed conference draws industry and media representatives from all across the nation's peanut belt.

Attended by most of the state's peanut producers, the program annually covers topics of their choosing....including research highlights, marketing overviews, promotion updates and legislative/regulation updates.

E. Other:

Activities to promote the wholesomeness and goodness of peanuts and peanut products, continue to be a popular focus of the Commission. From statewide "cooking with peanuts" activities, to 4-H & FFA youth programs, to cooperative programs with groups such as the Oklahoma Blood Institute, putting peanuts in front of consumers is strongly supported by producers. For the past fifteen (15) years, the Peanut Exhibit at Septemberfest has proven to be one of the most popular of families visiting the festival, held annually on the grounds of the Governor's Mansion. In addition, the First Family is always pleased to have a "peanut field" planted each spring on the grounds.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

8. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	$173,801.63 state/nat'l assessment (no appropriations)
FY-10	$120,054.52
FY-09	$135,830.01
FY-08	$164,768.03
FY-07	$113,495.30

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$119,879.50
FY-10	$133,741.22
FY-09	$145,655.06
FY-08	$156,049.06
FY-07	$114,236.26

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

X YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	No fee increase
FY-10	No fee increase
FY-09	No fee increase
FY-08	No fee increase
FY-07	Assessment increased from $2/ton to $4/ton (5/31/07)

13.

Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Producer's desire to expand research in areas of weed control, irrigation efficiencies, technology enhancement and expanded variety development are limited to available resources Significant expansion of peanut acreage in the coming years will be required to fully fund additional research, promotion and educational efforts.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	No changes
FY-10	No changes
FY-09	No changes
FY-08	Reduced from six (6) to four (4), the number of nominees/district
FY-07	Increased assessment from $2/ton to $4/ton

15.

Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The OPC is assigned legal counsel from the Office of State Attorney General. No legal counsel has been required during the OPC's forty-six (46) year history.

16. Why should this agency, board, or commission be continued or discontinued?

The Oklahoma Peanut Commission is recognized nationally for its leadership and effectiveness in the peanut industry. Dramatic changes in the production and marketing environment and the need to keep peanut producers viable through research, magnifies the need to focus on programs and services most important to the mission of the OPC. The state's peanut industry has undergone a major transition and will continue to face challenges for survival during the next few years. As a self-help entity (producer funded…producer governed), the OPC will continue to look to the state's peanut producer for program direction and support to meet the challenges ahead.

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

OKLAHOMA PEANUT COMMISSION
Agency 535

Organizational Chart

The Oklahoma Peanut Commission was established by the State Legislature (HB 962) effective June 28, 1965. Its mission: "To enhance the viability of Oklahoma peanut producers through promotion, education and research efforts".

The Commission is composed of six (6) peanut farmer members, appointed by the Governor from a list of nominees provided by the producers. Board members, two from each of the three legislative established districts, serve for a term of three years.

Statutory authority is granted whereby $4.00 per ton is deducted (check-off) from each ton of farmer stock peanuts graded in Oklahoma, to fund the Commission's operations. (Title 2, Sections 1101-1113 OS, amended May 31, 2007)

The agency director, Executive Secretary, carries out the policies and programs; adopted or approved by the OPC and directly responsible to the Board of Commissioners.

The agency is approved for two (2) FTE; the agency director (Executive Secretary) and an Administrative Assistant (reports to the agency director). The agency may contract for project personal services as needed.

Six Member Board of Commissioners
Appointed by Governor
(Chairman; Vice-Chair; Secretary; & 3 members)

Agency Director
Referred to as Executive Secretary – reports to the Board

Administrative Assistant
Reports to the Agency Director

Personal Services Contracts as needed for Projects
Supervised by the Agency Director

FY-10-3

Minutes of the Meeting of
The Oklahoma Peanut Commission
February 19, 2010

The Board of Directors of the Oklahoma Peanut Commission held the third quarter meeting of FY-10 at 10:00am, February 19, in 374 Ag Hall, Oklahoma State University in Stillwater.

Commission members present: Joe D White, Les Crall, John Clay, Duane Stevens, Mike Mayes and Anthony Reed. Absent: None.

Staff present: Mike Kubicek, Executive Secretary.

Others present: Drs Clarence Watson, Jonathan Edelson, Phil Mulder, Dave Porter, Chad Godsey, John Damicone, Joe Armstrong (OSU); Hassan Melouk and Kelly Chamberlin (ARS).

CALL TO ORDER: Chairman, Joe D White called the meeting to order at 10:05am and declared a quorum. White welcomed guests and thanked Dr Dave Porter for hosting the Board meeting.

PARTNERS IN PROGRESS: Dr Watson distributed the 2009 summary of peanut research report and thanked the Commission for its commitment to advancement in peanut studies. The Report, "hot off the press" will be provided to every person attending the upcoming Peanut Expo and distributed to county extension offices.

Dr Godsey reported that Spanish peanuts dominated Oklahoma in 2009 and discussed briefly the preference of varieties by sheller interests in the state. Dr Watson, Melouk and Chamberlin discussed "release" issues of the Red River Runner and advised the package was being submitted to the Texas A&M release committee for action. Dr Damicone summarized his fungicide observations, noting that Omega resulted in more than a 1000 pound yield gain. Dr Armstrong discussed a planned survey to study weed resistance.

NPB REPORT: John Clay announced the NPB would celebrate its 10th Anniversary with a special public celebration in Washington DC on March 10. Mike Kubicek reported he had been asked by the NPB to help coordinate the event scheduled in the historic Eastern Market nearby the Capitol. RRR peanut plants would be used in the exhibit fresh from the ARS greenhouse. While in DC, Kubicek reported plans to participate in the United Peanut Alliance appreciation reception scheduled in the House Ag Committee room and planned meetings with individual staff members of the Oklahoma Congressional delegation. Chairman White acknowledged he would participate if he joined Gayle at the NPB event.

OKLAHOMA PEANUT EXPO & OK/TX SEED QUALITY MEETING: Kubicek and Godsey distributed the working agenda for the Expo and discussed the speaker lineup. A personal invitation to producers and invitation for the Seed Quality meeting were reviewed. Kubicek pointed out the February 25 room reservation deadline and stated early response was encouraging for a large turnout. The Board discussed the forum with Congressman Lucas and plans to recognize him for his outstanding service to Oklahoma peanut producers. Kubicek acknowledged Dr Damicone had agreed to MC the Seed Quality Meeting and reminded District 2 Commissioners of the planned caucus immediately following the Expo to nominate producers for terms on the Board. He also reviewed procedure for the NPB nomination for delegate and alternate set for noon during the Expo.

MINUTES: The minutes of the previous meetings of December 04, 2009 and January 15, 2010 were presented for review. John Clay moved to accept the minutes as written. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

FINANCIAL REPORT: Executive Secretary, Mike Kubicek presented the financial report showing a January 31 cash balance of $27,908.92 (subject to OSF reconciliation). He advised the Board a total of $65,275.92 assessments for the '09 crop had been collected todate; and no refund requests. Total fiscal year funds available todate was reported to be $116,686.63 and expenditures totaled $88,777.71. John Clay moved to accept the financial report. Anthony Reed seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

FURLOUGH PLAN FY-10: Kubicek presented a proposed Furlough Plan for discussion and action by the Board. The plan designed to reduce FY-10 expenditures in the final quarter provides for office closure and furlough of staff, not to exceed a total of 23 days. The Plan and official notice were reviewed and discussed.

After thorough consideration Les Crall moved the OPC approve the Furlough Plan as presented for the months of April, May and June, 2010. Duane Stevens seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

There being no further business, John Clay moved to adjourn. Duane Stevens seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

Adjournment at 12:10 pm.

CERTIFICATION

I, James M. Kubicek, Executive Secretary of the Oklahoma Peanut Commission, do hereby certify that the above foregoing statements and recitals constituting the minutes of the February 19, 2010 meeting of the Commission are true and correct and accurately reflect the transaction occurring at said meeting.

Dated this 25th day of February 2010.

_____
James M. Kubicek Executive Secretary

Officially adopted:
Date: _____

_____
Joe D White, Chairman

FY-10-4

Minutes of the Meeting of
The Oklahoma Peanut Commission
June 21, 2010

The Board of Directors of the Oklahoma Peanut Commission held the fourth quarter meeting of FY-10 at 9:00am, June 21, ODA Atrium Boardroom in Oklahoma City.

Commission members present: Joe D White, Les Crall, John Clay, Duane Stevens. Absent: Mike Mayes and Anthony Reed.

Staff present: Mike Kubicek, Executive Secretary.

Others present: Drs Jonathan Edelson and Dave Porter (OSU); Kelly Chamberlin (ARS); and Wil Hundl (NASS).

CALL TO ORDER: Chairman, Joe D White called the meeting to order at 9:10am; declared a quorum and offered congratulations to John Clay and Duane Stevens for being reappointed to a three term from District 2.

QUARTERLY REPORTS
OSU & Peanut Improvement Team: Dr Chamberlin advised the release of Red River Runner was anticipated by July 1 and reported an increase for Foundation Seed had been planted in preparation for the release. Kubicek suggested a "media event" at the Ft Cobb field day would be an excellent opportunity to properly recognize all those involved in the new variety development, report on the financial impact to the state's peanut industry and to build momentum for next year's acreage.

Kelly also advised S1 would be considered for release next year. The Spanish variety remains pure HOL and has good Southern Blight resistance. She advised the Commission her work would expand to assist the National Peanut Lab in Dawson, GA on transgenic research; but not alter her commitment to advances in the SW. She stated that funding had been secured to maintain the "germplasm core collection" so critical for variety improvement. Recently the collection had been under funded and according to some reports, poorly maintained.

Dr Porter reported on behalf of Dr Armstrong, the implementation of an automated screening protocol for weed species resistance. He expressed appreciation to the Board for on going support of peanut research. Dr Edelson advised the Division of Agriculture's budget had been cut about 4%. To help overcome some of the short falls, the Department was using recent retirements on a part-time, short-time basis. He stated faculty had done an exceptional job of obtaining competitive grants to help make up the shortfall.

NASS Update: Wil Hundl reported his Agency was now printing a commodity publication at least on an annual basis reflecting stocks and prices paid. He stated his office was conducting an Energy Production Survey and a post-harvest chemical use survey from wheat elevators...as a tool for product registration and limitation of EPA over-reach.

NPB REPORT: Fresh from the NPB meeting, John Clay reported the NPB had added a few new staff; including a registered Dietitian. In August, a new marketing effort would be announced with emphasis on the health aspects of peanuts. He reported no news on pending Board seat appointments.

MINUTES: The minutes of the previous meeting of February 19, 2010 were presented for review. John Clay moved to accept the minutes as corrected. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

FINANCIAL REPORT: Executive Secretary, Mike Kubicek presented the financial report showing a June 16 cash balance of $9,104.08 (subject to OSF reconciliation). He advised the Board a total of $76,145.45 assessments for the '09 crop had been collected with one refund of $1,399.26. Total fiscal year funds available todate was reported to be $142,845.30 and expenditures totaled $133,741.22. Duane Stevens moved to accept the financial report. John Clay seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

STAFF REPORT: Kubicek reported the Commission's new peanut bag was developed under the 2010 NPB Slogan Sponsorship project and distributed samples. The new bag was designed smaller in order to get more imprints per roll.

Plans for Septemberfest 2010 were discussed. Kubicek reported a unique way to help celebrate OPC's 45th anniversary was to feature "George Washington Carver" at the event. With encouragement from the Board, Kubicek stated he would contact Paxton Williams, Director of GWC memorial in Diamond, MO for involvement in this year's festival. Williams is renowned for his portrayal of Carver; perhaps his role at Septemberfest would be a crowd pleaser.

Kubicek reported on his participation in the May 20, State Exec Roundtable/FSA Meeting in Atlanta. The focus on the gathering was to strategically plan for the upcoming round of Farm Bill hearings and to develop uniform positions. It was a productive first of several anticipated position meetings.

Kubicek and Crall reported on their May 13 meeting with Assistant Sec of Ag Merrigan in regards to the cancellation of Crall's nomination to the Peanut Standards Board. Les shared his cancellation letter with the Board and expressed his disappointment regarding the matter. Kubicek advised all State Execs had reported the same treatment to their nominees.

EXECUTIVE SESSION: John Clay moved to meet in Executive Session as proposed on the agenda. Duane Stevens seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

Duane Stevens moved the Board reconvene in open session. Seconded by John Clay.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

The Board reported no action taken in Executive Session.

FY-11 BUDGET CONSIDERATION: Following a brief overview of the year end anticipated financial condition, Chairman White asked Executive Secretary Kubicek to review the FY-11 Budget worksheet of expected revenue and expenditure. Based upon anticipated revenues from a 3400# average yield on 18,000 acres, NPB financial commitments, carryover funds and investments, a total of $179,200 would be available.

Kubicek reviewed anticipated expenditure by program area. With a goal of developing a program requiring a "no increase" budget, Kubicek reported expected expenditures would total $171,150 as compared to the FY-10 budget of $177,300; in the following program areas: $29,750 Administration, $77,500 Research, $32,250 Promotion, and $31,650 Education. Following a thorough discussion, Les Crall moved to adopt the FY-11 Budget at $171,150. John Clay seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

The Board determined that a July meeting date would be too soon following the June 21 meeting and suggested to the Chairman the next meeting be held Friday, August 13. The Chairman asked the Executive Secretary to check the date with the absent members.

There being no further business, the Chair declared the meeting adjourned at 12:40pm.

CERTIFICATION

I, James M. Kubicek, Executive Secretary of the Oklahoma Peanut Commission, do hereby certify that the above foregoing statements and recitals constituting the minutes of the June 21, 2010 meeting of the Commission are true and correct and accurately reflect the transaction occurring at said meeting.

Dated this 29th day of June 2010.

_____
James M. Kubicek Executive Secretary

Officially adopted:
Date: _____

_____
Joe D White, Chairman

FY-11-1

Minutes of the Meeting of
The Oklahoma Peanut Commission
August 13, 2010

The Board of Directors of the Oklahoma Peanut Commission held the first quarter meeting of FY-11 at 10:00am, August 13, ODA Atrium Boardroom in Oklahoma City.

Commission members present: Joe D White, Les Crall, John Clay, Mike Mayes and Anthony Reed. Absent: Duane Stevens.

Staff present: Mike Kubicek, Executive Secretary.

Others present: Drs Jonathan Edelson, Chad Godsey, and John Damicone (OSU); Kelly Chamberlin (ARS); and Chris Herring (NASS).

CALL TO ORDER: Chairman, Joe D White called the meeting to order at 10am; declared a quorum and welcomed guests. Mike Kubicek reported Duane Stevens was absent due to outpatient eye surgery and was actually in OKC for a checkup.

QUARTERLY REPORTS
OSU & Peanut Improvement Team: Dr Chamberlin advised the release of Red River Runner was official and that 90 acres would be harvested as increase for Foundation Seed. She explained that OSU had now asked to participate in the release and listed Chad Godsey, John Damicone and Mark Payton as participating scientists. The next step of the release involved revenue stream discussions among the release parties. She reported ARS will license the variety to A&M; they would sub-license to Oklahoma Foundation Seed. Kubicek asked if a "media event" at the Ft Cobb field day would be too big of a task for everyone involved. All agreed it was an excellent opportunity to properly recognize all those involved in the new variety development, report on the financial impact to the state's peanut industry and to build momentum for next year's acreage. Kubicek suggested him, Chad and Kelly plan to meet as soon as possible to begin developing the September 23 media, pre-harvest field day event.

Dr Godsey reported the crop across the state looked good; with a good early set on the 06 variety. Research plots looked good and announced a September 28 date for a field day in Beckham County. He suggested his team would conduct "hull blasting" in several peanut growing counties.

Dr Damicone stated leafspot and web-blotch were the most commonly reported diseases so far this season. However, he commented he was going to the Erick area after the meeting to observe reported outbreaks of pod-rot in Virginias; and stated no sclerotina at Ft Cobb yet.

Dr Edelson reported from the Dean's office on current efforts to make up budget shortfalls and saluted faculty for obtaining more grant money than in year's past. He reported that many of the vacated (retirements) positions would not be immediately filled. Kubicek asked particularly about the retirement of pesticide coordinator Jim Criswell who served as a "federal register" watchdog for the industry. Dr Edelson state he was not sure on the status of that position.

NASS Update: Chris Herring distributed a Grain Industry Brief and Annual Hay Review. He reported crop estimates as of August 1 from NASS showing 15,000 acres in Oklahoma. Kubicek distributed "actual planted acres" as reported by FSA by county, reflecting 19,470 acres and predicted the number would reach 20,000 acres after late filings were certified. The FSA numbers reflect a 33% increase from 2009. Virginias increased by 47%, Spanish by 40% and Runners by 4%. Spanish made up 46% of all peanuts planted in 2010.

NPB REPORT: John Clay reported the NPB would meet in Atlanta on August 16-18 to work on a new program of work. He suggested the industry had overcome the salmonella issues of the previous year and peanuts were perceived well by consumers; peanut butter growth was leading the categories. He also stated no news from USDA on appointments.

MINUTES: The minutes of the previous meeting of June 21, 2010 were presented for review. Les Crall moved to accept the minutes as presented. John Clay seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

FINANCIAL REPORT: Executive Secretary, Mike Kubicek presented the FY-10 year end financial report showing a balance forward of $9,164.77. The FY-11 financial report reflected only interest revenue for the month of July, no misc claims paid and a cash balance of $1,473.61 (subject to OSF reconciliation) as of July 30. He advised the Board the Agency's approval to expend FY-11 claims had was pending at the Office of State Finance. In previous years the OPC used an authority order to issue/pay individual claims. OSF was now requiring the use of individual purchase orders for each claim filed. Kubicek stated he had requested "exemption" from the rule due to the limited resources and staff; and was awaiting response on his request. He suggested payroll may not be met for the month unless anticipated revenues from the NPB were received by August 26. He reported he had begun a dialogue with OSF to consider funding options, in the event that occurs. John Clay moved to accept the June 30 year end and July 30 financial report. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

STAFF REPORT: Plans for Septemberfest 2010 were discussed. Kubicek presented a sample of a promotional handout featuring the scheduled appearance of Paxton Williams as "George Washington Carver" at the event. He announced a new 35x75 tent would be used instead of the old army canvas tent previously borrowed from Mark Hodges. Also a smaller tent would be set up at the "peanut field" to support the Carver traveling exhibit. After a brief discussion the Board supported distributing salted peanuts as last year.

Kubicek announced the state peanut cooking contest would be held at the State Fair at 2pm on September 22 and invited Commissioners stop by. He updated the calendar with the following meetings: Peanut Inspection Meeting 8/16 in Anadarko; Rededication & Renaming the Lane Station on 8/30; USDA Meeting, 8/31 at Redlands College in El Reno; Oklahoma Peanut Expo on 3/24-25. He also reported the Clint Williams Co had hired Tony Gunter to replace the retiring Jim Bull as Export Sales Manager. He concluded his report by stating the crop year 2011 RFP for research projects would be announced on October 1 with an October 29 deadline.

ELECTION OF OFFICERS: Chairman White called for nominations for officers. Les Crall nominated Joe D. White. John Clay moved nominations cease and Joe D White be elected by acclamation. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

Les Crall was nominated for Vice-Chairman by John Clay. Anthony Reed moved nominations cease and Les Crall by elected by acclamation. Seconded by John Clay.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

John Clay was nominated for Secretary by Les Crall. Anthony Reed moved nominations cease and John Clay be elected by acclamation. Seconded by Les Crall.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

NEW BUSINESS: Kubicek reminded the Board, the next scheduled meeting was set for December 3 in the ODA lab conference room.

There being no further business, Anthony Reed moved the meeting adjourn. Seconded by Les Crall.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

The meeting adjourned at 11:45am.

CERTIFICATION

I, James M. Kubicek, Executive Secretary of the Oklahoma Peanut Commission, do hereby certify that the above foregoing statements and recitals constituting the minutes of the August 13, 2010 meeting of the Commission are true and correct and accurately reflect the transaction occurring at said meeting.

Dated this 17th day of August 2010.

_____
James M. Kubicek Executive Secretary

Officially adopted:
Date: _____

_____
Joe D White, Chairman

FY-11-2

Minutes of the Meeting of
The Oklahoma Peanut Commission
December 03, 2010

The Board of Directors of the Oklahoma Peanut Commission held the second quarterly meeting of FY-11 at 10:00am, December 03, at the Oklahoma Department of Agriculture, in Oklahoma City.

Commission members present: Joe D White, Les Crall, John Clay, Mike Mayes and Anthony Reed. Absent: Duane Stevens.

Staff present: Mike Kubicek, Executive Secretary.

Others present: Drs Jonathan Edelson, Dave Porter, Phil Mulder, John Damicone (OSU); Norm Elliott, Hassan Melouk and Kelly Chamberlin (ARS); and Wil Hundl (NASS).

CALL TO ORDER: Chairman, Joe D White called the meeting to order at 10:20am and declared a quorum. White welcomed guests and called for the first order of business.

Crop production report: As a matter of record, the 2010 crop inspection report as of December 02 reflected a total of 32,630 tons in Oklahoma; about double from the same period in 2009.

QUARTERLY REPORTS: Individual peanut improvement team members reflected on the production year. Dr Godsey provided a written overview in his absence summarizing the conditions of his research plots as "perhaps the best in five years". Runners RRR and GA 09B looked good at all locations, both with high yields & grades. Some interest in offering the GA variety to Oklahoma producers in 2011. Virginia variety performance varied by location; and the Spanish line ARSOK S1 performed well at all locations. Variable rate fungicide studies indicated significant savings to producers. He also reported the successful use of a yield monitor on a peanut combine.

Dr Damicone reported pod rot outbreaks in August, especially in GA 09B Runners and GA 08V Virginias. He suggested the cure for pod rot was to grow Spanish.

Dr Melouk reported there was no relationship in Oklahoma to calcium levels and the incidence of pod rot. He stated that S1 performed really well under heavy Southern Blight pressure in his plots at Yokum, TX; much better than TamNut 06.

Dr Chamberlin reported ARSOK S1 yielded 4000# with good grades in 2010. She indicated that the Clint Williams Co was urging the line be advanced as a replacement for Olin. They liked the seed size as compared to the large see of TamNut 06. She also reported she would have HOL F4 lines in the winter nursery in Puerto Rico.

The team briefly discussed the RRR progress; estimating about 440,000# of farmer stock would be available for shelling and distribution in 2011.

State Statistician Wil Hundl distributed the 2010 version of *Oklahoma Agricultural Statistics* and reported the December Ag survey would be released in January 2011.

Dr Mulder answered questions regarding the loss of Temik insecticide. Dr Elliott stated the ARS team was looking for funding for a new wheat scientist staff position in Stillwater. Dr Edelson announced the new Ardmore research center would open in July 2011 and that early budget projections pointed toward less available research funding.

NPB Report: John Clay reported the December NPB meeting would be his last of his term and congratulated his replacement Gayle White. He predicted Oklahoma's producers would be served well with Gayle as delegate and Les Crall as alternate. He briefly reviewed on-going allergy research and promotional efforts with restaurants and college venues.

MINUTES: The minutes of the previous meeting of August 13, 2010 were presented for review. Les Crall moved to accept the minutes as written. Mike Mayes seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

FINANCIAL REPORT: Executive Secretary, Mike Kubicek presented the financial report showing a November 30 cash balance of $3,079.75 (subject to OSF reconciliation). He advised the Board a total of $6,261.61 assessments for the '10 crop had been collected as of November 30; and no refund requests, to date. Total fiscal year funds available todate was reported to be $50,777.23 and expenditures totaled $47,697.48. July thru November claims was presented for review. John Clay moved to accept the financial report. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

At the request of the Office of State Finance, the Board considered adopting a "Voucher Invoice ID Policy" for claim submission of invoices without an invoice number. Staff presented a policy previously reviewed with OSF for consideration. John Clay moved to adopt the Voucher Invoice ID Policy as requested by OSF. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

FY-12/CROP YEAR 2011 RESEARCH: The Board discussed the research proposals received by the closing date of the RFPs; the request from the NPB to allocate 10% of funding base for peanut genomics and the funding limits of the Commission for FY-12.

After thorough consideration Les Crall moved the OPC requests the NPB retain 10% ($1,660.00) of Oklahoma's 2011 pro-rata allocation for the national peanut genomics and biotechnology effort. Mike Mayes seconded.

Voting in favor of the motion: All members except as stated.
Voting against the motion: Anthony Reed.
Abstaining: None.

After further discussion regarding limits on available FY-12 funding, John Clay moved the OPC FY-12 peanut research project budget be limited to $17,050; projects approved will be funded via NPB reimbursement allocations. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

Following the establishment of the FY-12 project funding budget, Les Crall moved to award up to $3,000 to Armstrong for *"Improving Weed Control in Peanut w/Pre-plant and Pre-emergence Herbicides"*; up to $7,500 to Godsey for *"Evaluation of Breeding Lines 7 Varieties project"*; up to $3,000 to Godsey for *"Reduced Tillage/Rotation & Production studies"*; and up to $3,550 to Damicone for *"Integrated Management of Peanut Diseases"*. John Clay seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

OKLAHOMA PEANUT EXPO: The Board discussed speaker and topic line ups for the March 25, 2011 Expo. Kubicek stated that a new Oklahoma Secretary of Ag would be on board and Congressman Lucas would be the new Chairman of the House Ag Committee; both perhaps important players to include in the line up.

OPC BOARD MEETING DATES: After a brief review of the 2011 calendar, John Clay moved the OPC conduct 2011 quarterly board meetings on February 18, April 8, Aug 12 and December 2. Les Crall seconded.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

EXECUTIVE SESSION: John Clay moved the Board go into Executive Session as posted; seconded by Les Crall.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

Mike Mayes moved the Board reconvene in open session; seconded by John Clay.

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

The Board reported no action taken in Executive Session. There being no further business, Les Crall moved to adjourn. John Clay seconded

Voting in favor of the motion: All members present.
Voting against the motion: None.
Abstaining: None.

Adjournment at 1:50 pm.

CERTIFICATION

I, James M. Kubicek, Executive Secretary of the Oklahoma Peanut Commission, do hereby certify that the above foregoing statements and recitals constituting the minutes of the December 03, 2010 meeting of the Commission are true and correct and accurately reflect the transaction occurring at said meeting.

Dated this 13th day of December 2010.

_____
James M. Kubicek Executive Secretary

Officially adopted:
Date: _____

_____
Joe D White, Chairman

OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS (OSBLSW)
Agency Staff Contact:	James M. Marks, LCSW Executive Director
Agency Telephone Number:	(405) 521-3712 Phone (405) 521-3713 Fax

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. **Briefly describe your agency, board, or commission membership, including:**

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

A. **Number of board members:**

Title 59 O.S. Section 1253 (A)
In accordance with the provisions of the Oklahoma Sunset Law, the OSBLSW consists of seven (7) members.

B. **Qualifications, if specified by law:**

Title 59 O.S. Section 1253 (B)
Three of the members of the Board are licensed social workers or licensed clinical social workers licensed pursuant to the provisions of the Social Worker's Licensing Act. Two other members are licensed as either social worker associates or master's social workers. One member is the president of the Oklahoma Chapter of the National Association of Social Workers. The remaining member of the Board is selected from and shall represent the general public.

Title 59 O.S. Section 1253 (D)

a. Each member of the Board appointed as a social worker shall:
    i. Be a resident of this state,
    ii. Be licensed in good standing to engage in the practice of social work in this state,
    iii. At the time of appointment, have been actively engaged in the practice of social work for at least one (1) year out of the last five (5) years, and
    iv. Have at least three (3) years of experience in the practice of social work.
b. Each member of the Board appointed to represent the general public shall be a resident of the state who has attained the age of majority and shall not be, nor shall have ever been, a social work licensee, or the spouse of a social work licensee, or a person who has ever had any material financial interest in the provision of social work services or has engaged in any activity directly related to the practice of social work.

C. **Term of office:**

Title 59 O.S. Section 1254 (A)
When a vacancy on the Board occurs or at the expiration of the term of a member, the Governor shall appoint, with the advice and consent of the Senate, the member's successor for a term of five (5) years. Members may serve more than two (2) terms, but shall be limited to serving no more than two (2) consecutive terms. Vacancies on the Board shall be filled in a like manner for the balance of any unexpired term. Each member shall serve until a successor is appointed and qualified.

D. **Appointing authority:**

Title 59 O.S. Section 1254 (A)
The members of the OSBLSW are be appointed by the Governor, with the advice and consent of the Senate.

2. **Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.**

A. **When and why the agency was formed:**

a. When: The Oklahoma State Board of Licensed Social Workers was officially established November 17th, 1981.

b. Why: Social Work is a professional and academic discipline committed to the pursuit of social justice and human rights. The field works towards research and practice to improve the quality of life and to the development of the potential of each individual, group and community of a society. Social workers perform interventions through research, policy, community organizing, direct practice and teaching. Research is often focused on areas such as human development, social policy, public administration, program evaluation and international and community development. Social workers are organized into local, national, continental and international professional bodies. Social work, an interdisciplinary field, includes theories from economics, education, sociology, medicine, philosophy, politics, psychology.

The practice of social work in the State of Oklahoma is declared a professional practice affecting the public health, safety, and welfare and is subject to regulation and control in the public interest. It is further declared to be a matter of public interest and concern that the practice of social work, as defined in the National Model Social Work Practice Act, merit and receive the confidence of the public and only those qualified persons be permitted to engage in the practice of social work in the State of Oklahoma.

The purpose of Oklahoma's Social Work Practice Act serves to promote, preserve, and protect the public health, safety, and welfare by and through the effective control and regulation of the practice of social work; the licensure of social workers; and, the licensure, control, and regulations of persons, in or out of this state that practice social work within this state.

B. Agency mission statement:

Agency Mission

To safeguard the welfare of the public of the State of Oklahoma by establishing, promoting and enforcing high standards of practice for licensed social workers.

Agency Vision

To have strong public awareness of social work practices within the state. To maintain high standards that reflects best practice in the profession of social work. To ensure that qualified professionals are available to the citizens of Oklahoma.

Agency Values

To be responsive to the needs of the potential licensees. The OSBLSW strives to process an application for licensure within a reasonable length of time.

To be committed to protecting the public from the aberrant practices of any licensed social work professional.

To be sensitive to the complaints concerning a professional licensed by the agency. Complaints in any form and from any source will be reviewed, acknowledged and adjudicated with due process to a conclusion within a reasonable period of time.

To perform the responsibilities of this board with integrity and professionalism.

C. **Significant changes since its inception in board membership and purpose:**

Related to the statutory powers and duties, there have been no significant changes in board membership responsibilities.

The overall purpose of the OSBLSW remains the same since its inception, e.g., to promote, preserve, and protect the public health, safety, and welfare by and through the effective control and regulation of the practice of social work.

3. **List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.**

Title 59 O.S. Section 1256.1

A. The State Board of Licensed Social Workers shall be responsible for the control and regulation of the practice of social work in this state and shall conduct its business in accordance with the Administrative Procedures Act. The Board's authority includes, but is not limited to, the following:

1. The licensing by examination or by reciprocity of applicants who are qualified to engage in the practice of social work under the provisions of this act;
2. The renewal of license to engage in the practice of social work;
3. The establishment and enforcement of compliance with professional standards of practice and rules of conduct of social workers engaged in the practice of social work;
4. The determination and issuance of standards for recognition and approval of degree programs of schools and colleges of social work whose graduates may be eligible for licensure in this state, and the specification and enforcement of requirements or practical training;
5. The investigation of any activities related to the practice or unauthorized practice of social work. In conducting such investigations, the Board shall have the power to subpoena and to bring it before it any person and to take testimony either orally or by deposition, or both, in the same manner as prescribed in civil cases in the courts of this state. Any member of the Board, hearing officer, or administrative law judge shall have power to administer oaths to witnesses at any hearing which the Board is authorized to conduct. Following such investigation,

the Board may suspend, revoke or restrict licenses to engage in the practice of social work;

6. With probable cause that an applicant or licensee has engaged in conduct prohibited by this act or rule promulgated by the Board, the issuance of a request that the applicant or licensee submit to a mental or physical examination or chemical dependency evaluation. If the applicant or licensee refuses to submit to the examination or evaluation, the Board shall issue an order requiring the licensee or applicant to show cause why he or she will not submit to the examination and shall schedule a hearing on the order within thirty (30) days after notice is served on the applicant or licensee by personal service or certified mail. At the hearing, the applicant or licensee and the applicant or licensee's attorney are entitled to present any testimony to show why the applicant or licensee should not be required to submit to the examination or withdrawing the request for the examination. The license in question may be suspended until the results of the examination are received and reviewed by the Board;

7. The collection of professional demographic data;

8. The issuance of licenses of all persons engaged in the practice of social work;

9. The inspection of any licensed person, at all reasonable hours, for the purpose of determining if any provisions of the laws governing the practice of social work are being violated. The Board, its officers, inspectors, and representatives shall cooperate with all agencies changed with the enforcement of the laws of the United States, of this state, and of all other states relating to the practice of social work;

10. The promulgation of such rules as may be deemed necessary by the Board for the proper administration and enforcement of this act in accordance with the Administrative Procedures Act;

11. The administration of examinations for licensure pursuant to the following:

a. any examination for licensure required under this act shall be given by the Board at least two times during each year. The Board shall determine the content and subject matter of each examination and the place, time , and date of administration of the examination, and

b. the examination shall be prepared to measure the competence of the applicant to engage in the relevant practice of social work. The Board may employ, cooperate, and contract with any organization or consultant in the preparation, administration and grading of an examination, but shall retain the sole discretion and responsibility for determining which applicants have successfully passed such an examination;

12. The establishment of such requirements for supervised practice or any other experiential program necessary to qualify an applicant for any licensure examination under this act, including determination of the qualifications of supervisors used in supervision programs;

13. The acquisition of a membership in such professional organizations and associations organized exclusively to promote the improvement of the standards of the practice of social work for the protection of the health and welfare of the public or whose activities assist and facilitate the work of the Board;

14. The establishment of a "Bill of Rights" for clients concerning the services a client may expect in regard to social work services; and
15. In addition to the fees specifically provided for in this act, the establishment of fees, including but not limited to, the following:
    a. issuance of duplicate certificates or identification cards,
    b. copies of any documents,
    c. certification of documents, and
    d. issuance of license by reciprocity.

4. **Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).**

There are no federal, state, or private entities performing the same or similar functions of the OSBLSW.

5. **Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years.** ***(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).***

FY-12	FY-11	FY-10	FY-09	FY-08
5	9	7	5	6

6. **For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.**

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	1 (Executive Director)	1 (Admin. Assistant, 20 hours per week)	1 (Board Consultant, 5-10 hours Weekly)
FY-11	1 (Board Administrator)	1 (Admin. Assistant, 20 hours per week)	1 (Board Consultant, 5-10 hours Weekly)
FY-10	1 (Board Administrator)	1 (Admin. Assistant, 20 hours per week)	1 (Board Consultant, 5-10 hours Weekly)
FY-09	1 (Board Administrator)	1 (Admin. Assistant, 20 hours per week)	1 (Board Consultant, 5-10 hours Weekly)
FY-08	1 (Board Administrator)	1 (Admin. Assistant, 20 hours per week)	1 (Board Consultant, 5-10 hours Weekly)

7. **Describe the agency, board, or commission's programs for each of the following activities:**

A. Certification, licensure, and permits:

Title 59 O.S. Section 1256.1

A. To obtain a license under the Social Worker's Licensing Act, an applicant shall:

1. Submit a written application in a form prescribed by the State Board of Licensed Social Workers;
2. Have attained the age of majority;
3. Be of good moral character;
4. Have graduated and received a degree in social work from an approved social work program;
5. Have completed any necessary post graduate experience and supervision in the practice of social work;
6. Have passed the necessary examination and paid all fees required by the Board; and
7. Submit to a national criminal history record check, as defined by Section 150.9 of Title 74 of the Oklahoma Statutes. The costs associated with the national criminal history record check shall be paid by the applicant and submitted to the Board at the time of application. With the required fee, the applicant shall provide to the Board two classifiable sets of fingerprints to be provided to the Oklahoma State Bureau of Investigation.

B. If the results of the national criminal history record check required by subsection A of this section reveal that the applicant has been convicted of, or pled guilty or nolo contendere to, any felony, or to any misdemeanor involving moral turpitude, the individual's application for licensure may be disapproved and no further action shall be taken on the application.

C. Upon certification by the Board, the Board shall authorize the issuance of social work licenses to persons who qualify as follows:

1. As a licensed social work associate (LSWA) who has a baccalaureate degree in social work from an accredited institution or an approved social work program or both and has two (2) years of full-time postgraduate experience in the practice of social work under professional supervision of a person licensed under these provisions, and passed the examination provided for under these provisions or who has a doctoral or master's degree in social work from an institution with a program accredited by an approved social work program and has passed the examination provided for under these provisions
2. As a licensed master's social worker (LMSW) who has a master's degree in social work from an accredited institution or an approved social work program or both and has passed the examination provided for under the Social Worker's Licensing Act;
3. As a licensed social worker (LSW) who has a master's degree in social work from an accredited institution or an approved social work program or

both and has two (2) years of full-time postgraduate experience in the practice of social work under professional supervision of a person licensed under those provisions, and who has passed the examination provided for under the provisions of the Social Worker's Licensing Act;

4. As a licensed clinical social worker (LCSW) who has a master's degree in social work from an accredited institution or an approved social work program or both and has two (2) years of full-time postgraduate experience in the practice of clinical social work under professional supervision of a person licensed by the Social Worker's Licensing Act, and who has passed the examination provided for under ~~this act~~ the Social Worker's Licensing Act; and

5. As a licensed social worker with administration specialty (LSW-ADM) who has a master's degree in social work from an accredited institution or an approved social work program or both and has two (2) years of full-time postgraduate experience in the practice of administrative social work under professional supervision of a person licensed by the Social Worker's Licensing Act, and who has passed the examination provided for under the Social Worker's Licensing Act.

Permit: N/A

B. Monitoring:

Title 59 O.S. Section 1266.1

A. The State Board of Licensed Social Workers may refuse to issue or renew the license of, or may suspend, revoke, censure, reprimand, restrict or limit the license of, or fine, any person pursuant to the Administrative Procedures Act or the procedures set forth in the Social Worker's Licensing Act upon one or more of the following grounds as determined by the Board:

1. Unprofessional conduct as determined by the Board;
2. Practicing outside the scope of practice authorized by this act;
3. Conduct which violates any of the provisions of the Social Worker's Licensing Act or rules adopted pursuant to the Social Worker's Licensing Act;
4. Incapacity or impairment that prevents a licensee from engaging in the practice of social work with reasonable skill, competence, and safety to the public;
5. Conviction of or a plea of guilty or nolo contendere to a felony in a court of competent jurisdiction of any state or federal court of the United States if the acts involved would have constituted a felony under the laws of this state;
6. Any act involving moral turpitude or gross immorality;
7. Violations of the laws of this state, or rules pertaining thereto, or of laws, rules and regulations of any other state, or of the federal government pertaining to any aspect of the practice of social work;

8. Misrepresentation of a material fact by an applicant or licensee in securing or attempting to secure the issuance or renewal of a license, or in statements regarding the applicant or licensee's skills or the efficiency or value of any treatment provided or to be provided, or using any false, fraudulent, or deceptive statement connected with the practice or social work including, but not limited to, false or misleading advertising;
9. Fraud by a licensee in connection with the practice of social work including engaging in improper or fraudulent billing practices or violating Medicare and Medicaid laws or state medical assistance laws;
10. Engaging or aiding and abetting an individual to engage in the practice of social work without a license, or falsely using the title of social worker;
11. Failing to comply with any stipulation or agreement involving probation or settlement of any disciplinary matter with the Board or with any order entered by the Board;
12. Being found by the Board to be in violation of any of the provisions of the Social Worker's Licensing Act or rules adopted pursuant to the Social Worker's Licensing Act;
13. Conduct which violates the security of any licensure examination materials;
14. Being the subject of the revocation, suspension, surrender or other disciplinary sanction of a social worker or related license or of other adverse action related to a social worker or related license in another jurisdiction or country including the failure to report such adverse action to the Board; or
15. Being adjudicated by a court of competent jurisdiction, within or without this state, as incapacitated, mentally incompetent, chemically dependent, mentally ill and dangerous to the public, or a psychopathic personality.

B. 1. The Board may defer action with regard to an impaired licensee who voluntarily signs an agreement, in a form satisfactory to the Board, agreeing not to practice social work and to enter an approved treatment and monitoring program in accordance with this section; provided, however, that this section shall not apply to a licensee who has been convicted of, pleads guilty to, or enters a plea of nolo contendere to a felonious act prohibited by Oklahoma law or a conviction relating to a controlled substance in a court of law of the United States or any other jurisdiction or a conviction related to sexual misconduct.

2. A licensee who is physically or mentally impaired due to mental illness or addiction to drugs or alcohol may qualify as an impaired social worker and have disciplinary action deferred and ultimately waived subject to the following conditions:

a. the Board is satisfied that such action will not endanger the public,
b. the licensee enters into an agreement with the Board for a treatment and monitoring plan approved by the Board,

c. the licensee progresses satisfactorily in such treatment and monitoring program, and

d. the licensee complies with all terms of the agreement and all other applicable terms of this section.

3. Failure to enter such agreement or to comply with the terms and make satisfactory progress in the treatment and monitoring program shall disqualify the licensee from the provisions of this section and the Board may activate an immediate investigation and disciplinary proceeding. Upon completion of the rehabilitation program in accordance with the agreement signed by the Board, the licensee may apply for permission to resume the practice of social work upon such conditions as the Board determines necessary.

4. The Board may require a licensee to enter into an agreement, pursuant to this subsection, which includes, but is not limited to, the following provisions:

a. the licensee agrees that the license shall be suspended or revoked indefinitely under this section,

b. the licensee agrees to enroll in a treatment and monitoring program approved by the Board,

c. the licensee agrees that failure to satisfactorily progress in such treatment and monitoring program shall be reported to the Board by the treating professional who shall be immune from any liability for such reporting made in good faith, and

d. the licensee consents to the reports of the treating physician or professional of the approved treatment and monitoring program to the Board on the progress of licensee at such intervals as the Board deems necessary.

5. The ability of an impaired social worker to practice shall only be restored and charges dismissed when the Board is satisfied by the reports it has received from the approved treatment program that the licensee can resume practice without danger to the public.

6. The impaired licensee shall consent, in accordance with applicable law, to the release of any treatment information to the Board from anyone within the approved treatment program.

7. The impaired licensee who has enrolled in an approved treatment and monitoring program and entered into an agreement with the Board in accordance with this subsection shall have his or her license suspended or revoked but enforcement of this suspension or revocation shall be stayed by the length of time the licensee remains in the program and makes satisfactory progress, complies with the terms of the agreement, and adheres to any limitations on the practice imposed by the Board to protect the public. The licensee may petition the Board for reinstatement pursuant to subsection D of this section. Failure to enter into such agreement or to comply with the terms and make satisfactory progress in the treatment and monitoring program shall disqualify the licensee from the provisions of this

section and the Board shall activate an immediate investigation and disciplinary proceedings.

C. Any social worker who has substantial evidence that a licensee has an active addiction for which the licensee is not receiving treatment under a program approved by the Board pursuant to an agreement entered into under this section, is diverting a controlled substance, or is mentally or physically incompetent to carry out the duties of the license, shall make or cause to be made a report to the Board. Any person who makes a report pursuant to this section in good faith and without malice shall be immune from any civil or criminal liability arising from such reports. Failure to provide such a report within a reasonable time from receipt of knowledge may be considered grounds for disciplinary action against the licensee.

D. Any person whose license to practice social work in this state has been suspended or restricted pursuant to the Social Worker's Licensing Act, whether voluntarily or by action of the Board, shall have the right to petition the Board for reinstatement of such license. Such a petition shall be made in writing and in the form prescribed by the Board. Upon investigation and hearing, the Board may grant or deny such petition, or it may modify its original finding to reflect any circumstances which have changed sufficiently to warrant such modifications. The Board may also require such person to pass an examination or examinations for reentry into the practice of social work.

E. The Board may issue a cease and desist order to stop an individual from engaging in an unauthorized practice or violating or threatening to violate a statute, rule, or order which the Board has issued or is empowered to enforce. The cease and desist order must state the reason for its issuance and give notice of the individual's right to request a hearing under the Administrative Procedures Act. Nothing herein shall be construed as barring criminal prosecutions for violations of the Social Worker's Licensing Act.

F. All final decisions by the Board shall be subject to judicial review pursuant to the Administrative Procedures Act.

G. Any individual whose license to practice social work is revoked, suspended, or not renewed shall return such license to the offices of the Board within ten (10) days after notice of such action.

C. Enforcement:

OAC 675: 3-1-3

675:3-1-3. Complaint procedure

(a) **Receiving complaints.** The Board shall receive complaints against licensees through the mail or in person at the Board office. Only written complaints shall be accepted for consideration, unless extenuating circumstances exist. The written complaint may be anonymous as long as it contains detailed information

sufficient to independently verify the allegations made. Upon receipt of the complaint, the Board staff shall:

(1) stamp all pages with a Board stamp which indicates the date of receipt,

(2) review the complaint to determine if the person against whom the complaint ismade is a current licensee,

(3) log the complaint, assigning a number consisting of the year and sequence number in which it was received; further, recording the date received, name of complainant (if provided), and the name and license number of the licensee,

(4) generate a letter to the complainant indicating receipt and review of the complaint by the Board officials (if applicable),

(5) place the complaint in a pending file,

(6) notify the Board chair or chair's designee, a former or current Board member appointed by the Chair, and the Attorney General Liaison (hereinafter referred to as the "Complaint Committee") of receipt of a complaint.

(b) **Reviewing complaints.** Upon notification that a complaint has been received, the Complaint Committee shall review the contents to determine whether or not the allegation constitutes a possible violation of the Code of Professional Conduct. If the allegation does not indicate a possible violation of this code, the Complaint Committee shall instruct the Board staff to generate a letter to the complainant thanking them for their concern and advising them that the complaint does not fall within the purview of the Board. If the allegation does indicate a possible violation of this code, the Complaint Committee shall make the following determination:

(1) The alleged violation appears to be one which would not, if found to be valid, result in a denial, revocation or suspension of a license, as specified in Section 675:3-1-3 of this Chapter, but one which does indicate the need for Board review and possible informal action.

(2) The alleged violation appears to be one which could, if found to be valid, result in a denial, revocation or suspension of a license, as specified in Section 675:3-1-3 of this Chapter.

(c) **Allegations, if substantiated, not appearing to result in a denial, revocation or suspension of a license.** If an alleged violation appears to be one which would not result in a denial, revocation or suspension of a license, the chair or chair's designee shall proceed with addressing the allegation by reviewing the complaint with the Attorney General liaison for the Board. Upon the consent of the chair or chair's designee and the advice of the Attorney General liaison the chair or chair's designee shall proceed by:

(1) Notification of the licensee by certified mail that a complaint has been received, outlining the nature of the complaint.

(2) Forwarding to the licensee a copy of the informal process for addressing
complaints, which requires:

(A) a prompt letter to the Board from the licensee responding to the merits of the complaint;

(B) an informal interview with the Board to fully explore the issues involved in the complaint;

(C) an agreement by the Board and the licensee on the merits of the complaint;

(D) a proposed Consent Decree for disciplinary action for the licensee, approved by the Board and signed by the licensee and the chair or chair's designee, which may include, but is not limited to, one or more of the following:

(i) a letter of education instructing the licensee to correct the aspect of practice in question;

(ii) a tutorial assigned to the licensee to remedy the practice in question, under the supervision of a Board Approved Supervisor assigned by the Board, with the wishes and needs of the licensee taken into consideration;

(iii) a letter of censure reprimanding the licensee for the practice inquestion;

(E) a review of the course of action in a specified time, not longer than sixmonths, to determine whether or not remediation has taken place;

(F) a letter to the licensee indicating that the informal process has ended.

(3) Referral to the formal investigation process when:

(A) the licensee fails to respond to the certified letter from the Board;

(B) the informal process reveals new or expanded allegations that indicate the possibility of a denial, revocation or suspension of a license;

(C) the licensee fails to meet the requirements of Consent Decree without good cause.

(4) A Consent Decree that is agreed to by the Board and the licensee shall not be considered a disciplinary action and will not appear on the Board's website or be reported to a national databank.

(d) **Allegations, if substantiated, appearing to result in a denial, revocation or suspension of a license.** If an alleged violation appears to be one which would result in a denial, revocation or suspension of a license, the Complaint Committee shall proceed with addressing the complaint by the process detailed below based upon agreement of a majority of its members:

(1) Contacting an investigator designated by the Board as qualified to address the nature of the complaint.

(2) Providing the designated investigator with names and addresses of the complainant, if available, and the licensee.

(3) Issuing a letter of intent that specifies:

(A) the intended parameters of the investigation;

(B) the individuals to be interviewed;

(C) the contract fee and travel reimbursement, as allowed by statute;

(D) the time frame for completing the investigation.

(4) Indicating whether or not the licensee should be interviewed by the contract investigator, in reference to:

(A) advice by the Attorney General liaison not to do so in order to reserve the interview with the licensee in a setting under oath;

(B) the possibility of a criminal investigation being conducted concurrently or subsequently to the Board investigation.

(5) Submitting the investigative report to the Complaint Committee for review and recommendation to the Board concerning proposed action to be taken concerning the complaint.

(6) Placing the complaint on the agenda for the next Board meeting for report on the status of the complaint and possible action by the Board. Possible actions by the Board would include:

(A) a dismissal of the complaint due to lack of evidence of a code violation;

(B) a referral to the informal process due to a finding that the results of the investigation reveal code violations, but not ones that would result in the need for denial, revocation or suspension;

(C) a decision to hold a hearing as provided for in Section 675:3-1-4 of this Chapter.

Title 59 O.S. Section 1256.2

A. A social worker shall report to the State board of Licensed Social Workers information on the following conduct by an applicant or a licensee:

1. Sexual contact or sexual conduct with a client or a former client, only when the client consents to the report;

2. Failure to report information as required by law;

3. Impairment in the ability to practice by reason of illness, use of alcohol, drugs or other chemicals, or as a result of any mental or physical condition;

4. Improper or fraudulent billing practices;

5. Fraud in the licensure application process or any other false statements made to the Board;

6. Conviction of any felony or crime reasonably related to the practice of social work; or

7. A violation of a Board order.

B. Social Workers shall report to the Board information on any other conduct by an applicant or licensee that constitutes grounds for disciplinary action under this act or the rules of the Board when the social worker reasonably believes that the client's functioning has been affected negatively by the conduct.

C. An applicant or licensee shall report to the Board any personal action that would otherwise require a report to be made to the Board pursuant to this act.

D. Reports required by this section must be submitted not later than thirty (30) days after the occurrence of the reportable event or knowledge by the person reporting the occurrence. The Board may adopt such rules as are necessary to assure prompt and accurate reporting.

E. Any person, social worker, business, or organization is immune from civil liability or criminal prosecution for submitting in good faith a report under this section.

D. Continuing Education:

Title 59 O.S. Section 1261.1a

A. Licensees shall be required to renew their license at such time and in such manner established by the State Board of Licensed Social Workers by rule, including the form of application and payment of the applicable renewal fee. Under nocircumstances shall the renewal period exceed two (2) years.

B. As a requirement for license renewal, each licensee shall provide evidence satisfactory to the Board that such licensee has annually completed at least sixteen (16) hours of a program of continuing education as prescribed by the Board.

C. The Board shall also provide procedures by rule to ensure that license renewal candidates maintain the qualifications to practice social work, as set forth in this act.

D. If a social worker fails to make application to the Board for renewal of a license within a period of ninety (90) days after the expiration of the license, such person must reapply as an initial applicant for licensure and pass the current licensure examination; however, a person who has been licensed under the laws of this state and the license has expired, but who has continually practiced social work in another state under a license issued by the authority of such state, may renew the license upon completion of the continuing education requirements set forth by the Board and payment of the designated fee.

OAC 675: 10-1-6. Continuing Education

(a) Continuing education.

(1) As a requirement for license renewal, sixteen (16) clock hours of continuing education units shall be required for each license held. These hours must have been obtained during the previous renewal period (January through December) and approved by the Board. At least 3 hours must be categorized as ethics training as defined by the Board.

(2) Approval of continuing education shall be at the discretion of the Oklahoma State Board of Licensed Social Workers and shall be in accordance with standards acceptable to the profession of social work.

(3) A licensee called to active duty in the armed forces of the United States for a period of time exceeding one hundred and twenty (120) consecutive days during a calendar year shall be exempt from obtaining the continuing education required during that calendar year.

(4) A licensee experiencing physical disability, illness or other extenuating circumstances may request partial or complete exemption from the continuing education requirements. The licensee shall provide supporting documentation for the Board's review. Such hardship cases will be considered by the Board on an individual basis.

(5) Effective January 1, 2004 licensees who have passed the examination during the months of July through December may receive eight (8) hours of continuing education for that year. The required eight (8) hours must be in category 1 and include three (3) hours of ethics.

(b) Audit/Verification.

(1) Each applicant for renewal of license shall certify that he/she has completed the requisite hours of continuing education.

(2) The Board staff may, each year, randomly or for cause select licensees to be audited for verification that continuing education requirements have been met.

(3) Licensees selected for audit must submit verification of meeting the continuing education requirement with the renewal application.

(4) Failure to submit such records shall constitute an incomplete application and shall result in the application being returned to the licensee and the licensee being unable to practice.

(5) A license renewed through misrepresentation shall result in Board action.

E. Other:
NA

8. **For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:**

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
101	238	259	153	200

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
101	238	259	153	200

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

NOTE 1): It would be rare for an application to not be approved pending the receipt of the appropriate paperwork and criminal history record check. Applications do occasionally get tabled pending receipt of further information/clarification requested by the reviewing Board member before they are approved.

NOTE 2): Once a new applicant is approved, they are issued a provisional license, which is good for one year from the date of approval. The applicant is required to successfully pass the National Exam offered through the Association of Social Work Boards (ASWB) relevant to the licensure level for which they are applying. If they do not pass the exam, the provisional license lapses at the one year mark and the individual is no longer licensed to practice social work. They may again make application for licensure; however, they are not issued another provisional and remain non-licensed until they have passed the National Exam

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
1	2	4	7	1

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

There is no statute setting out an exception within the Oklahoma Open Records Act, thus, names of social worker licensees who receive disciplinary action are not held in confidence.

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
	1614	1538	1479	1422

Note: An accurate account of FY12 numbers will not be available until 06/30/2012. All social workers holding a current license are required to complete 16 hours of continuing education in order to be eligible to renew their license for the following year, so the above numbers represents the number of licensed social workers during that fiscal period.

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary. **None.**

FY-12	FY-11	FY-10	FY-09	FY-08

9. **List all source(s) of revenue for each of the last five (5) fiscal years. (See Attached)**

FISCAL YEAR	SOURCES OF REVENUE
FY-11	Application, Renewal, Late and Misc. Fees
FY-10	Application, Renewal, Late and Misc. Fees
FY-09	Application, Renewal, Late and Misc. Fees
FY-08	Application, Renewal, Late and Misc. Fees
FY-07	Application, Renewal, Late and Misc. Fees

10. **Summarize all expenditures for each of the last five (5) fiscal years.**

FISCAL YEAR	EXPENDITURES
FY-11	Personnel; Professional Services (AG's Office, IT Support - OSF, Business Support Services – OSF, Computer Program Services – Advancia, Business Support Services – Investigations, Business Support Services – Julia Reed, OK.GOV); Travel; Administrative Expenses (Telecommunications, Bank Service Charges, Rental Space, Equipment rental, Office Supplies); Office Administrative Services (OPM).
FY-10	Personnel; Professional Services (AG's Office, IT Support - Medical Licensure Board, Business Support Services – Board Consultant, OK.GOV); Travel; Administrative Expenses (Telecommunications, Bank Service Charges, Rental Space, Equipment rental, Office Supplies); Office Administrative Services (OPM).
FY-09	Personnel; Professional Services (AG's Office, IT Support– Medical Licensure Board, Business Support Services – Board Consultant, OK.GOV); Travel; Administrative Expenses (Telecommunications, Bank Service Charges, Rental Space, Equipment rental, Office Supplies); Office Administrative Services (OPM).
FY-08	Personnel; Professional Services (AG's Office, IT Support - Medical Licensure Board, Business Support Services – Board Consultant, OK.GOV); Travel; Administrative Expenses (Telecommunications, Bank Service Charges, Rental Space, Equipment rental, Office Supplies); Office Administrative Services (OPM).
FY-07	Personnel; Professional Services (AG's Office, IT Support - Medical Licensure Board, Business Support Services – Board Consultant, OK.GOV); Travel; Administrative Expenses (Telecommunications, Bank Service Charges, Rental Space, Equipment rental, Office Supplies); Office Administrative Services (OPM).

11. **Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?**
X YES _____ NO (If no, please explain)

12. **Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.**

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	No Fee Increase or Decrease

FY-10	No Fee Increase or Decrease
FY-09	No Fee Increase or Decrease
FY-08	No Fee Increase or Decrease
FY-07	No Fee Increase or Decrease

13. **Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:**

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

A. There are no plans to eliminate or expand existing programs.
B. N/A
C. N/A

Future Goals:

Goal 1: Ensure effective leadership by the governing Board.

- Develop an objective process of Board recruitment and filling Board vacancies.
- Develop criteria for composition of Board membership to ensure diversity.
- Develop a succession plan for board membership.
  - Review members whose terms expire in upcoming year to determine if that member wishes to be reappointed or replaced.
  - Track race and ethnicity of licensees in accordance with the census language on renewals and applications.
- Evaluate the need and use of board committees.
  - Executive Committee
  - Complaint Committee
  - Sunset Review Committee
  - Rules and Regulations Committee
  - Finance Committee
  - Ad Hoc Committees
- Establish board evaluation measures to evaluate performance of the OSBLSW.
- Establish attendance evaluation tools for Board performance.
- Establish a fee structure sufficient to support operational activities of OSBLSW budgetary needs. Develop budgeting plan.
- Develop an orientation plan for new board members.
- Review and update the Oklahoma statutes governing licensed social work practice -Title 59 O.S. Section 1250 – 1273 in response to changing areas of practice.
- Review and update the Oklahoma Administrative Code – Title 675 – State Board of Licensed Social Workers in response to changing areas of practice.
- Review of Strategic Plan at a special meeting annually.
- Seek consultation from ASWB on evaluative tools, leadership, Board effectiveness, and advocacy in protecting public

Goal 2: Ensure effective and prompt response to licensed social workers.

- Conduct educational programs, at a minimum of once per year, in the state pertaining to social work licensure.
- Enhance website capabilities for ease of user access to include integration of forms and comment section for social workers.
- Increase public awareness of the profession of social work through marketing efforts including the development of a brochure and other affordable marketing strategies.
- Conduct licensed social work supervisor training three times per year.
- Encourage social workers to attend Board meetings and provide input to incorporate changes into Rules and Regulations and Licensing Act.
- Establish a process to conduct a quality control review of licensure supervisor performance.
- Initiate a review and revision process of forms required by supervisors and supervisees during supervisory periods to reduce redundancy and enhance ease of use while retaining essential information.

Goal 3: Ensure effective response to consumer complaints.

- Evaluate complaint committee composition and develop guidelines for its structure.
- Educate public regarding complaint processes through brochures and other methods of affordable marketing.
- Develop a recruitment plan for new complaint committee members.
- Develop an orientation and training plan for new complaint committee members.
- Develop guidelines for committee process.

Goal 4: Ensure that Oklahoma's Licensing Act effectively protects the public.

- Review Association of Social Work Boards Model Act and amend current Oklahoma Licensure Act and Rules.
- Build partnerships with legislature in preparation for changes in legislation.
- Conduct public forum for comment on proposed changes to the Act.
- Develop strong alliances with the state legislature.
- Develop educational plan for state legislators regarding the practice of social work.

14. **List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.**

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	HB 1715
FY-10	None
FY-09	None
FY-08	None
FY-07	None

15. **Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.**

The OSBLSW contracts with the Oklahoma Office of the Attorney General for legal counsel services at a cost of $1,525.04 per month.

16. **Why should this agency, board, or commission be continued or discontinued?**

The continuation of this agency is vital to the citizens of Oklahoma because, as noted above, it has the responsibility to safeguard the welfare of the public of the State of Oklahoma by establishing, promoting and enforcing high standards of practice for licensed social workers.

Social work is a profession devoted to helping people solving problems and issues in their lives. The social worker is guided by a professional code of ethics on assisting people to achieve an effective level of psychosocial functioning and effecting social change to improve the well-being of everyone. Social work is founded on the principles of service; social and economic justice; personal dignity and worth; the importance of human relationships; integrity; and competence.

Macro social work practice focuses on changing larger systems, such as communities and organizations. It encompasses a broad spectrum of practice, including planning, program development, community organizing, policy analysis, legislative advocacy, program evaluation, task-oriented group work, community education, and human services management.

Social workers employing social theory on the micro level are concerned with individuals, families and other small communities. Generally, mental health professionals and child safety advocates tend to work at this level. They are primarily concerned with the safety and welfare of individuals and with fostering positive and healthy dynamics within family relationships.

In a general sense, social work is an exciting, demanding and immensely rewarding profession. It requires uncommon dedication that strives for social reform. More than ever, the State of Oklahoma needs social work professionals who are committed to the needs of its citizens. Social workers attend to those in distress and identify and remedy the social ill that rob people of their dignity and prevent them from achieving their full potential. Social workers help people function the best way they can in their environment, deal with their relationships, and solve personal and family problems.

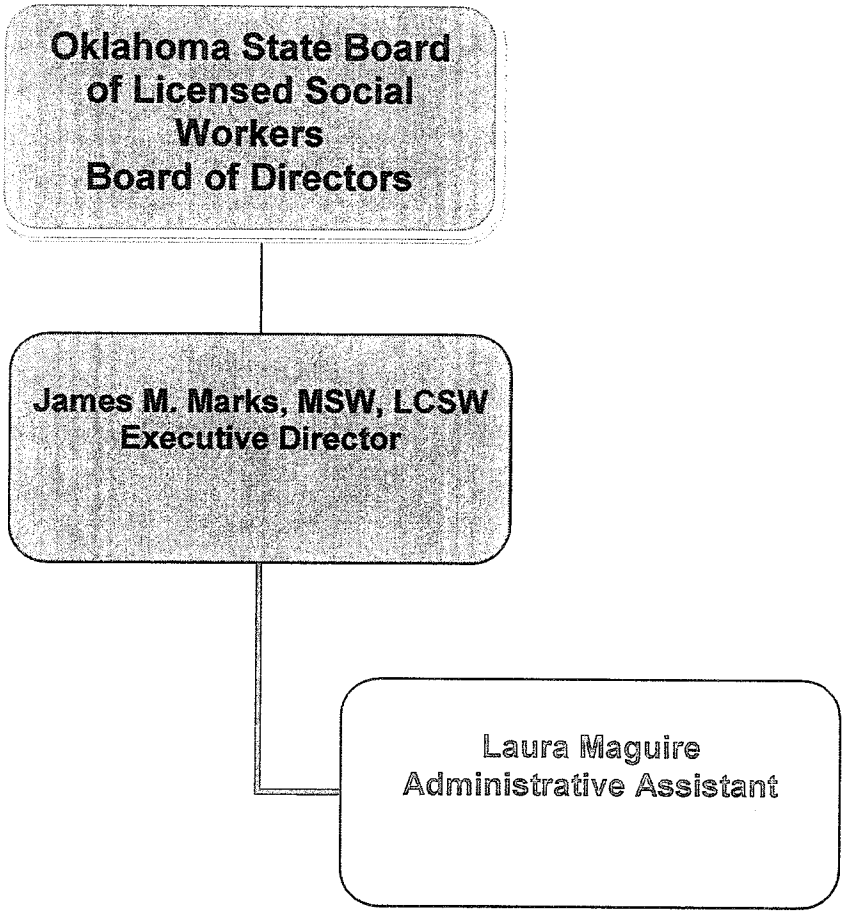
The facilitation of social work practice is multi-faceted and may include intervention strategies on numerous levels. The continuation of this agency and Board remains vital to assure legal, ethical and professional standards are observed in the delivery of services offered by licensed social workers.

17. **Submit the following material with this survey:**

A. Current organization chart;
B. Last annual report; Financial
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.
E. Fee Schedule

A. See Attached
B. See Attached
C. See Attached
D. N/A
E. See Attached

Oklahoma State Board of Licensed Social Workers
Agency 622
Organizational Chart
FY 2012 Budget Work Plan



JHODGES

From Business Unit: 62200 To Business Unit: 62200

Summary of Receipts and Disbursments

Date/time Printed: 7/1/2011 : 10:22:32AM

State of Oklahoma
Office of State Finance
Summary of Receipts and Disbursments
From Business Unit 62200 To Business Unit 62200
For The Month Of June, 2011

7/1/2011
10:22:32 AM

BUSINESS UNIT **62200**

CLASS **200**

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables (Incr) Decr 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			**0.00**	**0.00**				**0.00**	**222,536.70**
1-Jul	(9,500.00)	11,628.38	0.00	0.00	0.00	0.00	0.00	0.00	220,408.32
2-Aug	(1,750.00)	7,433.22	0.00	0.00	0.00	0.00	0.00	0.00	214,725.10
3-Sep	0.00	5,562.10	0.00	0.00	0.00	0.00	0.00	0.00	209,163.00
4-Oct	0.00	19,507.11	0.00	0.00	0.00	0.00	0.00	0.00	189,655.89
5-Nov	0.00	10,841.69	(42.12)	0.00	0.00	0.00	0.00	0.00	178,856.32
6-Dec	0.00	13,843.75	(497.88)	0.00	0.00	0.00	0.00	0.00	165,510.45
7-Jan	(38,728.10)	19,020.18	(2,796.10)	0.00	0.00	0.00	0.00	0.00	188,014.47
8-Feb	0.00	24,191.60	1,051.29	0.00	0.00	0.00	0.00	0.00	162,771.58
9-Mar	(120,604.50)	16,890.57	2,284.81	0.00	0.00	0.00	0.00	0.00	264,200.70
10-Apr	0.00	23,572.44	(4,182.58)	0.00	0.00	0.00	0.00	0.00	244,810.84
11-May	(20,474.40)	17,425.46	4,015.69	0.00	0.00	0.00	0.00	0.00	243,844.09
12-Jun	(7,135.65)	18,606.43	166.89	0.00	0.00	0.00	0.00	0.00	232,206.42
Column Totals:	(198,192.65)	188,522.93	0.00	0.00	0.00	0.00	0.00		
Current Ledger Balance:			0.00	0.00					
Class/Fund Balances:								**0.00**	**232,206.42**

Current Ledger Balance-Liabilities:	0.00
Current Ledger Balance-Receivables:	0.00
***Budgeted Cash Balance:**	**232,206.42**

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.

Report Name: OCGL0059
Query Title: OCP_GL0059

BUSINESS UNIT 62200

CLASS 79901

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables (Incr) Decr 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			**0.00**	**0.00**				**0.00**	**6,059.54**
1-Jul	5,051.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,008.29
2-Aug	2,075.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,066.71)
3-Sep	(900.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(166.71)
4-Oct	(16,632.01)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,465.30
5-Nov	(33,207.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,672.80
6-Dec	(83,529.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133,202.31
7-Jan	322.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,880.00
8-Feb	(1,860.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134,740.00
9-Mar	120,700.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	13,870.00
10-Apr	(7,527.40)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,397.40
11-May	19,277.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,120.00
12-Jun	(5,375.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,495.00
Column Totals:	(1,605.46)	170.00	0.00	0.00	0.00	0.00	0.00		
Current Ledger Balance:			0.00	0.00					
Class/Fund Balances:								**0.00**	**7,495.00**

Current Ledger Balance-Liabilities:	0.00
Current Ledger Balance-Receivables:	0.00
***Budgeted Cash Balance:**	**7,495.00**

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.

Report Name: OCGL0059
Query Title: OCP_GL0059

BUSINESS UNIT **62200**

CLASS

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables (Incr) Decr 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
Column Totals:	(199,798.11)	188,692.93	0.00	0.00	0.00	0.00	0.00		
Prior Year AP BU Balance:			**0.00**	**0.00**					
Current AP Business Unit Balance:			**0.00**	**0.00**					
Business Unit Balances:								**0.00**	**239,701.42**

JHODGES

From Agency: 62200 **To Agency:** 62200

Six Digit Expenditure Detail Report

Date/time Printed: 7/1/2011 : 10:21:35AM

State of Oklahoma
Office of State Finance
Six Digit Expenditure Detail Report
From June 01, 2011 To June 30, 2011

7/1/2011
10:21:35 AM

Business Unit	Class	Dept	Bud Ref	Voucher	Acct	Sub Account	Journal Date	PO Id	CFDA Number	Amount	Vendor Name	Vendor ID
62200												
	20000											
		1000001										
			11									
				00001220	532110		06/04/2011	6229000113		585.00	LINCOLN PLAZA OFFICE BUILDING I	0000258555
				00001221	536130		06/07/2011	6229000193		24.79	STAPLES CONTRACT & COMMERCIA	0000067950
				00001221	536140		06/07/2011	6229000193		31.80	STAPLES CONTRACT & COMMERCIA	0000067950
				00001222	531230		06/07/2011	6229000166		26.12	OFFICE OF STATE FINANCE	0000000090
				00001223	515580		06/07/2011	6229000170		1,000.00	OFFICE OF STATE FINANCE	0000000090
				00001224	515560		06/07/2011	6229000178		201.44	OFFICE OF PERSONNEL MANAGEME	0000000548
				00001225	531130		06/07/2011	6229000162		159.95	COX BUSINESS SERVICES	0000054124
				00001226	515010		06/08/2011	6229000173		1,708.33	ATTORNEY GENERAL	0000000049
				00001227	531130		06/08/2011	6229000167		66.24	OFFICE OF STATE FINANCE	0000000090
				00001227	541230		06/08/2011	6229000167		13.00	OFFICE OF STATE FINANCE	0000000090
				00001228	515610		06/08/2011	6229000164		49.20	DEPARTMENT OF CENTRAL SERVIC	0000000580
				00001229	515610		06/14/2011			29.14	DEPARTMENT OF CENTRAL SERVIC	0000000580
				00001230	515610		06/14/2011			43.17	DEPARTMENT OF CENTRAL SERVIC	0000000580
				00001231	515360		06/14/2011	6229000158		461.36	ADVANCIA CORPORATION	0000074063
				00001232	515580		06/14/2011	6229000171		585.00	JULIA REED LESN	0000293309
				00001233	531180		06/17/2011	6229000161		16.69	BANK OF AMERICA NA	0000078298
				00001234	541130		06/22/2011	6229000191		848.00	SHI INTERNATIONAL CORP	0000014268
				00001235	515380		06/22/2011	6229000183		602.81	OFFICE OF STATE FINANCE	0000000090
				00001236	531210		06/22/2011	6229000165		10.00	OFFICE OF STATE FINANCE	0000000090
				00001237	521310		06/23/2011			80.58	SARAH SCHULZ	0000325823
				00001238	521310		06/23/2011			42.84	KELLY M HARMON	0000095037
				00001239	521310		06/23/2011			30.60	LEE,ROBERT E	0000088069
				00001240	515350		06/24/2011	6229000177		14.42	BOARD OF MEDICAL LICENSURE & S	0000000450
				00001240	515380		06/24/2011	6229000177		128.54	BOARD OF MEDICAL LICENSURE & S	0000000450
				00001240	515580		06/24/2011	6229000177		186.75	BOARD OF MEDICAL LICENSURE & S	0000000450
Bud Ref Total										6,945.77		
Dept Total										6,945.77		

Report Name: OCAP0312
Query Title: OCP_AP0312

62200 Class Total	6,945.77

Business Unit Total	6,945.77
Report Grand Total	6,945.77

Summary By Transaction Type

Transaction Type	Description	Debit Amount	Credit Amount	Net Amount
REG	REGULAR VOUCHER	6,945.77	0.00	6,945.77
				6,945.77

JHODGES

6 Digit Object of Expenditure Report

From Business Unit :62200 : To Business Unit :62200

Date/time Printed: 7/1/2011 : 10:21:05AM

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
62200						
	510000	PERSONAL SERVICES				
		511000				
			511110	Sals-Regular Pay	5,208.33	47,202.73
			511130	Sals-Non-Reg Pay	1,290.00	13,992.52
			511210	Longevity Pay-State Employe	1,900.00	1,900.00
			511310	Terminal Leave	0.00	5,520.09
			511420	Excess Benefit Allowance	349.99	2,018.09
		Sub Class 511000 Total			8,748.32	70,633.43
		512000				
			512110	Insur.Prem-Hlth-Life-State Pln	1,101.88	8,202.20
			512210	Unemployment Compen.-Payı	12.90	325.92
			512230	Unemployment Compen.-Reir	0.00	0.00
			512310	Insur.Prem-Workers Comp.	0.00	368.00
		Sub Class 512000 Total			1,114.78	8,896.12
		513000				
			513110	State Share-FICA	542.40	4,357.88
			513120	State Share-MQFE/FICA	126.85	1,019.17
			513230	State Share OPERS	1,101.79	7,610.93
			513280	St.Match-Ad Fee-State Annuit	26.52	212.16
		Sub Class 513000 Total			1,797.56	13,200.14
		515000				
			515010	Offices Of Lawyers	1,708.33	22,167.67
			515350	Custom Computer Program S	14.42	1,490.29
			515360	Computer Systems Design Sv	461.36	461.36
			515380	Other Computer Related Svc	731.35	4,042.37
			515400	Admin Mgmt-Gen.Mgmt Cons	0.00	285.00
			515560	Office Administrative Services	201.44	886.09
			515580	Business Support Services	1,771.75	23,585.37
			515610	Business Service Centers	121.51	1,272.58
		Sub Class 515000 Total			5,010.16	54,190.73
		519000				
			519130	Flexible Benefits-Adminis.	0.00	5.88
		Sub Class 519000 Total			0.00	5.88
	Major Class 510000 Total				16,670.82	146,926.30
	520000	TRAVEL				
		521000				

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
62200						
	520000	TRAVEL				
		521000				
			521110	In-State Mileage-Motor Vehicl	0.00	890.76
			521140	In-State Miscellaneous Charg	0.00	120.50
			521310	Travel Reimb.-Non-State Emp	154.02	2,471.18
		Sub Class 521000 Total			154.02	3,482.44
		522000				
			522110	Plane Fare-Other Pub.Transp	0.00	741.57
			522150	Registration - Agency Direct	0.00	125.00
		Sub Class 522000 Total			0.00	866.57
	Major Class 520000 Total				154.02	4,349.01
	530000	ADMINISTRATIVE EXPENSE				
		531000				
			531130	Telecommunication Services	226.19	3,613.48
			531150	Printing & Binding Contrs	0.00	3,234.00
			531170	Informational Service	0.00	416.78
			531180	Bank Service Charges	16.69	1,779.84
			531200	Convenience Fees-Portal	0.00	4.00
			531210	Data Center Charges - Portal	10.00	6,788.00
			531230	ERP System Services	26.12	339.56
			531260	Membership in Organizations	0.00	550.00
			531280	Late-Pmt Interest-Penalty Chg	0.00	69.22
			531310	Prem-Property or Liab.Insur.	0.00	592.80
			531380	Inter-Govermental Payments	0.00	0.00
			531600	Misc.Administrative Fee	0.00	69.66
		Sub Class 531000 Total			279.00	17,457.34
		532000				
			532110	Rent of Office Space	585.00	7,605.00
			532140	Rent-Equipment And Machine	0.00	2,569.33
			532190	Other Rents	0.00	165.00
		Sub Class 532000 Total			585.00	10,339.33
		533000				
			533120	Mtce-Rep.-Equipment-Vendor	0.00	68.68
		Sub Class 533000 Total			0.00	68.68
		536000				
			536130	Office Supplies Non-Expendal	24.79	372.05

Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
62200						
	530000		ADMINISTRATIVE EXPENSE			
		536000				
			536140	Office Supplies (Expendable)	31.80	1,499.39
			536170	Food and Catering Service	0.00	677.88
		Sub Class 536000 Total			56.59	2,549.32
	Major Class 530000 Total				920.59	30,414.67
	540000		PROP,FURN,EQUIP & RELATED D			
		541000				
			541120	Data Processing Equipment	0.00	3,459.23
			541130	Data Processing Software	848.00	2,144.00
			541230	Equip-Telecommunications	13.00	143.00
		Sub Class 541000 Total			861.00	5,746.23
		543000				
			543110	Lease Purchase-Furniture,Eq	0.00	676.77
		Sub Class 543000 Total			0.00	676.77
	Major Class 540000 Total				861.00	6,423.00
	550000		GEN ASST, AWDS, PROG-DIRECT			
		553000				
			553150	Indemnities,Restitn.,Settlmts	0.00	159.95
			553190	Refunds-Overpayment Charg	0.00	170.00
		Sub Class 553000 Total			0.00	329.95
		554000				
			554230	Reimbursement & Repayment	0.00	250.00
		Sub Class 554000 Total			0.00	250.00
	Major Class 550000 Total				0.00	579.95
Business Unit 62200 Total					18,606.43	188,692.93
Grand Total By Business Unit					18,606.43	188,692.93

JHODGES

From Agency: 62200 **To Agency:** 62200

Allotment Budget and Available Cash

Date/time Printed: 7/1/2011 : 10:22:26AM

State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of June 30, 2011

7/1/2011
10:22:26 AM
Page 1

Business Unit	Class	Dept	Bud Ref	Allocations	Pre Encumbered	Encumbered	Current Yr Exp	Prior Yr Exp	Allotment Budget	Available Cash
62200										
	200									232,206.42
	20000	10	09	236,010.56	.00	.00	.00	205,484.74	30,525.82	
	20000	10	10	235,603.04	.00	5,265.00	11,209.49	162,925.33	56,203.22	
	20000	10	11	208,322.04	.00	30,954.60	177,313.44	.00	54.00	
				679,935.64		36,219.60	188,522.93	368,410.07	86,783.04	
Business Unit Totals				679,935.64	.00	36,219.60	188,522.93	368,410.07	86,783.04	232,206.42

Report Name: OCGL0056.RPT
Query Title: OCP_GL0056_BUDGET_BAL

Business Unit	Class	Dept	Bud Ref	Allocations	Pre Encumbered	Encumbered	Current Yr Exp	Prior Yr Exp	Allotment Budget	Available Cash
Grand Totals				679,935.64	-	36,219.60	188,522.93	368,410.07	86,783.04	232,206.42

Okla Bd of Lic Social Workers
Business Unit - 62200
FY 2011 Operating Budget Comparison by Department and Account
as of June 30, 2011

OCPGL338
01-JUL-2011
10:20:15_AM

Department: 1000001 General Operations

Account		Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511	Salary Expense	62,676	62,676	69,896.98	0.00	0.00	69,896.98	-7,220.94	-7,220.94	111.52	111.52
512	Insur.Prem-Hlth-Life,etc	13,750	13,750	8,888.76	0.00	0.00	8,888.76	4,861.24	4,861.24	64.65	64.65
513	FICA-Retirement Contributi	11,577	11,577	13,143.81	0.00	0.00	13,143.81	-1,566.81	-1,566.81	113.53	113.53
515	Professional Services	71,213	71,213	47,592.98	22,528.98	0.00	70,121.96	1,091.04	1,091.04	98.47	98.47
519	Inter/Intra Agy Pmt-Pers S	50	50	5.88	14.12	0.00	20.00	30.00	30.00	40.00	40.00
521	Travel - Reimbursements	6,300	6,300	2,930.24	0.00	0.00	2,930.24	3,369.76	3,369.76	46.51	46.51
522	Travel - Agency Direct Pmt	3,600	3,600	866.57	0.00	0.00	866.57	2,733.43	2,733.43	24.07	24.07
531	Misc. Administrative Expen	15,536	15,536	15,722.42	2,559.38	0.00	18,281.80	-2,745.80	-2,745.80	117.67	117.67
532	Rent Expense	10,220	10,220	9,754.33	859.95	0.00	10,614.28	-394.28	-394.28	103.86	103.86
533	Maintenance & Repair Expen	1,300	1,300	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00	0.00
536	General Operating Expenses	2,700	2,700	2,355.29	0.00	0.00	2,355.29	344.71	344.71	87.23	87.23
541	Office Furniture & Equipme	6,400	6,400	5,746.23	148.00	0.00	5,894.23	505.77	505.77	92.10	92.10
543	Lease Purchases	3,000	3,000	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00
553	Refunds,Idemnities,Restitu	0	0	159.95	0.00	0.00	159.95	-159.95	-159.95	~	~
554	Program Reimb,Litigation C	0	0	250.00	0.00	0.00	250.00	-250.00	-250.00	~	~
601	AFP Encumbrances	0	0	0.00	4,844.17	0.00	4,844.17	-4,844.17	-4,844.17	~	~
810	Req Only	0	0	0.00	5,505.00	0.00	5,505.00	-5,505.00	-5,505.00	~	~
		208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62

Class	Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
20000	Lic Social Workers Revol F	208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62
		208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62
	Totals for Division 10	208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62
	Totals for Bus Unit 62200	208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62

Okla Bd of Lic Social Workers
Business Unit - 62200
FY 2011 Operating Budget Comparison by Department and Account
as of June 30, 2011

OCPGL338
01-JUL-2011
10:20:15_AM

Department: 1000001 General Operations

Account		Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511	Salary Expense	62,676	62,676	69,896.98	0.00	0.00	69,896.98	-7,220.94	-7,220.94	111.52	111.52
512	Insur.Prem-Hlth-Life,etc	13,750	13,750	8,888.76	0.00	0.00	8,888.76	4,861.24	4,861.24	64.65	64.65
513	FICA-Retirement Contributi	11,577	11,577	13,143.81	0.00	0.00	13,143.81	-1,566.81	-1,566.81	113.53	113.53
515	Professional Services	71,213	71,213	47,592.98	22,528.98	0.00	70,121.96	1,091.04	1,091.04	98.47	98.47
519	Inter/Intra Agy Pmt-Pers S	50	50	5.88	14.12	0.00	20.00	30.00	30.00	40.00	40.00
521	Travel - Reimbursements	6,300	6,300	2,930.24	0.00	0.00	2,930.24	3,369.76	3,369.76	46.51	46.51
522	Travel - Agency Direct Pmt	3,600	3,600	866.57	0.00	0.00	866.57	2,733.43	2,733.43	24.07	24.07
531	Misc. Administrative Expen	15,536	15,536	15,722.42	2,559.38	0.00	18,281.80	-2,745.80	-2,745.80	117.67	117.67
532	Rent Expense	10,220	10,220	9,754.33	859.95	0.00	10,614.28	-394.28	-394.28	103.86	103.86
533	Maintenance & Repair Expen	1,300	1,300	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00	0.00
536	General Operating Expenses	2,700	2,700	2,355.29	0.00	0.00	2,355.29	344.71	344.71	87.23	87.23
541	Office Furniture & Equipme	6,400	6,400	5,746.23	148.00	0.00	5,894.23	505.77	505.77	92.10	92.10
543	Lease Purchases	3,000	3,000	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00
553	Refunds,Idemnities,Restitu	0	0	159.95	0.00	0.00	159.95	-159.95	-159.95	~	~
554	Program Reimb,Litigation C	0	0	250.00	0.00	0.00	250.00	-250.00	-250.00	~	~
601	AFP Encumbrances	0	0	0.00	4,844.17	0.00	4,844.17	-4,844.17	-4,844.17	~	~
810	Req Only	0	0	0.00	5,505.00	0.00	5,505.00	-5,505.00	-5,505.00	~	~
		208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62

Class	Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
20000	Lic Social Workers Revol F	208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62
		208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62
	Totals for Division 10	208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62
	Totals for Bus Unit 62200	208,322	208,322	177,313.44	36,459.60	0.00	213,773.04	-5,451.00	-5,451.00	102.62	102.62

JHODGES

From Business Unit: 62200 To Business Unit: 62200

Outstanding Encumbrances

Date/time Printed: 7/1/2011 : 10:22:31AM

Bus Unit	Class	Dept	Bud Ref	Purchase Order	Line	Sched Line	Dist Line	Date	Acct	Sub Acct	CFDA No	Oper Unit	Contract ID	Balance Remaining	Vendor ID	Vendor Name	HDC Vendor
62200																	
	20000																
		1000001															
			10	6229000149	1	1	1	10/12/09	532110					5,265.00	0000258555	LINCOLN PLAZA OFFICE BU	N
			11	6229000158	1	1	1	10/29/10	515350				0000002463	6,993.30	0000074063	ADVANCIA CORPORATION	N
			11	6229000158	3	1	1	10/29/10	515360				0000002463	668.18	0000074063	ADVANCIA CORPORATION	N
			11	6229000159	1	1	1	11/10/10	601100					4,844.17	0000001100	AUTHORITY ORDER VENDO	N
			11	6229000160	1	1	1	11/10/10	515580					1,316.00	0000073926	THE MEADOWS CENTER FO	Y
			11	6229000161	1	1	1	11/10/10	531180					863.54	0000078298	BANK OF AMERICA NA	N
			11	6229000162	1	1	1	11/10/10	531130					159.95	0000054124	COX BUSINESS SERVICES	N
			11	6229000163	1	1	1	11/10/10	519130					14.12	0000000815	EMPLOYEES BENEFITS COU	N
			11	6229000164	1	1	1	11/10/10	515610					1,847.67	0000000580	DEPARTMENT OF CENTRAI	N
			11	6229000165	1	1	1	11/10/10	531200					1,076.00	0000000090	OFFICE OF STATE FINANCE	N
			11	6229000166	1	1	1	11/10/10	531230					26.12	0000000090	OFFICE OF STATE FINANCE	N
			11	6229000167	1	1	1	11/10/10	531130					258.37	0000000090	OFFICE OF STATE FINANCE	N
			11	6229000167	1	1	2	11/10/10	541230					13.00	0000000090	OFFICE OF STATE FINANCE	N
			11	6229000170	1	1	1	12/3/10	515580					1,000.00	0000000090	OFFICE OF STATE FINANCE	N
			11	6229000171	1	1	1	12/10/10	515580					6,945.00	0000293309	JULIA REED LESN	N
			11	6229000174	1	1	1	12/22/10	531180					75.40	0000069379	DISCOVER NOVUS NETWOI	N
			11	6229000177	1	1	1	1/12/11	515580					186.75	0000000450	BOARD OF MEDICAL LICEN	N
			11	6229000177	2	1	1	1/12/11	515380					128.54	0000000450	BOARD OF MEDICAL LICEN	N
			11	6229000177	3	1	1	1/12/11	515350					2,543.00	0000000450	BOARD OF MEDICAL LICEN	N
			11	6229000178	1	1	1	1/12/11	515560					297.73	0000000548	OFFICE OF PERSONNEL MA	N
			11	6229000179	1	1	1	1/28/11	531130				0000002838	100.00	0000068355	AT&T	N
			11	6229000180	1	1	1	1/28/11	532140				0000002816	646.90	0000072751	STANDLEY SYSTEMS LLC	N
			11	6229000180	2	1	1	1/28/11	532140				0000002816	197.92	0000072751	STANDLEY SYSTEMS LLC	N
			11	6229000183	1	1	1	2/25/11	515380					602.81	0000000090	OFFICE OF STATE FINANCE	N
			11	6229000190	1	1	1	4/13/11	532140					0.02	0000072751	STANDLEY SYSTEMS LLC	N
			11	6229000190	2	1	1	4/13/11	532140					15.11	0000072751	STANDLEY SYSTEMS LLC	N
			11	6229000194	1	1	1	6/16/11	541120					70.00	0000000580	DEPARTMENT OF CENTRAI	N
			11	6229000195	1	1	1	6/29/11	541120					65.00	0000000580	DEPARTMENT OF CENTRAI	N
Department Total														36,219.60			

Report Name: OCGL0066

Query Title: OCP_GL0066

Bus Unit 62200	Class	Dept	Bud Ref	Purchase Order	Line	Sched Line	Dist Line	Date	Acct	Sub Acct	CFDA No	Oper Unit	Contract ID	Balance Remaining	Vendor ID	Vendor Name	HDC Vendor
Class Total														36,219.60			
Business Unit Total														36,219.60			
Grand Total														36,219.60			

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
July 10, 2009

The Oklahoma State Board of Licensed Social Workers met on July 10, 2009, at the Office of the Attorney General, 313 Northeast 21st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:	Members Absent:
Joy Leuthard, LSWA, Board Chair	Kelly Harmon, LMSW
Gwendolyn Gibson, LCSW, Vice Chair	
Jeff Chace, LCSW, Secretary	
Antoinette Lempicki, LSW	
Larry Cassil, Jr., Esq.	
Lanny Endicott, LCSW	

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant

After roll call and noting that a quorum was present, Ms. Leuthard, Chair, called the meeting to order at 10:05 a.m.

Ms. Leuthard stated this agenda is for a review of the complaint matter regarding Matthew Atkinson. Mr. Atkinson, appearing with his attorney, Steve Cortes, submitted an agreement to surrender his license for two years, in lieu of a disciplinary action proceeding.

Mr. Cortes stated that Mr. Atkinson is currently not working in the social work clinical area. According to Mr. Cortes, Mr. Atkinson would waive his rights to a full hearing and surrender his LCSW license, #3143. He would agree not to renew or attempt to renew this license for a period of two years, beginning July 15, 2009. He will not engage in any activity providing clinical social work during that two-year period.

Mr. Cassil moved to enter into executive session. Mr. Chace seconded the motion and the vote was unanimous in the affirmative. Mr. Chace moved to come out of executive session. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Atkinson told the Board that he is currently providing consultation in program organizing and developing community services. He held a workshop in April on counseling techniques.

Mr. Cassil said the Board has considered the agreement to surrender license in lieu of disciplinary proceedings and found it to be inadequate, given the gravity of the allegations made.

Mr. Cassil moved pursuant to 59 O.S. § 1271.1, entitled Temporary Suspension of License, that the Board temporarily suspend Mr. Atkinson's license to practice social work for 60 days from the date upon which the Board sends written notice to Mr. Atkinson specifying the statute and rules which have been violated. In that notice, a full disciplinary hearing should be scheduled within thirty days, to allow counsel time to prepare for hearing. When the notice of suspension is sent, Mr. Atkinson will have to surrender his license and wallet card. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

The Board requested Ms. Schwartz to continue negotiations with Mr. Cortes in an attempt to reach an agreed order and avoid a hearing.

When asked by Ms. Schwartz as to what they might find acceptable in an agreement, the Board responded with the following suggestions:

1). Reimbursement of funds in the amount the Board has incurred as a result of conducting an investigation.
2). Revocation in lieu of suspension.
3). Acknowledgement that revocation would be reported to DARS.
4). Acknowledgement of allegations.

Ms. Schwartz stated that if an agreement is made, the matter would come back before the Board.

Mr. Atkinson and Mr. Cortes left the meeting.

The Board scheduled Monday, August 10, 2009 at 2:00 p.m. for the special meeting date regarding Mr. Atkinson's license.

There being no further business, Mr. Cassil moved to adjourn the meeting at 10:45 a.m. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

BOARD OF LICENSED SOCIAL WORKERS
Minutes of Meeting
July 31 – August 1, 2009

The Board of Licensed Social Workers met on July 31 – August 1, 2009, at Post Oak Lodge, 5323 West 31st Street North, Tulsa, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Joy Leuthard, LSWA, Board Chair
Gwendolyn Gibson, LCSW, Vice Chair
Jeff Chace, LCSW, Secretary
Antoinette Lempicki, LSW
Larry G. Cassil, Jr., Esq.
Lanny Endicott, LCSW

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant.
Dwight Hymans, LCSW, Director of Board Services, ASWB

Noting there was a quorum, Ms. Leuthard called the meeting to order at 10:10 a.m.

The Board reviewed the cost of purchasing a new server, locking rack for the protection of the server and the software associated with the server. Ms. Hoehner advised there will be a substantial fee incurred with the purchase of these items. However, the cost associated with the Medical Board continuing to perform this function exceeds the cost for purchase of the server if depreciated over a two year period.

Mr. Chace and Ms. Leuthard both noted they have witnessed the connectivity issues arising when the Medical Board hosts the OSBLSW server. Mr. Chace expressed his concern that the OSBLSW staff and Board members have invested a great deal of effort and time attempting to function effectively independent of another agency to not make this purchase. Of great concern is the efficiency and effectiveness of the OSBLSW staff functioning without a connection to the database.

After extensive consideration Mr. Cassil moved to accept the proposal to purchase the server, rack and software. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard inquired as to a timetable for getting this implemented. Ms. Hoehner advised she would contact Mr. Ferguson at Advancia to begin this process immediately.

Mr. Lyle Kelsey and Reji Varghese of the Oklahoma Medical Licensure Board, were contacted by conference call. Mr. Kelsey and Mr. Varghese both reviewed the financial information with the Board.

Mr. Varghese noted the budget was approved at the last Board meeting. Mr. Kelsey advised the Board the budget is a deficit budget and there are three areas the Board needs to be aware of payroll, inter/intragovernmental agency costs and data processing which includes a server and computers. Software was budgeted at $1,000. There will be savings in the budget in the inter/intragovernmental payments as the budgeted amount was $30,000 but the true cost will be approximately $21,000 with the new Contract being entered into with the Medical Board. Mr. Kelsey explained there may be some flexibility in the budget, but not a great deal.

Mr. Varghese did note that the Board would be accessing the cash reserve for some one time expenditures and advised that was appropriate usage of the funds.

The Contract between the Medical Board and OSBLSW was reviewed for approval. There are changes in the administrative support services, as the Medical Board staff becomes less involved in the day-to-day services for the Board. Mr. Kelsey stated that the fees charged by the Medical Board are outlined on a spreadsheet submitted to the Board for review documenting the hours spent by each Medical Board employee at the current time. Mr. Kelsey advised as the OSBLSW staff begins assuming more of the services provided by Medical Board staff the fees involved in the payment to the Medical Board would be decreased.

The investigative services available through the Medical Board will remain the same, if the OSBLSW chooses to investigate a complaint and use the Medical Board staff for investigation of said complaint.

Mr. Varghese reviewed the findings of the Auditor's office regarding accounts receivable. The Auditor requires that an outside agency perform reconciliation with the State Treasure's Office, Office of State Finance and CORE. The documents are to be prepared, signed and filed with OSF by the 10th of each month. Mr. Varghese stated the Medical Board staff would be undertaking these duties as a part of the Contract.

Mr. Varghese advised the Board that the inventory records will be given to the OSBLSW staff and advise Ms. Hoehner how to update the inventory list when equipment is purchased for the Board office. This list is reported to the Office of State Finance and Department of Central Purchasing on an annual basis.

Mr. Varghese advised the Board that in September the Medical Board staff will be working on the FY 2011 budget requests. These requests must be filed by the end of September or beginning of October. Mr. Varghese stated he would train Ms. Hoehner to perform this duty. He also stated the Medical Board would assist Ms. Hoehner in April or May, 2010 to compose the 2011 budget.

Mr. Varghese stated that either the entire Board or a committee of the Board and Board staff needs to schedule a meeting with Mr. Varghese in October 2009 to update the five year strategic plan. Mr. Varghese stated this task that needs to be completed this year and would provide the guidance and necessary instructions. This needs to be completed by October 2010.

Mr. Varghese stated if an audit of OSBLSW activities was requested by the Department of Central Services, State Auditor's Office or CompSource the appropriate Medical Board staff would become involved if requested.

Mr. Varghese stated that with regard to legislative activities, updating handbooks, etc., Kathy Plant at the Medical Board has historically ordered the law books but Ms. Hoehner would now be assuming that responsibility. Ms. Plant will assist Ms. Hoehner upon request.

Mr. Varghese advised the Board during the licensure renewal season (October 1 through March 31) the Medical Board does provide some help desk assistance and will continue to do so.

Mr. Varghese stated Ms. Hoehner has been doing an excellent job with updating the website, converting forms and preparing public requests for data. These duties have now been transferred permanently to the OSBLSW staff.

Mr. Varghese acknowledged when the OSBLSW office obtains a separate server and software, the e-mail filtration that is billed by the Medical Board office will move from the Medical Board exchange server to the OSBLSW server. At that point the charges from the Medical Board will cease for those services rendered which will result in a great deal of savings to the OSBLSW office.

Mr. Kelsey noted the Auditor's office requested some division of duties continue to be maintained and advised at this time the Medical Board is performing those services and would continue to do so if requested.

Mr. Kelsey advised the Board if they would like to review the Contract over the remainder of the meeting and have Ms. Leuthard and Ms. Hoehner meet to discuss the same after the retreat that would be acceptable. Or, in the alternative,

if the Board wished to simply approve the Contract at the meeting, Mr. Kelsey and Ms. Leuthard could meet to sign the Contract at a later date. The Board chose to discuss the Contract further during the meeting and ask Ms. Leuthard and Ms. Hoehner to schedule a meeting with Mr. Kelsey and Mr. Varghese in the future regarding negotiations of the Contract.

Ms. Lempicki moved to accept the financial statement submitted by the Medical Board. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki did note that it would be helpful to have the budget available when discussing financials. Ms. Leuthard agreed and requested the Medical Board provide that documentation during their presentations.

Ms. Lempicki moved to accept the Contract with the Medical Board with the provision that Ms. Leuthard negotiate the administrative support services to reflect what responsibilities are currently performed by Medical Board staff and OSBLSW staff. Mr. Endicott seconded the motion. Mr. Cassil inquired if that would include the negotiations with the Medical Board after Ms. Hoehner reviews the line items outlined on the Contract of services that will not need to be provided. Ms. Leuthard responded that her intent was to schedule a meeting with the Medical Board representatives, review the time frame on the transition for the server and detail the costs month by month. Ms. Leuthard agreed it would be appropriate to revise the figures to reflect a more accurate estimation. After further discussion the vote was unanimous in the affirmative.

The request for waiver of continuing education of Linda Buchanan was presented for review. Mr. Endicott recused himself from the discussion and vote as Ms. Buchanan was one of his undergraduate students. Mr. Chace requested clarification for which year Ms. Buchanan was seeking a waiver and Ms. Hoehner advised for the period to renew the license through December 31, 2009. Ms. Lempicki moved to grant the exception to the continuing education as a one time only exception for the 2008 calendar year. Mr. Cassil seconded the motion and the vote was as follows:

Larry G. Cassil, Jr. – Yes
Gwendolyn Gibson – Yes
Antoinette Lempicki – Yes
Jeff Chace – No
Joy L. Leuthard – No

Motion passes, the waiver is granted. Ms. Leuthard suggested strongly recommending to Ms. Buchanan that she obtain her continuing education for the 2009 calendar year.

Mr. Endicott returned to the meeting.

The request for ADA approval while sitting for the ASWB exam for Felicia Cummings was reviewed for approval. Mr. Cassil moved to grant the request. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Tanja Dougherty's required report of drug screening process was reviewed for approval. Mr. Endicott moved to approve this report. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative. Ms. Schwartz advised that she would send correspondence to Ms. Dougherty, with a copy to her counsel, stating that the informal disciplinary process has terminated and nothing further is required of Ms. Dougherty by this Board.

The request of Scott Draughon for a waiver of continuing education for the 2009 calendar year (2010 renewal) was reviewed for approval. It was noted that Mr. Draughon has undergone extensive medical treatment and is requesting his waiver prior to the time of renewal. Mr. Cassil moved to grant the waiver of continuing education for Mr. Draughon for the 2010 renewal. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

The report of Arun Mathew was reviewed by the Board. Mr. Mathew had started a discussion group on the internet regarding questions on the ASWB exam and the difficulty surrounding them. Other forum members posted questions that were extremely close to the actual exam questions on the internet and in response to those postings the ASWB was required to dispose of two questions from the databank. The Board was seeking information more related to the ethical violations of disbursing ASWB questions rather than intellectual property law.

Mr. Hymans stated an applicant must sign in nine different places on the application, the computer screen, score report and other documents that any sharing of information regarding the exam is strictly prohibited. Mr. Hymans questioned Mr. Mathew's argument that he was unaware of the illegality of the posting was irrelevant to the ASWB.

Ms. Schwartz did state that immediately after Mr. Mathew was advised to cease and desist communications on the website by Mr. Atkinson, legal counsel to ASWB, he did fully cooperate.

Mr. Cassil inquired of Ms. Schwartz if English as a second language might possibly be an issue in terms of Mr. Mathew's understanding of what was being requested of him by the Board and the Minutes not being clear, if the Board could accept the submitted correspondence. Mr. Cassil also requested Ms. Schwartz send correspondence to Mr. Mathew informing him of our acceptance of the submission and reiterating the Board's concerns surrounding security and expense. With a Consent Decree in place there was question as to what could actually be requested of Mr. Mathew at this point in time.

Ms. Schwartz informed the Board she could send correspondence to Mr. Mathew advising him the Board had reviewed what he had submitted and felt that the Board's request was not clear to Mr. Mathew. The Board was most concerned with the ethical violation, but also acknowledged concern of the intellectual property issue and breach of contract issue. The Board would like an additional submission from Mr. Mathew regarding his understanding of the violations of the Code of Ethics in starting the internet group. It was requested that the correspondence also ask Mr. Mathew to type the next report.

Mr. Chace moved to require Mr. Mathew to submit a typewritten letter addressing the ethical issues related to the exam security. Ms. Lempicki suggested that we include in our correspondence to him that the Board is not interested in copyright issues but ethical issues. The Board members reviewed the NASW Code of Ethics for violations for which Mr. Mathew could review and provide a report.

Mr. Chace amended his motion to request Mr. Mathew to review the Code of Ethics and submit a typewritten report outlining the areas of the Code of Ethics that pertain to the complaint. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Gibson inquired as to the number of times an applicant can sit for the ASWB exam. Ms. Hoehner stated at the current time it is unlimited but that was an issue to be discussed in the Rules and Regulations revision.

The request of Judith Ann Rickman for a waiver of continuing education for her 2009 renewal due to extenuating circumstances was reviewed by the Board.

After discussion Mr. Chace moved to Ms. Rickman to obtain additional documentation from her physician in a typewritten format and her request will be considered at that time. Mr. Endicott seconded the motion. Upon further discussion it was determined that Mr. Cassil was able to decipher the physician's handwriting. Ms. Leuthard called for the vote and the vote was as follows:

Lanny Endicott – Yes
Larry G. Cassil, Jr. – Yes
Gwendolyn Gibson – No
Antoinette Lempicki – No
Jeff Chace – Yes
Joy L. Leuthard - Yes

Motion passes. Ms. Rickman will be notified that additional typewritten documentation from her physician will be required to approve her request.

The Board discussed the possibility of inviting ASWB to hold an annual conference in Oklahoma. Mr. Hymans advised the Board that ASWB only holds

conferences where invitations have been offered. The next available meeting date will be November 2011. The Board inquired as to how much time would need to be invested by Board members. Mr. Hymans responded that he was not aware of what was entailed as Ms. Hoffman, ASWB, does the majority of the planning for the conferences. He stated that there typically was 200 attendees at the annual meetings and suggested Ms. Hoehner contact Ms. Hoffman at the ASWB office for additional information.

Mr. Chace stated he thought it would be a great opportunity for the State of Oklahoma to participate in the event and moved that the Board consider approaching ASWB with a request to hold an annual meeting in Oklahoma. Ms. Gibson seconded the motion. Ms. Lempicki voiced her concern regarding what would be required from the members and staff. Ms. Leuthard requested Mr. Chace restate his motion for clarification. Mr. Chace moved to extend an invitation to ASWB to hold an annual meeting in Oklahoma at some point in the future when there is an opening for hosting said conference. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Supervision for dual specialties was discussed. Mr. Chace had addressed this topic at the last regularly scheduled Board meeting Mr. Chace had received a telephone call from a supervisor who had spoken with a prospective supervisee who wanted to work towards both her clinical and administrative license concurrently. The Rules do not prohibit this practice; however, with the upcoming possible rule changes the supervisee would not be able to complete the supervision in a timely fashion.

Ms. Leuthard inquired of Mr. Hymans if he was aware of this occurring in any other jurisdictions. Mr. Hymans stated he was not aware of this issue because there is not a significant number of jurisdictions that have the distinction between the two licenses. It was noted there is a small number of licensees who actually hold the administrative license or a dual specialty license.

After much discussion Mr. Cassil voiced that his understanding was that a person could undergo dual specialty supervision as long as the supervisee kept separate records and met both requirements. Ms. Reed inquired that if a supervisee was under supervision for dual licensure, could that supervisee count the 1,000 hours of "non-direct clinical practice" required for the clinical license towards administrative time. Ms. Lempicki responded that the time might not be totally administrative in nature.

Ms. Gibson stated that she believes that a supervisee should undergo the supervision for the two specialties separately and reduce the number of hours the supervisee would be required to obtain for the administrative license.

Mr. Chace stated that if the Rules change and supervision expires after six years that a person under supervision for both specialties very likely would not be

able to complete their supervision in the required time frame. It was suggested that the Board make accommodations for people under dual supervision only and allow them more than six years to meet their supervision requirements. Ms. Gibson suggested the supervisee undergo supervision with two separate supervisors, one for each specialty.

Mr. Hymans directed the Board to the Model Law to review the license categories. The Model Law offers three categories, the LSBW, the LMSW and the LCSW. There is a fourth category of independent practice which can be applied to any of those three categories. That is the general model that ASWB encourages licensure boards to put in their jurisdiction's Rules. Mr. Hymans stated this also more easily facilitates a system of reciprocity and endorsement among all jurisdictions.

The Board tabled this issue for further discussion.

Mr. Chace moved to approve Sherry Reaves as a Board Approved Supervisor, Clinical specialty. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table the Board Approved Supervisor Application of JoLynn Strate was there was not sufficient documentation of supervision experience or abilities. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve Elizabeth Cunningham, Patricia LaFon, Erin Lusk and Jonathan Phillips for LCSW, issue provisional. Ms. Lempicki abstained from the vote on Jonathan Phillips. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve Gary Dan Davis for LMSW, issue provisional license, pending receipt of a clear background check. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve Brian Kraft and Katie Oates for LMSW. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve Autumn Gaskill for LCSW, no provisional license, exam ID only. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve John Holt for LCSW, pending receipt of clear DARS report. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve Nathaniel Hill for LCSW, no provisional license, exam ID only, pending receipt of a clear DARS report. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve Tammy Barthelemy, pending receipt of clear extended background check and DARS report and Amy Ward for LMSW, issue provisional. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve Sarah Schulz and Jeanie Witcraft for LCSW, issue provisional license, pending receipt of clear background check and DARS report. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Gibson moved to approve Jennifer Childers and Sophie Lam-Germany, pending receipt of passing ASWB exam scores for LCSW. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Gibson moved to approve Angela Lewis, Kristie Mills and Doug McEver, pending clear background check for LMSW, issue provisional. Mr. Chace abstained from the vote on Kristie Mills. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Gibson moved to approve Pat Mitts, pending receipt of clear background check, Alisia Davis and Uganda Jones for LCSW, issue provisional license. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve Wanda Chiles, pending receipt of clear extended background check and Susan Cothran, pending receipt of clear DARS report, for LCSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approved Preston Howard for LCSW, no provisional, exam ID only, pending receipt of clear DARS report. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve Heather Henderson, pending clear DARS report, Regina Kwendi, and Charles Greg Stiver, pending clear DARS report for LCSW, issue provisional license. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve Abigail Alberts for LMSW, pending receipt of a clear DARS report. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve Jill Enevoldsen for LMSW, issue provisional license pending receipt of clear extended background check and clear DARS report. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Ms. Gibson took the chair.

Ms. Leuthard moved to approve Kristin Brock and Shanetelly Staton for LCSW, issue provisional pending receipt of a clear DARS report. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve Stephanie Samuels and Barbara Tunney for LCSW pending receipt of a clear DARS report. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve Lois Jacoby, Joe McElhaney and Bren Robinson for LMSW, issue provisional license pending receipt of a clear DARS report. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve Jamilah Lowe and Dannielle Nokes for LMSW, no provisional license, exam ID only pending receipt of a clear DARS report. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard resumed as Chair.

The issue of reporting disciplinary actions to the DARS databank was addressed. Ms. Hoehner suggested Mr. Hymans address the Board regarding the DARS reporting system.

Mr. Hymans advised the Board that at the last ASWB meeting in the Administrator's Forum the proposal was made that all persons licensed be entered into the DARS databank and the system be utilized as a tool for verifying licenses or certifications, not only making inquiry of disciplinary reporting. The idea would be to move toward greater fluidity and cooperation among jurisdictions for licensees attempting to relocate. There was mixed reaction to this concept as different jurisdictions have different types of rules around confidentiality regarding what can be shared between jurisdictions, between the US and Canada, between provinces or between states. There are some states within the US that have reported they are not able to report to DARS due to the definition of disciplinary action in their jurisdiction. Many Consent Orders/Decrees go unreported currently and if reported could have been useful information to a Board receiving a licensee application.

Mr. Hymans explained to the Board the purpose of DARS is for the licensure boards to have reliable information to make well informed decisions regarding applicants for licensure. Mr. Hymans advised the Board members that not reporting disciplinary actions could, in effect, place other regulatory bodies at a disadvantage when they are inquiring of an applicant on the DARS system. The purpose of the Board is protection of the public and that should be kept in mind when making decisions regarding publication of disciplinary actions.

Ms. Schwartz voiced her concerns regarding posting Consent Decrees on the website. However, she did note that if a Consent Decree was reported to DARS the only persons with the availability to view that information would be licensing authorities who would benefit from that information while reviewing that applicant's application for licensure.

Mr. Cassil objected to posting Consent Decrees to DARS stating he felt it was punitive in nature to report this information on a national database, particularly if the person has been absolved of any wrongdoing. Mr. Cassil inquired of Mr. Hymans that when a person is reported to DARS and meets the requirements outlined in the Consent Decree, is there a tool available for reporting satisfaction of the terms of the agreement. Mr. Hymans responded that was a possibility.

Mr. Endicott requested Ms. Hoehner to log in to the DARS databank on the computer so the members could view what is reflected when the Board staff makes inquiries into an applicant. Ms. Hoehner logged into DARS and the members reviewed the website and the information available.

Mr. Hymans stated there has been a consistent increase in almost all jurisdictions of complaints being filed against licensees. Mr. Hymans stated as long as the information available on DARS remains internal within the ASWB membership, it is different than if it is posted on a public website. Ms. Leuthard agreed and Mr. Chace noted that the mission of the Board is protection of the public and that as Board members, we all need to remember that when deliberating reporting to DARS.

Ms. Lempicki stated she felt Consent Decrees should be public information and should be placed on the website for consumer protection. A consumer would be unaware of disciplinary actions taken against a licensee if it was not posted on the website and the consumer did not make telephone contact with the Board office. Having this information posted on the website and readily available to agencies hiring personnel would be considered protection of the public and would assist the agency in making a hiring determination.

As an option, Ms. Reed suggested that if the Board was not inclined to post Consent Decrees on the website that the website administrator could possibly post a note stating that not all disciplinary actions are reported on the website but that all disciplinary actions are a matter of public record.

Ms. Hoehner pulled the disciplinary action records regarding a recently disciplined social worker from the OSBLSW website and pulled the information posted on DARS. The Board acknowledged the information on the DARS database is cryptic in that everything is coded with no named violation posted. In order to decipher the "action codes" a person must have access to the violation code definitions issued by the ASWB. The "basis code" indicates the grounds for which the disciplinary action has been brought against the licensee and the "action code" is the action the Board took as a result of the "basis code" (violation).

Mr. Hymans discussed the HIPDB (Health Integrity and Protection Data Bank) with the Board members. This is a databank wherein various health care providers are reported who have had disciplinary actions taken against them by a licensing board.. Mr. Hymans explained that reporting to HIPDB is mandatory and that all reportings made by the OSBLSW office would be required to be conveyed to HIPDB.

Ms. Hoehner and Mr. Hymans demonstrated the process of filing a report with DARS. The "basis codes" and "actions codes" were reviewed by the Board. Mr. Hymans reiterated the DARS system is not meant to be a complete reporting system, but rather a flag for Board personnel to recognize and alert them to contact the disciplining jurisdiction for further information.

Mr. Cassil stated he felt that if the Board was going to report to DARS a disciplinary action wherein virtually no violation occurred, it would brand that licensee as a sanctioned licensee for life as the DARS records never leave the database. Mr. Hymans stated that ASWB is encouraging Boards to participate in a database wherein all licensee information is obtained for verification among various social work licensing jurisdictions.

The meeting was adjourned July 31, 2009 at 6:00 p.m.

BOARD OF LICENSED SOCIAL WORKERS
Minutes of Meeting
July 31 – August 1, 2009

Members Present:

Joy Leuthard, LSWA, Board Chair
Gwendolyn Gibson, LCSW, Vice Chair
Jeff Chace, LCSW, Secretary
Antoinette Lempicki, LSW
Larry G. Cassil, Jr., Esq.
Lanny Endicott, LCSW

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant.
Dwight Hymans, LCSW, Director of Board Services, ASWB

The meeting was called to order August 1, 2009 at 9:00 a.m. There being a quorum present, the meeting commenced.

The Board began discussion of the definitions outlined in the statutes.

The first term to be discussed was "Assessment". After much deliberation, Mr. Hymans offered to research other jurisdictions' language relative to this definition and will forward that information to Ms. Hoehner. It was agreed that would be most beneficial.

"Clinical social work practice" was discussed and a definition of said term was agreed upon and approved by the Board.

"Diagnosis" was discussed and a definition of said term was agreed upon and approved by the Board.

"Employment supervision" was discussed and a definition of said term was agreed upon and approved by the Board.

"Implementation and evaluation" was discussed and a definition of said term was agreed upon and approved by the Board.

The definition of "Independent practice" was modified by the Board. The definition of said term was agreed upon and approved by the Board.

The Board discussed § 1261.1, Issuance of Licenses, inserted information regarding an applicant submitting to a national background check, and clarified the licensure levels outlined in paragraphs 1-5.

The definitions of the licenses were modified to reflect language more comprehensible. The Board felt the current language is confusing on the issue of accredited schools and programs.

"Licensure supervisor" was discussed and a definition of said term was agreed upon and approved by the Board.

"Non-clinical social work" was discussed and a definition of said term was agreed upon and approved by the Board.

"Non-clinical supervision" was discussed and a definition of said term was agreed upon and approved by the Board.

The definition of "private practice of social work" was modified to now be "private practice of clinical social work". The definition now only allows the Licensed Clinical Social Worker to perform in this capacity.

"Treatment planning (plan)" was discussed and a definition of said term was agreed upon and approved by the Board.

The language in § 1261.1 B (1–5) was clarified regarding the acceptance of schools and programs.

In § 1264, Section 17 the Licensed Social Work – Administration license was created and approved by the Board.

Ms. Schwartz stated that § 1269 needs to be stricken from the Act.

The Board discussed how a person undergoing clinical supervision for licensure purposes should sign their name on documentation. Ms. Lempicki felt this information should be conveyed to the supervisee in the initial contact letter from the Board office.

Ms. Schwartz discussed the complaint review process with the members. Traditionally, the Complaint Committee has reviewed the complaint and advised the Board if they felt the complaint merited further investigation. Mr. Hymans offered his opinions regarding complaints and that keeping Board members from having a bias is of utmost importance. Mr. Hymans echoed Ms. Schwartz's concern that the Board members should not be tainted with information prior to a formal hearing.

Ms. Schwartz advised the Board that some Boards keep the licensee's identity anonymous so as to not taint the Board members prior to a formal investigation and/or hearing. The Board decided this would be helpful to them and requested Ms. Schwartz to begin withholding the licensee's identity when discussing pending complaints. Mr. Hymans stated performing the complaint procedure in this manner gives more credibility to the process, which is important and also protects the Board from challenges.

The Board discussed and altered the language in 675:10-1-4 to more clearly define which level of license could perform which function under the Rules.

There was discussion regarding the Rules, specifically 675:10-1-5, not being consistent in the definitions of the licenses. Ms. Leuthard suggested for the sake of time it would be more productive to form a committee to meet before the next Board meeting and clarify the language. The committee will consist of Ms. Leuthard, Ms. Schwartz, Ms. Hoehner and Mr. Chace. Said committee members will meet at a later date to rewrite the definitions and make them consistent in the Rules.

Language was added in 675:10-1-6 (a)(2) regarding licensees with dual specialties. This addition allows for a licensee with dual specialties be required to obtain 24 total hours of continuing education per year, three of which must be ethics.

The issue of staggering renewals was discussed. Ms. Lempicki voiced her concerns that it would be difficult for the licensee to remember when their license expired if we were to change the expiration date. Mr. Cassil suggested making licenses expire on the birth month of the licensee. Mr. Hymans stated there were some jurisdictions that stagger renewals two different times per year. Ms. Leuthard agreed that would be less complicated for the Board staff and licensee to maintain records.

The question of how to monitor continuing education was raised and after much discussion it was determined staggering renewals at this point in time would be more time consuming, difficult and confusing for licensees than it would be beneficial for the Board staff.

Ms. Leuthard asked how the staff could be accommodated to make the renewal season less complicated and burdensome. Ms. Hoehner explained that temporary personnel would not be helpful because they would not be familiar with the Rules and would not be able to assist callers or review renewal forms.

Ms. Lempicki asked if the Board could require licensees to renew online, or in the alternative to charge a higher renewal fee to licensees renewing by submitting paperwork to the Board office. Ms. Schwartz explained that raising fees would be a change that would have to go through legislature and typically the

legislature objects to increasing fees or adopting new fees unless there is a good argument for why the fees are necessary.

Ms. Hoehner suggested allowing all the current licensees to maintain an expiration date on their license of December 31 annually or to allow the licensee to choose if they would like to renew the month of their birth or continue renewing on December 31. All persons licensed after the Rule change would have an expiration date in the month of their birth. Ms. Lempicki stated she would not support staggering renewals. Mr. Chace supported staggering renewals.

Ms. Lempicki requested Ms. Hoehner to write language to put in the Rules to encourage licensees to renew their licenses online. Mr. Cassil and Ms. Hoehner will work in a joint effort to fine tune the language regarding online renewals for the Rules. When renewing online, the website does not allow the renewal to be submitted to the office until it has met all the requirements.

Ms. Gibson suggested the Board allow licensees to renew online each year when the licensee meets the continuing education requirement, regardless of how early in the year the requirement is met. She stated she typically attends the NASW state conference and obtains all her required continuing education by April but cannot renew her license until after October 1. If the licensee was allowed to renew as early as possible it might ease the burden on the Board staff during the renewal season of October 1 through December 31.

Ms. Lempicki stated that if the Board chose to encourage online renewals that the prohibition of renewal prior to October 1 should be lifted for those who desired to renew earlier in the year. Ms. Hoehner stated that the continuing education would still need to be accrued during the year for which the licensee was renewing which would prohibit persons from renewing years in advance.

It is the consensus of the Board that allowing licensees to renew when they have met the continuing education requirement for their license would be beneficial to both the licensee and the Board staff.

Mr. Hymans advised the Board members that ASWB offers an auditing service for a fee of $10 per licensee.

Ms. Lempicki questioned whether persons with a lapsed license actually returned their wall certificate and wallet card to the office as required by the Rules. Ms. Hoehner stated that all lapsed licensees receive correspondence from the Board office advising them of their lapsed license status and requesting them to return their wall certificate and wallet card. Ms. Hoehner stated typically most persons do return the requested paperwork. Ms. Lempicki inquired why the language would be in the Rules if in fact the Board did not enforce the requirement.

Mr. Chace stated the requirement was in the Rules because if there was an issue with the license in the future the Board office could verify that the wallet card and wall certificate were indeed returned to the Board. Mr. Chace reminded the Board members of the case wherein Wendy Wakefield took a wall certificate belonging to a licensee and changed the name on the certificate to reflect her name and practiced social work with that license until the Board issued a cease and desist order.

Ms. Reed asked if the Board staff notified employers of licensees in their employ that the social worker has allowed their license to lapse. Ms. Hoehner advised that currently that is not the practice of office staff but that topic had been discussed at the Administrator's Forum at the ASWB meeting. Several jurisdictions do report that information to employers.

It was determined that, at this time, notifying employers of lapsed licenses will generate a substantial amount of work for the Board staff for which the Board is not adequately staffed.

Ms. Lempicki addressed the issue of persons who hold a provisional license for a year but do not take and pass the exam. At that point the person no longer has a license nor can they enter into a supervision agreement for Board related purposes. The issue of a lapsed license, whether it be a full, unrestricted license or a provisional license, is an employer issue and should be handled by the employer.

Ms. Lempicki recommended an article be written for the ReNewsletter regarding the renewal of licensure. She suggested reminding the licensees that if they have not received their wallet card in the mail and their license is reflected online as not renewed they should contact the office to see if the renewal was received in the Board office.

Several years ago a licensee mailed his paperwork to an old address, another state agency cashed his check and he never received his wallet card. It wasn't until late in the year that he discovered the license was never received nor was it renewed. Fortunately for the licensee he also held another license which enabled him to bill for his services while his social work license had lapsed.

Ms. Schwartz informed the Board that she would attempt to compose language for the grandfathering provision in the statute for the licensees who have been performing independent practice for the past several years and have never obtained the two years of supervision for the clinical license. Ms. Schwartz stated if the Board was choosing to allow those persons to practice independently there would need to be a clause with a definite time period to allow those persons who have been licensed but have not undergone the supervision to apply for the ability to practice independently.

Ms. Hoehner requested the Board to discuss the issues regarding supervision meetings outlined in 675:12-1-6(c)(1). There is currently a requirement regarding how often a supervisor and supervisee must meet but there are no consequences to the supervisee if the meetings do not occur in a timely fashion. The LPC candidates cannot count any hours worked during a week towards their licensure requirement if they do not meet with their licensure supervisor. The issue at hand is protection of the public. A supervisee should be meeting with their licensure supervisor for guidance purposes at least once a week or a maximum of once every two weeks, and if the meetings are not occurring the Board may not be fulfilling its duty to protect the public.

Mr. Chace stated he was unaware that Board staff verified the hours on the evaluations as they were received in the Board office. Ms. Hoehner stated the staff does verify the hours accrued at each evaluation period but does not review the comments and/or ratings on the evaluations. Board staff notifies the supervisee upon receipt of the evaluation paperwork and confirms how many hours to date they have accrued under supervision.

Ms. Lempicki suggested that language be inserted into the Board Approved Supervisor status paragraph regarding a supervisor who is not fulfilling their obligation to a supervisee by failing to meet with the supervisee. The Board should have the ability to suspend or revoke the supervisor's status to perform supervision. The Board agreed with the language and inserted a new paragraph, 675:12-1-6(b)(3), outlining said language.

Mr. Hymans addressed the members regarding the subject of persons under supervision for LSW, LCSW or LSW-Adm be required to maintain a LMSW license during their supervision experience. Mr. Hymans stated requiring a person to maintain the LMSW license while undergoing supervision for a higher level of license would place the supervisee under the auspices of the Board in a very formal and legal sense for the duration of their supervision experience. Mr. Hymans discussed other jurisdictions and their requirements of licensure for persons under supervision. The majority of the licensure Boards do require the graduate type licensure for the person undergoing supervision. Some of the jurisdictions that require a graduate type licensure while under supervision are California, Oregon, Rhode Island, Alabama, Florida, Kentucky, Missouri, Ohio, Texas, Maryland, Massachusetts, Michigan, among others. Mr. Hymans stated this list is not inclusive of all Boards but is a representative sample of Boards with the requirement in place.

Ms. Schwartz inquired if the requirement for graduate level licensure was solely for the purpose of acquiring jurisdiction if there are complaints against the supervisee. Mr. Hymans responded that the requirement is not solely for that purpose but that it holds the individual accountable to a Board. Ms. Schwartz agreed that for the supervisee to hold some type of licensure status with the Board would be beneficial to the public, as well as the licensee.

Ms. Hoehner and Ms. Lempicki stated it would give credibility to the LMSW status if the Board were to require the graduate level license of all supervisees. It also would be a better form of protection of the public as any supervisee with complaint issues could be reported to DARS if they were licensed at the time of a sanction.

Ms. Lempicki also stated requiring the LMSW license for supervisees would then require the person to obtain continuing education on an annual basis, they would have to renew a license each year while under supervision and they would have the opportunity to sit for the ASWB masters exam prior to sitting for the ASWB clinical exam, so as to have some experience with the exam process. The LMSW would hold the supervisee accountable to licensure requirements during their supervision process prior to their obtaining the higher level license, whether it be general, clinical or administration. The supervisees are practicing social work and should hold a license reflecting their ability to practice social work.

Mr. Chace stated he requires all persons under his supervision for licensure to obtain and maintain the LMSW license during their supervision.

This is also an issue of protection of the public. The supervisee would have to demonstrate minimal competence by passing the ASWB masters exam to obtain the LMSW license. There would also be the possibility that more persons would pass the clinical exam on the first attempt if they had exposure to the masters exam as it would reduce the level of test anxiety.

Ms. Lempicki suggested placing a requirement in the year 2015 that all persons under supervision for LSW, LCSW or LSW-Adm be required to maintain the LMSW during their supervision experience. Ms. Schwartz inquired if this was an issue the Board wanted to address in the current rule changes and the Board decided to address this issue and Ms. Lempicki stated getting this language included in the current changes would be preferable.

Office term limits for Board members being extended to a two year period rather than one year was addressed. Ms. Hoehner advocates changing the term limits to two years as it allows time for an officer to become more familiar with what is required in the position to which they have been elected and more effectively implement those duties. If the length of the term was extended, the maximum amount of consecutive terms would need to be reduced from three to two. Mr. Cassil moved to accept this change. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Automatic acceptance of continuing education obtained through state NASW chapters was discussed. Under the current rules licensees who obtain continuing education hours from a state chapter of NASW other than Oklahoma, the licensee must submit a form, a $40 fee and workshop materials for approval.

Mr. Chace stated he is aware of licensees who attend the Arkansas State Chapter of NASW meetings because it is closer in proximity to their location than Norman, Oklahoma, where the Oklahoma chapter holds their annual meeting.

Ms. Leuthard inquired of Mr. Hymans what the practice of other licensure boards was regarding this issue. Mr. Hymans responded that the majority of the jurisdictions that have continuing education requirements accept the state/jurisdiction NASW chapter in which they reside but beyond that acceptance, he was unaware of the practices of other boards. He stated he could inquire of Jennifer Ward at the ASWB how many NASW state chapters are ASWB ACE Providers. Mr. Hymans believes there are a small number of state chapters approved through the ASWB ACE program.

Ms. Lempicki stated last year when she reviewed the continuing education applications submitted by licensees she did not deny an application submitted that documented NASW content.

Continuing education obtained by licensees employed by the military, or the spouse of military personnel shall continue to be submitted for review by the Board office on the appropriate form; however, the fee associated with the application will be waived for military personnel or the spouse of military personnel.

Ms. Lempicki addressed a concern she encountered in 2008 when reviewing continuing education application submitted by licensees for approval of continuing education obtained by school coursework. The Rules are unclear on how to equate the hours of schoolwork into continuing education hours awarded. Mr. Cassil suggested the language "awarding continuing education hours commensurate to the number of semester credit hours of the course" for clarification. The Board agreed this would be acceptable language and should simplify converting school hours for continuing education.

Historically there has been uncertainty regarding the date by which continuing education hours must be obtained. Because a licensee is allowed to renew their license as late as March 31, it has been noted some licensees believe they also have until March 31 to obtain the required continuing education for the renewal. Mr. Cassil proposed language for insertion at 675:10-1-12.(c) to read "Such lapsed licensed will be renewed upon receipt of a complete renewal application, proof of all required continuing education attendance completed during the prior calendar year, and payment of the renewal fee ...". Adding this language should make it clear to licensees that the continuing education requirement must be met within the calendar year. All members agreed this language should be incorporated into the Rules.

Mr. Hymans discussed the issue of placing a limit on the number of times an applicant may take the ASWB exam before the Board requires, from the applicant, a plan of action to improve their exam results or a method of remedial action.

Ohio statute states after an applicant's fourth failure of an ASWB exam, the applicant is required to attend six semester hours or eight quarter hours of undergraduate or graduate coursework or other appropriate remediation as approved by the Board. Mr. Cassil stated he agrees with that language because through that method the Board is guarantees that the applicant is listening to a speaker discuss this issue with them. Alberta's requirements state if an applicant does not pass the exam after a third attempt they must begin the process again, beginning with the required supervision.

Ms. Leuthard voiced her concern of whether or not this is the Board's responsibility to monitor and require remedial action or if the exam is a reliable and valid exam and if the applicant chooses to not go into a plan of remediation and continues to take and fail the exam, then that is their prerogative. Ms. Hoehner asked that since it is the Board's duty to protect the public, and the Board continually approves an applicant to sit for the exam, is the Board fulfilling its duty to the public. She continued to state if an applicant cannot pass the exam their skills are most likely not adequate to practice.

Mr. Hymans advised the Board that they have an obligation to protect the public when an applicant cannot pass the exam and has continued to practice on the level of that exam. The Board has the responsibility to either assist the individual applicant in remediation or protect the public, or a combination of both. Ms. Lempicki stated the provisional license is active for one year at which time it expires and another provisional license will not be issued. This does not mean the person cannot go back under supervision and continue practicing, it simply means they do not have a license to practice social work.

Exam security is a growing concern of the ASWB. There are many different forms for the exams but when a person repeatedly takes an ASWB exam, eventually they will get a duplicate exam, which puts the exam at risk. Mr. Chace stated, if the Board decided to require remedial action after a certain number of unsuccessful attempts of taking the exam it would bring our Board in to conformity with other professional groups in the state of Oklahoma. Mr. Chace voiced his concern regarding an applicant who repeatedly cannot pass the exam. The question arises, if this individual has the knowledge base and appropriate skills to be practicing social work.

There are some instances wherein the applicant should be asking for testing accommodations due to documented disabilities or with English as a second language difficulties, but the request is not being made by the applicant.

Ms. Lempicki suggested changing the approval for examination language from one year to nine months or possibly extending the one year provisional license for another year (for a total of a two year approval, one year provisional and one year as an exam identification number only). It is the ASWB's regulation

to require an applicant to wait ninety (90) days before attempting to take the exam again. This would enable the applicant to attempt the exam six times. If the applicant had not passed the exam after the two year period, the Board could then impose a tutorial, require additional supervision or any other remedial action the Board deemed appropriate under the circumstances. Ms. Leuthard agreed this form of approval may benefit both the applicant and the Board. The applicant would have two years to pass the exam and the Board would have the ability to impose limitations on how the applicant could work and what remedial actions would be taken after the two year period. Ms. Reed offered to draft the language for the Rule change.

Mr. Hymans advised the Board that the ASWB is always available to the Board for assistance. ASWB has many resources available to the Board and that is the purpose for Mr. Hymans' attendance at the meeting, to remind the Board members ASWB is our organization. Mr. Hymans suggested anytime the Board had questions or concerns to forward those through Ms. Hoehner to the ASWB for a response. Mr. Hymans left the meeting at 12:00 p.m.

Placing a restriction of years to accomplish supervision for licensure was discussed. The Board chose to place a six year limitation on supervision hours. The language shall read "The supervision hours shall be accumulated over a period of not less than two (2) years but no more than six (6) years." Also added will be "At the Board's discretion, exceptions to the six (6) year maximum time frame for accrual of supervision hours may be made for active duty military personnel or a person with a documented disability." This language will be placed in the Rules at 675:10-1-1.2, 675:10-1-2, 675:10-1-2.1 and 675:10-1-3.

The Board discussed consequence to persons who fail to timely submit their supervision paperwork. There have been numerous occasions that persons under supervision have not submitted their supervision paperwork timely resulting in the issue being brought to the Board's attention for a review and determination of acceptance. The wording proposed for the Rules was, "At the Board's discretion, failure to comply with reporting requirements stated herein may result in loss of supervisory hours."

The Board discussed the ability to have ok.gov build a program for supervision forms wherein the supervisee and supervisor could work together and submit all supervision documentation electronically. Reji Varghese with the Medical Licensure Board had discussed this with the appropriate personnel at ok.gov to obtain a bid; however, a bid was never received. Ms. Hoehner stated she had been in contact with Katie Meadows at ok.gov and would schedule a meeting to discuss this and report the meeting results at the next Board meeting. Ms. Lempicki and Mr. Chace stated they felt this would be a wonderful resource for supervisees, supervisors and Board staff. Having the ability to submit the supervision forms online would drastically reduce Board staff time spent reviewing

and returning incomplete forms to the supervisees and re-reviewing them upon their second submission.

Mr. Chace inquired if there would be the ability to have a function wherein when the supervisor and supervisee logged into the supervision profile online they would be notified of when to submit their evaluation paperwork due to the fact that there is such a great number of persons submitted their documentation in an untimely manner. Ms. Hoehner stated she would inquire of Ms. Meadows if that would be a possibility and include that in her next report to the Board.

Ms. Reed advised the Board she felt the acceptance of out of state supervision hours being counted for a person who has moved to Oklahoma is an issue that needs to be addressed in the Rules. Mr. Chace volunteered to write the language to incorporate into the Rules regarding this matter.

An e-mail from Micah Woodard was reviewed by the members. Ms. Reed advised the Board of Mr. Woodard's attendance at the most recent supervisor training class. In that workshop, Mr. Woodard wanted clarification of what is considered client contact. It was noted that Mr. Woodard does not hold a clinical license but does hold an administrative license issued by the Board. Mr. Woodard's concern arises because he is the Executive Director of an agency wherein there are employees under clinical supervision for their licensure. Ms. Hoehner advised the Board that Mr. Woodard is also currently undergoing clinical supervision. The Board requested Ms. Hoehner send Mr. Woodard correspondence to request his suggested changes for the Board to review.

Ms. Schwartz asked if the Board wished to vote on the changes at the current meeting or wait until the next regularly scheduled meeting to vote on the changes. Ms. Leuthard stated she preferred for the Board to vote at the current meeting to avoid the possibility of not having a quorum at the September meeting. Ms. Leuthard entertained a motion, Mr. Endicott moved to accept the changes made over the course of the two day retreat (July 31 – August 1, 2009) on the statues and the Rules. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Reed suggested adding a definition of clinical practice, the language being added in the Rules regarding untimely submission of documentation and the time frame in which supervision may be accumulated (2-6 years) be incorporated into the proposed Guidelines for Supervision. Ms. Reed will review this document, make revisions and resubmit the document for approval by the Board at the next meeting.

Ms. Lempicki suggested adding in the definitions of the proposed Guidelines for Supervision, the new definitions of clinical practice, employment supervision and educational supervision, using the definitions that were added in the statute and Rules during the retreat.

There being no further business the meeting was adjourned at 3:15 p.m.

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
September 25, 2009

The Board of Licensed Social Workers met on September 25, 2009 at the office of the Board of Medical Licensure and Supervision, 5104 North Francis Avenue, Suite C, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Joy Leuthard, LSWA, Board Chair
Gwendolyn Kaminski, LCSW, Vice Chair
Jeff Chace, LCSW, Secretary
Antoinette Lempicki, LSW
Lanny Endicott, LCSW
Kelly Harmon, LMSW

Members Absent:

Larry G. Cassil, Jr., Esq.

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant

Noting there was a quorum Ms. Leuthard called the meeting to order at 10:15 a.m.

The first order of business was reviewing the Minutes from the March 20, 2009 meeting and the July 31 – August 1, 2009 meeting. Ms. Lempicki moved to accept the Minutes. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

The Minutes from the August 10, 2009 meeting were not posted on the agenda, resulting in tabling until the November 13, 2009 meeting.

Anedra Mayfield Slaughter appeared before the Board to discuss her application for licensure and previous supervision. Her supervisor was also asked to attend the meeting but did not appear due to a work conflict.
Mr. Chace asked Ms. Mayfield to clarify why her focus of supervision changed during the end of her supervision, as stated in her last evaluations.
He voiced concern that the Board was not notified of the change in focus of supervision.
Ms. Mayfield explained that she became uneasy about taking the LCSW exam and decided to take the LSW exam instead. Her change of focus occurred during the last month of supervision.

Mr. Chace encouraged Ms. Mayfield to take the LCSW exam as she has completed her hours of required clinical supervision. He advised her that she could take

the LSW exam, should she choose to at a later date. Ms. Lempicki added that there are different aids available to her to help her prepare for the exam. Mr. Chace moved to approve Ms. Mayfield's application for LCSW and issue a provisional license. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Elizabeth Ashton came before the Board for her final report regarding her progress during her probation status. She continued monthly drug testing of her own volition and has had acceptable results throughout her testing. Mr. Chace moved to accept Ms. Ashton's final report and not require any further reporting. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to dismiss the complaint against Ms. Ashton, submitted on October 31, 2006, secondary to her completing the required action of the Board. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Courtney Wilson appeared before the Board requesting the Board accept a Registrar letter in lieu of an official transcript with her MSW degree posted. Her degree from Western Kentucky will not be confirmed until after December 1, 2009. She took an incomplete for an elective class to finish the coursework unaware the completion dates from the graduate college were different than the dates given to her by her professor.

Mr. Chace stated that the statutes read that a Contract cannot be approved without an official transcript with the degree posted. Ms. Lempicki moved to deny Ms. Wilson's request. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

The case of **Sharon Wollard** was called and presented in Ms. Wollard's absence. Debra Schwarz, A.A.G., was the attorney for the State. Ms. Schwartz reported to the Board that Ms. Wollard was successfully served July 17, 2009. The following exhibit was admitted into evidence:

State's Exhibit 1 – Complaint and notice of hearing by certified mail.

Ms. Schwartz provided the Board with a written timeline and a letter from Ms. Wollard, dated September 15, 2009, in which she stipulates to many of the facts.

Ms. Wollard received her Licensed Specialist Clinical Social Work license in Kansas in 1992. Ten years later, the Kansas Board received a complaint against Ms. Wollard from a former client. Almost four years passed before any action was taken. Within that four year period, Ms. Wollard applied in Oklahoma for a LCSW license and was granted that license. Ms. Schwartz said she has since discovered that Ms. Wollard was also granted licenses in Texas and New Mexico.

In August 2006, Ms. Wollard entered into a consent agreement with the Kansas Board, which limited her practice for a period of time. She could not practice in an unsupervised individual private practice environment. She had to be supervised by a

Board Approved Supervisor and she was directed not to initiate contact with the former client for two years. The basis for this consent agreement was that Ms. Wollard would stipulate that she had a sexual relationship with the former client.

State's Exhibit 2- August 9, 2006 consent agreement and order from Kansas.

The following month, Ms. Wollard informed the Oklahoma Board of the disciplinary action taken by the Kansas Board. In October 2006, the Kansas Board received a second complaint very similar to the first complaint in nature. This nullified the consent order and resulted in the surrender of her Kansas license.

In November 2006, Ms. Wollard asked the Oklahoma Board if she could place her Oklahoma license in an inactive status, but gave no reason for her request. She did not notify the Board of the consent order nullification by Kansas. She then emailed the Oklahoma Board wanting to relinquish her Oklahoma license. She returned her wall certificate but did not say it was in connection with the disciplinary actions taken by the Kansas Board and that a new complaint that had been received by the Kansas Board.

State's Exhibit 3 – Ms. Wollard's email to the Oklahoma Board and her relinquished wall certificate.

In December 2006, Ms. Wollard allowed her Oklahoma license lapse. Two weeks earlier, the Kansas Board revoked her surrendered Kansas license. Currently, her Oklahoma license remains lapsed. She has the right to become active again, if she so chooses.

In November 2007, the Kansas Board held a hearing requested by Ms. Wollard. The Board agreed that Ms. Wollard's social work license would remain revoked.

State's Exhibit 4 – Information regarding the revocation of Sharon Wollard's Kansas license.

In June 2009, the Oklahoma Board received notice from a former client that Sharon Wollard is still listed as a licensee in Oklahoma, even though it is listed as lapsed. Her license is listed as revoked in New Mexico and her license is listed as inactive in Texas.

Ms. Schwartz said the Board may revoke a license if the licensee has been the subject of revocation, suspension, surrender, or other disciplinary sanctions in another jurisdiction, including the failure to report such action to the Board.

Ms. Lempicki moved to revoke Sharon Wollard's license on the basis of the fact that her license was revoked in another state and she did not report that action to the Oklahoma Board. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter from Anne Schmees-Cunningham, requesting accommodations to her supervisees during Ms. Cunningham's maternity leave. She does not want to terminate supervision with her six supervisees while on maternity leave for 12 weeks. She would like to expand her group supervision to six supervisees and meet every other week for two hours. Ms. Schwartz pointed out the rules state that the group should be limited in size to no more than four supervisees.

Mr. Endicott moved to accept Ms. Cunningham's request to expand her group supervision to six supervisees with a 12 week limitation when she begins her leave under the Family Medical Leave Act. She will need to notify the Board of the start date of her family medical leave and provide the Board with a list of the names of the six supervisees. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Reji Varghese, Lyle Kelsey, and Dela Kwetey appeared before the Board to give the Administrative Report. Mr. Kelsey reviewed the cash balance in the clearing account and the revolving account. Mr. Varghese reviewed the invoices for June, July, and August 2009. He also covered the budget for the fiscal year 2010. He compared the budget to actual expenditures thus far.

Ms. Lempicki moved to approve the June, July, and August invoices. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve the financial statement. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed information provided by ASWB regarding raising fees for exams. The ASWB finance committee recommends that the ASWB Delegate Assembly approve the following exam fees to become effective January 1, 2010:

Associate, Bachelors, and Masters examinations: $230.00
Advanced Generalist and Clinical examinations: $260.00

Currently, the exam fee is $175.00 for all licensure exams. Ms. Leuthard will be the delegate for Oklahoma at the upcoming Delegate Assembly. Concern was expressed regarding such a substantial increase in fees with the current economy.

Mr. Endicott moved to give Ms. Leuthard permission to support the increase in exam fees. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

The Board discussed the Five Year Strategic Plan. The deadline for the Plan is October 4, 2010. A suggestion was made to use the Medical Board's plan as a format or template. Every state agency is required to develop and submit a Five Year Strategic Plan. Ms. Hoehner will send any past plans from the Social Workers Board and the

Medical Board to Board members for review. The Five Year Strategic Plan will be placed on the November agenda.

Ms. Schwartz reported on the complaint log. Two new complaints have been received since the last Board meeting. The complaint committee is currently determining how to act on one of the complaints.

Modifications were made to the rules and regulations and to the statutes. The proposed changes are attached hereto.

Mr. Endicott moved to accept the changes made in the rules and regulations and the statutes. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

The Board began review of Applications for Licensure.

Mr. Chace moved to approve **Gidget White** for LCSW. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Jennifer Rooks** application for LCSW and ask her and her supervisor to appear before the Board. He questioned whether she has been in a clinical job the entire two years of supervision. He felt her job description was not all clinical. The contract was approved by Linda Edmondson. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Beverly Smallwood** for BAS, Clinical. Ms. Kaminski seconded the motion and the vote was as follows:

Ms. Leuthard	Yes
Mr. Chace	Yes
Mr. Endicott	Yes
Ms. Lempicki	Abstain
Ms. Kaminski	Yes
Ms. Harmon	Yes

Mr. Chace moved to approve **Roberta Kantowski** for LCSW, no provisional, exam ID only. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Kimberly Foster** for LMSW. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve the following persons for LCSW, issue provisional:

Nancy Cheely
Elizabeth Fletcher-Brown
Shettra Snowball
Cheri Tennery

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve Jenny Stitt for LSWA, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmataive.

Ms. Lempicki moved to approve Mary Chance, pending background check, and issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve the following for LMSW:

Heather Pruessner
Ashlei Vaughn-Gilbert

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve the following for LMSW, issue provisional:

Alison Dart
Andrea Grippo
Jennifer Jones

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve Eryn Bull for LMSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve Elizabeth Dorn and Ashley Roland for LCSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve the following persons for LCSW, issue provisional license:

Katherine Bockenheuser
Jenny Fitzgerald – pending background check
Robin Keith – pending background check
Amy Stephens

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve Melissa Hobbs for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve Diana Winslow for LCSW. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve Ann Patak and Andrew Porter for LCSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve Robert David Lane for LCSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve the following persons for LCSW:

Cameron Burleson
Cynthia McPherson
Sharmian Thomas

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve the following persons for LCSW, issue provisional:

Nicole Faw Faw
Karla Kemph
Nanette Waller

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve Lois Huddlestone for LMSW, pending background check, and issue provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve Brent Human for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard move to approve Devonne Carter for Clinical BAS. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Hoehner reported that she will begin work on the 2011 budget.

Board meeting dates and times will be set at the November 13, 2009 meeting.

The last Strategic Plan for the Social Worker's Board was developed in 2002. Ms. Hoehner and Mr. Varghese have been unable to locate a copy of it. Mr. Chace advised that he may have a paper copy.

Ms. Hoehner recently attended a class for CPO (Certified Procurement Officer) and passed the required test.

Ms. Hoehner met with representatives from OK.Gov. regarding the placement of supervision forms online. This would allow supervisees to complete supervision forms online. The cost estimate was $28,000.00.

There was some discussion about the need to change Ms. Maguire's position from part-time to full-time. Ms. Hoehner's responsibilities are increasing as she acquires more job functions from the Medical Board.

Ms. Hoehner advised the Board that the computer server and software have been ordered and will be installed when it arrives.

Ms. Leuthard delivered the Chair's Report. She and Ms. Hoehner are working on the newsletter.

Ms. Leuthard and Ms. Hoehner will be attending the ASWB Annual Meeting in Florida, October 28th-October 31st.

There was discussion as to whether the Board would like to host the ASWB Annual Meeting in 2011. Ms. Leuthard stated that the ASWB staff does much of the work and preparation.

Ms. Lempicki moved to authorize Ms. Leuthard to extend an invitation at the Delegate meeting, for the Oklahoma State Board of Licensed Social Workers, to host the ASWB Annual Meeting in 2011. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

There being no further business, the meeting was adjourned at 3:50 p.m.

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
November 13, 2009

The Board of Licensed Social Workers met on November 13, 2009 at the office of the Board of Medical Licensure and Supervision, 5104 N. Francis, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Joy Leuthard, LSWA, Board Chair
Gwendolyn Kaminski, LCSW, Vice Chair
Jeff Chace, LCSW, Secretary
Toni Lempicki, LSW
Larry G. Cassil, Jr., Esq.

Members Absent:

Kelly Harmon, LMSW
Lanny Endicott, LCSW

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant

After role call and noting that a quorum was present, Ms. Leuthard, Chair, called the meeting to order at 10:15 AM.

The first order of business was reviewing the minutes from the August 10, 2009 meeting and the September 25, 2009 meeting. Ms. Lempicki moved to accept the minutes for the August 10, 2009 meeting. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to accept the minutes for the September 25, 2009 meeting. Mr. Chace seconded the motion and the vote was as follows:

Ms. Leuthard	Yes
Ms. Kaminski	Yes
Mr. Chace	Yes
Ms. Lempicki	Yes
Mr. Cassil	Abstain

Laura Mitchell appeared before the Board requesting waiver of renewal for 2008 due to extenuating circumstances. She took and passed the LMSW exam in September, 2008. She was in the process of moving and did not realize she needed to renew her license by December 31st of that year. She did acquire continuing education that year, but is lacking one hour of ethics. However, she accumulated 4 ½ hours of ethics for 2009. Ms. Mitchell is currently under clinical supervision.

After some discussion, Mr. Chace stated that the statutes read if a social worker fails to make application to the Board for renewal of a license within a period of ninety days after the expiration of the license, there will be a reapplication and reexamination process. He stated the Board cannot make exceptions to the statutes, licensees are bound by the statutes. The Board cannot deviate from the statutes.

Ms. Lempicki moved to deny Ms. Mitchell's request. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Jennifer Rooks came before the Board with her supervisor, Gena Massey. Ms. Rooks' application for LCSW was tabled at the September 25, 2009 Board meeting. Mr. Chace was concerned with how she had obtained her 4,000 clinical work hours in two years while in a hospital setting. He requested her appearance before the Board for clarification.

Ms. Rooks advised the Board she initially began work on the orthopedic floor. However, she was also covering neurology and oncology. After leaving orthopedics, she went to the women's center where she worked in labor and delivery, triage, and NICU. Her work week would easily surpass forty hours and she also took call. Many times she worked fifty to sixty hours a week. Her duties included grief counseling, psycho-education, advocacy, and crisis intervention. Ms. Massey added that the hospital's job description is very basic and does not detail all of the aspects of the job.

After further discussion, Mr. Chace moved to approve Ms. Rooks' application for LCSW. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented the complaint log, beginning with Complaint #2009-06. The complaint was filed by a co-worker against a LCSW. The complaint alleged that the LCSW held a position she was not qualified for and was attempting to get the complainant fired. The complainant had also been a recurring patient at the facility. The Complaint Committee found that based upon the complaint and the content of the information from the social worker and her supervisor, the social worker was not in violation of the Act. The Committee recommended dismissal of the complaint.

Mr. Chace moved to dismiss any action on Complaint #2009-06. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz reviewed Complaint #2009-11. This complaint was filed by a parent involved in a custody dispute. After reviewing information presented by the social worker and acknowledging that he did address every aspect of the complaint, the Complaint Committee decided to recommend the complaint be dismissed.

Mr. Cassil moved to support the Committee's recommendation and dismiss Complaint # 2009-11. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2009-12. The complaint was filed by a supervisee against her supervisor. The complaint alleged the supervisor used inappropriate language, not giving consideration to the supervisee's past history of abuse. They would meet at a local Braum's for supervision meetings. The supervisee was not satisfied with the supervision process. The supervisee has since terminated supervision with the supervisor.

The supervisor responded in writing, stating that the supervisee wanted to address some personal therapeutic issues during supervision. The supervisor did allow it to a small extent, but ended it shortly thereafter. He stated that he would have handled some things differently.

The Complaint Committee wrote a letter of caution to the supervisor pertaining to areas of concern when dealing with future supervisees. The letter stated that maintaining boundaries during supervision is imperative.

The Committee recommended that any new supervisee's evaluations of this supervisor (submitted to the Board office) be scrutinized by the Board. The Committee did not see any violation of the Act and recommended dismissal of the complaint.

Mr. Cassil moved to accept the Committee's recommendation and dismiss Complaint #2009-12. The complainant will be notified of the letter sent to the supervisor. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented an update on Complaint #2009-01, concerning **Arun Mathew's** response to the Board. Mr. Mathew was to submit an article on the proper safeguards that need to be taken in protecting the confidentiality of the ASWB clinical exam questions.

Ms. Schwartz informed the Board that when a response (an agreed order) comes before them, the Board can negotiate the order. The Board does not have to accept it as written. They can suggest a counter-proposal in effect. They can request specifics to give guidance to the licensee and/or his attorney. The negotiation can occur while the licensee and the attorney are present at the Board meeting. If both parties can agree to the terms then and there, it can be handwritten or retyped, and signatures can be obtained.

Mr. Chace moved to accept Arun Mathew's report as written and submitted at the September 25, 2009 meeting. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

A request by **Leah Taylor** was reviewed by the Board. Dr. Taylor proposed the Health Care Authority provide a supervision course for social workers, replacing the course presented by the Social Work Board. Ms. Lempicki suggested responding that we currently conduct our own training and if available by web cam (at no cost to us).

Mr. Cassil moved to reject Dr. Taylor's proposition. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard reminded the Board that the Strategic Plan would be due October, 2010. She formed a committee to begin work on the plan consisting of herself, Ms. Lempicki, and Mr. Chace.

Ms. Leuthard has a meeting scheduled with Representative Billy on December 5, 2009. Ms. Billy is on the committee to which the Social Workers revisions will most likely be assigned. Ms. Schwarz will also attend the meeting.

Reji Varghese and Dela Kwetey came before the Board with the Administrative Report. Mr. Varghese reviewed the clearing account, revolving fund, and the breakdown of expenditure items. He presented a summary of the Board's pending charges and payments.

Mr Cassil moved to approve the September, 2009 and October, 2009 invoices. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the financial report as written. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

The dates set for the 2010 Board meetings are as follows:

January 22
March 26
May 7
July 16
September 24
December 3

The Board reviewed a written request from **Ann Patak,** asking for ADA accommodation.

Mr. Cassil moved to grant her request . Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a proposal from OK.GOV regarding the cost of supervision documentation becoming an online process.

After some discussion, Ms. Lempicki moved to accept the proposal to automate supervision documents online. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Hoehner proposed attaching a fee for submitting contracts. Currently, there is no charge for this. The Board agreed to defer discussion of contract fees to a later date.

The Board began review of Applications for Licensure. Mr. Chace moved to approve the following for LCSW, issue provisional:

Audrey DeLay
Pam Frantz
Jennifer Howell
Melanie Krusemark
Jayna Mayer
Allison Moody
Karly Wiemar

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Stephanie Watkins** for LCSW, no provisional, exam ID only. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Sandra Rowe** for LCSW. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Laura Mitchell** for LMSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Gibson took the Chair.

Ms. Leuthard moved to approve **Ann Iverson** for LMSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Karen Turner and Kaitlin Wood** for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Tiffany Greco and Korah Shaffert** for LCSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Erin Chinworth** for LCSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Bob Rennebohm** for LCSW, issue provisional, pending receipt of original paperwork. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **William Stephens** for LCSW, no provisional, exam ID only with ADA accommodations. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Cynthia Thomas** for BAS Clinical. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard resumed as Chair.

Ms. Hoehner presented her report to the Board. She reported that the server is installed, but the database needs more work. This work will be done over the Thanksgiving break.

Ms. Leuthard delivered the Chair's report. She stated that she attended the ASWB fall meeting in Florida. There was much discussion about the percentage of increase in the ASWB's fees. The ASWB provided the attendees with added information on why the increase is necessary.

Under new business, Mr. Chace inquired about the status of the FTE (full-time employee) request. Mr. Hoehner asked for the Board's approval to proceed with the request. Mr. Chace moved to begin the process of obtaining the approval for a maximum of 4 FTEs. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Also under new business, Mr. Cassil drafted new language pertaining to the expiration date for new licensees after July 1st found on page 32, 675:10-1-12.1. The rule begins with: All licenses shall expire at the end of each calendar year and shall be subject to renewal on the 1st day of the next calendar year.

Mr. Cassil proposed to continue with: (a)Licenses granted during the last six months of any calendar year need not be renewed for the year following its issuance, but must be renewed annually thereafter.

The Board discussed the need to change language on page 30, 675:10-1-6(a)(5). This language would need to be striked. Ms. Lempicki moved to accept the new language as proposed. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil also requested that as part of the rule change, the Board would need to review 675:10-1-6(a)(6), regarding the continuing education and delete 675:10-1-6(a)(5). Ms. Lempicki moved to accept the addition. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil moved to adjourn. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The meeting was adjourned at 1:25 p.m.

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
January 22, 2010

The Board of Licensed Social Workers met on January 22, 2010 at the office of the Board of Medical Licensure and Supervision, 101 Northeast 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Joy Leuthard, LSWA, Board Chair
Gwendolyn Kaminski, LCSW, Vice-Chair
Jeff Chace, LCSW, Secretary
Larry Cassil, Jr., Esq.
Lanny Endicott, LCSW
Kelly Harmon, LMSW
Antoinette Lempicki, LSW

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant

After role call and noting that a quorum was present, Ms. Leuthard, Chair, called the meeting to order at 10:05 AM.

Mr. Endicott began the meeting by introducing Mr. Hugh Clark, the new Executive Director for the state chapter of the NASW. Mr. Clark is formerly from Texas. He reviewed for the Board several projects that he is currently working on, beginning with teaching review courses for the licensing exam. He is also working on the upcoming state conference, which will be held April 11-13, 2010 in Norman, OK.

The first item of business was election of officers.

Ms. Hoehner asked the Board to consider that our Board has extended an invitation to the ASWB to hold the Delegate Assembly in Oklahoma in 2011. Ms. Leuthard and Ms. Hoehner have been working on this together. Ms. Leuthard has been Chair for one year. Under our rules, if Ms. Leuthard is elected this year, she would be unable to chair the year that we would have the Delegate Assembly in Oklahoma. Ms. Hoehner asked the Board to allow Ms. Leuthard not to Chair this year so that she may be able to next year.

Mr. Chace moved to nominate Gwendolyn Kaminski for Chair. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to nominate Larry Cassil for Vice-Chair. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to nominate Kelly Harmon for Secretary. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Minutes from the November 13, 2009 meeting were reviewed. Mr. Chace moved to accept the minutes. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Veronica Woods submitted a letter to the Board requesting approval for late submission of supervision documentation. After a short discussion, Mr. Cassil moved to table her request and ask her to appear at the next Board meeting. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed an evaluation of supervisor form, submitted to the Board office by **Lindsay Bible** evaluating her supervisor, **Lorri Perez**. Each area of performance had a low rating, as did the written comments that pertained to each area. Even so, Ms. Perez did write that she agreed with the evaluation. Her signature and date signed were below her comment. Ms. Bible has since left employment at the agency. There was discussion regarding the fact that Ms. Perez was also Ms. Bible's work supervisor. Ms. Julia Reed, Board Consultant, pointed out that is common practice. Mr. Cassil moved to treat this as a complaint and forward the evaluation to the complaint committee. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

After discussion regarding supervisor performance issues the Board voted to require an evaluation from the supervisee of their supervisor at every reporting period (6 month, 12 month, 24 month) rather than simply at the end of the supervision experience. If the supervisee rates the supervisor below average standards the Board will request the supervisor appear for discussion.

A written report from **Arun Mathew** was reviewed by the Board. Mr. Mathew was not required to send this report but he believed that the Board had requested it at the November 13, 2009 Board meeting. Mr. Cassil moved to send Mr. Mathew a letter thanking him for the report and state the matter has been closed. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative. Ms. Schwartz will draft the letter.

Ms. Lempicki entered the meeting.

Ms. Leuthard, Mr. Chace, and Ms. Lempicki scheduled meeting dates to begin work on the Five Year Strategic Plan. Ms. Hoehner stated that she was unable to locate a past strategic plan. The plan is due October 1, 2010.

The Board reviewed correspondence from **Floyd Grant** requesting the Board to backdate a supervision contract between himself and **Tammy Jones**. Ms. Hoehner told the Board that we do not backdate contracts. When asked if the Board office has heard from Ms. Jones, Ms. Hoehner responded that we had not and it appeared this request is being made by Mr. Grant. Mr. Chace moved to not backdate the contract between Floyd Grant and Tammy Jones. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative. Any hours accrued between 7/5/09 – 12/28/09 will not be counted toward supervision. Ms. Hoehner will send a letter to both Mr. Grant and Ms. Jones.

Ms. Schwartz reviewed the complaint log, beginning with Complaint #2009-10. The allegation was made by the licensee's former employer. The licensee's employment was terminated for supposedly sharing with a client the client's records whose progress notes were written by another clinician. He did not have the other clinician's permission to do so. The licensee responded by stating that the complaint was made in retaliation.

The Complaint Committee recommended dismissal of the complaint and issue a letter of concern to the licensee because this is not the first complaint against the licensee. Mr. Chace moved to accept the Complaint Committee's recommendation to dismiss the complaint and send a letter of concern to the licensee. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Hugh Clark added that the NASW National office said that currently anyone who is in violation of state laws will lose their membership to NASW. Mr. Endicott asked if this would affect

any insurance purchased through NASW. Mr. Clark responded stating that issue was not discussed but felt that it may have an impact.

Ms. Schwartz presented Complaint # 2009-13. This was an anonymous complaint alleging a dual relationship between a licensee and young male clients. The licensee invited his patients to live with him while continuing as their clinician. He devised a notarized contract of adult guardianship (a copy of a contract was attached to the complaint). According to the contract, the licensee had complete control over the young men and stated that he could impose corporal punishment if any rules were broken. Ms. Schwartz pointed out that the contract was not a legal document. Mr. Schwartz also stated that the parents of some of these young men worked with the licensee and allowed their sons to live with him.

The Board felt that action should be taken given the nature of the complaint. There was concern that this would continue in Idaho where the licensee was recently granted a license. Ms. Schwartz has attempted to locate the licensee to no avail. The Idaho Licensing Board issued him a license on December 8, 2009, but has no current address listed for him. Ms. Schwartz has tried different public domain sites with no success. One site that she has had success in locating individuals on charges a fee of $148.00 per use. After some discussion on how to proceed, the Board agreed to table this complaint for further discussion on possible investigation until after the administrative report is delivered.

The Board began review of Applications for Licensure.

Ms. Harmon moved to approve **Amy Esker** for LCSW, no provisional, exam ID only. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve the following for LMSW, issue provisional:

Nandini Reddy Ponaka
Jeanna Wright

Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve the following for LMSW:

Stephanie Gomez
Jan Reynolds

Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve **Mary Jo Norton** for LMSW, issue provisional. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following for LCSW, issue provisional:

Catherine Biggerstaff
Kizer Contrel Neal
Lisa Weiche

Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following for BAS Clinical:

Felicia Kellet
Brigid Turner
Carol Redford

Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Micah Woodard's** application for BAS, Administration. Mr. Woodard did not indicate supervisory experience and needs to clarify his past supervisory experiences. He may do this in a written letter to the Board. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve the following for LCSW, issue provisional:

Lynn Pettit
Carolyn Burns

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve the following for LMSW, issue provisional:

Sheena Smith
Cindy Lee

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve **Renea Butler-King** for LCSW, exam ID only, no provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Casie Brittain** for LCSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Sandra St. Don** for LCSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Danielle Laster** for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve the following for LCSW, issue provisional:

Marian Shelton
Debra Kuhnel
Holley Lockart
Kathryn Morris-Scott
Audra Hunt

Ms. Kaminski took the Chair.

Ms. Leuthard moved to approve the following for LCSW, issue provisional:

Brittany Berryman
Randi Skender
Kathy Ridgway
Angela Shandy

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Daren Jones** for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard resumed as Chair.

Ms. Hoehner presented the Administrator's report to the Board. Ms. Hoehner advised the Board of her meeting with representatives from ok.gov concerning on-line supervision forms. Their next scheduled meeting is on February 4, 2010.

Ms. Hoehner has been meeting with the Office of State Finance about changes in phone and internet service for the Board office. She has been advised by the Office of State Finance managerial staff that this change will result in lower costs. There will be upfront costs for wiring, however the monthly costs will be substantially less than what is currently being paid to private vendors.

The OSBLSW office is currently paying Cox $160.00 monthly for internet service and $210.00 a month to AT&T for telephone service. It has been discovered that the office has been paying $90.00 monthly for forwarding phone and fax numbers to our current address in order to maintain the original telephone number issued to the Board office many years ago. Our phone and fax numbers will eventually need to change to discontinue that payment. She reported that she had been advised by OSF that the telephone bill would be approximately $60.00 a month and our internet bill would be approximately $50.00 a month. There will be a proposal forthcoming to be reviewed by the Board.

Ms. Hoehner is exploring the possibility of ok.gov hosting the Board's website and e-mail addresses. The website and e-mail is currently hosted through the Medical Board.

As discussed at the beginning of the meeting, Ms. Hoehner advised the Board that Oklahoma has extended an offer to host the ASWB Delegate Assembly in 2011. It is expected they will accept.

In an effort to reduce expenditures by the Board, applicants who have been approved will now receive their approval letter by e-mail. They will be provided links to obtain the candidate handbook and the rulebook. The wall certificate will continue to be mailed to the applicant.

Ms. Hoehner recently attended a PeopleSoft class wherein the deposit system updates were discussed. In attending the class it was learned that there is a law that states any monies received over $100.00 has to be deposited the day it is received. Ms. Hoehner wanted to clarify that she was not made aware of that law when being originally trained on deposits but she has rectified the situation and deposits are now being made daily.

Ms. Hoehner and Ms. Reed spoke to the MSW students at the University of Oklahoma. It was well attended.

Ms. Leuthard delivered the Chair's report. HB-2786 has been filed and she soon will be meeting with Representative Billy. She will notify the Board of the outcome of her meeting by e-mail.

Ms. Schwartz reported there is a House Joint resolution proposed to the Legislature to amend the Oklahoma Constitution. It says that, in effect, when the Legislature declares there are dire financial straights that result in the state agencies taking cuts, that we will take cuts as well. It is not clear what will happen with the funds. The wording in the proposal is very problematic. Ms. Lempicki pointed out that our Board's money does not come from taxes.

Ms. Schwartz notified the Board that she will be retiring at the end of April, 2010. The contract for the services that we are currently paying for does not run out until June 30, 2010. She said we are entitled to services for the months of May and June. She does not know if her position will be filled upon her retirement. When asked about the complaint committee meetings, Ms. Schwartz told the Board to assume that the Attorney General's office will provide an attorney.

Lyle Kelsey, Reji Varghese, and Dela Kwetey delivered the Administrative report. Mr. Kelsey reviewed the cash balance, collections and disbursements. He summarized the revolving account and reviewed the itemized expenditure report. He reported that there are outstanding invoices for the months of November and December, 2009. He added that the total for these two months may be more, based on the expenses incurred.

Mr. Varghese presented a summary of the revenue/budget/expenses report. Less money was budgeted for this year than last year. In past years, most budgets were inflated for unexpected expenses but that was not done this year. Mr. Varghese reported there are not enough monies in the budget to make payroll for the next six months. He requested a meeting with Ms. Hoehner to review his report and work on a budget revision. He also wants to discuss any other additional expenses our office may be anticipating.

Mr. Chace moved to accept the financial report. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Discussion moved back to Complaint #2009-13. Mr. Cassil moved to authorize the Complaint Committee to spend up to $500.00 to attempt to locate the licensee named in the complaint. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace asked Ms. Hoehner for an update on the request for 4 FTEs (full-time employees). Ms. Hoehner said that she was told we would have to open the statutes but it is not in our statutes. Ms. Schwartz said every year there is a non-codified statute that lists FTEs for every agency. This bill goes through legislation each year. To make a change, we would have to contact the author of the bill.

There being no further business, Mr. Cassil moved to adjourn. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The meeting was adjourned at 1:25 PM.

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
March 26, 2010

The Board of Licensed Social Workers met on March 26, 2010 at the office of the Board of Medical Licensure and Supervision, 101 Northeast 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Gwendolyn Kaminski, Board Chair
Larry Cassil, Jr., Esq., Vice-Chair
Jeff Chace, LCSW
Joy Leuthard, LSWA
Lanny Endicott, LCSW
Antoinette Lempicki, LSW

Members Absent:

Kelly Harmon, LMSW, Secretary

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant

After role call and noting that a quorum was present, Ms. Kaminski, Chair, called the meeting to order at 10:10 AM.

The Minutes from the January 22, 2010 meeting were reviewed. Ms. Lempicki moved to accept the minutes. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz, Assistant Attorney General for the Board, called the case of **JoAnne Huber, LCSW**. Ms. Huber appeared personally and with her attorney, Mr. John Bowling. The Board had received a complaint alleging unprofessional conduct based on engaging in dual relationships, boundary violations, and violation of patient privacy and confidentiality.

Ms. Schwartz reported to the Board that Mr. Bowling has drafted a Consent Order for the Board's consideration. Ms. Schwartz emphasized that unlike other licensees that have come before the Board in similar situations, Ms. Huber has admitted to what she did and does not intend to engage in this kind of practice in the future.

Ms. Schwartz recognized the fact that the allegations raised occurred approximately ten years ago. However, there is no statute of limitation regarding complaint actions. The complainant felt she needed to report the licensee's behavior as part of her ongoing therapy to bring closure to this issue.

Mr. Bowling advised the Board that Ms. Huber is not contesting the allegations. She did forge a friendship with the complainant after she terminated the relationship as clinician and client. She acknowledges that she did violate the six months rule. She did, however, refer the complainant to another therapist.

Ms. Huber has agreed to undergo supervision twice a month for a year. Ms. Schwartz recommended that the Board accept the Consent Order.

Mr. Cassil moved that, in light of the testimony of Ms. Huber, as well as the State's agreement of acceptance of the Consent Order, the Board accept the terms of the Consent Order. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Lorri Perez, LCSW came before the Board with Whitney Downey, her work supervisor, for an informal interview. Ms. Lempicki recused herself from the meeting.

Ms. Schwartz advised the Board members that the Board office had received a supervisee's evaluation of Ms. Perez who was acting as her licensure supervisor, indicating some perceived deficiencies in the supervision being delivered by Ms. Perez. A letter was sent to Ms. Perez with a copy of the evaluation requesting Ms. Perez's response. Her response to the Complaint Committee answered all their questions and included a plan of action to correct any deficiencies. Today Ms. Perez appears before the Board to explain the situation and what she will do in the future to resolve these problems. Ms. Schwartz emphasized that this is not a disciplinary action.

Ms. Perez told the Board that she did consult with Ms. Downey to develop solutions regarding the deficiencies noted in the evaluation. Her job consists of being the work supervisor and the clinical licensing supervisor, the largest part being clinical supervision. She is currently supervising twelve people, but they are not all full-time employees. She is now careful to separate the two roles when supervising her supervisees by stating at the beginning of the conversation whether the meeting is for licensure supervision or in her role as the employee's direct supervisor. In the past Ms. Perez had not made copies of all evaluations. She has now made a habit of making copies all evaluations for her records. She believes that she would not have signed an evaluation with the statement of "I agree to this evaluation" that included the negative comments that were contained in the evaluation at issue.

After further discussion, Mr. Cassil moved that in light of Ms. Perez's written response to the Board and her plan of corrective action the Board accept her plan and dismiss the complaint. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki entered the meeting.

Ms. Schwartz presented Complaint #2009-17. This complaint was made by a non-custodial parent involved in a highly contested divorce case. The parent was ordered to meet with the social worker by the Court. The complainant alleges that the social worker was consistently late for appointments, took calls during the appointment, and created a hostile environment. The licensee responded to the complaint addressing each concern. The Complaint Committee, not finding any support in the court documents for the allegations, recommended dismissal of the complaint. Mr. Chace moved to accept the Complaint Committee's recommendation and dismiss Complaint #2009-17. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2009-18. The complaint alleges that a person whose provisional license had lapsed due to failure to pass the exam was treating clients in a capacity that can only be held by a LCSW. The Complaint Committee wrote the employer for a response and received responses from both the employer and the former licensee. They assured the committee that she is not practicing as a LCSW and is not using the credentials. She is currently under the supervision of two LPCs, until she is able to take and pass the exam. The Complaint Committee recommended dismissal of the complaint. Ms. Leuthard moved to accept the Complaint Committee's recommendation and dismiss Complaint #2009-18. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2010-02. This complaint was authored by a parent in a highly contentious divorce/custody case. The complaint alleges unprofessional conduct and refusal to communicate to the parent regarding the progress of therapy. The licensee responded

to the Complaint Committee, sending assessments and signed releases from the child's Guardian Ad Litem and the custodial parent permitting the licensee to send client orientation information to the Complaint Committee. The licensee also sent a written explanation. After reviewing the documentation the Complaint Committee recommended dismissal of the complaint. Mr. Endicott moved to accept the Complaint Committee's recommendation and dismiss Complaint #2010-02. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2010-03. The complaint was written by a custodial parent in a divorce/custody case alleging the licensee has been treating his minor children without his authorization. A custody order was included with the complaint. At the Complaint Committee's request for a response, the licensee sent documentation from the original order stating that the licensee is following the court's current plan for therapy treatment for the children. The custody order sent by the complainant had been modified. After reviewing all documentation, the Complaint Committee recommended dismissal of the complaint. Mr. Cassil moved to accept the Complaint Committee's recommendation and dismiss Complaint #2010-03. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2010-04. The complaint made by the parent alleges that the licensee will not make appointments available for the parent to come with the child and is not keeping her apprised of the progress of the therapy. The licensee responded to the Complaint Committee in writing, stating that the therapy is court ordered and her time is very limited as to when she can meet with the child. She wrote that the parent can apply to the court for a different therapist, but that the parent has cancelled appointments frequently and without notice. She said that the parents are told before treatment begins that she will not divulge details of what is discussed in therapy. The Complaint Committee did not find any violation of the rules and recommended dismissal of the complaint. Mr. Endicott moved to accept the Complaint Committee's recommendation and dismiss Complaint #2010-04. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Veronica Woods came before the Board requesting approval for late submission of supervision documentation. Ms. Woods was undergoing supervision with Stephanie Nelson from September 1, 2004 to February 11, 2005, wherein she acquired 53 educational hours and 942 work hours. There was no supervision for two years, then she began supervision with Tempie Nichols- Rood from March 8, 2007 to February 25, 2009, wherein she acquired 83 educational hours and 2324 work hours. There was a period of seven months where there was no supervision between Ms. Woods and Ms. Nichols-Rood. She resumed supervision with Robert Motolla from October 20, 2009 to present day. She is currently employed by Cedar Ridge.

In November 2009, Ms. Woods submitted supervision paperwork for the time frame of March 14, 2007 to February 25, 2009. She was notified by the Board office that the submission of the evaluations was very late and no other supervision had been received in 2 ½ years. It was suggested that she appear before the Board to explain any extenuating circumstances. Ms. Woods advised the Board that during 2009 she had two deaths in the family and her son was injured. She stated she understood that it was her responsibility to submit paperwork in a timely manner to the Board office.

Ms. Hoehner reminded the Board that Ms. Woods terminated with Ms. Nichols-Rood on February 25, 2009 and the Board office did not receive any supervision paperwork until November 5, 2009. She added that no paperwork was submitted to our office regarding supervision with Ms. Nichols-Rood until November 5, 2009, with the exception of the initial contract. After further discussion, Ms. Leuthard moved to accept Ms. Woods' supervision and work hours with Tempie Nichols-Rood accrued from March 8, 2007 to February 25,2009, for a total of 83 educational hours and 2324 work hours. Any hours accrued under the supervision of Stephanie Nelson are denied. Mr. Cassil seconded the motion and the vote was as follows:

Joy Leuthard Yes

Jeff Chace	Yes
Toni Lempicki	No
Larry Cassil	Yes
Gwendolyn Kaminski	Yes
Lanny Endicott	Yes

Pamela Greenwood appeared before the Board to discuss her past supervision experiences. Ms. Greenwood received supervision from 1988-1989, then terminated. She then received supervision from 1998-1999 and terminated. She is interested in starting supervision again and is asking the Board if her previous supervision hours will count toward her licensure requirements. Mr. Chace stated that historically, if it has been more than ten years, the supervision hours cannot be counted. He added that this is not written in the rules. After a short discussion, Ms. Greenwood was asked if she had any questions. She responded "No".

Mr. Chace moved to deny any previous supervision hours accrued by Ms. Greenwood. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Kim Tanner, from **ok.gov**, presented a proposal for the Content Management System to the Board. This system would allow the Board Administrator to manage the Oklahoma State Board of Licensed Social Workers' website.

Ms. Tanner began by clarifying the difference between a small account and a large account. There is a one-time fee for both accounts, small is $2,500.00 and large is $5,000.00. A small account is for 19 pages or less and will be suitable for our Board. This one-time flat fee includes all of the hosting services, upgrades, continued customer support, and any training of Ms. Hoehner and any other user with permission to access the account. They also provide four hours of design work for home page content.

Ms. Tanner discussed two different add-on features that would be beneficial to the Board website. The first was the password protection module, which has a one-time fee of $500.00. This module would allow Ms. Hoehner to give Board members a password that would allow them to log-in and view documents that she has scanned. Ms. Hoehner would also be able to create directories and password protect them so that only someone with the proper credentials could view it.

The second module presented was the form builder module, which has a one-time fee of $1000.00. There is a wide range of forms that can be created using this module. An unlimited amount of documents can be uploaded in the account and links to those documents can be added. These forms and images will not be counted as pages. Ms. Hoehner can also opt for a user to print off a form, complete and submit a form, or save it as a pdf. There is also a signature field. Free services, such as contact forms, FAQ section, site map or index, calendar, and content section are also included.

Ms. Tanner told the Board that a redirect to the new website would be provided to consumers. She explained that when someone logs onto the old website, he/she will be automatically redirected to the new site. She finished by telling the Board that this system does not include email (OSF hosts this) and online supervision forms.

Mr. Cassil suggested delaying the motion until after the budget report has been given.

The Board discussed the interpretation of language in Title 59§1251.A, regarding license required exemptions. It reads "No person shall engage in the practice of social work for compensation unless he or she is licensed under the Social Worker's Licensing Act, nor may any person participate in the delivery of social work services unless under the supervision of a person licensed under these provisions." Ms. Hoehner advised that due to how an employer has interpreted this language, a supervisee has been suspended from her job for thirty days. The

supervisee is employed by Amedysis (a home healthcare agency) and her LMSW provisional license has lapsed.

Mr. Chace said the supervisee could claim an exemption under our statutes because she is working in a home healthcare facility. In reality, she has been providing care under her supervisor's supervision. Ms. Schwartz replied that she believes the employer wants a statement from our office confirming that the supervisee's current work situation is not illegal under our Act. Mr. Cassil recommended that Ms. Schwartz send legal documentation stating that the supervisee may participate in the delivery of social work services under the supervision of the person licensed under these provisions. However, if your organization is exempt under subdivision C, as a healthcare facility licensed by the state, you may do so. The supervisee cannot hold herself out as a social worker.

Ms. Schwartz will respond to the employer to fulfill their request for some type of legal verification from the Board.

Adam Cothran came before the Board to explain an incident disclosed on his extended background check for which he did not explain on his Application for Licensure. Mr. Cothran is applying for the LCSW provisional license. He stated that he was a minor at the time of the misdemeanor charge in 2003. At the age of 19, Mr. Cothran was charged with a DUI. He did disclose this information on his Application for Licensure. Mr. Chace said that his supervision is complete and his documentation is in order. After further discussion, Mr. Chace moved to approve Mr. Cothran's application for LCSW, issue provisional. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Jaimee Deel appeared before the Board to explain late submission of supervision documentation. She completed her supervision in 2007; however, she did not submit her 24 months supervision records until she submitted her Application for Licensure. She was under the impression that she was not to submit the 24 months supervision paperwork until she applied for licensure. She postponed submitting her application due to having twins. Ms. Hoehner added that she believed there was a miscommunication. Mr. Chace moved to approve Ms. Deel's application for LCSW, issue provisional. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Julia Reed, Board Consultant, asked for the Board's input concerning **Stephen Craig**. Mr. Craig is currently licensed in Maine but does not hold a license in Oklahoma. He is employed by the Veteran's Administration. Because he confines his practice to a federal facility, he does not have to be licensed in Oklahoma. Ms. Reed asked if his supervisees should be made aware that he does not hold a license in Oklahoma. If a problem were to occur, we would have no jurisdiction over him. Any complaints would have to be filed in Maine. The Board agreed that for the supervisee's protection, this should be included in the approval letter sent to them.

The Board reviewed a written request from **Audry Haldaman**, who is currently stationed in Germany. Ms. Haldaman would like to maintain her BAS status but will not return to the United States in time to take the required training course. She is requesting permission to watch a video provided by the NASW's state chapter's director, Hugh Clark, and have it count as the BAS training. Mr. Chace stated that he attended the class taught by Mr. Clark and thought it would be acceptable for her to count it as her BAS training. Mr. Cassil moved to accept Ms. Haldaman's request and ask her to submit an evaluation of the video. He added this is only being granted due to her being located out of the country. Ms. Leuthard seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Toni Lempicki	Yes
Jeff Chace	Abstain

Larry Cassil	Yes
Lanny Endicott	Yes

Ms. Hoehner will write the letter to Ms. Haldaman.

The Board reviewed correspondence from **Kendra Burnside.** She is requesting a waiver of the required eight face-to-face continuing education hours for her 2011 renewal due to her relocation to Germany. Mr. Cassil moved to grant Ms. Burnside the ability to complete her CEUs in Category 3, subject to the standard approval policy, due to her currently being located in Germany. He added that Ms. Burnside be thanked for requesting her waiver early. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

The Board discussed a situation concerning the supervisees of **Linda Goen.** Ms. Goen passed away unexpectedly in January of 2010. The supervisees under her supervision were not able to obtain completed evaluations or signed logs. Ms. Lempicki said the current director at the facility is a LCSW and she would be able to sign the evaluations and supervision logs. Mr. Endicott moved to allow Angela Bauer to evaluate the supervisees and complete their supervision documents. The termination of supervision will be signed by the supervisee only. Ms. Leuthard seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Jeff Chace	Yes
Toni Lempicki	Abstain
Larry Cassil	Yes
Lanny Endicott	Yes

The Board began review of Applications for Licensure. Mr. Endicott moved to approve the following for LCSW, issue provisional:

Beatriz Roskopf
Lindsay Sullivan
Wanda Wagner

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve **Amanda Lawhorn and Jennifer Lightfoot** for LCSW, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Cortney Yarholer** for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve the following for LCSW, issue provisional:

Rebecca Baker
Amy Howard
Paulette Jobe
Julie Kline
Laurie Logan
Rebecca Morrissey
James Riley
Denise Rogers
She'Nikka Simpson
Kristin Smith
Rose Turner

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approved the following for LCSW, no provisional, exam ID only:

Melanie Clevenger
Leondra Moore
Dorothy Colleen Springer
Olivia Yazzie

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Julie Western** for LMSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Stephanie Brill** for Board Approved Supervisor, Clinical. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil took the Chair.

Ms. Kaminski moved to approve the following for LCSW, issue provisional:

Martha Manning
Andrea Caplinger
Christina Perez-Lanik
Tywanna Nichols
Mitzi Privett
Jennifer Geren

Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski resumed as Chair.

Ms. Lempicki moved to table **Darron Vanman's** application for LCSW and ask him to appear before the Board to clarify confusion on question #24, regarding his work history at Alpha II. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Anthony Anderson and Josh Everage** for LCSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to table **Genevieve Meyer's** application for LCSW, no provisional, exam ID only, so that she may complete question #6 on the application. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Keitha Wyatt** for LCSW, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve the following for LMSW, issue provisional:

Hugh Clark
Kimberly Garrett
Afton Hoover

Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Tracey M. Cobb** for LCSW, no provisional, exam ID only. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Mona Lowrey and Connie Martin** for LCSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Cynthia McCormick** for LMSW, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Jeff Chace	Abstain
Toni Lempicki	Yes
Lanny Endicott	Yes
Larry Cassil	Yes

Mr. Chace moved to table **Barbara Mistele's** application for LCSW and ask her to appear before the Board for clarification on her work status. Is she currently treating clients in Oklahoma and, if so, for how long? Ms. Lempicki seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Jeff Chace	Yes
Larry Cassil	No
Lanny Endicott	Yes
Toni Lempicki	Yes

Mr. Chace moved to table **Katie Dawson's** application for LCSW-P and ask her to appear before the Board to discuss whether she has met the supervision requirements. She has large gaps in her supervision and Mr. Chace is questioning whether her job is all clinical. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Joy Friend's** application for LCSW-P and ask her to appear before the Board to discuss her failure to timely submit her supervision paperwork to the Board office. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Nancy Jacob's** application for LCSW-P and ask her to appear before the Board to discuss her supervision. There was some question as to how clinical in nature was her job at a children's shelter, working the 3-11 shift. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **David Nikkel** for LCSW, issue provisional. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Elizabeth Shumate** for LCSW, issue provisional. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Pam Sanford's** application for BAS, Clinical, and ask her to appear before the Board to discuss her experiences as a supervisor in further detail. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Barbara Tunney's** application for BAS, Clinical, and ask her to respond to the Board in writing addressing her experiences as a supervisor in further detail. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Micah Woodard's** application for BAS, Administration, and ask him to appear before the Board to discuss his experiences as a supervisor. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Lyle Kelsey, Reji Varghese, and Dela Kwetey came before the Board with the Administrative Report. Mr. Kelsey presented an overview of revenues and a summary of the expenses. The clearing and revolving accounts were also reviewed.

Mr. Cassil moved to approve the invoices for November and December of 2009 and for January and February of 2010, with the condition that our office confirms whether Advancia has been paid already. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Varghese reviewed a graph depicting the Board's expenses, budget, and revenue for the fiscal years 2006-2010.

Discussion moved back to the ok.gov presentation by Ms. Tanner. Ms. Leuthard moved to include in the budget revision the $4,000.00 needed for ok.gov. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard, Ms. Hoehner, Ms. Lempicki, and Mr. Chace have begun work on the 5 Year Strategic Plan. They presented the Board with a rough draft for their review. Ms. Leuthard suggested sending out a draft to Board members electronically. Members could reply with any ideas or suggestions they may have. Ms. Leuthard moved to have the draft placed online for any ideas or comments and require that all comments be submitted by April 23, 2010. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki presented the Board with a sample pamphlet of a guide to social work in Oklahoma.

Ms. Hoehner presented the Administrator's report to the Board. She asked the Board for assistance on how to respond to supervisees who have sent in their 12 months evaluations, bypassing the six months evaluations. Ms. Lempicki suggested requiring both the supervisee and supervisor to come before the Board. Ms. Lempicki moved to have Ms. Reed include in the contract approval letter," Failure to comply with the established time frames for the submission of documentation may necessitate an appearance before the Board by you and your supervisor." Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Hoehner reported that after meeting with OSF officials, the Board will not accrue the substantial savings, as first thought, by using them. She would like to stay with Advancia for IT. The office email will go through OSF and they will also be responsible for voice connection. The Board office will use their own server.

Ms. Hoehner said that by changing the office phone number and fax number, the monthly costs would be less. The Board said they were not opposed to the change.

There was no Chair report.

The Board thanked Ms. Schwartz for her dedicated service to the Board.

There being no further business, Mr. Cassil moved to adjourn. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The meeting was adjourned at 4:00 PM.

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
May 7, 2010

The Board of Licensed Social Workers met on May 7, 2010 at the office of the Board of Medical Licensure and Supervision, 101 Northeast 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Gwendolyn Kaminski, LCSW, Board Chair
Kelly Harmon, LMSW, Secretary
Jeff Chace, LCSW
Lanny Endicott, LCSW
Antoinette Lempicki, LSW
Joy Leuthard, LSWA

Members Absent:

Larry Cassil, Jr., Esq., Vice Chair

Also Present;

Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant

After role call and noting that a quorum was present, Ms. Kaminski, Chair, called the meeting to order at 10:15 AM.

The Minutes from the March 26, 2010 meeting were reviewed. After Ms. Lempicki noted a needed correction on page 2, Mr. Endicott moved to accept the Minutes. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Katie Dawson came before the Board to discuss her application that was tabled at the March 26, 2010 meeting due to possible lack of supervision hours. Mr. Chace was concerned with the large lapses in supervision that occurred over the past two years. The first lapse was during the summer of 2008, when her supervisor was out of the country. Ms. Dawson stated that there was no other supervisor available within the agency at that time. The next lapse was between September 2008 and February 2009. Ms. Dawson stated that at that time she had reduced her work at Dillon to part-time status and had begun working at St. John's Hospital. Again, she and her supervisor met when they were able. She did eventually terminate with that supervisor and began supervision with another supervisor. She noted that the first lapse occurred before the Board began requiring supervision for one hour a week or two hours every two weeks.

The final lapse in supervision was due to a medical leave of absence. Ms. Dawson has since changed jobs within St. John's and is currently working in a position that is more clinical in nature. Ms. Dawson did complete all of her required supervision hours; however, Mr. Chace was concerned with the periods of time where no supervision was provided and the lack of communication between Ms. Dawson and the Board office. After some discussion about locating a qualified supervisor within the hospital, Mr. Chace moved to have Ms. Dawson undergo an additional 12 months of supervision. She would be required to submit six months and twelve months evaluations to the Board office. Due to a failure of a second to the motion, the motion died.

Ms. Lempicki moved to have Ms. Dawson undergo an additional six months of supervision. She would be required to submit an evaluation at the end of the supervision period. Ms. Leuthard seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Toni Lempicki	Yes
Jeff Chace	No
Lanny Endicott	Abstain
Kelly Harmon	Yes
Gwen Kaminski	Yes

Jennifer Dell came before the Board with her supervisor, Vicky Brooks. Ms. Dell had submitted her 12 months evaluations to the Board office, inadvertently bypassing the 6 months evaluations. At the time the six month evaluations were due, she had just returned to work from maternity leave and she did not realize until she prepared to submit the 12 months evaluations that she had failed to submit the six month evaluations. Ms. Dell offered to submit evaluations at 18 months.

Ms. Hoehner reminded the Board that at the March 26, 2010 Board meeting, the Board agreed that any supervisee who had bypassed submission of six or 12 months evaluations, would be required to appear before the Board with his/her supervisor. Ms. Hoehner suggested to the Board members that if they are going to set a precedent, they need to ensure that is reflected for the record the basis for their decision, so any accommodations made will be reflected in the Minutes.

The Board requested that Ms. Reed include the following statement in her approval letter to supervisees: "The supervisee must submit written notification to the Board if the supervisor or supervisee suspends supervision for an extended period of time."

Ms. Leuthard moved to accept Ms. Dell's 12 months evaluations, with the understanding that any future reports meet all the rules and are submitted in a timely manner. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative. No additional submission of evaluations will be necessary until 24 months.

Melissa Fields appeared before the Board with her supervisor, Ramona Moody, for review of her supervision documentation for determination of acceptance. Ms. Hoehner provided the Board with an outline of Ms. Fields' evaluation submissions. Ms. Fields began the supervision process in 2005 and assuming it was completed in August of 2008, submitted her final supervision documentation on February 11, 2009. She was not aware that some previous evaluations were incomplete due to emails not reaching her. She was notified that her paperwork was incomplete and her final evaluations were submitted late. She was asked to appear before the Board. Ms. Fields has since provided the Board with the completed paperwork, with the exception of a termination of supervision form.

Ms. Lempicki suggested providing the supervisors with a checklist at the supervisor's training to help ensure that all evaluation documents are submitted and done so in a timely manner.

Ms. Leuthard left the meeting.

Mr. Endicott moved to accept the hours submitted by Melissa Fields. Ms. Lempicki seconded the motion and the vote was as follows:

Toni Lempicki	Yes
Jeff Chace	No

Lanny Endicott	Yes
Gwen Kaminski	Yes
Kelly Harmon	Yes

The Board reviewed a written request from **Mary Lou Busby.** Ms. Busby's license has lapsed and is inactive. Due to extenuating circumstances and medical complications, she missed the March 31,2010 deadline for late renewal. She is requesting the Board allow her to renew her license. Ms. Hoehner reminded the Board that the statutes read if a social worker fails to make application to the Board for renewal of a license within a period of ninety days after the expiration of the license, there will be a reapplication and reexamination process. The Board cannot make exceptions to the statutes and cannot deviate from the statutes. She added that in Ms. Busby's case, she would also have to undergo the two years of supervision due to being grandfathered into licensure.

Ms. Lempicki moved to deny Ms. Busby's request. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative. Ms. Hoehner will notify Ms. Busby of the Board's decision and the requirements for applying for licensure.

Joy Friend came before the Board to discuss her application for LCSW that had been tabled at the March 26, 2010 Board meeting, due to an untimely submission of supervision documentation. Ms. Friend had submitted her 12 and 24 months supervision evaluations, but had neglected to submit her six months evaluations. She had completed the six months evaluations, but failed to send them in due to medical complications during that time. The Board office has since received the six months evaluations and all of Ms. Friend's paperwork is complete. Mr. Endicott moved to approve Ms. Friend's supervision hours. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Reji Varghese and **Dela Kwetey** came before the Board to present the Administrative Report. Mr. Varghese reviewed the financial report and budget report handouts, summarizing the pending charges and payments since the last Board meeting. The March and April of 2010 invoices were attached to the handouts. Ms. Lempicki asked Mr. Varghese if the financial and budget reports could be sent to the Board members prior to the Board meeting so the members could review it in advance to which he responded in the affirmative.

Mr. Varghese reviewed a cash chart graph that depicted receipts and disbursements over the last seven years. He then reviewed the proposed 2011 budget, noting that it is based on the pre-revision of the 2010 budget. Mr. Varghese added that he will work with Ms. Hoehner if any special projects should arise.

Ms. Lempicki moved to accept the Administrative report. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve the March and April, 2010 invoices of the Medial Board. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve the proposed 2011 budget. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Penelope Holloway came before the Board to request an allowance for renewal of her license due to extenuating circumstances. Ms. Holloway submitted her renewal and late fee in late March 2010. Her license was not renewed due to a tax hold. Ms. Holloway stated that for the past two years she has been dealing with added expenses related to medical complications of her mother and son. She presented the Board with medical documentation. She has since been granted a release from the Oklahoma Tax Commission. Mr. Endicott moved to renew Ms. Holloway's LCSW license. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Nancy Jacob came before the Board to discuss her application for LCSW that had been tabled at the March 26, 2010 Board meeting due to questions regarding supervision experience being clinical in nature. Ms. Jacob stated that she works the 3-11 shift at a shelter. She performs individual counseling, group counseling, mental health screenings, crisis intervention, and assessments. She feels that the 40 hours she recorded on her supervision log are all clinical in nature. After some discussion, Mr. Chace stated that he would feel comfortable approving Ms. Jacob's application later in the meeting.

Darron Vanman appeared before the Board to discuss his application for LCSW that had been tabled at the March 26, 2010 Board meeting due to some confusion regarding a question on the application he completed. The question dealt with termination and the answer given conflicted with the answer of a following question. Mr. Vanman said he answered the question incorrectly and did not intentionally lie on the application. It was simply an oversight on his part. After some discussion, Ms. Lempicki moved to have Mr. Vanman complete a new corrected and notarized application and will approve his application pending receipt of new application. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Micah Woodard came before the Board to discuss his application for Board Approved Supervisor that had been tabled at the March 26, 2010 Board meeting due to lack of information regarding supervisory experience. Mr. Woodard explained the structure at his employing agency. He has supervised Bachelor level students and graduate students in administration. Mr. Chace said he was satisfied with Mr. Woodard's explanation of his supervisory experience.

Ms. Leuthard entered the meeting.

There was no complaint log report.

There was discussion regarding the Five Year Strategic Plan. Mr. Chace was able to locate a past plan. Ms. Lempicki moved to go back to a subcommittee (composed of the same people) and review the past strategic plan, before bringing it back to the Board meeting in July. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott reported that he would try to plan a meeting with Pam Peterson sometime in June to discuss the upcoming legislation. A committee made up of Mr. Endicott, Ms. Leuthard, Mr. Clark, Mr. Chace, Ms. Kaminski, and Ms. Humphries will be in attendance at the meeting to help answer any questions that may arise.

The Board began review of Applications for Licensure.

Ms. Harmon moved to approve **LaVeta Wheeler and Jennifer Venning** for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve **Janelle Johnson and Rebecca Clinton** for LMSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve **Tracy Ellman** for LCSW, ADA accommodation granted, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Endicott moved to approve **Veronica Damron** for LCSW, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon took the Chair.

Ms. Kaminski moved to approve **Sherleen Jackson and Terri Dobson** for LCSW, issue provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski resumed as Chair.

Ms. Leuthard moved to approve **Lynn Bartlett and Mary Guin** for LMSW. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Debra Roth** for LCSW. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Tommie Wilkins** for LCSW, issue provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Shane Seabourn and Julie Tomczyk** for LCSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Lorri Perez and Tonya Vose** for BAS, Clinical. Mr. Chace seconded the motion and the vote was as follows:

Ms. Leuthard	Yes
Ms. Kaminski	Yes
Mr. Chace	Yes
Mr. Endicott	Yes
Ms. Lempicki	Abstain
Ms. Harmon	Abstain

Ms. Lempicki moved to approve **Misti Hanrahan** for LCSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Genevieve Meyer** for LCSW, issue provisional, contingent on completion and receipt of new application. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Daniel Rhodes** for LCSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Darron Vanman** for LCSW, pending receipt of new, notarized application. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Carrie Hagler** for LCSW, issue provisional. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Nancy Jacob** for LCSW, issue provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Joy Friend** for LCSW, issue provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmatjve.

Mr. Chace moved to approve **Barbara Mistele** for LCSW. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Nancy Markowitz** for LMSW, issue provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Micah Woodard** for BAS, Administration. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Barbara Tunney** for BAS, Clinical. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Pamela Sanford was not able to stay for her appearance before the Board. Her application for BAS was tabled at the March 26, 2010 Board meeting and will remain tabled. She will be asked to come before the Board at the July 16, 2010 Board meeting to discuss her supervisory experience.

Under correspondence received, the Board reviewed a letter from **Suzanne Bass**. Ms. Bass is Board certified to supervise both LADC and LCSW. She asked the Board if the supervisee can count the hour of supervision for both licensures if they are seeing both mental health and substances abuse clients and are receiving supervision for both issues. Ms. Hoehner said the work could be counted for both, but was unsure about the supervision hour. Ms. Leuthard stated that if it meets our rules and statute requirements, then they could. After some discussion, Ms. Leuthard moved to respond to the question in so far as the supervision requirements, if they're meeting the regulations and rules of the social work Board, they can count the hour of supervision. Ms. Lempicki seconded the motion and the vote was as follows:

Jeff Chace	Yes
Toni Lempicki	Yes
Lanny Endicott	Yes
Gwen Kaminski	No
Kelly Harmon	Yes
Joy Leuthard	Yes

The Board reviewed a letter from **Gena Massey** regarding the required supervision meetings of one hour a week or two hours every two weeks. The rules state that if a supervisee is working 20 hours or less a week, he/she is permitted to meet with their supervisor for one hour every two weeks. If the supervisee is working over 20 hours a week, then he/she is required to meet for one hour once a week or for two hours every two weeks. Ms. Massey wrote that if her supervisee is working 20-25 hours a week, then that supervisee will acquire many more hours than the required 100 supervision hours. These are supervision hours that the supervisee has to pay for outside of the agency.

Ms. Reed responded in writing that the intent of the rule was to ensure supervision and to avoid having gaps of unsupervised practice. Even though there might be only part time clinical and direct work, the supervisor still has some culpability regarding practice.

The Board agreed that Ms. Reed's interpretation is the way it was intended to be and concurs with her response. Ms. Hoehner will write Ms. Massey with the Board's response.

Ms. Hoehner delivered the Administrator's report. She stated that the Social Worker's website should be finalized in June and if so, will be ready to present at the July Board meeting.

Online supervision forms are in a prototype development stage and will go into demo mode in June 2010. Ms. Reed has offered to do demo with her supervisees. If any of the Board members know of anyone interested in participating in the demo, please let Ms. Hoehner know.

Ms. Hoehner has pulled the 2010 audit (roughly about 220 licensees) and the letters will go out by email, return receipt, upon her return from the ASWB Conference. Those that don't respond will have hard copies sent to them.

Ms. Hoehner addressed the new member training for new Board members. The Board currently has two new members beginning in June 2010. The ASWB will pay the costs for one member per meeting. Ms. Hoehner will ask other states if they have an orientation program for new Board members, specific to their state. Ms. Lempicki suggested that a new Board member receive a booklet of the rules and the pending rule changes. Ms. Hoehner said that she could provide binders for all the Board members at each meeting, containing the rules, each members contact information and their licensure levels, what is required for each license, pink sheets, and everyday information.

Ms. Hoehner and Ms. Kaminski will be attending the ASWB Educational Spring meeting in South Carolina at the end of May, 2010.

Ms. Hoehner reported to the Board that Sharon Humphries, who is joining the Board as the new NASW President, does not hold a license. She asked the Board if Ms. Humphreys should be given applications to review before the Board meetings. The Board concurred that applications should be reviewed by a Board member holding a current license. This keeps the boundaries clearer.

OSF has offered $3,670.00 for the server equipment that we paid $4,262.00 for in October 2009. This equates to $90.00 per month for depreciation. This will offset installation fees and monthly fees until the credit is gone. This will replace the Advancia bill and will cost less, but Ms. Hoehner does not know the exact amount. We will have to use OSF for phone and cable. Ms. Hoehner said that if a state agency is within 10 miles of the Capital, that agency is required to use OSF for internet connection, phone connection, and possibly, in the future, data services. If and when the server has to be replaced, OSF will incur the expenses.

After some discussion, Ms. Lempicki moved to accept OSF's proposal to pay us $3,670.00 for the purchase of our server if we agree to use their services. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Hoehner finished her report by reminding the Board that Jeff Chace and Lanny Endicott will be leaving the Board after this meeting. They were both thanked for their dedication and service to the Board.

Ms. Kaminski delivered the Chair's report. On April 30th, Ms. Kaminski, Ms. Hoehner, Ms. Leuthard, and Mr. Cassil met with Gay Tudor of the Attorney General's office to discuss the contract of legal services for the fiscal year of 2011. There will be a fee increase of less than $500.00 yearly. On July 1, 2010 there should be permanent legal representation in place. If services are needed before July 1st, Ms. Tudor will be available to address the issue.

There being no further business, the meeting was adjourned at 3:00 PM.

OKLAHOMA STATE COMMITTEE OF PLUMBING EXAMINERS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of agency, Board of Commission:	OKLAHOMA STATE COMMITTEE OF PLUMBING EXAMINERS
Agency Staff Contact:	Ms. Janis Hubbard, Administrator Construction Industries Board
Agency Telephone Number:	(405) 271-2771

The Oklahoma Sunset Law requires periodic review by the Legislature of specific agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in the survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

Five (5) members constitute the Committee of Plumbing Examiners. Two (2) members shall have five (5) years practical experience as a licensed master plumber or plumbing contractor, and two (2) members shall have five (5) years practical experience as a licensed journeyman plumber; one (1) member shall be a plumbing inspector. Each serves terms of two years or until their successors are appointed. The Construction Industries Board serves as the appointing authority.

2. Briefly describe when and why the agency, commission or board was formed and any significant changes since its inception in board membership and purpose.

The Plumbing License Law of 1955 was passed to develop consistent experience, examination and licensing requirements statewide for the plumbing industry in order to protect the public, especially the public water supply. Because each city differed as to the licensing and examination requirements, with some cities having no requirements, individuals practicing the plumbing trade were often unqualified and exposed citizens and the public water supply to potential hazards. There have been no significant changes in membership or purpose.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

The specific statutes providing for the powers and duties of the Oklahoma State Committee of Plumbing Examiners are found in 59 O.S. §1004 and §1010. The duties of the Committee are to serve the Construction Industries Board in an advisory capacity, to formulate rules, to assist and advise the CIB on examinations of applicants for licensure and serve, along with a designee of the CIB, as the Plumbing Hearing Board that is responsible for the adjudication of citations, suspension or revocation of licenses, injunctions or assigned investigations.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or services(s).

No other federal, state or private entity performs the same functions as this agency committee in the state of Oklahoma.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so).*

FY -12	FY-11	FY-10	FY-09	FY-08
6	6	6	6	6

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for Contract employees as well. *(See Note at end of table.)*

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	7 full time – One (1) Supervisor/Investigator; Five (5) Investigators; One (1) Secretary		

FY-11	7 full time – One (1) Supervisor/Investigator; Five (5) Investigators; One (1) Secretary		
FY-10	7 full time – One (1) Supervisor/Investigator; Five (5) Investigators; One (1) Secretary		
FY-09	7 full time – One (1) Supervisor/Investigator; Five (5) Investigators; One (1) Secretary		
FY-08	7 full time – One (1) Supervisor/Investigator; Five (5) Investigators; One (1) Secretary		

NOTE: The CIB Board employs the above personnel to perform the statutory duties of the Committee of Plumbing Examiners.

7. Describe the agency, board, or commission's programs for each of the following activities:

   a. **Certification, licensure and permits:** *License or register all persons engaged in the plumbing, business. Review applications for education and experience and submit qualified applicants for national examination. Review renewals for continuing education, and/or bonds and insurance.*

   b. **Monitoring:** *Employ investigators to inspect jobsites for proper licensure and code compliance as well as responding to complaints from citizens.*

   c. **Enforcement:** *Issue citations to unlicensed or unregistered people engaging in plumbing. Make investigations into complaints and require persons installing non-approved plumbing to correct same.*

   d. **Continuing Education:** *Beginning July 1, 2005 all licensed contractor and journeymen are required to have six (6) hours of continuing education per code cycle. Applications for programs are submitted to the appropriate trade committee for approval. Upon program approval, subsequent class applications are submitted to the supervisor to ensure program consistency. Classes are then assigned a course ID and all paperwork is sent to the provider.*

   e. **Other:** N/A

8. For the *current fiscal year* and each of the *last four (4) fiscal years,* indicate the following: *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, lease enter "N/A"):*

A. Number of applications received for examination, certification, or permits:

FY -12	FY-11	FY-10	FY-09	FY-08
91 (Partial)	433	496	413	480

B. Number of applicants certified or licensed or permits granted:

FY -12	FY-11	FY-10	FY-09	FY-08
4555 (Partial)	4771	4662	4469	3951

C. Number of applicants denied:

FY -12	FY-11	FY-10	FY-09	FY-08
*	*	*	*	*

**Records not kept – all applicants who stay in the plumbing trade and eventually meet minimum requirements are allowed to test.*

D. Number of disciplinary hearings held:

FY -12	FY-11	FY-10	FY-09	FY-08
*6	*6	*6	*6	*6

**These hearings cover a docket involving individual hearings for multiple respondent licensees.*

E. Number of disciplinary actions taken (i.e., censure, revocation, suspension, or termination): (Citations issued)

FY -12	FY-11	FY-10	FY-09	FY-08
15 (Partial)	112	150	153	169

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

Names of person for which disciplinary action is taken are public information. We have no statutes or rules requiring confidentiality.

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY -12	FY-11	FY-10	FY-09	FY-08
190 (Partial)	2077	2240	436*	2031

**Plumbing codes are adopted every three years, and CEUs are required within three years of a code adoption. FY09 was the end of the 2006 code, and, thus, most licensees had completed the required CEUs for the 2006 code before FY09.*

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
*	*	*	*	*

**Statistics reflecting agency activities are cited in previous and subsequent questions. No additional statistics are maintained, or necessary to reflect Committee activities.*

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	Applications, Licensing & Renewals, Fines
FY-10	Applications, Licensing & Renewals, Fines
FY-09	Applications, Licensing & Renewals, Fines
FY-08	Applications, Licensing & Renewals, Fines
FY-07	Applications, Licensing & Renewals, Fines

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$574,546
FY-10	$556,392
FY-09	$493,001
FY-08	$507,584
FY-07	$668,718

Source: Fund 205, OSF PeopleSoft Miscellaneous Expenditure Query and Payroll Query.
Note: The CIB Board has the statutory authority and expended these Plumbing Licensing Revolving Funds for the purpose of implementing The Plumbing License Law of 1955, which can be attributed to expenditures on behalf of the Committee of Plumbing Examiners.

11. Have you complied with the zero-based budgeting requirement for the past (5) fiscal years as well as the current fiscal year?

__X__ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DESCRIPTION OF INCREASE OR DECREASE
FY-11	No fee increase
FY-10	No fee increase
FY-09	Contractor renewal fee increased from $150.00 to $200.00 fee Journeyman renewal fee increased from $50.00 to $75.00 fee
FY-08	No fee increase
FY-07	No fee increase

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Continue to administer the Plumbing Licensing Law of 1955; no creation or elimination of any programs anticipated.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	No Legislation
FY-10	No Legislation
FY-09	No Legislation
FY-08	No Legislation
FY-07	No Legislation

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The Construction Industries Board contracts with the Oklahoma Office of the Attorney General for legal counsel.

16. Why should this agency, board, or commission be continued or discontinued?

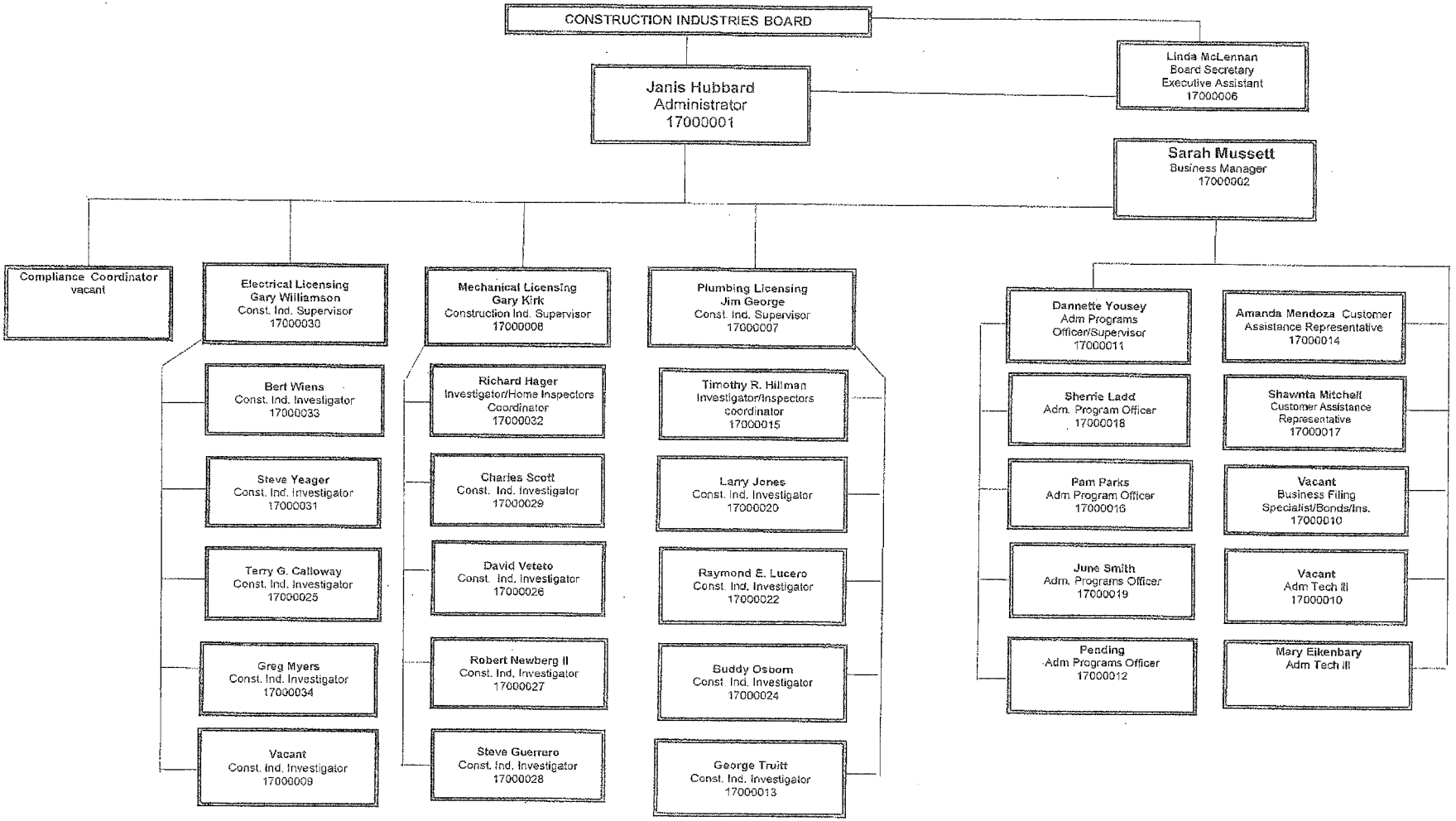
Continuation of the regulatory functions of this committee is essential for the protection of the citizens of Oklahoma. Licensure and regulation of Plumbing Contractors, Journeymen and Apprentices insure our citizens that qualified, competent professionals are performing the complex tasks required for installation, repair or maintenance work and that our public water supply is protected.

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

CONSTRUCTION INDUSTRIES BOARD

Organizational Chart



12/7/2011

MINUTES
PLUMBING EXAMINING COMMITTEE

January 7, 2010

COMMITTEE MEMBERS PRESENT: Larry Butler; Charles Fitch; Clifford Peacock; Ronnie Smith

COMMITTEE MEMBERS ABSENT: Brad Eddy

PRESENT FROM THE CONSTRUCTION INDUSTRIES DIVISION: Nathan Powell, Administrator; Jim George, Plumbing Supervisor; Dannette Yousey; Tim Hillman, Plumbing Field Investigator; Buddy Osborn, Plumbing Field Investigator; George Truitt, Plumbing Field Investigator

OTHERS PRESENT: Scott Sheehy, City of Ardmore

CALL TO ORDER:

Mr. Larry Butler, Chairman called the meeting of the Plumbing Examining Committee to order at 10:55 a.m. at 2401 NW 23rd Street, Suite 5, Shepherd Mall, Oklahoma City, OK 73107.

STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT:

This [Regular] meeting of the Plumbing Examining Committee Meeting, scheduled to begin at [10:00a.m.] on this [7th] day of [January], 20010, has been convened in accordance with the Oklahoma Open Meeting Act, Title 25, Sections 301 through 314.

Further, an advance public notice that was sent to the Secretary of State electronically September 29, 2009 prior to this time today, specifying the time and place of the meeting here convened, preceded this meeting.

Notice of this meeting was given at least forty-eight (48) hours prior hereto and no one has filed a written request for notice of meetings of this public body to date.

Read aloud by Dannette Yousey this [7th] day of [January], 2010.

ACTION ITEMS:

NOVEMBER 5, 2009 MEETING MINUTES

A MOTION WAS MADE BY CHARLES FITCH WITH A SECOND BY LARRY BUTLER TO APPROVE NOVEMBER 5, 2009 MEETING MINUTES AS SUBMITTED.

MOTION PASSED

Voting aye: Larry Butler
Brad Eddy
Charles Fitch
Ronnie Smith

CURRENT PROCESS OF APPROVAL FOR CEU INSTRUCTORS:

Mr. Powell stated this is a continuation of the discussion we had at your last meeting. At this point he is not making a recommendation that these rules be changed.

LEGISLATION AND THE REMOVAL OF REQUIREMENT OF INSPECTORS FROM THE PLUMBING ACT AND MOVE TO THE INSPECTORS ACT

Mr. George stated there is a lot of confusion between the Inspectors Act and the Plumbing & Electrical Acts stating different population requirement, so we feel the section on inspectors in the plumbing law should be placed in the Inspectors Act.

After a brief discussion of the Committee, the Committee was all in agreement to move forward on this agenda item and present to the Construction Industries Board at their next meeting.

RESCINDING 1023.1

Mr. George stated in 1023.1 states that he cannot write a citation to anyone that is doing work under Section 106 of the International Plumbing Code, which deals with permits. Mr. George states this is the loop-hole for drain cleaners, the definition for plumbing still includes drain cleaners. Mr. George would like to rescind 1023.1 so they again have to be plumbing contractors.

MOTION MADE BY CLIFFORD PEACOCK WITH A SECOND BY CHARLES FITCH TO RESCIND 1023.1.

MOTION PASSED

VOTING AYE: Larry Butler
Charles Fitch
Clifford Peacock
Ronnie Smith

EXPERIENCE REQUIREMENT TO BE MET WHILE EMPLOYED BY A LICENSED PLUMBING CONTRACTOR

Mr. George states he is proposing to have the Plumbing Rules changed to have a requirement for journeymen applying to take the test that they must have 3 years plumbing experience while employed by a licensed Plumbing Contractor. Or to apply for plumbing contractor exam they must have 4 years plumbing experience while employed by a licensed Plumbing Contractor.

Mr. Peacock stated to receive a journeyman license in Texas to take the test you have to have an apprentice card on file and have the employers you worked for verify that you have the hours in to take the test.

MOTION MADE BY CLIFFORD PEACOCK WITH A SECOND BY CHARLES FITCH TO CHANGE THE VERBAGE ON 158:30-9-1 (j) & (k) AS PROPOSED.

MOTION PASSED

VOTING AYE: Larry Butler
Charles Fitch
Clifford Peacock
Ronnie Smith

CEU REQUESTS:

MOTION MADE BY CHARLES FITCH WITH A SECOND BY RONNIE SMITH TO APPROVE *J.E.SAFEHEALTH LLC*, NEW REQUIREMENTS AND CONTRACTING CHANGES IN THE INTERNATIONAL PLUMBING CODE: AN OVERVIEW OF THE 2009 IPC, DATES AND LOCATIONS TO BE ANNOUNCED, 6-CREDIT HOURS REQUESTED FOR EACH.

MOTION PASSED

VOTING AYE: Larry Butler
Charles Fitch
Clifford Peacock
Ronnie Smith

MOTION MADE BY CLIFFORD PEACOCK WITH A SECOND BY CHARLES FITCH TO APPROVE *OPIA*, APPROVAL OF NEW INSTRUCTOR FOR UPONOR FACTORY CERTIFICATION TRAINING, MAR 18, 2010, 2-CREDIT HOURS REQUESTED.

MOTION PASSED

VOTING AYE: Larry Butler
Charles Fitch
Clifford Peacock
Ronnie Smith

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

In accordance with 25 O.S. Section 311 (9), new business will now be heard if any.

MOTION MADE BY CHARLES FITCH WITH A SECOND BY RONNIE SMITH TO APPROVE ***PLUMBING CONTINUING EDUCATION***, 2009 IPC & IRC UPDATES, FEB 20, 2010, 6-CREDIT HOURS REQUESTED.

MOTION PASSED

VOTING AYE: Larry Butler
Charles Fitch
Clifford Peacock
Ronnie Smith

ADJOURNMENT

MOTION MADE BY LARRY BUTLER WITH A SECOND BY CHARLES FITCH TO ADJOURN.

MOTION PASSED

VOTING AYE: Larry Butler
Brad Eddy
Charles Fitch

Minutes approved in regular Session on the 4th day of March 2010.

_____
Larry Butler, Chairman

Dannette Yousey

PREPARED BY: _____
Dannette Yousey, Secretary to the Plumbing Examining Committee

MINUTES
PLUMBING EXAMINING COMMITTEE

March 4, 2010

COMMITTEE MEMBERS PRESENT: Larry Butler; Charles Fitch; Clifford Peacock; Ronnie Smith

COMMITTEE MEMBERS ABSENT: Brad Eddy

PRESENT FROM THE CONSTRUCTION INDUSTRIES DIVISION: Nathan Powell, Administrator; Jim George, Plumbing Supervisor; Dannette Yousey; Tim Hillman, Plumbing Field Investigator; Buddy Osborn, Plumbing Field Investigator; George Truitt, Plumbing Field Investigator

OTHERS PRESENT: Bruce Stokke, City of Oklahoma City; Al Smith, Sears

CALL TO ORDER:

Mr. Larry Butler, Chairman called the meeting of the Plumbing Examining Committee to order at 10:40 a.m. at 2401 NW 23rd Street, Suite 5, Shepherd Mall, Oklahoma City, OK 73107.

STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT:

This [Regular] meeting of the Plumbing Examining Committee Meeting, scheduled to begin at [10:00a.m.] on this [4th] day of [March], 20010, has been convened in accordance with the Oklahoma Open Meeting Act, Title 25, Sections 301 through 314.

Further, an advance public notice that was sent to the Secretary of State electronically September 29, 2009 prior to this time today, specifying the time and place of the meeting here convened, preceded this meeting.

Notice of this meeting was given at least forty-eight (48) hours prior hereto and no one has filed a written request for notice of meetings of this public body to date.

Read aloud by Dannette Yousey this [4th] day of [March], 2010.

ACTION ITEMS:

JANUARY 7, 2010 MEETING MINUTES

A MOTION WAS MADE BY RONNIE SMITH WITH A SECOND BY CLIFFORD PEACOCK TO APPROVE JANUARY 7, 2010 MEETING MINUTES AS SUBMITTED.

MOTION PASSED

Voting aye: Larry Butler
Brad Eddy
Charles Fitch
Ronnie Smith

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED LANGUAGE FOR PERMANENT RULEMAKING FOR THE FOLLOWING ADMINISTRATIVE RULES: 158:30-9-1 EXAMINATION PROCEDURES, 158:30-9-2 FEES AND 158:30-9-3 DURATION OF LICENSES:

Mr. Powell explained these are basically clean-up language. If you look at "Examination Procedures" we are proposing to increase the passing score on examination to 75%. And under letters "i" and "j" where it shows "in the plumbing trade" to be stricken, but we are keeping that in the language and adding "while employed by a licensed Plumbing Contractor." Then under letters "k" and "m" that is leftover language that needs to be removed.

Under "Examination fees for contractors, journeymen, and apprentices" we are cleaning up some of those fee amounts to reflect what they actually are. And the last item under "Duration of licenses" we are removing "within one (1) year.

A MOTION WAS MADE BY RONNIE SMITH WITH A SECOND BY CLIFFORD PEACOCK TO ACCEPT THE PROPOSED RULE CHANGES AS SUBMITTED WITH CHANGES DISCUSSED.

MOTION PASSED

Voting aye: Larry Butler
Brad Eddy
Charles Fitch
Ronnie Smith

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

In accordance with 25 O.S. Section 311 (9), new business will now be heard if any.

ADJOURNMENT

MOTION MADE BY RONNIE SMITH WITH A SECOND BY CHARLES FITCH TO ADJOURN.

MOTION PASSED

VOTING AYE: Larry Butler
Brad Eddy
Charles Fitch
Ronnie Smith

Minutes approved in regular Session on the 6th day of May 2010.

Larry Butler, Chairman

PREPARED BY: Dannette Yousey

Dannette Yousey, Secretary to the Plumbing Examining Committee

MINUTES
PLUMBING EXAMINING COMMITTEE

May 6, 2010

COMMITTEE MEMBERS PRESENT: Larry Butler; Charles Fitch; Clifford Peacock

COMMITTEE MEMBERS ABSENT: Brad Eddy; Ronnie Smith

PRESENT FROM THE CONSTRUCTION INDUSTRIES DIVISION: Nathan Powell, Administrator; Jim George, Plumbing Supervisor; Dannette Yousey; Tim Hillman, Plumbing Field Investigator; Buddy Osborn, Plumbing Field Investigator; George Truitt, Plumbing Field Investigator; Buddy Lucero, Plumbing Field Investigator

OTHERS PRESENT: Bruce Stokke, City of Oklahoma City; Bob DeShields, Educational Trades Resources Inc.; Scott Sheehy, City of Ardmore

CALL TO ORDER:

Mr. Larry Butler, Chairman called the meeting of the Plumbing Examining Committee to order at 11:30 a.m. at 2401 NW 23rd Street, Suite 5, Shepherd Mall, Oklahoma City, OK 73107.

STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT:

This [Regular] meeting of the Plumbing Examining Committee Meeting, scheduled to begin at [10:00a.m.] on this [6th] day of [May], 2010, has been convened in accordance with the Oklahoma Open Meeting Act, Title 25, Sections 301 through 314.

Further, an advance public notice that was sent to the Secretary of State electronically September 29, 2009 prior to this time today, specifying the time and place of the meeting here convened, preceded this meeting.

Notice of this meeting was given at least forty-eight (48) hours prior hereto and seven people have filed a written request for notice of meetings of this public body to date.

Read aloud by Dannette Yousey this [6th] day of [May], 2010.

ACTION ITEMS:

MARCH 4, 2010 MEETING MINUTES

A MOTION WAS MADE BY CHARLES FITCH WITH A SECOND BY CLIFFORD PEACOCK TO APPROVE MARCH 4, 2010 MEETING MINUTES AS SUBMITTED.
MOTION PASSED

Voting aye: Larry Butler
Brad Eddy
Charles Fitch

NEW EPA REQUIREMENTS FOR PERSONS WORKING IN THE TRADES I.E. PLUMBERS, HVAC, BUILDING CONTRACTORS:

Mr. Powell stated effective April 22nd a new set of EPA requirements went into place. The EPA has a program in respect to Lead-Based paint, they have put in a set of standards that focus on renovation or other work done in housing or child occupied facilities built before 1978, contractors and property owners and property manager are covered by this.

There are a couple of requirements; one set of requirements is houses built before 1978 are covered, but anything built after 1978 are not covered nor any housing or other facilities that have been declared lead free that have been inspected by a certified inspector and determined to be lead free. Also exempt are any activity that disturbs 6 square feet or less of interior paint or 20 square feet of exterior paint.

Contractors are required to provide the owners with this pamphlet that is available on the EPA website. The other requirement is there are training certification and work practice requirements for that work. The contractors will have to be certified to work that disturbs the paint on 6 square feet or more interior or 20 square feet or more, and use the work safe practice that minimizes exposure to lead hazards.

The basic document that describes this program, you have a copy in your committee books and this is also on our website.

CEU REQUESTS:

MOTION MADE BY LARRY BUTLER WITH A SECOND BY CHARLES FITCH TO APPROVE *OMNI-2 MECHANICAL SERVICES,* 2009 PLUMBING CEU'S, 6-CREDIT HOURS REQUESTED.

MOTION PASSED

VOTING AYE: Larry Butler
Charles Fitch
Clifford Peacock

MOTION MADE BY LARRY BUTLER WITH A SECOND BY CLIFFORD PEACOCK TO APPROVE *KEITH STRIMPLE,* PLUMBING CONTINUING EDUCATION, 1ST & LAST SATURDAY EACH MONTH, 6-CREDIT HOURS REQUESTED FOR EACH CONTINGENT UPON RECEIVING AN OUTLINED AGENDA, DETAILED COURSE OUTLINE AND SPECIFIC DATES.

MOTION PASSED

VOTING AYE: Larry Butler
Charles Fitch
Clifford Peacock

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

In accordance with 25 O.S. Section 311 (9), new business will now be heard if any.

ADJOURNMENT

MOTION MADE BY CHARLES FITCH WITH A SECOND BY CLIFFORD PEACOCK TO ADJOURN.

MOTION PASSED

VOTING AYE: Larry Butler
Brad Eddy
Charles Fitch

Minutes approved in regular Session on the 2nd day of September 2010.

Charles Fitch, Vice-Chairman

Dannette Yousey

PREPARED BY: _____
Dannette Yousey, Secretary to the Plumbing Examining Committee

MINUTES
PLUMBING EXAMINING COMMITTEE

September 2, 2010

COMMITTEE MEMBERS PRESENT: Charles Fitch; Brad Eddy; Kenny Whitson

COMMITTEE MEMBERS ABSENT: Clifford Peacock

PRESENT FROM THE CONSTRUCTION INDUSTRIES DIVISION: Jim George, Plumbing Supervisor; Dannette Yousey; George Truitt, Plumbing Field Investigator; Larry Jones, Plumbing Field Investigator

OTHERS PRESENT: Bob DeShields, Educational Trades Resources Inc.

CALL TO ORDER:

Mr. Charles Fitch, Vice-Chairman called the meeting of the Plumbing Examining Committee to order at 12:10 p.m. at 2401 NW 23rd Street, Suite 5, Shepherd Mall, Oklahoma City, OK 73107.

STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT:

This [Regular] meeting of the Plumbing Examining Committee Meeting, scheduled to begin at [10:00a.m.] on this [2nd] day of [September], 2010, has been convened in accordance with the Oklahoma Open Meeting Act, Title 25, Sections 301 through 314.

Further, an advance public notice that was sent to the Secretary of State electronically September 29, 2009 prior to this time today, specifying the time and place of the meeting here convened, preceded this meeting.

Notice of this meeting was given at least forty-eight (48) hours prior hereto and seven people have filed a written request for notice of meetings of this public body to date.

Read aloud by Dannette Yousey this [2nd] day of [September], 2010.

ACTION ITEMS:

MAY 6, 2010 MEETING MINUTES

A MOTION WAS MADE BY BRAD EDDY WITH A SECOND BY KENNY WHITSON TO APPROVE MAY 6, 2010 MEETING MINUTES AS SUBMITTED.

MOTION PASSED

Voting aye: Charles Fitch
Brad Eddy
Kenny Whitson

EDUCATIONAL TRADE RESOURCES, INSTRUCTOR BOBBY DESHIELDS AND DISCIPLINE BY THE MECHANICAL EXAMINERS COMMITTEE BY CONSENT ORDER:

Mr. Denny informed the Committee of the Administrative proceeding against Educational Trade Resources & Mr. Bobby DeShields in the Mechanical Examiners Committee hearing process where Mr. DeShields was found responsible for some wrong doings in the presentation in his CEU classes. We have factual background with a record; we came to a Consent Order by agreement which states by agreement his company, himself as an instructor will continue but they will be subject to monitoring. If any of this Committee would like to review the Consent Order can do so by requesting to the CIB Hearing Clerk, Ms. Pam Parks. Mr. Deshields is suspended, pursuant to our agreement from any classes through October 8, 2010. His company is allowed to substitute instructors if they have been previously approved by that trade committee.

CEU REQUESTS:

MOTION MADE BY KENNY WHITSON WITH A SECOND BY CHARLES FITCH TO APPROVE ***Educational Trades Resources, Inc,*** Analysis of the 2009 IPC/IFGC/IRC, & ***Francis Tuttle Tech Center,*** Analysis of the 2009 IPC/IFGC/IRC, Various dates, 6-Credit hours requested for each.

MOTION PASSED

VOTING AYE: Charles Fitch
Brad Eddy
Kenny Whitson

Agenda item (E) Approval of additional Instructor on a pre-approved course 09-5751-P, *SWCCC,* Changes to the 2009 IPC & IFGC, Sept. 16, 2010 was pulled from the agenda. No discussion was made on this item.

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

In accordance with 25 O.S. Section 311 (9), new business will now be heard if any.

ADJOURNMENT

MOTION MADE BY BRAD EDDY WITH A SECOND BY KENNY WHITSON TO ADJOURN.

MOTION PASSED

VOTING AYE: Charles Fitch
Brad Eddy
Kenny Whitson

Minutes approved in regular Session on the 4TH day of November 2010.

Charles Fitch, Vice-Chairman

PREPARED BY: Dannette Yousey
Dannette Yousey, Secretary to the Plumbing Examining Committee

MINUTES
PLUMBING EXAMINING COMMITTEE

November 4, 2010

COMMITTEE MEMBERS PRESENT: Charles Fitch; Brad Eddy; Jacob Matherly; Clifford Peacock; Kenny Whitson

COMMITTEE MEMBERS ABSENT:

PRESENT FROM THE CONSTRUCTION INDUSTRIES DIVISION: Jim George, Plumbing Supervisor; Dannette Yousey; George Truitt, Plumbing Field Investigator; Tim Hillman, Plumbing Field Investigator; Gary Kirk Mechanical Supervisor; Richard Hager, Mechanical Field Investigator and Robert Newberg, Mechanical Field Investigator

OTHERS PRESENT:

CALL TO ORDER:

Mr. Charles Fitch, Vice-Chairman called the meeting of the Plumbing Examining Committee to order at 12:10 p.m. at 2401 NW 23rd Street, Suite 5, Shepherd Mall, Oklahoma City, OK 73107.

STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT:

This [Regular] meeting of the Plumbing Examining Committee Meeting, scheduled to begin at [10:00a.m.] on this [4th] day of [November], 2010, has been convened in accordance with the Oklahoma Open Meeting Act, Title 25, Sections 301 through 314.

Further, an advance public notice that was sent to the Secretary of State electronically September 29, 2009 prior to this time today, specifying the time and place of the meeting here convened, preceded this meeting.

Notice of this meeting was given at least forty-eight (48) hours prior hereto and seven people have filed a written request for notice of meetings of this public body to date.

Read aloud by Dannette Yousey this [4th] day of [November], 2010.

Mr. Powell welcomed our new Committee member, Mr. Jacob Matherly. Mr. Matherly stated he appreciates the opportunity to serve and hopes to contribute to this Committee.

ACTION ITEMS:

ELECTION OF CHAIRMAN

Mr. Chuck Fitch nominates Mr. Brad Eddy for Chairman of the Plumbing Examining Committee; Mr. Brad Eddy nominates Mr. Chuck Fitch for Chairman of the Plumbing Examining Committee.

A MOTION WAS MADE BY CHARLES FITCH WITH A SECOND BY CLIFFORD PEACOCK TO NOMINATE BRAD EDDY FOR CHAIRMAN OF THE PLUMBING EXAMINING COMMITTEE.

MOTION PASSED

Voting aye: Charles Fitch
Jake Matherly
Clifford Peacock
Kenny Whitson

Abstain: Brad Eddy

ELECTION OF VICE-CHAIRMAN

A MOTION WAS MADE BY MR. KENNY WHITSON WITH A SECOND BY TO NOMINATE MR. CHUCK FITCH FOR VICE-CHAIR OF THE PLUMBING EXAMINING COMMITTEE.

MOTION PASSED

Voting aye: Brad Eddy
Jake Matherly
Clifford Peacock
Kenny Whitson

Abstain: Charles Fitch

SEPTEMBER 2, 2010 MEETING MINUTES

A MOTION WAS MADE BY CHARLES FITCH WITH A SECOND BY KENNY WHITSON TO APPROVE SEPTEMBER 2, 2010 MEETING MINUTES AS SUBMITTED.

MOTION PASSED

Voting aye: Brad Eddy
Charles Fitch
Jake Matherly
Clifford Peacock
Kenny Whitson

MECHANICAL LICENSE ADDING CATEGORY OF MED-GAS:

Mr. Gary Kirk passed out to the Committee a copy of the proposed Mechanical Rules that includes adding a "Medical Gas" category to the mechanical licenses. Mr. Kirk stated the Dept. of Health approached them about looking at licensing of Med-Gas, the Dept. of Health controls it and they check the plans but only the hospitals, and now we have the dental clinics, out-patient clinics and those types of places which none has been regulated.

Mr. Kirk directed the Committee to page 3 of the proposed rules which reads: "158:50-1-3 (f) No person shall install, replace or repair any medical gas or medical-surgical vacuum systems unless such person is licensed under the Mechanical Licensing Act as a medical gas journeyman, an unlimited mechanical contractor, process piping mechanical contractor, plumbing contractor or journeyman plumber pursuant to the laws of this state and shall provide proof of being certified by examination in accordance with the most current N.F.P.A. standard or certified in the proper installation of medical gas piping by an organization approved by the Committee."

Mr. Richard Hager states this only a mechanical journeyman license.

Mr. Denny stated he wants to clarify that this is proposed changes to the Mechanical Rules, but since this dealt with plumbing the Mechanical Supervisor wanted to bring this to this Committee before they went to the Mechanical Committee.

Mr. Powell stated that this will put these proposed rules in the regular permanent rule making cycle, which involves public hearings, hearings before the Construction Industries Board and then review by the Legislature beginning the first of April.

CEU REQUESTS:

MOTION MADE BY CHARLES FITCH WITH A SECOND BY KENNY WHITSON FOR Approval of additional Instructor on a pre-approved course 09-5751-P, *SWCCC*, Changes to the 2009 IPC & IFGC, Sept. 16, 20106-Credit hours requested for each.

MOTION PASSED

VOTING AYE: Brad Eddy
Charles Fitch
Jake Matherly
Clifford Peacock
Kenny Whitson

MOTION MADE BY KENNY WHITSON WITH A SECOND BY CHARLES FITCH TO APPROVE ***Great Plains Tech Center***, Plumbing Code Continuing Education, Dec 7 & 9, 2010, 6-Credit hours requested.

MOTION PASSED

VOTING AYE: Brad Eddy
Charles Fitch
Jake Matherly

Clifford Peacock
Kenny Whitson

MOTION MADE BY CHARLES FITCH WITH A SECOND BY KENNY WHITSON TO APPROVE ***Wayne Harrison,*** Required Code Updates, Nov 13, 2010 & Various future dates, 6-Credit hours requested for each.

MOTION PASSED

VOTING AYE: Brad Eddy
Charles Fitch
Jake Matherly
Clifford Peacock
Kenny Whitson

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

In accordance with 25 O.S. Section 311 (9), new business will now be heard if any.

ADJOURNMENT

Meeting was adjourned at 12:50 p.m.

Minutes approved in regular Session on the 6TH day of January 2011.

Brad Eddy, Chairman

Dannette Yousey

PREPARED BY:
Dannette Yousey, Secretary to the Plumbing Examining Committee

OKLAHOMA WHEAT UTILIZATION, RESEARCH, AND MARKET DEVELOPMENT COMMISSION

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission: OKLAHOMA WHEAT UTILIZATION, RESEARCH, AND MARKET DEVELOPMENT COMMISSION

Agency Staff Contact: Mr. Mike Schulte

Agency Telephone Number: 405-608-4350

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

The Commission is composed of five (5) members who: are at least twenty-five (25) years of age and residents of Oklahoma; have been actually engaged in growing wheat in this state for a period of at least five (5) years; and derive a substantial portion of their income from growing wheat. The five members of the Commission are residents of and have farming operations in those areas of the state designated as Districts I through V, one from each District. The Governor shall appoint one member of the Commission for each of the established Districts from lists of three (3) nominees for each of the five (5) Districts as selected by the wheat producers of each District in meetings called by the Oklahoma Wheat Commission.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Oklahoma Wheat Commission was formed in 1965 as a self-help program for wheat producers. The Commission promotes greater utilization of wheat in both domestic and international markets through research, market development, and public education. Board Membership and purpose has not changed since the inception of the Commission.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

§2-18-307. Public policy – Powers of Commission.

Establish office; formulate general policies and programs for discovery, promotion, and development of markets and industries for the utilization of wheat – closely coordinating with the State Board of Agriculture; adopt and devise education and publicity programs; cooperate and contract with public and private organizations for assistance in research, promotion, and education; promulgate rules; call and conduct meetings; hire or retain legal counsel; purchase awards and plaques for promotional projects and contests; reimburse actual and reasonable expenses incurred while developing markets.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

None

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
4 to date	9	9	10	7

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	4	1	
FY-11	4	1	
FY-10	4		
FY-09	4		
FY-08	5		

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

N/A

B. Monitoring:

N/A

C. Enforcement:

N/A

D. Continuing Education:

N/A

E. Other:

N/A

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	1 ½ cents ($0.015) per bushel on all wheat marketed in Oklahoma
FY-10	1 ½ cents ($0.015) per bushel on all wheat marketed in Oklahoma
FY-09	1 ½ cents ($0.015) per bushel on all wheat marketed in Oklahoma
FY-08	1 ½ cents ($0.015) per bushel on all wheat marketed in Oklahoma
FY-07	1 ½ cents ($0.015) per bushel on all wheat marketed in Oklahoma

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	See Attached
FY-10	See Attached
FY-09	See Attached
FY-08	See Attached
FY-07	See Attached

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

XX YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	None
FY-10	None
FY-09	None
FY-08	None
FY-07	None

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Develop wheat varieties through the public breeding program at Oklahoma State University that have quality characteristics desired by buyers in the international market place. Provide sponsorship for grain cleanliness initiative by Commodity Credit Corporation. Develop value-added and alternative wheat uses by working through the Robert M. Kerr Food and Agricultural Products Research and Technology Center, at Oklahoma State University. Focus on direct shipments of Oklahoma wheat to Mexico, by rail. Focus on increased shipments of Oklahoma wheat to, Columbia, Peru, and Chile.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	None
FY-10	None
FY-09	None
FY-08	None
FY-07	None

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

Oklahoma Office of the Attorney General

16. Why should this agency, board, or commission be continued or discontinued?

The Oklahoma Wheat Commission must be continued. Over eighty (80) percent of Oklahoma's wheat producers leave their check-off assessment with the Commission to support the work being completed. Individual wheat producers do not have the resources to conduct research and develop markets, both domestic and international, for themselves. The individual wheat producers also need guidance and marketing for end users and uses for their product. The Oklahoma Wheat Commission is the most efficient vehicle to accomplish these objectives on behalf of our wheat producers. The Oklahoma Wheat commission is one of the nineteen state commissions that fund U.S. Wheat Associates, our national export marketing organization. Results of an economic analysis of wheat export promotion released in 2010 by U.S. Wheat Associates indicate that for every one ($1) dollar invested in the promotion of wheat to overseas markets between 2000 and 2007, twenty-three ($23) dollars was returned back in increased net revenue to U.S. and Oklahoma wheat producers. Also determined during this same marketing period from 2000 to 2007 was the fact that if our export marketing programs were cut by fifty (50) percent, wheat exports would have been reduced by 17.1 percent. This reduction would have left 1.4 billion bushels of wheat in the U.S. marketplace, which in turn would have caused serious price concerns for producers in Oklahoma during the marketing period for their crop.

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

TOTAL DISBURSEMENTS FOR FY 2007

Administration	236,264.00	24.95%
Research	167,895.00	17.73%
Promotion and Education	88,747.00	9.37%
Market Development	448,787.00	47.39%
Data Processing	5,250.00	0.55%
TOTAL	946,943.00	100.00%

TOTAL DISBURSEMENTS FOR FY 2008

Administration	262,678.00	18.22%
Research	506,243.00	35.11%
Promotion and Education	122,254.00	8.48%
Market Development	547,464.00	37.97%
Data Processing	3,309.00	0.23%
TOTAL	1,441,948.00	100.00%

TOTAL DISBURSEMENT FOR FY 2009

Administration	306,932.00	18.27%
Research	333,887.00	19.87%
Promotion and Education	101,055.00	6.01%
Market Development	930,751.00	55.40%
Data Processing	7,571.00	0.45%
TOTAL	1,680,196.00	100.00%

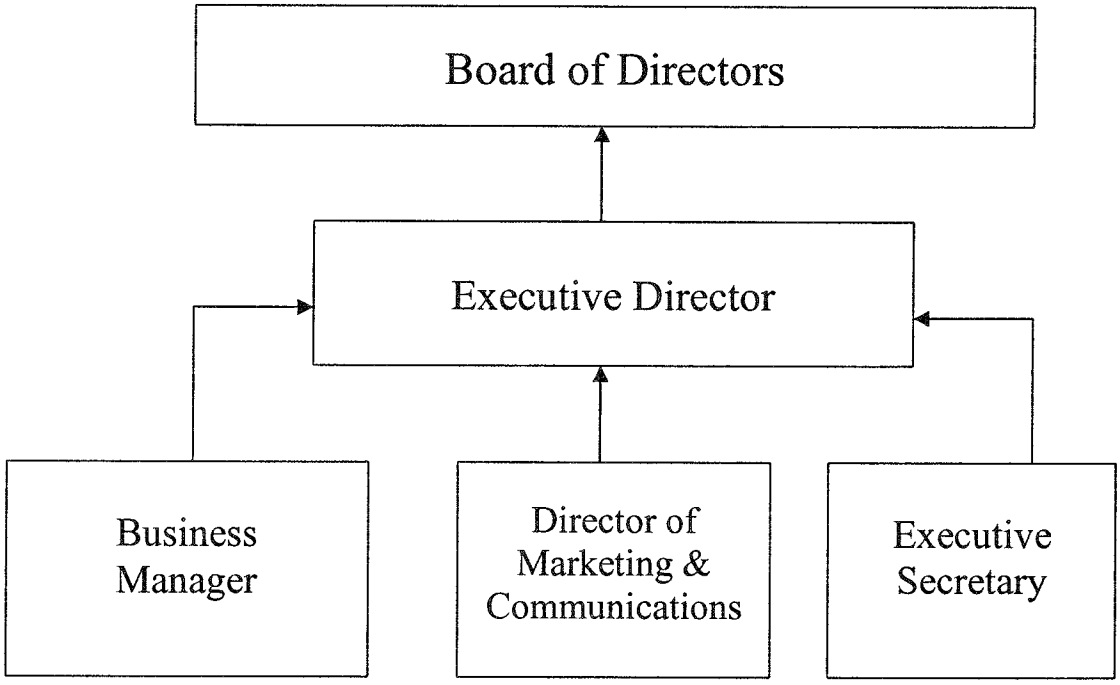
TOTAL DISBURSEMENTS FOR FY 2010

Administration	252,197.00	27.16%
Research	227,142.00	24.46%
Promotion and Education	64,138.00	6.91%
Market Development	378,603.00	40.77%
Data Processing	6,482.00	0.70%
TOTAL	928,562.00	100.00%

TOTAL DISBURSEMENTS FOR FY 2011

Administration	236,374.00	15.40%
Research	350,435.00	22.83%
Promotion and Education	129,760.00	8.45%
Market Development	813,096.00	52.98%
Data Processing	5,180.00	0.34%
TOTAL	1,534,845.00	100.00%

Oklahoma Wheat Commission
Organizational Chart



OKLAHOMA WHEAT COMMISSION
FINANCIAL STATEMENT
FINAL 6/30/2011

Balance July 1, 2010				975,226.51
Remittances/Other Income		1,857,757.77		
Interest Earned		38,872.28		
Warrants Canceled by Statute		2,465.17		
Refunds		(159,082.55)		
			1,740,012.67	
RESEARCH:				
Oklahoma Wheat Research Foundation	20	316,695.77		
			316,695.77	
MARKET DEVELOPMENT:				
U. S. Wheat Associates	40	437,872.32		
USW Trade Teams	41	903.01		
USW Seminars/Trade Servicing	42	31,602.23		
Wheat Foods Council	43	5,500.00		
Special Projects	45	30,000.00		
Quality Based Marketing	48	15,330.00		
Market Research/Wheat Quality	49	120,915.44		
			642,123.00	
INFORMATION & EDUCATION:				
Exhibits & Demonstrations	30	12,479.21		
General Promotion	31	2,169.36		
Publications	32	5,358.65		
Postage	33	2,436.35		
Program Assistance	34	3,480.00		
Special Projects	35	51,950.00		
			77,873.57	
GENERAL OPERATION:				
Rent	1	16,690.92		
Telephone	2	4,023.79		
Data Processing	3	2,491.78		
Data Processing Equip/Software	4	1,420.33		
Office Supplies	5	2,628.67		
Subscriptions	6	64.00		
Memberships and Fees	8	150.00		
Insurance	9	723.27		
Workers Compensation	10	1,839.00		
Vehicle Fuel & Repair	11	7,539.49		
Postage & Meter Rental	13	2,127.39		
Maintenance & Repair	14	1,772.73		
Equipment	15	1,998.60		
Transaction Fees	16	1,140.04		
Staff Travel	17	10,491.26		
Commission Travel	18	16,766.97		
Professional Improvement	19	927.06		
			72,795.30	
PERSONNEL:				
Payroll		214,619.87		
Payroll FICA		16,251.11		
Payroll Insurance & Retirement		50,846.67		
Longevity		2,126.00		
			283,843.65	
Total Expenditure for the year			1,393,331.29	
Net Income for the year				346,681.38
Balance June 30, 2011				1,321,907.89

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
January 20, 2010 – 9:00 A.M.

Wheat Commission Board Room
3800 N. Classen, 2nd Floor
Oklahoma City, OK 73118

ATTENDANCE

Members	Staff	Guests
Don Schieber	Mike Schulte	Paul Jackson
Keith Kisling	Kathy Stevenson	David Porter
Tom Glazier	Fonda Gentry	Tim Bartram
Tom Stephens	KC Kinder	Jeff Wright
Jeff Krehbiel		Roger Osburn
		Kent McAninch
		Dr. Clarence Watson
		Sandra Balzar
		Will Hundl
		Hope Pjesky
		Mark Hodges
		Norm Elliott
		Brett Carver
		Joe Caughlin
		Jimmy Musick
		Curtis Vap
		Bob Howard

Chairman Schieber called the Oklahoma Wheat Commission's (OWC) board meeting to order at the Oklahoma Wheat Commission, 3800 N. Classen, Oklahoma City, Oklahoma welcomed guests, and declared a quorum.

Commissioner Kisling gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF DECEMBER MINUTES.

GLAZIER MOVED TO APPROVE THE DECEMBER MINUTES AS PRESENTED. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF DECEMBER FINANCIAL REPORT.
Discussion was held.

KISLING MOVED TO APPROVE DECEMBER FINANCIAL REPORT AS PRESENTED. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:
Will Hundl, National Agricultural Statistics Service (NASS), Dr. Clarence Watson, Oklahoma State University (OSU), Dr. Brett Carver, Oklahoma State University (OSU), Tim Bartram, Oklahoma Wheat Growers (OWG), Jimmy Musick, Oklahoma Wheat Growers (OWG), Mark Hodges, Plains Grains Inc. (PGI) and Oklahoma Genetics, Inc. (OGI), Roger Osburn, Oklahoma Crop Improvement Association, and Norm Elliott, Plant Science Research Lab (USDA) ARS) each gave reports on their organizations and upcoming events.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S EXECUTIVE DIRECTOR SCHULTE:

Executive Director Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events
Regional Collaboration with State Wheat Commissions, Hays, Kansas; KNID Agrifest Farm Show, Enid, OK; Cimarron County Farm Show, Boise City, OK

Upcoming Events
January- US Winter Wheat Meeting, Washington D.C
February- Plains Grains Meeting, Lincoln, Nebraska; Oklahoma Seed Trade Association Meeting, Oklahoma City, OK; Oklahoma Genetics Inc. Meeting, Oklahoma City, OK; Oklahoma Crop Improvement Meeting, Oklahoma City, OK; American Farmers and Ranchers Meeting, Oklahoma City, OK; Wheat Quality Council Annual Meeting, Kansas City, Missouri; OHCE Southwest District Meeting, Lawton, OK
March- Commodity Classic, Anaheim, California; Ag Day at the Capitol, Oklahoma City, OK

DISCUSS 2010 USW/NAWG JOINT WINTER BOARD MEETING – WASHINGTON D.C.
Discussion was held

CONSIDERATION AND POSSIBLE APPROVAL TO FUND THE DEPARTMENT OF AGRICULTURE, FOOD & FORESTRY AGRICULTURE STATISTICS SERVICE FOR THE 2010 WHEAT VARIETY SURVEY.

KISLING MOVED TO FUND THE DEPARTMENT OF AGRICULTURE, FOOD & FORESTRY AGRICULTURE STATISTICS SERVICE FOR THE 2010 WHEAT VARIETY SURVEY IN THE AMOUNT OF $3,000.00. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSSION ON SELECTING REPORTING PERIODS FOR THE STATE ELEVATORS WITH LEAST REFUND PER REMITTANCE FOR DISTRICT 5 WHEAT COMMISSION AWARD IN MAY. Discussion was held. It was decided Marketing year would be used and two years worth of data (April 1 – May 31) would be used, eventually using five years worth of data to determine award recipient.

DISCUSS THE NEW OKLAHOMA BEST BREADS COOKBOOK FOR 2010. Discussion was held.

DISCUSS THE CURRENT STATUS OF THE OKLAHOMA WHEAT COMMISSION BEING EXEMPT FROM THE CENTTRAL PURCHASING ACT. Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO FUND OKLAHOMA AG LEADERSHIP - $6,000.00.

KREHBIEL MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO FUND OKLAHOMA AG LEADERSHIP IN THE AMOUNT OF $6,000.00. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL TO FUND PROPOSAL BETWEEN PLAINS GRAINS, INC. AND THE OKLAHOMA WHEAT COMMISION FOR 02-01-2010/06-30-2010 - $9,130.00.

GLAZIER MOVED TO FUND PROPOSAL BETWEEN PLAINS GRAINS, INC. AND THE OKLAHOMA WHEAT COMMISSION FOR 02-01-2010/06-30-2010 - $9,130.00. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSSION ON SELECTING AN ATTORNEY TO LOOK AT INTELLECTUAL PROPERTY RIGHTS FOR PROPOSALS SUBMITTED TO OKLAHOMA STATE UNIVERSITY WITH COLLABORATIONS BETWEEN PUBLIC AND PRIVATE PARTIES. Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL OF THE FOLLOWING RESOLUTIONS FOR ADOPTION REGARDING PUBLIC-PRIVATE WHEAT RESEARCH COLLABORATIONS:

THE OKLAHOMA WHEAT COMMISSION STRONGLY URGES OKLAHOMA STATE UNIVERSITY TO RECOGNIZE THE INVESTMENT BY OKLAHOMA WHEAT PRODUCERS IN VARIETY DEVELOPMENT WITH THE OKLAHOMA STATE UNIVERSITY WHEAT BREEDING PROGRAM.

GIVEN THE POSITIVE ROLE WHEAT PRODUCERS CAN PLAY IN FOSTERING COLLABORATIONS, THE OKLAHOMA WHEAT COMMISSION URGES OKLAHOMA STATE UNIVERSITY TO INCLUDE OKLAHOMA WHEAT PRODUCERS IN DISCUSSIONS REGARDING POTENTIAL PARTNERSHIPS WITH PRIVATE PARTIES.

GLAZIER MOVED TO APPROVE THE FOLLOWING RESOLUTIONS FOR ADOPTION REGARDING PUBLIC-PRIVATE WHEAT RESEARCH COLLABORATIONS:

> THE OKLAHOMA WHEAT COMMISSION STRONGLY URGES OKLAHOMA STATE UNIVERSITY TO RECOGNIZE THE INVESTMENT BY OKLAHOMA WHEAT PRODUCERS IN VARIETY DEVELOPMENT WITH THE OKLAHOMA STATE UNIVERSITY WHEAT BREEDING PROGRAM.
>
> GIVEN THE POSITIVE ROLE WHEAT PRODUCERS CAN PLAY IN FOSTERING COLLABORATIONS, THE OKLAHOMA WHEAT COMMISSION URGES OKLAHOMA STATE UNIVERSITY TO INCLUDE OKLAHOMA WHEAT PRODUCERS IN DISCUSSIONS REGARDING POTENTIAL PARTNERSHIPS WITH PRIVATE PARTIES.

KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF THE FOLLOWING MOTION:

> THE OKLAHOMA WHEAT COMMISSION SUPPORTS THE "PRINCIPLES FOR COLLABORATIONS IN WHEAT BREEDING AND BIOTECHNOLOGY" ADOPTED BY THE PUBLIC BREEDERS OF THE HARD WINTER WHEAT IMPROVEMENT COMMITTEE, AND STRONGLY URGES OKLAHOMA STATE UNIVERSITY TO USE THE PRINCIPLES TO GUIDE THEIR COLLABORATIONS AND AGREEMENTS WITH PRIVATE INDUSTRY. THE OKLAHOMA WHEAT COMMISSION URGES THE NATIONAL WHEAT IMPROVEMENT COMMITTEE AND THE NATIONAL ASSOCIATION OF WHEAT GROWERS AND U.S. WHEAT ASSOCIATES TO ADOPT THESE PRINCIPLES AND PROMOTE RESEARCH COLLABORATIONS THAT BENEFIT THE ENTIRE U.S. WHEAT INDUSTRY.

Discussion was held.

KISLING MOVED TO APPROVE THE FOLLOWING MOTION:

THE OKLAHOMA WHEAT COMMISSION SUPPORTS THE "PRINCIPLES FOR COLLABORATIONS IN WHEAT BREEDING AND BIOTECHNOLOGY" ADOPTED BY THE PUBLIC BREEDERS OF THE HARD WINTER WHEAT IMPROVEMENT COMMITTEE, AND STRONGLY URGES OKLAHOMA STATE UNIVERSITY TO USE THE PRINCIPLES TO GUIDE THEIR COLLABORATIONS AND AGREEMENTS WITH PRIVATE INDUSTRY. THE OKLAHOMA WHEAT COMMISSION URGES THE NATIONAL WHEAT IMPROVEMENT COMMITTEE AND THE NATIONAL ASSOCIATION OF WHEAT GROWERS AND U.S. WHEAT ASSOCIATES TO ADOPT THESE PRINCIPLES AND PROMOTE RESEARCH COLLABORATIONS THAT BENEFIT THE ENTIRE U.S. WHEAT INDUSTRY.

GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL:

**Regional Collaboration Meeting with State Commissions
Hays, Kansas, 01-04-10/01-05-10 – Executive Director Schulte

KREHBIEL MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL TO REGIONAL COLLABORATION MEETING WITH STATE COMMISSIONS, HAYS, KANSAS, 01-04-10/01-05-10, EXECUTIVE DIRECTOR SCHULTE. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

**Plains Grains Meeting
Lincoln, Nebraska, February 2-1-10/02-02-10 – Executive Director Schulte

KISLING MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL TO PLAINS GRAINS MEETING, LINCOLN, NEBRASKA, FEBRUARY 2-1-10/02-02-10, EXECUTIVE DIRECTOR SCHULTE. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

**Wheat Quality Council Meeting and Technical Conference
Kansas City, Missouri 02-16-10/02-18-10 – Commissioner Kisling and Executive Director Schulte

STEPHENS MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL TO WHEAT QUALITY COUNCIL MEETING AND TECHNICAL CONFERENCE, KASAS CITY MISSOURI 02-16-10/02-18-10, COMMISSIONER KISLING AND EXECUTIVE DIRECTOR SCHULTE. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR NEXT OWC BOARD MEETING DATE AND LOCATION.

GLAZIER MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON WEDNESDAY, FEBRUARY 10, 2010, AT 3800 N. CLASSEN. KISLING SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT: STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, KISLING MOVED TO ADJOURN. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT: STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Stephens
Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
February 10, 2010 – 9:00 A.M.

Wheat Commission Board Room
3800 N. Classen, 2nd Floor
Oklahoma City, OK 73118

ATTENDANCE

Members	Staff	Guests
Don Schieber	Mike Schulte	Dr. George Opit
Keith Kisling	Fonda Gentry	Edmond Bonjour
Tom Glazier	KC Kinder	Tim Bartram
Tom Stephens		Dr. Clarence Watson
Jeff Krehbiel		Mark Hodges
		Wil Hundl
		Brett Carver
		Patricia Rayas
		Chuck Willoughby

Chairman Schieber called the Oklahoma Wheat Commission's (OWC) board meeting to order at the Oklahoma Wheat Commission, 3800 N. Classen, Oklahoma City, Oklahoma welcomed guests, and declared a quorum.

Commissioner Krehbiel gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF JANUARY MINUTES.

GLAZIER MOVED TO APPROVE THE JANUARY MINUTES AS PRESENTED. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:
Edmond Bonjour, Oklahoma Ag Leadership, Dr. Clarence Watson, Oklahoma State University (OSU), Dr. Brett Carver, Oklahoma State University (OSU), Patricia Rayas, Oklahoma State University (OSU), Wil Hundl, National Agricultural Statistics Service (NASS), Tim Bartram, Oklahoma Wheat Growers (OWG), Mark Hodges, Plains Grains Inc. (PGI) and Oklahoma Genetics, Inc. (OGI), each gave reports on their organizations and upcoming events.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S EXECUTIVE DIRECTOR SCHULTE:

Executive Director Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events
US Winter Wheat Board Meeting, Washington D.C.; Plains Grains Meeting, Lincoln,

Nebraska; Loyal Lions Club Meeting, Loyal, OK

Upcoming Events
February- Oklahoma Seed Trade Association Meeting, Oklahoma City, OK; Oklahoma Genetics Inc. Meeting, Oklahoma City, OK; Oklahoma Crop Improvement Meeting, Oklahoma City, OK; American Farmers and Ranchers Meeting, Oklahoma City, OK; Wheat Quality Council Annual Meeting, Kansas City, Missouri; Farm Bureau National Young Farmers and Ranchers Convention, Tulsa, OK

March- Commodity Classic, Anaheim, California; Ag in the Classroom Advisory Meeting, Oklahoma City, OK; Extension Crop Clinic, Goodwell, OK; Guymon Ag Appreciation Days, Guymon OK; OHCE Southwest District Meeting, Lawton, OK; Kingfisher Lions Club Meeting, Kingfisher, OK; Ag Day at the Capitol, Oklahoma City, OK

April- DASNR Day at the Capitol, Oklahoma City, OK; State FFA Convention, Oklahoma City, OK

PRESENTATION BY DR. GEORGE OPIT, OSU DEPARTMENT OF ENTOMOLOGY AND PLANT PATHOLOGY, ON PHOSPHINE RESISTANCE-RELATED ISSUES WITH STORED GRAIN PRODUCTS. Discussion was held.

DISCUSS CURRENT STATUS OF THE OKLAHOMA WHEAT COMMISSION BECOMING EXEMPT FROM THE CENTRAL PURCHASING ACT. Discussion was held.

DISCUSS STATE FFA CONVENTION (APRIL 28-29, OKLAHOMA CITY). Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO FUND WHEAT QUALITY COUNCIL - $4,000.00.

GLAZIER MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO FUND WHEAT QUALITY COUNCIL - $4,000.00. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR NEXT OWC BOARD MEETING DATE AND LOCATION.

STEPHENS MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON WEDNESDAY, MARCH 24, 2010, AT 3800 N. CLASSEN. KISLING SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT: STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, KISLING MOVED TO ADJOURN. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT:

STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Stephens

Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
Wednesday, - March 24, 2010 – 1:00 P.M.

Wheat Commission Board Room
3800 N. Classen, 1st Floor
Oklahoma City, OK 73118
Phone: 405-608-4350

ATTENDANCE

Members	Staff	Guests
Don Schieber	Mike Schulte	Edmond Bonjour
Keith Kisling	Fonda Gentry	Tim Bartram
Tom Glazier	KC Kinder	Mark Hodges
Tom Stephens		Jonathan Edelson
Jeff Krehbiel		Mark Hodges
		Wil Hundl
		Brett Carver
		Jeff Edwards

Chairman Schieber called the Oklahoma Wheat Commission's (OWC) board meeting to order at the Oklahoma Wheat Commission, 3800 N. Classen, Oklahoma City, Oklahoma welcomed guests, and declared a quorum.

Commissioner Krehbiel gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF FEBRUARY MINUTES.

KISLING MOVED TO APPROVE THE FEBRUARY MINUTES AS PRESENTED. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF JANUARY FINANCIAL REPORT.

KREHBIEL MOVED TO APPROVE THE JANUARY FINANCIAL REPORT AS PRESENTED. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF FEBRUARY FINANCIAL REPORT.

STEPHENS MOVED TO APPROVE THE FEBRUARY FINANCIAL REPORT AS PRESENTED. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER,

STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:

Edmond Bonjour, Oklahoma Ag Leadership, Dr. Jeff Edwards, Oklahoma State University (OSU), Dr. Brett Carver, Oklahoma State University (OSU), Tim Bartram, Oklahoma Wheat Growers (OWG)Wil Hundl, National Agricultural Statistics Service (NASS), Mark Hodges, Plains Grains Inc. (PGI) and Oklahoma Genetics, Inc. (OGI), each gave reports on their organizations and upcoming events.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S EXECUTIVE DIRECTOR SCHULTE:

Executive Director Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events

February- Oklahoma Seed Trade Association Meeting, Oklahoma City, OK; Oklahoma Genetics Inc. Meeting, Oklahoma City, OK; Oklahoma Crop Improvement Meeting, Oklahoma City, OK; American Farmers and Ranchers Meeting, Oklahoma City, OK; Wheat Quality Council Annual Meeting, Kansas City, Missouri; Farm Bureau National Young Farmers and Ranchers Convention, Tulsa, OK

March- Commodity Classic, Anaheim, California; Ag in the Classroom Advisory Meeting, Oklahoma City, OK; Extension Crop Clinic, Goodwell, OK; Guymon Ag Appreciation Days, Guymon OK; OHCE Southwest District Meeting, Lawton, OK; Kingfisher Lions Club Meeting, Kingfisher, OK

Upcoming Events

March- Ag Day at the Capitol, Oklahoma City, OK; Grazinglands Program Visioning Conference, Fort Reno, OK; Deans Advisory Council Meeting, Stillwater, OK

April- State Administrators Meeting, Denver, CO; Elk City Home and Garden Show, Elk City, OK; Plains Grains Meeting, Saint Louis, MO; Triangle Cooperative Service Annual Meeting, Enid, OK; Kingfisher County Wheat Growers Banquet, Kingfisher, OK; Oklahoma City Farm Show, Oklahoma City, OK; OSU/DASNR Day at the Capitol, Oklahoma City, OK; State FFA Convention, Oklahoma City, OK; Ag Legislative Luncheon, Oklahoma City, OK

May- Hard Red Winter Wheat Quality Tour, Kansas; Oklahoma Grain and Feed Annual Meeting, Oklahoma City, OK

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT GROWERS TO TAKE THE WHEAT BAKING BOOTH TO THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURE AGENTS MEETING IN TULSA. (07-11-10/07-13-10)

GLAZIER MOVED TO APPROVE THE OKLAHOMA WHEAT GROWERS TO TAKE THE WHEAT BAKING BOOTH TO THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURE AGENTS MEETING IN TULSA. (07-11-10/07-13-10) KISLING SECONDED

THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO SPONSOR FFA CONVENTION IN THE AMOUNT OF $500.00.

KISLING MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO SPONSOR FFA CONVENTION IN THE AMOUNT OF $500.00. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OKLAHOMA STATE UNIVERSITY FOR KARNAL BUNT TESTING – UP TO $3,000.00.

GLAZIER MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OKLAHOMA STATE UNIVERSITY FOR KARNAL BUNT TESTING – UP TO $3,000.00. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSSION ON BOARD MEMBER ASSIGNMENTS FOR US WHEAT COMMITTEES AT THE JULY MEETING. Discussion was held.

DISCUSSION ON SENATE BILL 1597. Discussion was held.

DISCUSSION OF PROVIDING WHOLE WHEAT BREAD PRODUCT AND FOR THE AG LEGISLATIVE LUNCHEON. (04-28-10). Discussion was held. Announced no Legislative Luncheon this year.

DISCUSSION OF PROVIDING A BOOTH FOR DAVID BUSS WHOLE WHEAT COOKIE PRODUCTS AT ATHE STATE FFA CONVENTION. (04-26-10/04-28-10) Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO SUPPLY EQUIPMENT, LABOR AND WHEAT-BASED PRODUCT FOR "ONION FRIED BURGER" DAY, EL RENO. (04-30-2010).

KREHBIEL MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO SUPPLY EQUIPMENT, LABOR AND WHEAT-BASED PRODUCT FOR "ONION FRIED BURGER" DAY, EL RENO. (04-30-2010). STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSSION ON ATTENDING THE HARD RED WINTER WHEAT TOUR AND PROVIDING A VAN FOR THE WHEAT QUALITY COUNCIL IN KANSAS. (05-03-10/05-06-10). Discussion was held.

DISCUSSION ON ATTENDING THE OKLAHOMA GRAIN AND FEED ANNUAL MEETING IN OKLAHOMA CITY. (05-04-10/05-05-10). Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL & NECESSARY/OUT-OF-STATE TRAVEL EXPENSES:

** Hard Winter Wheat Meeting and Wheat Genomics Conference
Lincoln, Nebraska, 3-7-10/3-9-10—Executive Director Schulte

KISLING MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL TO HARD WINTER WHEAT MEETING AND WHEAT GENOMICS CONFERENCE, LINCOLN, NEBRASKA, 03-07-10/03-09-10 – EXECUTIVE DIRECTOR SCHULTE. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

** State Administrators Meeting
Denver, Colorado, 4-6-10/4-7-10—Executive Director Schulte

GLAZIER MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL TO STATE ADMINISTRATORS MEETING, DENVER, COLORADO, 04-06-10/04-07-10 – EXECUTIVE DIRECTOR SCHULTE. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

** Plains Grains Meeting
St. Louis, Missouri 4-11-10/4-13-10—Commissioner Kisling
Executive Director Schulte

STEPHENS MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL TO PLAINS GRAINS MEETING, ST. LOUIS, MISSOURI, 04-11-10/04-13-10 – COMMISSIONER KISLING AND EXECUTIVE DIRECTOR SCHULTE. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

KISLING MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON TUESDAY, APRIL 20, 2010 AT 9:00 A.M. THE FRISCO CENTER, CLINTON, OKLAHOMA. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT: STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, STEPHENS MOVED TO ADJOURN. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT: STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Stephens

Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
Tuesday, April 21, 2010 – 9:00 A.M.

The Frisco Center
101 South 4th Street
Clinton, OK 73601
The Larenz Board Room
Phone 1-580-323-7847

ATTENDANCE

Members	Staff	Guests
Don Schieber	Mike Schulte	Dr. David Porter
Keith Kisling	Fonda Gentry	Tim Bartram
Tom Glazier	KC Kinder	Jimmy Musick
Tom Stephens		Brenda Kolar
Jeff Krehbiel		

Chairman Schieber called the Oklahoma Wheat Commission's (OWC) board meeting to order at the Frisco Center, 101 South 4th Street, Clinton, Oklahoma, welcomed guests, and declared a quorum.

Commissioner Kisling gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF MARCH MINUTES.

GLAZIER MOVED TO APPROVE THE MARCH MINUTES AS PRESENTED. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF MARCH FINANCIAL REPORT.

STEPHENS MOVED TO APPROVE THE MARCH FINANCIAL REPORT AS PRESENTED. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:
Dr. David Porter, Oklahoma State University (OSU), Tim Bartram, Oklahoma Wheat Growers (OWG), Jimmy Musick, Oklahoma Wheat Growers (OWG), Brenda Kolar, National Agricultural Statistics Service (NASS), each gave reports on their organizations and upcoming events. Keith Kisling gave a report on Plains Grains, Inc. (PGI) and Don Schieber reported on OGI.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S EXECUTIVE DIRECTOR SCHULTE:

Executive Director Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events

March- Ag Day at the Capitol, Oklahoma City, OK; Grazinglands Program Visioning Conference, Fort Reno, OK; Deans Advisory Council Meeting, Stillwater, OK

April- State Administrators Meeting, Denver, CO; Elk City Home and Garden Show, Elk City, OK; Plains Grains Meeting, Saint Louis, MO; Triangle Cooperative Service Annual Meeting, Enid, OK; Kingfisher County Wheat Growers Banquet, Kingfisher, OK; Oklahoma City Farm Show, Oklahoma City, OK

Upcoming Events

April-OSU/DASNR Day at the Capital, Oklahoma City, OK; State FFA Convention, Oklahoma City, OK; VAP Food Service Workshop with Farm to School, Alva, OK; Nigerian Trade Team, Fort Worth, Texas

May- Hard Red Winter Wheat Quality Tour, Kansas; Oklahoma Grain and Feed Annual Meeting, Oklahoma City, OK; Oklahoma Wheat Research Meeting, Lahoma, OK

June- Latin American Buyers Conference, Aventura, FL

July-US Wheat Summer Meetings, Bozeman, MT; National Association of County Agents Meeting, Tulsa, OK

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO RENEW STORAGE LEASE WITH ALL STORAGE IN THE AMOUNT OF $1,200.00 (MAY 1, 2010 – APRIL 30, 2010).

GLAZIER MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO RENEW STORAGE LEASE WITH ALL STORAGE IN THE AMOUNT OF $1,200.00 (MAY 1, 2010 – APRIL 30, 2010). KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OKLAHOMA DEPARTMENT OF AGRICULTURE FOOD AND FORESTRY TO CONDUCT ELEVATOR AUDITS - $2,500.00. Discussion held.

KISLING MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OKLAHOMA DEPARTMENT OF AGRICULTURE FOOD AND FORESTRY TO CONDUCT ELEVATOR AUDITS - $2,500.00. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL.

VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL TO WORK WITH OKLAHOMA STATE UNIVERSITY PLANT AND SOIL SCIENCE DEPARTMENT TO FUND SCHOLARSHIP AWARD FOR US WHEAT SUMMER INTERNSHIP APPLICANTS. Discussion held.

KISLING MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO WORK WITH OKLAHOMA STATE UNIVERSITY PLANT AND SOIL SCIENCE DEPARTMENT TO FUND SCHOLARSHIP AWARD FOR US WHEAT SUMMER INTERNSHIP APPLICANT UP TO $5,000.00 CONTINGENT ON OKLAHOMA APPLICANT SELECTED AND THE $5000.00 BE APPLIED TO US WHEAT ARREARS. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL

DISCUSSION ON OSU DASNR DAY AT THE CAPITOL. Discussion was held.

DISCUSSION ON ATTENDANCE FOR THE LATIN AMERICAN BUYERS CONFERENCE. Discussion was held.

DISCUSSION ON BOARD MEMBER ASSIGNMENTS FOR US WHEAT COMMITTEES AT JULY MEETING. Discussion was held.

PROPOSED EXECUTIVE SESSION TO REVIEW PERFORMANCE OF EXECUTIVE DIRECTOR, PURSUANT TO 25, O.S. Supp. 2005, Sec. 307 (B) (1).
KISLING MOVED TO CONVENE INTO EXECUTIVE SESSION. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL TO RECONVENE TO OPEN SESSION.

KREHBIEL MOVED TO RECONVENE INTO OPEN SESSION. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL TO VOTE ON MATTERS DISCUSSED IN EXECUTIVE SESSION.

GLAZIER MOVED TO VOTE ON MATTERS DISCUSSED IN EXECUTIVE SESSION AND INCREASE THE EXECUTIVE DIRECTOR'S SALARY BY $2,000.00 FOR THE YEAR (EFFECTIVE IMMEDIATELY.) KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL & NECESSARY/OUT-OF-STATE TRAVEL EXPENSES:

** Hard Winter Wheat Tour: Manhattan, KS
Colby, KS
Wichita, KS 5-3-10/5-6-10
Executive Director Schulte

KISLING MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL TO HARD WINTER WHEAT TOUR TO MANHATTAN, KS, COLBY, KS, WICHITA, KS FOR EXECUTIVE DIRECTOR. KREHBIEL SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, STEPHENS AND KREHBIEL. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

KISLING MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON WEDNESDAY, MAY 19, 2010 AT 8:00 A.M. 3300 W. FERGUSON AVENUE, PONCA CITY, OKLAHOMA. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT: STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, GLAZIER MOVED TO ADJOURN. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING AND GLAZIER. VOTING NO: NONE. ABSENT: STEPHENS AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Stephens
Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
Wednesday, May 19, 2010 – 8:00 A.M.

Don Schieber's Farm
3300 W. Ferguson Ave.
Ponca City, OK 74601

ATTENDANCE

Members	Staff	Guests
Don Schieber	Mike Schulte	Edmond Bonjour
Keith Kisling	Kathy Stevenson	Tim Bartram
Tom Glazier	Fonda Gentry	Mark Hodges
Tom Stephens	KC Kinder	Joe Caughlin
		Jeff Wright
		Curtis Vap

Chairman Schieber called the Oklahoma Wheat Commission's (OWC) board meeting to order at the Don Schieber Farm, 3300 W. Ferguson Ave., Ponca City, OK welcomed guests, and declared a quorum.

Commissioner Kisling gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF APRIL MINUTES.

GLAZIER MOVED TO APPROVE THE APRIL MINUTES AS PRESENTED. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF APRIL FINANCIAL REPORT.

STEPHENS MOVED TO APPROVE THE APRIL FINANCIAL REPORT AS PRESENTED. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:
Edmond Bonjour, Oklahoma State University (OSU), Jeff Wright, Foundation Seed, Tim Bartram, Oklahoma Wheat Growers (OWG), Mark Hodges, Oklahoma Genetics, Inc. (OGI) and Plains Grains, Inc. (PGI) each gave reports on their organizations and upcoming events.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S EXECUTIVE DIRECTOR SCHULTE:

Executive Director Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events:

April-OSU/DASNR Day at the Capitol, Oklahoma City, OK; State FFA Convention, Oklahoma City, OK; VAP Food Service Workshop with Farm to School, Alva, OK; Nigerian Trade Team, Fort Worth, Texas

May- Hard Red Winter Wheat Quality Tour, Kansas; Oklahoma Grain and Feed Annual Meeting, Oklahoma City, OK; OGFA District Meeting, Clinton, OK; Oklahoma Wheat Research Meeting, Lahoma, OK; OGFA District Meeting, Enid, OK

Upcoming Events:

June- Host South African Trade Team in Oklahoma, Latin American Buyers Conference, Aventura, FL

July-US Wheat Summer Meetings, Bozeman, MT; National Association of County Agents Meeting, Tulsa, OK

CONSIDERATION AND POSSIBLE APPROVAL FOR FY' 11 PROPOSED OFFICE OF STATE FINANCE BUDGET.

KISLING MOVED TO APPROVE THE FY'11 PROPOSED OFFICE OF STATE FINANCE BUDGET. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR FY'11 BUDGET GUIDELINES. Discussion held.

GLAZIER MOVED TO TABLE THE APPROVAL FOR FY'11 BUDGET GUIDELINES UNTIL JULY 2010 COMMISSION MEETING. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS TABLED.

DISCUSSION ON SUPPORTING THE ENDOWED MERIT SCHOLARSHIP FUND AT OKLAHOMA STATE UNIVERSITY. Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL OF SPONSORSHIP FOR 4-H AND FFA JUNIOR WHEAT SHOW AND AWARDS PRESENTATION - $5,500.00.

KISLING MOVED TO APPROVE SPONSORSHIP FOR 4-H AND FFA JUNIOR WHEAT SHOW AND AWARDS PRESENTATION – $5,500.00. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF CONTRACT BETWEEN OKLAHOMA WHEAT COMMISSION AND OKLAHOMA DEPARTMENT OF AGRICULTURE STATISTICS SERVICE FOR MAILING "OKLAHOMA WHEAT BRIEF" NEWSLETTER.

GLAZIER MOVED TO APPROVE CONTRACT BETWEEN OKLAHOMA WHEAT COMMISSION AND OKLAHOMA DEPARTMENT OF AGRICULTURE STATISTICS SERVICE FOR MAILING "OKLAHOMA WHEAT BRIEF" NEWSLETTER. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR PRINTING OKLAHOMA WHEAT COMMISSION'S QUARTERLY NEWSLETTER PUBLICATION THROUGH BID SOLICITATION.

KISLING MOVED TO APPROVE PRINTING OKLAHOMA WHEAT COMMISSION'S QUARTERLY NEWSLETTER PUBLICATION THROUGH BID SOLICITATION. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSS AND ANNOUNCE THE TOP ELEVATOR WINNERS WITH LEAST REFUNDS FOR DISTRICT V. Discussion held.

DISCUSS HOSTING OF THE SOUTH AFRICAN TRADE TEAM. (06/22/10-06/25/10). Discussion held.

DISCUSS ATTENDANCE FOR THE LATIN AMERICAN MILLERS CONFERENCE (06/23/10 – 06/25/10) AND WORLD STAFF CONFERENCE. (08/15/10-08/18/10). Discussion held.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL & NECESSARY/OUT-OF-STATE TRAVEL EXPENSES:

* **Nigerian Trade Team Visit**
  Fort Worth, Texas (04/23/2010-04/24/2010)
  Commissioner Krehbiel and Executive Director Schulte

* **US Wheat Summer Board Meeting**
  Bozeman, Montana (07/10/10-07/12/10)
  Commissioners Schieber, Kisling, Stephens, Glazier, Krehbiel and Executive Director Schulte

KISLING MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR NIGERIAN TRADE TEAM VISIT, FORT WORTH, TEXAS (04/23/2010 – 04/24/2010), COMMISSIONER KREHBIEL AND EXECUTIVE DIRECTOR SCHULTE. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

GLAZIER MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR US WHEAT SUMMER BOARD MEETING, BOZEMAN, MONTANA (07/10/10 – 07/12/10), COMMISSIONERS SCHIEBER, KISLING, STEPHENS, GLAZIER, KREHBIEL AND EXECUTIVE DIRECTOR SCHULTE. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF UPCOMING FY' 11 SELECTED CONTRACTS:

*Express Freight

GLAZIER MOVED TO APPROVE CONTRACTING WITH EXPRESS FREIGHT. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Data Processing

KISLING MOVED TO APPROVE CONTRACTING WITH DATA PROCESSING. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Telephone Service

STEPHENS MOVED TO APPROVE CONTRACTING WITH TELEPHONE SERVICE. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Motor Pool

GLAZIER MOVED TO APPROVE CONTRACTING WITH MOTOR POOL. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Air Travel

STEPHENS MOVED TO APPROVE CONTRACTING WITH AIR TRAVEL. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Postage

KISLING MOVED TO APPROVE CONTRACTING WITH POSTAGE. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Water for Office

STEPHENS MOVED TO APPROVE CONTRACTING WITH WATER FOR OFFICE. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Mobile Telephone

STEPHENS MOVED TO APPROVE CONTRACTING WITH MOBILE TELEPHONE. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Workman's Comp Insurance

GLAZIER MOVED TO APPROVE CONTRACTING WITH WORKMAN'S COMP INSURANCE. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Payroll Processing

STEPHENS MOVED TO APPROVE CONTRACTING WITH PAYROLL PROCESSING. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Cox Internet Service

KISLING MOVED TO APPROVE CONTRACTING WITH COX INTERNET SERVICE. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*Transaction Fees

STEPHENS MOVED TO APPROVE CONTRACTING WITH TRANSACTION FEES. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

***Copier Maintenance and Repair**

GLAZIER MOVED TO APPROVE CONTRACTING WITH COPIER MAINTENANCE AND REPAIR. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSS JULY 2010 BOARD MEETING DATE AND LOCATION. Discussion held.

GLAZIER MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON WEDNESDAY, JULY 21, 2010 AT 9:00 A.M., 3800 N. CLASSEN BLVD., OKLAHOMA CITY, OKLAHOMA. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REVIEW ELECTION PROCEDURES. Executive Director Schulte read the election procedures.

ADJOURN FOR LUNCH.

DISTRICT V ELECTION – 2:00 P.M.

CALL TO ORDER AND FOLLOW ELECTION RULES:

Commissioner Kisling advised the purpose of this meeting is to nominate three candidates for the purpose of serving a five-year term as commissioner for District V. Proper notice of the meeting was released to the news media, elevators, farm organizations, and filed with the Secretary of State.

Ballots and election rules were distributed at the time each individual signed the election register and refund records were carefully scrutinized; in addition, proof of wheat sold and a form of identification was required by each individual voter.

Kisling appointed Joe Caughlin, Louise Rigdon, and Mark Hodges as tellers. Kisling appointed Tom Glazier as watcher.

Kisling called for nominations and nominees are Brady Cooper, Curtis Vap and Don Schieber.

Kisling called three times for additional nominations.

Upon completion of the vote counting, Kisling announced the number of votes that each individual received. Kisling reported the names of Brady Cooper, Curtis Vap and Don Schieber will be submitted to the Governor with the required qualification sheets; one of whom will be appointed by the Governor to serve a five-year term to represent District V.

Kisling thanked guests for attending and asked for a motion to adjourn.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, STEPHENS MOVED TO ADJOURN. GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Stephens

Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
Wednesday, July 21, 2010 - 9:00 A.M.

Oklahoma Wheat Commission
3800 N. Classen Blvd.
Oklahoma City, OK 73118

ATTENDANCE

Members	Staff	Guests
Don Schieber	Mike Schulte	Edmond Bonjour
Keith Kisling	Kathy Stevenson	Tim Bartram
Tom Glazier	Fonda Gentry	Mark Hodges
Tom Stephens		Jimmie Musick
Jeff Krehbiel		John Burd
		Jonathan Edelson
		Brenda Kolar
		Mike Dain

Chairman Schieber called the Oklahoma Wheat Commission's (OWC) board meeting to order at the Oklahoma Wheat Commission, 3800 N. Classen Blvd., Oklahoma City, OK welcomed guests, and declared a quorum.

Commissioner Kisling gave the invocation.

REORGANIZATION OF WHEAT COMMISSION OFFICERS:

GLAZIER MOVED TO ELECT KEITH KISLING TO THE OFFICE OF CHAIRMAN BY ACCLAMATION. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, STEPHENS, GLAZIER AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

GLAZIER MOVED TO ELECT TOM STEPHENS TO THE OFFICE OF VICE-CHAIRMAN BY ACCLAMATION. KISLING SECONDED THE MOTION. VOTING AYE: KISLING, STEPHENS, GLAZIER AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

KISLING MOVED TO ELECT TOM GLAZIER TO THE OFFICE OF SECRETARY-TREASURER BY ACCLAMATION. STEPHENS SECONDED THE MOTION. VOTING AYE: KISLING, STEPHENS, GLAZIER AND KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:

Jonathan Edelson, Oklahoma State University (OSU), Edmond Bonjour, Oklahoma State University (OSU), Brenda Kolar, National Agricultural Statistics Service (NASS), John Burd, USDA/ARSL, Tim Bartram, Oklahoma Wheat Growers (OWG), Jimmie Musick, Oklahoma Wheat Growers (OWG),

Mark Hodges, Oklahoma Genetics, Inc. (OGI) and Plains Grains, Inc. (PGI) each gave reports on their organizations and upcoming events.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S EXECUTIVE DIRECTOR SCHULTE:

Executive Director Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows: Kay County Field Day, Ponca City, OK; Grain and Feed Association Pre-Harvest Meeting, Enid, OK; Balko Field Day, Balko, OK; Hooker Field Day, Hooker, OK; Harvest Interviews with OK Horizons. Sunup Television, OETA Oklahoma Business Report, Elevator Award Visits to Tuttle, Minco and Maysville, OK; Kingfisher Rotary Club Meeting; Kingfisher, OK; Whole Grain Wheat Promotion with Chef Kurt Fleischfresser to Celebrate Oklahoma Wheat Month on KWTV 9, Oklahoma City, OK; National Agricultural Extension Agents Meting, Tulsa, OK; U.S. Wheat Summer Meeting, Bozeman, MT.

CONSIDERATION AND POSSIBLE APPROVAL OF MAY MINUTES.

GLAZIER MOVED TO APPROVE THE MAY MINUTES AS PRESENTED. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF MAY FINANCIAL REPORT.

KREHBIEL MOVED TO APPROVE THE MAY FINANCIAL REPORT AS PRESENTED. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF PRELIMINARY JUNE FINANCIAL REPORT.

KREHBIEL MOVED TO APPROVE THE PRELIMINARY JUNE FINANCIAL REPORT. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR FY'11 BUDGET GUIDELINES.

SCHIEBER MOVED TOAPPROVE THE FY'11 BUDGET GUIDELINES. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSSION ON SUPPORTING THE ENDOWED MERIT SCHOLARSHIP FUND AT OKLAHOMA STATE UNIVERSITY. Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FOR *BELIEVE IN OKLAHOMA AGRICULTURE* CAMPAIGN FOR PROMOTIONAL AND EDUCATIONAL SERVICES OF THE WHEAT INDUSTRY ON A STATEWIDE LEVEL. – SEE BUDGET ITEM 7.

GLAZIER MOVED TO APPROVE FOR OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL *FOR BELIEVE IN OKLAHOMA AGRICULTURE* CAMPAIGN FOR PROMOTIONAL AND EDUCATIONAL SERVICES OF THE WHEAT INDUSTRY ON A STATEWIDE LEVEL. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL TO CHANGE THE JOB TITLE OF EXECUTIVE DIRECTOR TO CHIEF EXECUTIVE OFFICER, (CEO) OR OTHER DESIGNATION. Discussion was held.

KREHBIEL MOVED TO APPROVE TO CHANGE THE JOB TITLE OF EXECUTIVE DIRECTOR TO CHIEF EXECUTIVE OFFICER, (CEO) OR OTHER DESIGNATION. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR THE OKLAHOMA WHEAT COMMISSION TO SUPPORT THE FOLLOWING MOTION:

> ***Oklahoma Wheat Commission, Colorado Wheat and Kansas Wheat seek joint recommendations from the OSU, CSU and KSU wheat breeders for a Cooperative Wheat Breeding Program with the purpose of preserving and strengthening public wheat breeding and ensuring efficiency of producer investments. Potential areas of collaboration include but are not limited to the development of Clearfield wheat, hard red and hard white wheat, disease and insect resistance, biotech and non-biotech traits and reciprocal testing of Elite and pre-Elite lines. We recognize the past strong working relationship between the three breeding programs and urge that this relationship be continued and expanded.***

SCHIEBER MOVED TO APPROVE FOR THE OKLAHOMA WHEAT COMMISSION TO SUPPORT THE FOLLOWING MOTION:

> ***Oklahoma Wheat Commission, Colorado Wheat and Kansas Wheat seek joint recommendations from the OSU, CSU and KSU wheat breeders for a Cooperative Wheat Breeding Program with the purpose of preserving and strengthening public wheat breeding and ensuring efficiency of producer investments. Potential areas of collaboration include but are not limited to the development of Clearfield wheat, hard red and hard white wheat, disease and insect resistance, biotech and non-biotech traits and reciprocal testing of Elite and pre-Elite lines. We recognize the past strong working relationship between the three breeding programs and urge that this relationship be continued and expanded.***

GLAZIER SECONDED THE MOTION. VOTING AYE: KISLING, GLAZIER, AND STEPHENS. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN SCHIEBER DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF OKLAHOMA WHEAT GROWERS' ASSOCIATION'S CONTRACT PROPOSALS

A. Consideration and Possible approval for Oklahoma Wheat Commission to fund contract proposal from Oklahoma Wheat Growers' Association (OWGA) for OWGA annual convention and trade show. **–See Budget Item 7**

KREHBIEL MOVED TO APPROVE OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM OKLAHOMA WHEAT GROWERS' ASSOCIATION (OWGA) FOR OWGA ANNUAL CONVENTION AND TRADE SHOW CONTINGENT UPON SUBMISSION OF DOCUMENTATION TO FULFILL FY 2010 CONTRACT BY AUGUST 1, 2010. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

B. Consideration and Possible Approval for Oklahoma Wheat Commission to Fund Contract Proposal from Oklahoma Wheat Growers' Association (OWGA) for OWGA Producer Education Meetings in the state of Oklahoma. – **See Budget Item 7**

STEPHENS MOVED TO APPROVE OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM OKLAHOMA WHEAT GROWERS' ASSOCIATION (OWGA) FOR OWGA PRODUCER EDUCATION MEETINGS IN THE STATE OF OKLAHOMA CONTINGENT UPON SUBMISSION OF DOCUMENTATION TO FULFILL FY 2010 CONTRACT BY AUGUST 1, 2010. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

C. Consideration and Possible Approval for Oklahoma Wheat Commission to Fund Contract Proposal from Oklahoma Wheat Growers' Association (OWGA) for OWGA Wheat Industry Education & Promotion with-in the state of Oklahoma. – **See Budget Item 7**

SCHIEBER MOVED TO APPROVE OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM OKLAHOMA WHEAT GROWERS' ASSOCIATION (OWGA) FOR OWGA WHEAT INDUSTRY EDUCATION & PROMOTION WITH-IN THE STATE OF OKLAHOMA CONTINGENT UPON SUBMISSION OF DOCUMENTATION TO FULFILL FY 2010 CONTRACT BY AUGUST 1, 2010. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

D. Consideration and Possible Approval for Oklahoma Wheat Commission to fund Contract Proposal from Oklahoma Wheat Growers' Association (OWGA) for Professional Services on a national level in the areas of Wheat Research and Extension, Domestic Trade Policy, Domestic Market Development and Domestic Public Education Programs. – **See Budget Item 7**

SCHIEBER MOVED TO APPROVE OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM OKLAHOMA WHEAT GROWERS' ASSOCIATION (OWGA) FOR PROFESSIONAL SERVICES ON A NATIONAL LEVEL IN THE AREAS OF WHEAT RESEARCH AND EXTENSION, DOMESTIC TRADE POLICY, DOMESTIC

MARKET DEVELOPMENT AND DOMESTIC PUBLIC EDUCATION PROGRAMS CONTINGENT UPON SUBMISSION OF DOCUMENTATION TO FULFILL FY 2010 CONTRACT BY AUGUST 1, 2010. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM US WHEAT ASSOCIATES FOR PROMOTIONAL EFFORTS ON A NATIONAL LEVEL IN AREAS OF FOREIGN TRADE PROMOTION, DOMESTIC TRADE PROMOTION, WHEAT REASEARCH FOR QUALITY PROMOTIONS AND MARKET DEVELOPEMNT AND PUBLIC EDUCATIONAL PROGRAMS. – SEE BUDGET ITEM 7.

GLAZIER MOVED TO APPROVE OKLAHOMA FOR WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM US WHEAT ASSOCIATES FOR PROMOTIONAL EFFORTS ON A NATIONAL LEVEL IN AREAS OF FOREIGN TRADE PROMOTION, DOMESTIC TRADE PROMOTION, WHEAT RESEARCH FOR QUALITY PROMOTIONS AND MARKET DEVELOPMENT AND PUBLIC EDUCATIONAL PROGRAMS. – SEE BUDGET ITEM 7. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM PLAINS GRAINS INC. FOR COMPOSITE WHEAT SAMPLING TO STUDY BAKING CHARACTERISTICS FOR STATEWIDE REGIONAL TESTING PROGRAM. – SEE BUDGET ITEM 7.

KREHBIEL MOVED TO APPROVE OKLAHOMA FOR WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM PLAINS GRAINS INC. FOR COMPOSITE WHEAT SAMPLING TO SUDY BAKING CHARACTERISTICS FOR STATEWIDE REGIONAL TESTING PROGRAM. – SEE BUDGET ITEM 7. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR OKLAHOMA WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM WHEAT FOOD COUNCIL AT ASSOCIATE MEMBERSHIP LEVEL FOR PROMOTIONAL EFFORTS ON A NATIONAL LEVEL IN AREAS OF DOMESTIC TRADE PROMOTION, MARKET DEVELOPMENT AND CONSUMER EDUCATION RESOURCES. – SEE BUDGET ITEM 7.
SCHIEBER MOVED TO APPROVE OKLAHOMA FOR WHEAT COMMISSION TO FUND CONTRACT PROPOSAL FROM WHEAT FOOD COUNCIL AT ASSOCIATE MEMBERSHIP LEVEL FOR PROMOTIONAL EFFORTS ON A NATIONAL LEVEL IN AREAS OF DOMESTIC TRADE PROMOTION, MARKET DEVELOPMENT AND CONSUMER EDUCATION RESOURCES – SEE BUDGET ITEM 7. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE.

ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL TO CONTRACT WITH CLEAR CHANNEL BROADCASTING FOR PRODUCTION INFORMATION OUTREACH TO WHEAT PRODUCERS. – SEE BUDGET ITEM 7.

SCHIEBER MOVED TO APPROVE OKLAHOMA FOR WHEAT COMMISSION TO FUND CONTRACT WITH CLEAR CHANNEL BROADCASTING FOR PRODUCTION INFORMATION OUTREACH TO WHEAT PRODUCERS. – SEE BUDGET ITEM 7. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL TO CONTRACT WITH RADIO OKLAHOMA NETWORK FOR PRODUCTION INFORMATION OUTREACH TO WHEAT PRODUCERS. – SEE BUDGET ITEM 7.

SCHIEBER MOVED TO APPROVE OKLAHOMA FOR WHEAT COMMISSION TO FUND CONTRACT WITH RADIO OKLAHOMA NETWORK FOR PRODUCTION INFORMATION OUTREACH TO WHEAT PRODUCERS. – SEE BUDGET ITEM 7. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FROM JULY 2009 TABLED MOTION FOR OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OSU EXTENSION FOR SPONSORSHIP OF NATIONAL EXTENSION AGENTS MEETING IN OKLAHOMA THE SUMMER OF 2010. - $25,000.00.

GLAZIER MOVED TO NOT APPROVE JULY 2009 TABLED MOTION FOR OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OSU EXTENSION FOR SPONSORSHIP OF NATIONAL EXTENSION AGENTS MEETING IN OKLAHOMA THE SUMMER OF 2010. - $25,000.00. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL & NECESSARY/OUT-OF-STATE TRAVEL EXPENSES:

* Bayer Crop Science Maximizer Conference, July 20, 2010, Wichita, KS
  Executive Director Schulte

* International Food Aid Conference, August 2-4, 2010, Kansas City, MO
  Executive Director Schulte

* World Staff Conference, August 14-18, 2010, Victoria, British Columbia
  Commissioners Schieber and Kisling

STEPHENS MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR BAYER CROP SCIENCE MAXIMIZER CONFERENCE, JULY 20, 2010, WICHITA, KS, CHIEF EXECUTIVE OFFICER SCHULTE. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

GLAZIER MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR INTERNATIONAL FOOD AID CONFERENCE, AUGUST 2-4, 2010, KANSAS CITY, MO, CHIEF EXECUTIVE OFFICER SCHULTE. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

STEPHENS MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR WORLD STAFF CONFERENCE, AUGUST 1-18, 2010, VICTORIA, BRITISH COLUMBIA, COMMISSIONERS SCHIEBER AND KISLING. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSS AUGUST 2010 BOARD MEETING DATE AND LOCATION. Discussion held.

SCHIEBER MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON THURSDAY, AUGUST 5, 2010 AT 9:00 A.M., OSU CAMPUS, 106 AG HALL, STILLWATER, OKLAHOMA. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, SCHIEBER MOVED TO ADJOURN. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Glazier
Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
Thursday, August 5, 2010 - 9:00 A.M.

Oklahoma State University
Room 106 Ag Hall
Stillwater, OK

ATTENDANCE

Members	Staff	Guests
Don Schieber	Mike Schulte	Joe Neal Hampton
Keith Kisling	Fonda Gentry	Tim Bartram
Tom Glazier		Mark Hodges
Tom Stephens		Roger Osborne
		Jeff Wright
		Kathy McNally
		Renee Nelson
		Connie Shelton
		Dr. Robert Westerman
		Dr. Dave Porter
		Dr. Clarence Watson
		Dr. Brett Carver
		Dr. James Trapp
		Dr. Jeff Edwards

Chairman Kisling called the Oklahoma Wheat Commission's (OWC) board meeting to order at Oklahoma State University, Room 106 Ag Hall, Stillwater, OK welcomed guests, and declared a quorum.

Commissioner Stephens gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF JULY MINUTES.

SCHIEBER MOVED TO APPROVE THE JULY MINUTES AS PRESENTED. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER AND SCHIEBER. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:

Dr. Bob Westerman, Oklahoma State University (OSU), Dr. Clarence Watson, Oklahoma State University (OSU), Dr. Dave Porter, Oklahoma State University (OSU), Dr. James Trapp, Oklahoma State University (OSU), Dr. Jeff Edwards, Oklahoma State University (OSU), Dr. Brett Carver, Oklahoma State University (OSU), Tim Bartram, Oklahoma Wheat Growers (OWG), Joe Neal

Hampton, Oklahoma Grain and Feed Association, Mark Hodges, Oklahoma Genetics, Inc. (OGI) and Plains Grains, Inc. (PGI) each gave reports on their organizations and upcoming events.

DISCUSSION ON "AFTER THE HARVEST PROGRAM" NOVEMBER 9-10, 2010 – RENEE NELSON . Renee Nelson gave her report and discussion was held.

DISCUSSION OF ENDOWED SCHOLARSHIP FUND AT OKLAHOMA STATE UNIVERSITY – KATHY MCNALLY. Discussion was held.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S CEO MIKE SCHULTE:

Executive Director Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows: Syngenta Crop Science Meting, Clinton, OK; Coop Council Meeting, Missouri, Oklahoma Cattlemen's Association Meetings, Midwest City, OK; International Food Aid Conference, Kansas City, Missouri; OSU Wheat Review, World Staff Conference, Jr. Wheat Show, September Fest, Urban Wheat Field, State Fair Wheatheart Bread Baking Contest, After the Harvest Program – FAPC.

DISCUSSION ON THE JUNIOR WHEAT SHOW BANQUET – SEPTEMBER 2, 2010. Discussion was held.

DISCUSSION ON SEPTEMBER FEST AT THE GOVERNOR'S MANSION – SEPTEMBER 11, 2010. Discussion was held.

DISCUSSION ON THE URBAN WHEAT FIELD – SEPTEMBER 23-24, 2010 – WASHINGTON, D.C. Discussion was held.

DISCUSSION ON THE STATE FAIR BREAD BAKING CONTEST – SEPTEMBER 26, 2010. Discussion was held.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL & NECESSARY/OUT-OF-STATE TRAVEL EXPENSES:

* **Coop Council Annual Meeting, Missouri – July 26 – 29, 2010**
  Commissioner Kisling

* **Urban Wheat Field, Washington D.C. – September 22 – 25, 2010**
  Commissioner Schieber, CEO Schulte

SCHIEBER MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR COOP COUNCIL ANNUAL MEETING, MISSOURI – JULY 26 – 29, 2010, COMMISSIONER KISLING. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER AND SCHIEBER. VOTING NO: NONE. ABSENT: KREHBIEL . CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

STEPHENS MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR URBAN WHEAT FIELD, WASHINGTON D.C. – SEPTEMBER 22 – 25, 2010,

COMMISSIONER SCHIEBER AND CEO SCHULTE. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSS OCTOBER 2010 BOARD MEETING DATE AND LOCATION. Discussion held.

SCHIEBER MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON WEDNESDAY, OCTOBER 13, 2010 AT 9:00 A.M., OKLAHOMA WHEAT COMMISSION, 3800 N. CLASSEN BLVD., OKLAHOMA CITY, OKLAHOMA. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER AND SCHIEBER. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, GLAZIER MOVED TO ADJOURN. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER AND SCHIEBER. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Glazier
Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
October 20, 2010 - 9:00 A.M.

USDA/ARS Lab
Conference Room 11-C
1301 N. Western Road
Stillwater, OK 74075-2714

ATTENDANCE

Members	Staff	Guests
Keith Kisling	Mike Schulte	Tim Bartram
Tom Stephens	Amanda Stierwalt	Mark Hodges
Tom Glazier	Kathy Stevenson	Edmond Bonjour
Jeff Krehbiel	Fonda Gentry	Norm Elliott
Don Schieber		Darren Russell
		Robert Whitson
		Kathy McNally
		Bob Westerman
		Dave Porter
		Clarence Watson
		Brett Carver
		Jeff Edwards
		Yinghua Huang
		Cheryl Baker
		Kyle Dominick
		Brianna Jett
		Tyler Powell
		Greg Hanson
		Gabriella Berto
		Garrett King

Chairman Kisling called the Oklahoma Wheat Commission's (OWC) board meeting to order at USDA/ARS Lab, Conference Room 11-C, 1301 N. Western Road, Stillwater, OK welcomed guests, and declared a quorum.

Commissioner Krehbiel gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF AUGUST MINUTES.

SCHIEBER MOVED TO APPROVE THE AUGUST MINUTES AS PRESENTED. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF FINAL JUNE FINANCIAL REPORT.

STEPHENS MOVED TO APPROVE THE FINAL JUNE FINANCIAL REPORT AS PRESENTED. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF OWC ANNUAL REPORT FOR FISCAL YEAR 2010.

GLAZIER MOVED TO APPROVE THE OWC ANNUAL REPORT FOR FISCAL YEAR 2010 AS PRESENTED. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF JULY FINANCIAL REPORT.

STEPHENS MOVED TO APPROVE JULY FINANCIAL REPORT AS PRESENTED. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF AUGUST FINANCIAL REPORT.

GLAZIER MOVED TO APPROVE AUGUST FINANCIAL REPORT AS PRESENTED. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED

CONSIDERATION AND POSSIBLE APPROVAL OF SEPTEMBER FINANCIAL REPORT.

GLAZIER MOVED TO APPROVE SEPTEMBER FINANCIAL REPORT AS PRESENTED. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:

Dean Whitson, Oklahoma State University (OSU), Dr. Bob Westerman, Oklahoma State University (OSU), Dr. Clarence Watson, Oklahoma State University (OSU), Dr. Jeff Edwards, Oklahoma State University (OSU), Dr. Brett Carver, Oklahoma State University (OSU), Edward Bonjour, Oklahoma State University (OSU), Tim Bartram, Oklahoma Wheat Growers (OWG), Mark Hodges, Oklahoma Genetics, Inc. (OGI) and Plains Grains, Inc. (PGI) each gave reports on their organizations and upcoming events. CEO Schulte gave USDA/NASS report for Will Hundl.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S CEO MIKE SCHULTE:

CEO Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events

August- OSU Wheat Review, Stillwater; Southwest Wheat Research and Education Consortium Meeting, El Reno; Oklahoma Crop Improvement, Stillwater; Oklahoma Genetics Inc, Stillwater; World Staff Conference, British Columbia

September- Junior Wheat Show Banquet, Stillwater; Septemberfest, Oklahoma City; Urban Wheat Field, Washington D.C.; Oklahoma State Fair Bread Baking Contest, Oklahoma City

October- Dean's Advisory Meeting, Stillwater; 4-H Ag Day Muskogee, OK

Upcoming Events

October- USDA/ARS Lab Tour, Stillwater; Plains Grains Meeting, Minneapolis; US Wheat/NAWG Fall Board Meeting; Minneapolis

November- Oklahoma Ag Expo, Oklahoma City; After the Harvest Program, Stillwater; Oklahoma Farm Bureau Convention, Oklahoma City

December- Oklahoma Wheat Growers Annual Convention

INFORMATIVE PRESENTATION BY CHERYL BAKER AND NORM ELLIOTT ON THE WHEAT GENETICS PROGRAM AT USDA/ARS. Presentation given by Norm Elliott and Cheryl Baker.

CONSIDERATION AND POSSIBLE APPROVAL TO BID "OKLAHOMA'S BEST BREADS COOKBOOK," QUANTITY AND COST FOLLOWING STATE OF OKLAHOMA PROCEDURES.

SCHIEBER MOVED TO APPROVE TO BID "OKLAHOMA'S BEST BREADS COOKBOOK," QUANTITY(10,500) AND COST FOLLOWING STATE OF OKLAHOMA PROCEDURES. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF FUNDING $50,000 TO THE OKLAHOMA WHEAT RESEARCH FOUNDATION FOR AN ENDOWED GRADUATE STUDENT SCHOLARSHIP FOR AN INDIVIDUAL WORKING UNDER THE WHEAT IMPROVEMENT TEAM AT OKLAHOMA STATE UNIVERSITY UNDER THE PICKENS LEGACY SCHOLARSHIP MATCH.

GLAZIER MOVED TO APPROVE FUNDING $50,000 TO THE OKLAHOMA WHEAT RESEARCH FOUNDATION FOR AN ENDOWED GRADUATE STUDENT SCHOLARSHIP FOR AN INDIVIDUAL WORKING UNDER THE WHEAT IMPROVEMENT TEAM AT OKLAHOMA STATE UNIVERSITY UNDER THE PICKENS LEGACY SCHOLARSHIP MATCH. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSS "AFTER THE HARVEST" PROGRAM SCHEDULED AT ROBERT KERR FOOD AND AGRICULTURAL PRODUCT CENTER NOVEMBER 9-10, 2010 IN STILLWATER. Discussion held.

DISCUSS INCREASING THE OKLAHOMA WHEAT COMISSION CHECK OFF AND AMOUNTS GIVEN TO OKLAHOMA WHEAT RESEARCH FOUNDATION. Discussion held.

DISCUSS PARTIAL FUNDING ON A PLOT COMBINE FOR OKLAHOMA STATE UNIVERSITY - $25,000 - $30,000. Discussion held.

DISCUSS USW/NAWG FALL BOARD COMMITTEE MEETING ASSIGNMENTS. Discussion held.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL & NECESSARY/OUT-OF-STATE TRAVEL EXPENSES:

*** PGI Meeting, Minneapolis, MN 10/21/2010**
CEO Schulte

GLAZIER MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR PGI MEETING, MINNEAPOLIS, MN 10/21/2010, CEO SCHULTE. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

*** 2010 US Wheat/NAWG Fall Board Meeting, 10/22-25/2010, Minneapolis, MN**
Commissioners Glazier, Krehbiel, Schieber
CEO Schulte and Director of Marketing and Communications, Stierwalt

STEPHENS MOVED TO APPROVE ACTUAL AND NECESSARY EXPENSES/OUT OF STATE TRAVEL FOR 2010 US WHEAT/NAWG FALL BOARD MEETING, 10/22-25/2010, MINNEAPOLIS, MN, COMMISSIONERS GLAZIER, KREHBIEL, SCHIEBER, CEO SCHULTE AND DIRECTOR OF MARKETING AND COMMUNICATIONS STIERWALT. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF NEXT OWC BOARD MEETING. Discussion held.

SCHIEBER MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON WEDNESDAY, NOVEMBER 17, 2010 AT 9:00 A.M., OKLAHOMA WHEAT COMMISSION, 3800 N. CLASSEN BLVD., OKLAHOMA CITY, OKLAHOMA. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, SCHIEBER MOVED TO ADJOURN. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Glazier

Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
November 17, 2010 - 9:00 A.M.

OWC Board Room
3800 N. Classen Blvd.
Oklahoma City, OK 73118

ATTENDANCE

Members	Staff	Guests
Keith Kisling	Mike Schulte	Jimmie Musick
Tom Stephens	Amanda Stierwalt	Tim Bartram
Tom Glazier	Kathy Stevenson	Paul Fruendt
Jeff Krehbiel	Fonda Gentry	Jana Murche
Don Schieber		Sebastian Kuenne
		John Burd
		David Ranek
		Joe Caughlin
		Curtis Vap
		Kent McAninch
		Bob Howard
		Brett Carver
		Jeff Edwards
		Haidar Haidary

Chairman Kisling called the Oklahoma Wheat Commission's (OWC) board meeting to order at the Oklahoma Wheat Commission Conference Room, 3800 N. Classen Blvd., Suite C40, Oklahoma City, OK welcomed guests, and declared a quorum.

Commissioner Schieber gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF OCTOBER MINUTES.

GLAZIER MOVED TO APPROVE THE OCTOBER MINUTES AS PRESENTED. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER AND SCHIEBER. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF FINAL OCTOBER FINANCIAL REPORT.

SCHIEBER MOVED TO APPROVE THE FINAL OCTOBER FINANCIAL REPORT AS PRESENTED. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER AND SCHIEBER. VOTING NO: NONE. ABSENT: KREHBIEL. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:

Dr. Jeff Edwards, Oklahoma State University (OSU), Haidar Haidary, Oklahoma Department of Agriculture, Dr. Brett Carver, Oklahoma State University (OSU), Tim Bartram, Oklahoma Wheat Growers (OWG), Jimmie Musick, Oklahoma Wheat Growers (OWG), David Ranek, USDA/NASS, John Burd, ARS each gave reports on their organizations and upcoming events.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S CEO MIKE SCHULTE:

CEO Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events
October- Ag In the Classroom Advisory Meeting, Stillwater, OK; Plains Grains Meeting, Minneapolis, MN; US Wheat Fall Board Meeting, Minneapolis, MN
November- Oklahoma Ag Expo, Oklahoma City, OK; Oklahoma Cooperative Accountants and Bookkeepers Meeting, Enid, OK

Upcoming Events

November- Oklahoma Farm Bureau State Meeting, Oklahoma City, OK
December- Oklahoma Wheat Growers Annual Convention, Oklahoma City, OK
January- KNID Agrifest Farm Show, Enid, OK; US Wheat/NAWG Winter Meeting, Washington D.C.

INFORMATAIVE PRESENTATION BY JANA MURCHE AND SEBASTIAN KUENNE FROM KWS CEREAL DIVISION, BERGEN, GERMANY. Slide presentation and discussion held.

DISCUSSION ON DEVELOPMENT OF NEW OKLAHOMA WHEAT COMMISSION POLICIES AND PROCEDURES MANUAL FOR 2011. Discussion held.

DISCUSSION ON BOARD TRAVEL AND ATTENDANCE TO US WHEAT AND NATIONAL ASSOCIATION OF WHEAT GROWERS WINTER BOARD MEETING, WASHINGTON D.C. 1-16-10/1-19-10. Discussion held.

CONSIDERATION AND POSSIBLE APPROVAL OF PURCHASING POLICIES IN ACCORDANCE WITH EXEMPTION FROM DCS CENTRAL PURCHASING EFFECTIVE 11/1/10.

STEPHENS MOVED TO APPROVE THE PURCHASING POLICIES IN ACCORDANCE WITH EXEMPTION FROM DCS CENTRAL PURCHASING EFFECTIVE 11/1/20. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR THE OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OKLAHOMA PROPERTY INVESTORS II, LLC FOR A LEASE RENEWAL IN THE AMOUNT OF $15,675.00.

SCHIEBER MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO CONTRACT WITH OKLAHOMA PROPERTY INVESTORS II, LLC FOR A LEASE RENEWAL IN THE AMOUNT OF $15,675.00. GLAZIER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE.

ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF THE OKLAHOMA WHEAT COMMISSION BOARD TO SUPPORT A ½ CENT INCREASE ON THE PRODUCER WHEAT CHECK OFF TAKING THE CURRENT CHECK OFF AMOUNT FROM 1 ½ CENTS PER BUSHEL TO 2 CENTS PER BUSHEL IN THE OKLAHOMA WHEAT RESOURCES ACT DURING THE 2011 LEGISLATIVE SESSION.

GLAZIER MOVED TO AMEND THE ABOVE MOTION TO STATE CONSIDERATION AND POSSIBLE APPROVAL OF THE OKLAHOMA WHEAT COMISSION BOARD TO SUPPORT A ½ CENT INCREASE ON THE PRODUCER WHEAT CHECK OFF TAKING THE CURRENT CHECK OFF AMOUNT FROM 1 ½ CENTS PER BUSHEL TO 2 CENTS PER BUSHEL IN THE OKLAHOMA WHEAT RESOURCES ACT AND TO APPROVE THE OKLAHOMA WHEAT COMMISSION BOARD TO SUPPORT A ½ CENT INCREASE ON THE PRODUCER WHEAT CHECK OFF TAKING THE CURRENT CHECK OFF AMOUNT FROM 1 ½ CENTS PER BUSHEL TO 2 CENTS PER BUSHEL IN THE OKLAHOMA WHEAT RESOURCES ACT. STEPEHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF THE OKLAHOMA WHEAT COMMISSION BOARD TO SUPPORT INCREASING THE AMOUNTS GIVEN TO THE OKLAHOMA WHEAT RESEARCH FOUNDATION FROM 20 PERCENT TO 25 OR 30 PERCENT IN THE OKLAHOMA WHEAT RESOURCES ACT DURING THE 2011 LEGISLATIVE SESSION.

GLAZIER MOVED TO AMEND THE ABOVE MOTION TO STATE CONSIDERATION AND POSSIBLE APPROVAL OF THE OKLAHOMA WHEAT COMMISSION BOARD TO CONTINUE TO SUPPORT WHEAT RESEARCH BEYOND THE 20% LEGISLATIVE MANDATE AS BUDGET LIMIT ALLOWS AND TO APPROVE THE OKLAHOMA WHEAT COMMISSION BOARD TO CONTINUE TO SUPPORT WHEAT RESEARCH BEYOND THE 20% LEGISLATIVE MANDATE AS BUDGET LIMIT ALLOWS. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF NEXT OWC BOARD MEETING.
Discussion held.

SCHIEBER MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON FRIDAY, DECEMBER 10, 2010 AT 9:00 A.M., OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, KREHBIEL MOVED TO ADJOURN. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, GLAZIER, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: NONE. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Secretary-Treasurer

MINUTES
Oklahoma Wheat Commission
Board of Director's Meeting
December 10, 2010 - 9:00 A.M.

Oklahoma State University Campus
106 Ag Hall
Stillwater, OK 74074

ATTENDANCE

Members	Staff	Guests
Keith Kisling	Mike Schulte	Jimmie Musick
Tom Stephens	Amanda Stierwalt	Tim Bartram
Jeff Krehbiel	Kathy Stevenson	JT Winters
Don Schieber	Fonda Gentry	Curtis Vap
		Hope Pjesky
		Rick Kochenower
		Dr. Jeff Edwards
		Dr. Dave Porter
		Dr. Brett Carver
		Dr. Norm Elliott
		Dr. Robert Westerman
		Dr. Bob Hunger
		Dr. Robert Whitson
		Dr. Liuling Yan
		Gary Sherrer
		Wil Hundl
		Alan Tracy
		Dana Peterson

Chairman Kisling called the Oklahoma Wheat Commission's (OWC) board meeting to order at Oklahoma State University, 106 Ag Hall, Stillwater, OK welcomed guests, and declared a quorum.

Commissioner Schieber gave the invocation.

CONSIDERATION AND POSSIBLE APPROVAL OF NOVEMBER MINUTES.

SCHIEBER MOVED TO APPROVE THE NOVEMBER MINUTES AS PRESENTED. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF FINAL NOVEMBER FINANCIAL REPORT.

STEPHENS MOVED TO APPROVE THE FINAL NOVEMBER FINANCIAL REPORT AS PRESENTED. SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS,

KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

REPORTS FROM OTHER ORGANIZATIONS REPRESENTED:
Dr. Bob Hunger, Oklahoma State University (OSU), Dr. Jeff Edwards, Dr. Dave Porter, Oklahoma State University (OSU), Dr. Robert Whitson, Oklahoma State University (OSU), Dr. Robert Westerman, Oklahoma State University (OSU), Dr. Norm Elliott, USDA-ARS, Rick Kochenower, Oklahoma Panhandle Research and Extension, Tim Bartram, Oklahoma Wheat Growers (OWG), Jimmie Musick, Oklahoma Wheat Growers (OWG), Wil Hundl, National Agricultural Statistics Service (NASS) and Dr. Brett Carver, Oklahoma State University (OSU) each gave reports on their organizations and upcoming events.

REPORT FROM OKLAHOMA WHEAT COMMISSION'S CEO MIKE SCHULTE:

CEO Schulte reported on the meetings and activities he has been involved with since the last OWC Board Meeting and upcoming activities as follows:

Past Events
November- Oklahoma Farm Bureau State Meeting, Oklahoma City, OK;
December- Oklahoma Crop Improvement Meeting, Stillwater, OK; Oklahoma Genetics Inc. Meeting, Stillwater, OK; Canadian County Extension Meeting for ***Grassy Weeds in Winter Wheat***, Union City, OK

Upcoming Events
December- Oklahoma Wheat Growers Annual Convention, Oklahoma City, OK; 2010 OSU Winter Crop School, Stillwater, OK;

January- KNID Agrifest Farm Show, Enid, OK; Boise City Farm Show, Boise City, OK; Wheat Breeder and Commission Wheat Summit, Wichita, KS; U.S. Wheat/NAWG Winter Meeting, Washington D.C.; NAWG/NWIC Meeting Washington D.C.,

February- Seed Trade Association Meeting, Oklahoma City, OK; Oklahoma Crop Improvement Annual Meeting, Oklahoma City, OK; OGI Meeting, Oklahoma City, OK; American Farmers and Ranchers State Convention, Norman, OK; Wheat Quality Council Meeting; Kansas City, Missouri

March- NAWG Commodity Classic, Tampa, FL

PRESENTATION BY ALAN TRACY OF U.S. WHEAT ASSOCIATES. Presentation by Alan Tracy. Discussion held.

PRESENTATION BY DANA PETERSON, NATIONAL ASSOCIATION OF WHEAT GROWERS. Presentation by Dana Peterson. Discussion held.

CONSIDERATION AND POSSIBLE APPROVAL OF OKLAHOMA WHEAT COMMISSION POLICIES AND PROCEDURES MANUAL FOR 2011.

SCHIEBER MOVED TO APPROVE OKLAHOMA WHEAT COMMISSION POLICIES AND PROCEDURES MANUAL FOR 2011. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL FOR THE OKLAHOMA WHEAT COMMISSION TO FUND OSU PLOT COMBINE FOR WHEAT VARIETY TRIALS LOCATED IN THE OKLAHOMA PANHANDLE REGION - $25,000.00 - $30,000.00.

STEPHENS MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO FUND OSU PLOT COMBINE FOR WHEAT VARIETY TRIALS LOCATED IN THE OKLAHOMA PANHANDLE REGION IN THE AMOUNT OF $30,000.00 SCHIEBER SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

DISCUSSION ON HELPING PURCHASE A NRI PROTEIN TESTER FOR OKLAHOMA STATE UNIVERSITY IN ORDER TO PROVIDE RAPID GRAIN ANALYSIS FOR CULTIVAR SELECTION AND END-USE MARKETING - $10,000.00. Discussion held.

DISCUSSION ON DATE FOR THE WHEAT CHECK OFF INCREASE TO GO INTO EFFECT IF APPROVED BY THE OKLAHOMA LEGISLATURE. Discussion held.

DISCUSS THE BOOTH FOR THE KNID ENID FARM SHOW – JANUARY 6-8, 2011.
Discussion held.

CONSIDERATION AND POSSIBLE APPROVAL OF ACTUAL AND NECESSARY EXPENSES/OUT-OF-STATE TRAVEL:

***Wheat Summit for Breeder and Wheat Commissions – January 13-14, 2011**
Wichita, Kansas – Commissioner Kisling
Staff Schulte

SCHIEBER MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO FUND OUT OF STATE TRAVEL FOR WHEAT SUMMIT FOR BREEDER AND WHEAT COMMISSIONS – JANUARY 13-14, 2011, WICHITA, KANSAS – COMMISSIONER KISLING AND STAFF SCHULTE. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

***U.S. Wheat/NAWG Winter Meeting – January 16-20, 2011**
Washington D.C. – Commissioners Kisling, Stephens, Glazier, Krehbiel, Schieber
Staff – Schulte, Stierwalt, Gentry

SCHIEBER MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO FUND OUT OF STATE TRAVEL FOR U.S. WHEAT/NAWG WINTER MEETING – JANUARY 16-20, 2011, WASHINGTON D.C., COMMISSIONERS KISLING, STEPHENS, GLAZIER, KREHBIEL, SCHIEBER AND STAFF SCHULTE, STIERWALT AND GENTRY.

KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

***NAWG Research and Technology Fly-Inn, Washington D.C. – February 7-9, 2011**
Washington D.C. – Sponsorship for Kent McAninch (OWGA)

SCHIEBER MOVED TO APPROVE THE OKLAHOMA WHEAT COMMISSION TO FUND OUT OF STATE TRAVEL FOR NAWG RESEARCH AND TECHNOLOGY FLY-INN, WASHINGTON D.C. – FEBRUARY 7-9, 2011, WASHINGTON D.C. – SPONSORSHIP FOR KENT MCANINCH (OWGA). KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

CONSIDERATION AND POSSIBLE APPROVAL OF NEXT OWC BOARD MEETING.
Discussion held.

SCHIEBER MOVED TO APPROVE SETTING THE NEXT OWC BOARD MEETING ON THURSDAY, JANUARY 6, 2010 AT 9:00 A.M., TRIANGLE AGRI BUSINESS CENTER, BENDER ROOM, 2805 N. VAN BUREN, ENID, OKLAHOMA. KREHBIEL SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

VOTE TO ADJOURN: THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, SCHIEBER MOVED TO ADJOURN. STEPHENS SECONDED THE MOTION. VOTING AYE: STEPHENS, KREHBIEL AND SCHIEBER. VOTING NO: NONE. ABSENT: GLAZIER. CHAIRMAN KISLING DECLARED THE VOTING UNANIMOUS AND THE MOTION IS CARRIED.

Tom Glazier
Secretary-Treasurer

OVERSIGHT COMMITTEE FOR STATE EMPLOYEE CHARITABLE CONTRIBUTIONS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	OVERSIGHT COMMITTEE FOR STATE EMPLOYEE CHARITABLE CONTRIBUTIONS
Agency Staff Contact:	Ms. Shirley Russell Brian Jepsen Office of Personnel Management
Agency Telephone Number:	405-521-6374

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

The Oversight Committee for State Employee Charitable Contributions is composed of the Administrator of the Office of Personnel Management, or designee and six (6) state employees, of which two shall be appointed by the Governor, two shall be appointed by the President Pro Tempore of the Senate and two shall be appointed by the Speaker of the House of Representatives. Members serve at the pleasure of their appointing authorities. See attached list for current membership of the committee.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The goal of the State Charitable Contribution Act (created in 1989) is to provide a convenient and responsible system to allow state employees to participate in a combined solicitation for several fully accountable private non-profit social, health and welfare organizations on a voluntary basis. The Act is authorized in Title 74, O.S. §7001 through 7010. The Oversight Committee for State Employee Charitable Contributions (OCSECC), as established in O.S. §74-7005, oversees the implementation of the Act. The OCSECC is comprised of state employee appointees, which acts as the campaign's board of directors responsible for approving charities to participate in the campaign, overseeing campaign procedures, and contracting with a non-profit organization to manage the campaign annually.

Participation in the State Charitable Campaign is statutorily limited to voluntary, charitable, health and welfare agencies that provide or support direct health and welfare services to individuals or their families and meet the criteria set out in the Act. The health and welfare services shall also be available to state employees, unless they are rendered to needy persons overseas. The services must directly benefit human beings, whether children, youth, adults, the aged, the ill and infirm, or the mentally or physically handicapped. The services consist of care, research, or education in the fields of human health or social adjustment and rehabilitation; relief for victims of natural disasters and other emergencies; or assistance to those who are impoverished and, therefore, in need of food, shelter, clothing, and basic human welfare services.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

§74-7005. Subsection C: The Oversight Committee for State Employee Charitable Contributions shall have the following duties and responsibilities:

1. Arrange for publication of information about the application process;
2. Review applications of federations electing to participate in the State Charitable Campaign and certify that a federation and each of its member agencies meet the eligibility criteria set forth in Sections 7009 and 7010 of this title;
3. Notify in writing each of the applying federations of its acceptance or rejection. Provided, if a federation is rejected, the Committee shall provide the reason for rejection of each of the member agencies of the federation;
4. Hear appeals of rejected agencies;
5. Delegate to the principal combined fund raising organization the primary responsibility for the staffing of and the financial obligations necessary to comply with the provisions of this subsection;
6. Develop a pledge card to be used throughout the State Charitable Campaign;
7. Select a principal combined fund raising organization to assist the Committee in gathering and accumulating the applications; and
8. Promulgate rules to implement the provisions of the Oklahoma State Employee Charitable Contribution Act.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

2011	2010	2009	2008	2007
7	7	7	7	7

*Information is provided by calendar year

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	N/A	N/A	N/A
FY-11	N/A	N/A	N/A
FY-10	N/A	N/A	N/A
FY-09	N/A	N/A	N/A
FY-08	N/A	N/A	N/A

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

N/A

B. Monitoring:

N/A

C. Enforcement:

N/A

D. Continuing Education:

N/A

E. Other:

N/A

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension,

or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	N/A
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	N/A
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

_____ YES _____ NO (If no, please explain)

N/A

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	N/A
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

None

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	
FY-10	
FY-09	
FY-08	
FY-07	Name was changed from State Agency Review Committee to the Oversight Committee for State Employee Charitable Contributions.

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The General Counsel of the Office of Personnel Management provides assistance when the need arises.

16. Why should this agency, board, or commission be continued or discontinued?

The Committee should be allowed to continue its work by providing oversight of the State Charitable Campaign which permits state employees to voluntarily contribute to charitable programs that complement the work of state health and welfare agencies.

Through their generous participation in the State Charitable Campaign, state employees have voluntarily contributed the following amounts over the past four calendar years: 2007 – $577,409; 2008 – $609,661; 2009 – $637,232; and, 2010 – $625,091. (The total amount collected during the 2011campaign won't be known until January 2012.)

A list of all the participating federations and charities by district can be found at the following link:
http://www.ok.gov/opm/HR_and_Employee_Services/State_Charitable_Campaign_District_Map.html

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

APPROVED

MINUTES

OVERSIGHT COMMITTEE FOR THE STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Regular Meeting
Wednesday, November, 2010

Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G91
Oklahoma City, Oklahoma

Notice for this meeting was filed with the Office of the Secretary of State; the Agenda was posted at the Office of Personnel Management, Jim Thorpe Building, at the east entry door as well as OPM ground floor bulletin board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Section 301 through 315, Title 25.

Members Present	Members Absent	OPM Staff Present
Karen Jacobs, Chair	Brenda Sullivan	Jake Smith
Dusty Darr		
Randall Lopez		
Melanie Sullivan		
Shirley Russell		

SPCFRO Representative(s) Present
Marek Ferguson

Guests/Visitors
None

A. **Call to Order.** Chairperson Jacobs called the meeting to order; the roll was called.

B. **Review of Minutes of August 11, 2010-Special Meeting.** Following review, Shirley Russell made a motion to approve the minutes of the August 11, 2010 meeting. The motion was seconded by Dusty Darr and passed by the board.

C. **Status Report from the SPCFRO on the State Charitable Campaign:**

Marek Ferguson

D. **Discussion of date and time for 2011 regular meetings.**

Following the review, Shirley Russell made a motion to approve the meeting dates for 2011. The motion was seconded by Melanie Sullivan and passed by the board.

E. **Discuss rule changes and the rule making committee.**

No vote.

F. **Update the charities/federation contact confirmation letter for the 2011 SCC.**

Following review, Dusty Darr made a motion to approve the charities/federation contact confirmation letter for the 2011 SCC. The motion was seconded by Melanie Sulivan and passed by the board.

G. **Old Business.**

H. **New Business.**

I. **Report from Chair.**

Kick off went well; perfect weather.

J. **Comments from Visitors.**

New Leadership at United Way – Debbie Hampton

K. **Adjournment.**

APPROVED

MINUTES

OVERSIGHT COMMITTEE FOR THE STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Regular Meeting
Wednesday, January 12, 2011

Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G91
Oklahoma City, Oklahoma

Notice for this meeting was filed with the Office of the Secretary of State; the Agenda was posted at the Office of Personnel Management, Jim Thorpe Building, at the east entry door as well as OPM ground floor bulletin board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Section 301 through 315, Title 25.

Members Present	Members Absent	OPM Staff Present
Karen Jacobs, Chair	Dusty Darr	Kara Smith
Brenda Sullivan, Vice Chair	Melanie Sullivan	Brian Jepsen
Randall Lopez		
Shirley Russell		

SPCFRO Representative(s) Present
Marek Ferguson

Guests/Visitors
Wanda Jackson, OKDHS.

A. **Call to Order.** Chairperson Jacobs called the meeting to order; the recording secretary called roll.

B. **Review of Minutes of November 10, 2010 Regular Meeting.** Following review, Shirley Russell made a motion to approve the minutes of the November 10th meeting. The motion was seconded by Randall Lopez and passed by the Board.

C. **Final Status Report from SPCFRO on 2010 State Charitable Campaign.** SPCFRO Rep Marek Ferguson stated that all the LPCFROs have reported; final numbers indicate a statewide drop in donations. Ms. Ferguson reports that District 8 numbers decreased a little more than $5000 from last year, less than a 1% drop. Last year's statewide receipts totaled $625,091.00.

D. **Discuss Recruitment of LPCFROs for the Districts.** The Board and Ms. Ferguson discussed ideas to increase the number of LPCFROs and the amount of involvement. This may include redistricting the current map. Randall Lopez volunteered to contact the United Way of Southeastern Oklahoma.

E. **Elect OCSECC Chair and Vice-Chair.** After discussion, the Board voted to retain Karen Jacobs and Brenda Sullivan as Chair and Vice-Chair of the Committee. Mses. Jacobs and Sullivan graciously accepted their renewed duties. Randall Lopez made the motion that was seconded by Shirley Russell and passed by the Board.

F. **Discuss 2011 SPCFRO Applications.** Marek Ferguson confirmed that the legal notice was published on January 16th in the Daily Oklahoman.

G. **New Business.**

H. **Discussion of Agenda for Next Regular Meeting.** Applications for SPCFRO.

I. **Report from Chair.** Ms. Jacobs announced the January 29th celebration at the Oklahoma History Center at which campaign donors will try their key at the vehicle giveaway.

J. **Comments from Visitors.**

K. **Adjournment.** Motion from Randall Lopez; second, Shirley Russell

APPROVED

MINUTES

OVERSIGHT COMMITTEE FOR THE STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Regular Meeting
Wednesday, February 16, 2011

Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G91
Oklahoma City, Oklahoma

Notice for this meeting was filed with the Office of the Secretary of State; the Agenda was posted at the Office of Personnel Management, Jim Thorpe Building, at the east entry door as well as OPM ground floor bulletin board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Section 301 through 315, Title 25.

Members Present	Members Absent	OPM Staff Present
Karen Jacobs, Chair		Kara Smith
Brenda Sullivan, Vice Chair	Melanie Sullivan	Brian Jepsen
Randall Lopez		
Shirley Russell		
Dusty Darr		

SPCFRO Representative(s) Present
Marek Ferguson

Guests/Visitors
Wanda Jackson, OKDHS.

A. **Call to Order.** Chairperson Jacobs called the meeting to order; the recording secretary called roll.

B. **Review of Minutes of January 12, 2011 Regular Meeting.** Following review, Shirley Russell made a motion to approve the minutes of the January 12th meeting. The motion was seconded by Dusty Darr and passed by the Board.

C. **Discuss and vote on the applicants for the 2011 SPCFRO.** United Way of Central Oklahoma was the only applicant for this year's SPCFRO. Following a review, Shirley Russell made a motion to approve the SPCFRO. The motion was seconded by Randall Lopez and passed by the Board.

D. **Discuss district maps.** Shirley Russell made a motion to accept the district maps. The motion was seconded by Dusty Darr and passed by the Board.

E. **Discuss state & local charity applications.** After discussion Shirley Russell made a motion

APPROVED

to accept the applications with corrections. The motion was seconded by Randall Lopez and passed by the board.

F. **Report from the Chair.** Ms. Jacobs commended last year's campaign and stated that she is looking forward to bigger and better things this year.

G. **Comments from Visitors.**

H. **Adjournment.** Motion from Dusty Darr; second, Shirley Russell.

APPROVED

MINUTES

OVERSIGHT COMMITTEE FOR THE STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Special Meeting
Wednesday, April 13, 2011 1:30

Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G91
Oklahoma City, Oklahoma

Notice for this meeting was filed with the Office of the Secretary of State; the Agenda was posted at the Office of Personnel Management, Jim Thorpe Building, at the east entry door as well as OPM ground floor bulletin board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Section 301 through 315, Title 25.

Members Present	Members Absent	OPM Staff Present
Karen Jacobs, Chair	Dusty Darr	Brian Jepsen
Brenda Sullivan, Vice Chair		Jake Smith
Randall Lopez		Kara Smith
Shirley Russell		

SPCFRO Representative(s) Present
Marek Ferguson

Guests/Visitors
Kimm Kenedy

A. **Call to Order.** Chairperson Jacobs called the meeting to order; the recording secretary called roll.

B. **Review of Minutes of February 10, 2010 Meeting:** Following review, Shirley Russell made a motion to approve the minutes of the February 16th meeting. The motion was seconded by Brenda Sullivan and passed by the board.

C. **Discussion of Statewide and International Charity Applications:** New Applications from Bartlesville. Ottowa County will not be participating. Marek Ferguson brought the necessary documents for review by the board. There was discussion but no vote.

D. **Discussion of Local Federation Applications:** Marek Ferguson presented the applications and material for review by the board. There was discussion but no vote.

APPROVED

E. **Discussion and selection of the LPCFRO's for the 2011 State Charitable Campaign:** Marek Ferguson presented the applications and material for review by the board. There was discussion but no vote.

F. **Discussion of LPCFRO Pacesetter Campaign:** Discussion but no vote.

G. **New Business:** None

H. **Discussion of Agenda for next meeting:** An agenda item to discuss the pledge card format.

I. **Report from the Chair-** Karen Jacobs welcomed Kimm Kenedy

J. **Adjournment-** Motion was made by Randall Lopez and seconded by Shirley Russell to adjourn.

APPROVED

MINUTES

OVERSIGHT COMMITTEE FOR THE STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Regular Meeting
Wednesday, May 11, 2011

Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G91
Oklahoma City, Oklahoma

Notice for this meeting was filed with the Office of the Secretary of State; the Agenda was posted at the Office of Personnel Management, Jim Thorpe Building, at the east entry door as well as OPM ground floor bulletin board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Section 301 through 315, Title 25.

Members Present	Members Absent	OPM Staff Present
Karen Jacobs, Chair		Kara Smith
Brenda Sullivan, Vice Chair		Linda Williamson
Katrina Conrad-Legler		
Dusty Darr		
Randall Lopez		
Shirley Russell		

SPCFRO Representative(s) Present
Marek Ferguson
Janette Oakley

Guests/Visitors

A. **Call to Order.** Chairperson Jacobs called the meeting to order; the roll was called.

B. **Review of Minutes of April 13, 2011 Regular Meeting.** Following review, Shirley Russell made a motion to approve the minutes of the April 13, 2011 meeting. The motion was seconded by Brenda Sullivan and passed by the Committee.

C. **Discussion of Pledge Card Format.** Janette Oakley, United Way of Central Oklahoma, made a presentation on utilizing an electronic pledge card for future SCC campaigns. The Committee reviewed the current pledge card format and discussed changes to the format. Marek Ferguson recommended that the electronic pledge card be considered for next year. A revised pledge card would be prepared for consideration and a vote at the June special meeting.

D. **Discussion of Local Federation Applications.** Ada Regional United Way – Shirley Russell made a motion to accept the Ada Regional United Way as a federation and its

listed charities excluding Ada Area Community Emergency Service which was missing its Certificate of Registration. The motion was seconded by Randall Lopez and approved by the Committee.

Allied Arts Federation – Brenda Sullivan made a motion to accept Allied Arts Federation as a federation and its listed charities excluding Carpenter Square Theater which failed to submit GAAS-standard audit. The motion was seconded by Shirley Russell and approved by the Committee.

Bartlesville Regional United Way – Shirley Russell made a motion to accept Bartlesville Regional United Way as a federation and its listed charities excluding Family Crisis and Counseling Center, Family Healthcare Clinic, Family YMCA of Bartlesville, and Westside Community Center all of which failed to submit a variety of required documentation. The motion was seconded by Brenda Sullivan and approved by the Committee.

Lake Area United Way -- A motion was made by Brenda Sullivan to accept Lake Area United Way as a federation and its listed charities excluding Oklahoma United Methodist Circle of Care and Volunteers of America of Oklahoma which failed to submit required documentation. This was seconded by Shirley Russell and approved by the Committee.

Stillwater United Way -- Dusty Darr made a motion to allow the Stillwater United Way to be a federation and approve all the listed charities. This was seconded by Brenda Sullivan and approved by the Committee.

Tulsa Area United Way -- Shirley Russell made a motion to accept Tulsa Area United Way as a federation and its listed charities excluding American Heart Association, Bridges Federation, Metropolitan Tulsa Urban League, Oklahoma United Methodist Circle of Care, Okmulgee County Homeless Shelter, and Wagoner Area Neighbors all of which failed to submit a variety of required documentation. The motion was seconded by Randall Lopez and approved by the Committee.

United Way of Canadian County -- Shirley Russell made a motion to accept United Way of Canadian County as a federation and its listed charities excluding Compassionate Hands, Mobile Meals of El Reno, Russell-Murray Hospice, Salvation Army Central Oklahoma Area Command, Women's Service and Family Resource Center, and Yukon Sharing Ministries all of which failed to submit a variety of required documentation. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Central Oklahoma -- Shirley Russell made a motion to accept United Way of Central Oklahoma as a federation and its listed charities excluding Central Oklahoma Integrated Network System, Oklahoma United Methodist Circle of Care, Education and Employment Ministry, and Salvation Army Central Oklahoma Area Command all of which failed to submit a variety of required documentation. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Enid and Northwest Oklahoma -- Shirley Russell made a motion to accept the charities submitted by United Way of Enid and Northwest Oklahoma excluding Retired Senior Volunteer Program of Enid and North Central Oklahoma which failed to submit required income tax documentation. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Lawton/ Fort Sill -- Shirley Russell made a motion to accept United Way of Lawton-Ft. Sill as a federation and its listed charities. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Logan County -- Shirley Russell made a motion to accept United Way of Logan County as a federation and its listed charities excluding Logan County Association for Retarded Citizens (New Horizons) which failed to submit a certificate of registration. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Norman -- Shirley Russell made a motion to accept United Way of Norman as a federation and its listed charities excluding Eden Clinic and Transition House both of which failed to submit a variety of required documentation. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Pottawatomie County -- Shirley Russell made a motion to accept United Way of Pottawatomie County as a federation and its listed charities. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of South Central Oklahoma -- Shirley Russell made a motion to accept United Way South Central Oklahoma as a federation and its listed charities. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Stephens County – Shirley Russell made a motion to not accept United Way of Stephens County as a federation or any of its charities because all of its listed charities failed to submit all the required documentation. The motion was seconded by Brenda Sullivan and approved by the Committee.

E. **Discussion of Statewide Federation Applications.** Global Impact -- Shirley Russell made a motion to accept Global Impact as a federation and its listed charities excluding Rotary Foundation of Rotary International which failed to submit a certificate of registration. The motion was seconded by Brenda Sullivan and approved by the Committee.

Regional Food Bank -- Shirley Russell made a motion to accept Regional Food Band as a federation and its listed charities. The motion was seconded by Brenda Sullivan and approved by the Committee.

Community Health Charities – Brenda Sullivan made a motion to accept Community Health Charities as a federation and it listed charities. The motion was seconded by Katrina Conrad-Legler and approved by the Committee.

F. **Discussion of Statewide Charities Applications.** Armed Forces Veterans Home – withdrew application.

G. **Discussion of Local Charities Applications.** (Addressed during discussion and action take in Item D)

H. **Discussion and selection of the LPCFRO Applications.** Ada Regional United Way – Shirley Russell moved that Ada Regional United Way be accepted as the LPCFRO for District 6. The motion was seconded by Brenda Sullivan and approved by the Committee.

Bartlesville Regional United Way – Shirley Russell moved that Bartlesville Regional United Way be accepted as the LPCFRO for District 12. The motion was seconded by Brenda Sullivan and approved by the Committee.

Lake Area United Way – Shirley Russell moved that Lake Area United Way be accepted as the LPCFRO for District 13. The motion was seconded by Brenda Sullivan and approved by the Committee.

Stillwater Area United Way – Shirley Russell moved that Stillwater Area United Way be accepted as the LPCFRO for District 9. The motion was seconded by Brenda Sullivan and approved by the Committee.

Tulsa Area United Way – Shirley Russell moved that Tulsa Area United Way be accepted as the LPCFRO for District 11. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Central Oklahoma – Shirley Russell moved that United Way of Oklahoma be accepted as the LPCFRO for District 8. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Enid and Northwest Oklahoma – Shirley Russell moved that United Way of Enid and Northwest Oklahoma not be accepted as the LPCFRO for District 1. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Lawton-Ft. Sill – Shirley Russell moved that United Way of Lawton-Ft. Sill be accepted as the LPCFRO for District 3. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Norman – Shirley Russell moved that United Way of Norman be accepted as the LPCFRO for District 7. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Pottawatomie County – Shirley Russell moved that United Way of Pottawatomie County be accepted as the LPCFRO for District 10. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of South Central Oklahoma – Shirley Russell moved that United Way of South Central Oklahoma be accepted as the LPCFRO for District 5. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Stephens County – Shirley Russell moved that United Way of Stephens County not be accepted as the LPCFRO for District 4. The motion was seconded by Brenda Sullivan and approved by the Committee.

I. **Executive Session.** Skipped item I because an executive session was not requested.

J. **Discussion of LPCFRO Pacesetter Campaign.** Marek Ferguson - District 8 is the only one participating in the Pacesetter Campaign. At this time, only two organizations have signed up.

K. **New Business.** No new business.

L. **Discussion of Agenda for Next Meeting.** A special meeting will be called to hear appeals from charities and federations whose applications were not approved.

M. **Report from the Chair.** Karen Jacobs welcomed newest appointee to the Committee, Katrina Conrad-Legler from the Oklahoma Indigent Defense System. Katrina was appointed by House Speaker Kris Steele.

N. **Comments from Visitors.** Marek Ferguson - the Special Meeting for the hearing of appeals and a review of the new pledge card may be scheduled for Thursday, June 2, 2011 at 2:30 p.m. in G-91 of the Jim Thorpe Building.

O. **Adjournment.** There being no other business, Randal Lopez made the motion to adjourn that was seconded by Katrina Conrad-Legler and passed by the Committee.

APPROVED

MINUTES

OVERSIGHT COMMITTEE FOR THE STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Regular Meeting
Thursday, June 2, 2011

Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G91
Oklahoma City, Oklahoma

Notice for this meeting was filed with the Office of the Secretary of State; the Agenda was posted at the Office of Personnel Management, Jim Thorpe Building, at the east entry door as well as OPM ground floor bulletin board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Sections 301 through 315, Title 25.

Members Present	Members Absent	OPM Staff Present
Karen Jacobs, Chair	Dusty Darr	Kara Smith
Brenda Sullivan, Vice Chair	Randall Lopez	Brian Jepsen
Katrina Conrad-Legler		
Shirley Russell		

SPCFRO Representative(s) Present
Marek Ferguson

Guests/Visitors
Birdie Johnson, COINS

A. **Call to Order.** Chairperson Jacobs called the meeting to order; the roll was called.

B. **Review of Minutes of April 13, 2011 Regular Meeting.** Postponed until August meeting.

C. **Review and Discussion of Potential Appeals from Rejected Federations and Charities.** Ms. Birdie Johnson made a presentation on behalf of Central Oklahoma Integrated Network System (COINS) asking for approval of the charity's application to participate in the SCC. Following her presentation, the Committee began its consideration of the charities and federation appealing the denial of participation in the 2011 SCC. The following charities appealed:

Bartlesville Regional United Way – Shirley Russell made a motion to accept the Family Crisis and Counseling Center and Family YMCA of Bartlesville as participating charities in the SCC. The motion was seconded by Katrina Conrad-Legler and approved by the Committee.

Global Impact – Shirley Russell made a motion to accept the Rotary Foundation of Rotary International as a participating charity in the SCC. The motion was seconded by Brenda Sullivan and approved by the Committee.

Tulsa Area United Way -- Shirley Russell made a motion to accept the American Heart Association (Southwest Affiliate) and Bridges Foundation as participating charities in the SCC. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Central Oklahoma – Shirley Russell made a motion to accept the Central Oklahoma Integrated Network System, Education and Employment Ministry, and Salvation Army Central Oklahoma Area Command as participating charities in the SCC. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Enid/Northwest Oklahoma – Shirley Russell made a motion to accept the United Way of Enid/Northwest Oklahoma as a participating charity and federation in the SCC. The motion was seconded by Katrina Conrad-Legler and approved by the Committee.

United Way of Norman – Shirley Russell made a motion to accept Transition House as a participating charity in the SCC. The motion was seconded by Brenda Sullivan and approved by the Committee.

United Way of Enid/Northwest Oklahoma – Shirley Russell made a motion to accept the United Way of Enid/Northwest Oklahoma as the LPCFRO for District 1. The motion was seconded by Brenda Sullivan and approved by the Committee.

D. **Executive Session.** An executive session was not requested.

E. **Discussion of Pledge Card Format.** Marek Ferguson reviewed the new pledge card format. Brenda Sullivan made a motion to accept the pledge card format. The motion was seconded by Shirley Russell and approved by the Committee.

F. **Report from the Chair.**

G. **Comments from Appellants.** (See item C)

H. **Adjournment.** There being no other business, Katrina Conrad-Legler made the motion to adjourn that was seconded by Shirley Russell and passed by the Committee.

APPROVED

MINUTES

OVERSIGHT COMMITTEE FOR THE STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Regular Meeting
Wednesday, August, 2011

Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G91
Oklahoma City, Oklahoma

Notice for this meeting was filed with the Office of the Secretary of State; the Agenda was posted at the Office of Personnel Management, Jim Thorpe Building, at the east entry door as well as OPM ground floor bulletin board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Section 301 through 315, Title 25.

Members Present	Members Absent	OPM Staff Present
Karen Jacobs, Chair	Dusty Darr	Brian Jepsen
Brenda Sullivan	Katrina Legler	
Keili McEwen	Randal Lopez	
Oscar Jackson		

SPCFRO Representative(s) Present
Marek Ferguson

Guests/Visitors
None

A. **Call to Order.** Chairperson Jacobs called the meeting to order; the roll was called.

B. **Review of Minutes of May 11th 2011 Regular Meeting.** Following review, Brenda Sullivan made a motion to approve the minutes of the May 11, 2011 meeting. The motion was seconded by Oscar Jackson and passed by the board.

C. **Review of minutes of the June 2, 2011 Special Meeting. Possible Vote.** Following review, Oscar Jackson made a motion to approve the minutes of the June 2, 2011 meeting. The motion was seconded by Brenda Sullivan and passed by the board.

D. **SPCFRO Administrative Update:**

   a. LARC information

   b. 2011 State Charitable Campaign.

E. **Discuss the need for administrative rule changes and the appointment of a rule making committee.** There was some discussion however no changes have been made and a rule committee has not been established at this time.

F. **New Business** (Reserved only for matters not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda, 25 O.S. § 311)

G. **Discussion of Agenda for next meeting.**

H. **New Business.**

I. **Report from Chair.**

J. **Adjournment.** Motion by Oscar Jackson; seconded by Brenda Sullivan.

Oversight Committee
for State Employee Charitable Contributions
Member List

Current as of September 30, 2011

Oscar B. Jackson, Jr., Vice Chairman Admin. & Secretary of Human Resources Shirley Russell, Designee Office of Personnel Management 2101 North Lincoln Boulevard Oklahoma City, OK 73105 Office: 405-521-6301 Fax: 405-524-6942 E-mail: shirley.russell@opm.ok.gov Appointed by: Act	Karen Jacobs – Chair Department of Human Services 2400 N. Lincoln Boulevard Oklahoma City, OK 73105 Office: 405-522-2528 Fax: 405-769-9614 Email: karen.jacobs@okdhs.org Appointed by Governor Brad Henry, 01/06
Brenda Sullivan – Vice Chair Oklahoma Tax Commission 2501 North Lincoln Boulevard Oklahoma City, OK 73194-0001 Office: 405-522-0327 Fax: 405-522-0063 Email: bsullivan@oktax.state.ok.us Appointed by: President Pro Tempore, 04/04	Katrina Conrad-Legler Oklahoma Indigent Defense System 111 S. Peters P. O. Box 926 Norman, Oklahoma 73069 Office: 405-801-2727 Fax: 405-801-2758 Email: Katrina.Legler@oids.ok.gov Appointed by: Speaker of the House Kris Steele 04/22/2011
Randall Lopez Department of Corrections (OSP) 1301 West Street McAlester, OK 74501 Office: (918) 423-4700 Fax: Cell: 918-284-9704 Home: 918-426-3750 HM Email: rllopez@cwis.net Appointed by: Senate President Pro Tempore Mike Morgan, 07/06	OPEN Appointed by: Speaker of the House
Keili McEwen, Director of Public Affairs & Constituency Services Office of the Governor Oklahoma City, OK Office: (405) 522-28891 Fax: (405) 523-4224	

Email: kelli.mcewen@gov.ok.gov Appointed by: Governor Fallin 6/07/11	

PUBLIC EMPLOYEES RELATIONS BOARD

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board or Commission:	PUBLIC EMPLOYEES RELATIONS BOARD
Agency Staff Contact:	Ms. Debbie Tiehen, Administrator
Agency Telephone No:	405.522.6723

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help Committee members better understand the agencies, boards and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by Committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 9, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the Committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives Staff, Room 109, State Capitol, Oklahoma City, OK 73105. You may also call 1-800-522-8502 or 405-557-7642 (bradw@house.gov).

1. Briefly describe your agency, commission or board membership, including:

   a. Number of board members;
   b. Qualifications, if specified by law;
   c. Term of office; and
   d. Appointing authority

The "Board" consists of three (3) members who are appointed by the Governor and whose powers and duties are prescribed by the Legislature. They serve staggered five-year terms. For names, terms and brief biographies of current members, please see Attachment "A".

2. Briefly describe when and why the agency, commission or board was formed and any significant changes since its inception in board membership and purpose.

The PERB was formed by the Legislature in 1971, but was not funded until July 1, 1978. The Act, under title 11 O.S. §51-101 et seq.(the Fire and Police Arbitration Act) presently covers fire fighters and police officers in municipalities of all sizes.

Two major duties assigned to PERB are to hold elections for purposes of collective bargaining and to hear and rule, in a neutral forum, unfair labor practice charges (ULPs)as defined by the legislature, O.S. 11, §51-102(6)(6a) and (6b). These ULPs include but are not limited to the following acts and conduct:

Action by corporate authorities, (i.e. municipal management or governing body); 1) interfering with, restraining, intimidating or coercing employees in the exercise of the rights guaranteed them by this law 2) dominating or interfering with the formation, existence or administration of any employee organization or bargaining agent 3) Interfering in any manner whatsoever with the process of selection by fire fighters or police officers of their respective bargaining agents or attempting to influence, coerce or intimidate individuals in such selection 4) discharging or otherwise disciplining or discriminating against a police officer or fire fighter because he has signed or filed any affidavit, petition or complaint or has given any information or testimony under this law or because of his election to be represented by the bargaining agent 5) refusing to bargain collectively or discuss grievances in good faith with the designated bargaining agent with respect to any issue coming within the purview of this law or 6) instituting or attempting to institute a lock-out.

Action by bargaining agent, (i.e. union or its representatives); 1) interfering with, restraining, intimidating or coercing employees in the exercise of the rights guaranteed them by this law 2) interfering with or attempting to coerce the corporate authorities in the selection of their representatives for the purposes of collective bargaining or the adjustment of grievances or 3) refusing to bargain collectively or discuss grievances in good faith with the proper corporate authorities with respect to any issue coming within the purview of this law.

On November 1st, 2004, the Legislature passed the Municipal Employee Collective Bargaining Act, title 11 O.S. §51-201(MECBA) granting to certain non-uniformed municipal employees in communities with populations of 35,000 or more, the right to organize for the purpose of collective bargaining. In July, 2005, the Oklahoma Supreme Court decided the law was unconstitutional; in March of 2006, the Oklahoma Supreme Court reversed its decision and placed MECBA back into effect.

After years of legislative debate, Governor Fallin signed into law HB 1593 that repealed MECBA making the effective date November 1, 2011. (See Attachment "B")

3. List the statutory powers and duties of the agency, commission or board; please cite specific statutes providing for its powers and duties.

STATUTORY POWERS AND DUTIES OF THE BOARD

From the FPAA, 11 O.S. 51-103; Collective Bargaining Rights – Petition – Hearings – Elections:

Subsection (B2): Investigate certification petitions, conduct hearings; direct elections; certify election results; certify labor organizations as exclusive bargaining agents.

Subsection D: Determine appropriate bargaining unit.

Subsection E: Determine eligibility of police and fire fighters to vote in representation elections and establish rules governing the election.

11 O.S. §51-101 to §51-104; Public Employees Relations Board:

Subsection B: Subpoena witnesses, issue subpoenas duces tecum; administer oaths and affirmations.

Subsection D: Adopt, promulgate, amend or rescind such rules as it feels necessary to carry out the provisions of this article.

11 O.S. §51-104a; Employees – Duties and Compensation – Operating Expenditures:

Appoint and fix duties and compensation of employees; process claims for personal and consulting services; supplies, equipment, and other operating expenses.

11 O.S. §51-104b; Unfair Labor Practices – Prevention:

Subsection A: Prevent unfair labor practices.

Subsection B: Issue complaints; conduct hearings.

Subsection C: State Findings of fact, Conclusions of Law, and issue Cease and Desist Orders.

Subsection D: Petition District Court for enforcement of Orders.

4. Indicate if any other federal, state or private entity performs the same or similar functions and in what manner your agency, board or commission compliments, overlaps or duplicates the other entity's program(s) or service(s).

No agency or board, Federal or State, complements, overlaps or duplicates the PERB's service or function. The National Labor Relations Board performs a very similar function in private sector labor relations; however, the PERB has sole responsibility for carrying out its statutory function in Oklahoma Public Sector Labor Law.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four fiscal years. (If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Indicate if you do so.)

CALENDAR YEARS

2011	2010	2009	2008	2007
10	9	8	9	10

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	1		1 (AAG)
FY-11	1		1 (AAG)
FY-10	1		
FY-09	1		
FY-08	1		

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

Requirements for Certification of Representation for purposes of collective bargaining are contained in the PERB Rules (OAR, Title 585:35-3-1). Rules and forms are available upon request and are also available on the PERB Website: http://www.ok.gov/DCS/PERB/index.html

B. Monitoring:

The Board requires written Status Reports of compliance with its orders when circumstances require it.

C. Enforcement:

PERB decisions may be enforced through District Court.

D. Continuing Education:

PERB members and staff are encouraged to participate in labor forums and conferences in Oklahoma and other states with similar programs as well as in general government seminars, e.g. those regarding the Open Meeting and Open Records Acts, Ethics and the Administrative Procedures Act (APA).

PERB is a member of the National Association of Labor Relations Agencies (ALRA); ALRA conducts annual programs and conferences providing continuing education which the members and staff attend when funds are available.

E. Other:

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, REPRESENTATION CERTIFICATION, or permits:

CALENDAR YEARS

2011	2010	2009	2008	2007
4	2	2	6	8

B. Number of UNIONS CERTIFIED through elections:

2011	2010	2009	2008	2007
4	2	2	6	7

C. Number of applicants denied:

2011	2010	2009	2008	2007
0	0	0	0	1 (pending)

D. Number of disciplinary hearings held:

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

UNFAIR LABOR PRACTICE CASES FILED
(CALENDAR YEARS)

2011	2010	2009	2008	2007
19	23	12	13	31

DECISIONS/ORDERS

2011	2010	2009	2008	2007
9	13	10	16	22

CASES DISMISSED/WITHDRAWN/SETTLED

2011	2010	2009	2008	2007
3	15	4	15	8

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	Each year, the PERB receives an annual appropriation which is channeled through the Department of Central Services
FY-10	
FY-09	
FY-08	
FY-07	

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$65,320.02
FY-10	$66,431.45
FY-09	$67,632.43
FY-08	$69,592.33
FY-07	$55,528.72

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

_____ YES X NO (If no, please explain)

Since FY98, the Department of Central Services (through whom PERB's funds flow) has used the Performance Based Budget Model as reflected in all DCS budget request documents. This budgeting method relies on the statement and continual monitoring of Key Performance Measures. This is not Zero Based Budgeting. We average 11.5% under budget each year.

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	N/A
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

The Board is a neutral tribunal responsible for carrying out the provisions of the Fire and Police Arbitration Act ("FPAA") and the Rural Fire Protection Districts Act (RFPDA"). The Board does not anticipate a need to increase the number of individuals on the Board.

PERB has welcomed law students attending OCU to intern with this office through the OCU School of Law Dean's Summer Pro Bono and Public Interest Law Fellowship Program; the Board also qualifies as a venue for "externships" whereby students earn hours toward their law degree. This program is no cost to the State and provides a learning environment for law clerks as they have the opportunity to write bench memos and drafts of decisions under the supervision of an Assistant Attorney General and also to take part in board meetings and discussions.

The law clerks have proven a valuable resource to the board and legal counsel by utilizing their research and writing skills; more information provided to the board members concerning issues is very helpful to the board's ability to fulfill its responsibilities.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	Repeal of the Municipal Employee Collective Bargaining Act effective November 1, 2011
FY-10	Public Employees Relations Board, hereby recreated to continue until July 1, 2012 in accordance with the provisions of the Oklahoma Sunset Law; O.S. 11, §51-104.

FY-09	
FY-08	Public Employees Relations Board, hereby recreated to continue until July 1, 2008 in accordance with the provisions of the Oklahoma Sunset Law; O.S. 11, §51-104.
FY-07	

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

PERB has a contract with the Attorney General's Office for legal counsel.

16. Why should this agency, board, or commission be continued or discontinued?

The Public Employees Relations Board should be continued as it administers the provisions of the State's local governmental collective bargaining laws that are applicable to certain permanent members of any paid municipal police or fire department under 11 O.S. § 51-101 et seq., and certain permanent full-time firefighter members of any rural fire protection district under 19 O.S. § 901.30 et seq. In administering these provisions, the PERB provides a neutral forum in which to decide alleged unfair labor practice charges, keeping most cases out of district court. PERB also conducts secret ballot elections to determine appropriate bargaining units for the police and fire fighters. Grievances brought by the parties are heard and cases are decided in an expeditious manner. It should be noted that parties file and present their own grievances without any independent investigations conducted by the PERB or its staff. PERB helps to establish and improve communication between parties and, as a result, many issues are resolved or dismissed without the necessity or the cost to the parties for a hearing.

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

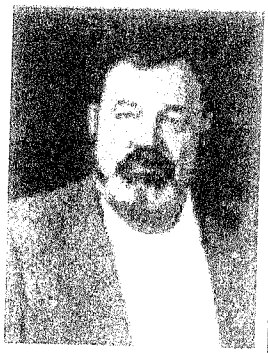
Board Members

Michael Barlow, Chairman

Appointed to the Board July 1, 2009 to serve as Chairman until July 1, 2014

Mr. Barlow has a Bachelors degree from the University of Oklahoma with majors in management, marketing, finance and accounting. He has a Masters degree from Oklahoma State University with majors in economics and education.
A former high school teacher, labor leader and school administrator, Mr. Barlow has operated an educational consulting firm known as Barlow Education Management Services for the past 24 years. His firm, which he operates in partnership with his son Lou, provides management consulting services to school districts throughout Oklahoma. While the firm provides a myriad of management services Mr. Barlow specializes in labor relations, collective bargaining and employee evaluation.

Mr. Barlow's community service includes serving on boards for the: Interfaith Alliance of Oklahoma City, Edmond Integris Hospital, Oklahoma Israel Exchange, and the Oklahoma Advisory Committee to the U.S. Commission on Civil Rights.



Larry Gooch, Member

Appointed to Board October 2000, to serve until July 1, 2005. Re-appointed to the Board to serve until July 1, 2010. Re-appointed to the Board to serve until July 1, 2015.

Mr. Gooch has an Associates Degree from Oklahoma State University in Municipal Fire Protection, and a Bachelor of Arts from Central State University, where he majored in Psychology with minors in Sociology and Biology.
He was employed for twenty-seven years with the Del City Fire Department, retiring as a Fire Captain, and served as a State Representative for the IAFF from 1989 – 2000; as President of the Professional Fire Fighters of Oklahoma for six years, and as Business

C. Max Speegle, Member

Appointed to Board October 2009, to serve until July 1, 2012.

Mr. Speegle has practiced law for over 35 years in the State of Oklahoma. He received his J.D. from the University of Oklahoma and has a business degree from Oklahoma State University. He has served for many years as General Counsel to Oklahoma Municipal Power Authority, and has served as General Counsel to University of Central Oklahoma and Municipal Electric Systems of Oklahoma. He is a former municipal judge and city attorney and served seven years as city manager of Edmond, OK. He has been married for 42 years to Linda and they have three children and five grandchildren.

Attachment "A"

An Act

ENROLLED HOUSE
BILL NO. 1593

By: Martin (Steve) of the House

and

Aldridge and Jolley of the Senate

An Act relating to cities and towns; repealing Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21, Chapter 62, O.S.L. 2004 (11 O.S. Supp. 2010, Sections 51-200, 51-201, 51-202, 51-203, 51-204, 51-205, 51-206, 51-207, 51-208, 51-209, 51-210, 51-211, 51-212, 51-213, 51-214, 51-215, 51-216, 51-217, 51-218, 51-219 and 51-220), which relate to the Oklahoma Municipal Employee Collective Bargaining Act; and providing an effective date.

SUBJECT: Oklahoma Municipal Employee Collective Bargaining Act

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. REPEALER Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21, Chapter 62, O.S.L. 2004 (11 O.S. Supp. 2010, Sections 51-200, 51-201, 51-202, 51-203, 51-204, 51-205, 51-206, 51-207, 51-208, 51-209, 51-210, 51-211, 51-212, 51-213, 51-214, 51-215, 51-216, 51-217, 51-218, 51-219 and 51-220), are hereby repealed.

SECTION 2. This act shall become effective November 1, 2011.

ATTACHMENT "B"

Passed the House of Representatives the 16th day of March, 2011.

Lee Denney

Presiding Officer of the House of Representatives

Passed the Senate the 19th day of April, 2011.

A. Bryan Mcloff

Presiding Officer of the Senate

OFFICE OF THE GOVERNOR

Received by the Governor this 25th day of April, 2011, at 4:22 o'clock P M.

By: Jessica R. Bryson

Approved by the Governor of the State of Oklahoma the 29th day of April, 2011, at 12:57 o'clock P M.

Mary Fallin

Governor of the State of Oklahoma

OFFICE OF THE SECRETARY OF STATE

Received by the Secretary of State this 29th day of April, 2011, at 2:51 o'clock P M.

By: Michelle R Day

Oklahoma Public Employees Relations Board
2401 N Lincoln Blvd – Rm 206
Oklahoma City, Oklahoma 73105
405.522.6723
perb@dcs.state.ok.us

SUNSET REVIEW

ORGANIZATION CHART

MEMBER **CHAIR** **MEMBER**

- Determine voter eligibility in certification/decertification cases
- Determine unit appropriate for purpose of collective bargaining
- Direct elections
- Certify election results
- Conduct hearings
- Promulgate Rules
- Determine validity of unfair labor practice charges
- Issue Cease and Desist Orders
- Petition District Court for enforcement or orders
- Issue Declaratory Rulings

ADMINISTRATOR

- Receive and investigate certification/decertification petitions
- Schedule and conduct elections
- Maintain compliance with PERB, its statutes and rules
- Maintain compliance with APA, Open Meeting and Open Records Act
- Conduct pre-hearing conferences to set briefing schedule
- Schedule, summarize and memorialize meetings, hearings, conferences, telephonic conferences and agreements
- Receive and distribute all correspondence and filings
- Open and maintain case files and dockets
- Prepare and analyze annual, biannual and monthly financial reports
- Design and implement procedures to maximize efficient daily operations
- Interface with public and media concerning PERB activity
- Research and prepare annual and special reports
- Implement and maintain a PERB web page

COUNSEL, OFFICE OF THE ATTORNEY GENERAL

- Coordinate hearings
- Act as hearing officer on matters of procedural and substantive issues when directed by the Board
- Conduct hearings and rule on evidentiary questions
- Prepare Proposed Findings of Fact and Conclusions of Law and Cease and Desist Orders as directed by the Board
- Advise the Board on all legal matters

Oklahoma Public Employees Relations Board

Approved 2-11-10

Minutes of
January 21, 2010
9:00 a.m.
Regular Meeting

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order
Chairman Barlow called the meeting to order at 9:02 a.m. and took notice of the Administrative Procedures Act, and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Gretchen Harris, Debbie Tiehen, PERB Administrator, City Attorneys Suzanne Paulson, Paula Kelly and Gerry Bender and Union Attorneys Jim Moore and Steve Hickman.

Board Members introduced themselves and Chairman Barlow stated the agenda for the day's meeting.

The Board took up agenda item III.,PERB Case No. 00479, International Association of Firefighters, Local 157 v. City of Oklahoma City concerning City's Motion for Extension of Deadlines and Hearing.

The Board called for appearances; Suzanne Paulson for the City, James Moore for the Union.

Assistant Attorney General Gretchen Harris explained that there were three issues to decide; 1) City's Motion for Extension of Time to file a dispositive motion that was filed after the pleading was due, 2) City's Motion to Continue the Hearing Schedule Deadline from January 21 to February 11th due to scheduling conflicts and 3) IAFF's Motion for Extension of time to File a Response to City's Dispositive Motion from December 23 to January 5. She explained that the Board had the authority to waive its own Rule and accept the filings for extensions.

Mr. Gooch moved to waive the PERB Rule and grant the requested extensions, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board asked for comments regarding the procedure for requesting extensions and Mr. Moore stated that it becomes impractical and unworkable for parties to file a brief requesting an extension of time to be heard at the next board meeting because the board only meets once a month.

Chairman Barlow suggested a change to the PERB Rule allowing parties to submit a notice to the Administrator of a request for extension and the Administrator present it to the Chairman who could sign the request. He also suggested the board consider an emergency rule pertaining to this matter be discussed at the next board meeting.

Chairman Barlow signed the Order for Extensions.

The Board took up agenda item IV., PERB Case No. 2009-PPC-O14, City of Lawton v. American Federation of State, County and Municipal Employees Union for action concerning parties' Joint Motion To Extend Scheduling Order.

Appearing for AFSCME was Mr. Jim Moore. He explained counsel for the City was out of the

country at the present time and gave a brief summary of the case status.

Mr. Gooch moved that the following deadlines in this case be extended; the date for the final pre-hearing order to be filed by March 22, 2010, pre-hearing conference be held at 10:00 a.m. on April 2, 2010, dispositive motion filed by March 15, 2010, response to the dispositive motion filed by April 2, 2010, final witness and exhibit list filed by March 5, 2010, and hearing be set for April 8, 2010. Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item V., Case No. 2009-PPC-015, AFSCME, Local 1180 v City of Tulsa concerning AFSCME's Motion for Summary Judgment.

The Board called for appearances; Mr. Hickman for AFSCME and Mr. Bender for the City of Tulsa.

After lengthy oral argument and questions from the board, Chairman Barlow moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Back in open session, Mr. Speegle moved that the Motion for Summary Judgment be denied under the authority of the Ardmore Case, evidence of the disputed documents should be presented to the PERB for purposes of balancing of interest. Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow announced the evidentiary hearing in this case will be held April 8, 2010.

The Board discussed the OCU Government Law Career Fair for the Pro Bono and Public Interest Law Program to be held February 3, 2010. The Administrator explained that the career fair would have other government entities in attendance and that there could be students who would be interested in an internship with the PERB.

Mr. Speegle moved that the PERB participate in the OCU Government Law Career Fair, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Ms. Tiehen reported recent case activity.

Ms. Harris requested that once all pleadings were filed in a case, the Administrator should go ahead and distribute the documents to her and the Board Members to give them more time to review.

The Board took up agenda item VIII, approval of the December 9, 2009 Board Minutes.

With corrections to the minutes by Mr. Speegle and Mr. Gooch, Mr. Speegle moved to approve the minutes, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Under New Business, Ms. Tiehen distributed a letter from the Union Attorney Sue Wycoff requesting that Case No. 2009-PPC-013M, AFSCME v City of Tulsa, be placed on the February 11th, 2010 Board Agenda.

Mr. Speegle moved that such letters requesting a case be put on a PERB Agenda be framed in a pleading addressing the legal matters and instruct Ms. Tiehen to respond with a letter stating the matter will be put on the agenda for hearing at the PERB's earliest possible time; Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow moved that the March Board Meeting be changed from March the 11th, 2010 to March 25th, 2010, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Gooch moved to adjourn the meeting, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The meeting adjourned at 10:42 a.m.

Oklahoma Public Employees Relations Board

Minutes of
February 11, 2010
9:00 a.m.
Regular Meeting

Approved 04-08-10

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order
Chairman Barlow called the meeting to order at 9:00 a.m. and took notice of the Administrative Procedures Act, and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Gretchen Harris, Debbie Tiehen, PERB Administrator, City Attorneys Suzanne Paulson and Gerry Bender and Union Attorneys Jim Moore and Doug Vernier.

Board Members introduced themselves and Chairman Barlow stated the agenda for the day's meeting.

The Board took up agenda item III.,PERB Case No. 00473, Fraternal Order of Police v. City of Tulsa concerning City's Motion for Extension of Time.

The Board called for appearances: Gerald Bender for the City of Tulsa, James Moore for the Union.

Both parties agreed on the request for extension of time to submit briefs in this case.

Mr. Gooch moved to approve the City's Motion for Extension of Time in Case No. 00473, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow signed the Order for the Extension of Time.

The Board took up agenda item V., PERB Case No. 2009-PPC-013M, AFSCME v City of Tulsa concerning Complainant's Amended Motion To Be placed On April 8th, 2010 Board Meeting Agenda.

The Board called for appearances: Mr. Moore for the Union, Mr. Bender for the City.

Chairman Barlow explained that the Union had asked for a continuance of the case and directed the parties to submit the appropriate briefs by March 25th if the matter hasn't been resolved, explaining the need for the case to be heard on April 8,2010, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IV., discussion and possible action on granting of extension of time.

Ms. Harris explained that the PERB Rules provide that the Board grants extensions of time and that it can become a problem when the Board only meets every month or so. She explained that the solution would be to change the rule to allow the Chairman or possibly the Administrator under advisement from the Chairman to grant extensions. She added that instead of ignoring the

rule, the Board could decide to suspend that portion of the rule which provides the Board must grant extension of time and, instead, permit the Chairman to grant agreed motions for extensions of time.

Chairman Barlow moved to suspend the rules when parties have agreed to the motion for extensions and the motion has been timely filed: the Administrator will bring the motion to the Chairman for an issue or denial of the extension, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item VI., PERB Case No. 00479 concerning City's Motion for Summary Judgment.

The Board called for appearances: Ms. Paulson for the City, Mr. Moore for the Union.

After lengthy oral argument and questions from the Board, Chairman Barlow moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive session)

Chairman Barlow moved to reconvene into open session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Chairman Barlow called for a 5 minute break.

Upon return from the break, Mr. Speegle moved that the Board find no relevant facts in dispute in this case and that the Board has the jurisdiction to make a ruling and that the City's Motion for Summary Judgment be granted: there is no unfair labor practice here as the City has provided for two opportunities for leave above the minimum, so the City is in compliance with Fire Chief Sipe's answer to grievance as to Station 35, Shift A; Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda items VII. and VIII. concerning the issuance of complaints of new unfair labor practice charges filed recently, Case No. 2010-ULPC-489 (filed 1-26-10) and Case No. 2010-ULPC-490 (filed 1-22-10).

Ms. Harris explained that in the Fire and Police Arbitration Act, O.S.11-51-104b(B),the statute provides that the *Board shall have the power to issue and cause to be served upon such person a complaint stating the charges in that respect.* She added that there had been a legal question raised by Chairman Barlow and Mr. Moore regarding the Board's authority to delegate such procedures to the Administrator for more expeditious processing.

The Board asked if the attorneys in attendance had any legal analysis on this matter.

Mr. Doug Vernier contended that the file stamp is the issuance of the complaint and that it is consistent with the statute.

Mr. Moore's position on the matter was the question as to whether issuance of the complaint was a ministerial or discretionary act. He added that there are no standards in the act for denying a charge.

Chairman Barlow moved to issue the complaint in Case No. 2010-ULPC-489, City of Coweta v. Fraternal Order of Police, Lodge 192, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Gooch moved to issue the complaint in Case No. 2010-ULPC-490, Fraternal Order of Police, Lodge 93 v City of Tulsa & Dewey Bartlett, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up item agenda item IX., Certification Petition of the Berryhill Fire Fighters in the Berryhill Rural Fire District, Case No. 2010-RC-12427RFD.

Ms. Tiehen was directed to go forth and conduct the secret ballot election as no Board Action was necessary.

The Board discussed item X. on the agenda, Case No. 00444, the unfair labor practice charge filed in 2007 by the International Union of Police Associations, Local 3 against the City of Shawnee, William Mathis and James Collard concerning the Board to enter a Consent Order.

Having been approved by the parties, Chairman Barlow moved to be authorized to sign the Consent Order, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Barlow then signed the Consent Order.

Ms. Tiehen explained the budget for PERB had been cut 15% for the rest of the FY2010 and that PERB's allocation was initially $51,802 from the Legislature.

Mr. Gooch asked about travel reimbursement for travel to elections.

Ms. Tiehen explained that she must take a State Car and that DCS would absorb the mileage cost.

Ms. Harris explained that there had been a line item of $40,000 in FY2001 to provide an Assistant Attorney General to the PERB; the money disappeared after that year and the Attorney General's Office continued to provide service to the Board without funding.

Mr. Barlow asked how the Board could go about asking for added funding.

Ms. Harris proposed a meeting with Randy Ross from the Department of Central Services (DCS) who gives fiscal information to the Legislature regarding all departments within agency.

Mr. Gooch moved that Mr. Barlow take further steps to address the budget issue with Mr. Ross and other parties who impact the budget, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Ms. Tiehen reported on the status of HB2554, a house bill relating to amending language in the Municipal Employee Collective Bargaining Act to remove the card-check certification procedure.

Chairman Barlow requested Ms. Tiehen mail a copy of the house bill introduced last year that proposed an increase in board members and how they are appointed to all the board members.

Ms. Tiehen reported she attended the OCU Public Interest Law Career Fair and collected seven emails from law students who expressed interest in serving the PERB as interns.

Ms. Tiehen reported recent case activity; Supreme Court Case denied Petition for Certiorari (City of Norman v FOP, Lodge 122) and Comanche District Court affirmed the PERB Decision (City of Lawton v. PERB and AFSCME).

Mr. Gooch moved to approve the Board Minutes of January 21, 2010, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Gooch moved the meeting be adjourned, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The meeting adjourned at 11:15 a.m.

Oklahoma Public Employees Relations Board

Minutes of
May 13, 2010
9:00 a.m.
Regular Meeting

Approved 6-10-10

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order
Chairman Barlow called the meeting to order at 9:00 a.m. and took notice of the Administrative Procedures Act, and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Gretchen Harris, Debbie Tiehen, PERB Administrator, City Attorneys Sharolyn Whiting-Ralston, Gerald Bender, Steve Cousparis and Union Attorney Steve Hickman.

Board Members and staff introduced themselves. Chairman Barlow then stated the agenda for the day's meeting.

The Board took up agenda item V., PERB Case No. 00473, Fraternal Order of Police, Lodge 93 v. City of Tulsa concerning Union's Motion for Summary Judgment and City's Cross Motion for Summary Judgment and called for appearances; Mr. Bender (appearing for Tony Puckett) for the City of Tulsa who had an announcement to make.

Mr. Bender stated that he had spoken with both Mr. Moore and Mr. Puckett and that the parties had reached an agreement and that they were in the process of working out the details on getting the reimbursement back to the police officers by the end of May. He requested the Board put this case on next month's agenda for an announcement to come that the parties have resolved the issue.

Mr. Gooch moved to continue the case, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Speegle moved to approve the Minutes of the April 8th Board Meeting, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IV. discussion and possible action concerning the Board's authority to delegate to the Administrator the issuance of complaints of new unfair labor practice charges.

Assistant Attorney General Gretchen Harris reported that the language written in the Fire Police Arbitration Act in 1977 is different from the language of the Municipal Employee Collective Bargaining Act written in 2003; pursuant to Title 11, Section 51-104(B), the "board" shall have the power to issue and cause to be served upon such person a complaint so there is a "board function" in the statute. She stated that the ultimate cure would be to get the statute changed to bring the 1977 language to suit the current times if that is the will of the board and the Legislature. It was her opinion, based on research, that the Board cannot delegate the issuance of complaints to Ms. Tiehen as an action to move the cases ministerially forward.

The Board took up agenda item No. 2009-ULPC-480, the International Association of Fire Fighters v. the City of Tulsa concerning Union's Motion for Summary Judgment.

The Board called for appearances; Steve Hickman for the Union, Gerald Bender and Steve Cousparis for the City of Tulsa.

After oral argument between the parties and questions from the Board, Mr. Gooch moved to enter into executive session, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Chairman Barlow moved to return to open session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Chairman Barlow agreed to extend the motion for deadlines and determined that the filing for City's Response be submitted by the end of the business day (May 13th) and the Union's Reply to the Response be filed by May 24th.

Mr. Speegle moved to continue this case until the next board meeting, June 10, 2010, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item VII., PERB Case No. 2009-ULPC-481, the International Association of Fire Fighters (IAFF) v. City of Broken Arrow concerning City's Motion for Summary Judgment.

The Board called for appearances; Sharolyn Whiting-Ralston for the City, Steve Hickman for the Union.

After oral argument between the parties and questions from the Board, Mr. Gooch moved to enter into executive session, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Chairman Barlow moved to return to open session, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Chairman Barlow moved to deny City's Motion for Summary Judgment, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow asked Mr. Hickman to prepare the order denying City's Motion for Summary Judgment and Mr. Hickman agreed to write the order.

The Board discussed the contract received from the Attorney General's Office for the Assistant Attorney General's services for the fiscal year 2011.

Chairman Barlow reported that he had a meeting with Senator Coffee to discuss the PERB Budget and asked that the budget be increased to $150,000 to cover the PERB's operational costs and statutory mandates.

Mr. Gooch moved to approve subject of funding, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board discussed the report compiled by the Administrator on fees charged by other PERB Agencies across the nation.

Mr. Speegle suggested Representatives who practice before the Board, one from the City and one from the Union, be advised of PERB's need to charge a fee for service and have the representatives write a letter to the legislature in support of the idea to charge filing fees for fiscal year 2012.

Ms. Harris added that there be a charge for hiring a court reporter to transcribe hearings and inform parties of the charge should they need more than an audio of the hearing and the parties should bear the expense of a transcription.

Ms. Tiehen announced she would be holding a Representation Election for the fire fighters in the City of Catoosa.

Mr. Gooch moved to adjourn, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The meeting adjourned at 11:09 a.m.

Oklahoma Public Employees Relations Board

Minutes of
June 10, 2010
9:00 a.m.
Regular Meeting

Approved 7-08-10

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order

Chairman Barlow called the meeting to order at 9:01 a.m. and took notice of the Administrative Procedures Act, and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Gretchen Harris, Debbie Tiehen, PERB Administrator, Penny Oleson and Reid McCain, OCU Law Clerks, City Attorneys Chanda Graham, Steve Cousparis, Margaret Love, Charlie Plumb and Richard Mahoney; Union Attorneys Jim Moore, Steve Hickman and Jarrod Leamon.

Board Members and staff introduced themselves. Chairman Barlow introduced the OCU Law Clerks, Penny Oleson and Reid McCain, then stated the agenda for the day's meeting.

Mr. Speegle moved to approve the Minutes of the May 13th Board Meeting, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IV., Case No. 00473, Fraternal Order of Police, Lodge 93 v. City of Tulsa.

James Moore appeared as legal counsel for the Union, Mr. Cousparis for the City.

Mr. Moore announced that the City was now in compliance and that the Union would be dropping the charge.

Assistant Attorney General Gretchen Harris asked that Mr. Moore prepare the dismissal and send to Ms. Tiehen for filing.

The Board took up agenda item No. 2009-ULPC-480, the International Association of Fire Fighters v. the City of Tulsa concerning Union's Motion for Summary Judgment.

Mr. Steve Hickman appeared as legal counsel for the Union, Mr. Steve Cousparis for the City.

After oral argument between the parties and questions from the Board, Mr. Gooch moved to enter into executive session, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Chairman Barlow moved to return to open session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow moved to grant summary judgment to the Union stating that the findings of fact is that there are no disputed material facts as to the requirement to arbitrate a contract issue under the collective bargaining agreement. Also, there is a valid contract in place and one party, the Union, has filed a grievance and asked for arbitration and it is also a fact that the City has refused to arbitrate. Our conclusion of law is that it is an unfair labor practice to refuse to arbitrate a contract issue and that under the undisputed material facts, the City has refused to arbitrate. Therefore, it is an unfair labor practice. It is hereby ordered that the City shall cease and desist from its refusal to arbitrate. Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

In regard to the preparation of the order, Ms. Harris informed the parties that the law clerks will be writing this order.

The Board took up agenda item VI., Case No. 2009-PPC-016, International Brotherhood of Electrical Workers, Local 1002 v. City of Stillwater.

Chanda Graham appeared as legal counsel for the City, Jarrod Leamon for the Union.

After oral argument between the parties and questions from the Board, Chairman Barlow moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Chairman Barlow moved to return to open session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Mr. Gooch moved that Case No. 2009-PPC-016 be continued to another board meeting, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow added that this case presented an interesting legal question and the Board desires to do more legal research in order to follow the intent of the statutes under the Municipal Employee Collective Bargaining Act.

The Board took up agenda item VII, Case No. 2010-ULPC-492, International Association of Fire Fighters, Local 2041 v. City of Chickasha.

Margaret Love appeared as legal counsel for the City, Steven Hickman for the Union.

After oral argument between the parties and questions from the Board, Mr. Speegle moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Mr. Speegle moved to return to open session, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Mr. Speegle made a motion to deny the Union's Motion for Summary Judgment and to grant the City Motion for Summary Judgment; under the undisputed facts, the action of the City was not an unfair labor practice. Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – nay Mr. Speegle – aye Chairman Barlow – aye

Mr. Gooch explained the reason he voted in the negative for this was that although he concurred to deny the Union its Motion for Summary Judgment, he would also deny the City's Motion for Summary Judgment because the material fact that was in dispute was the material fact of whether there was a "stated" policy of 12-12-12 (fire fighters per shift) as stated on the affidavit that was questionable by the City as the City stated it was "generally" the policy; this would be cause for an evidentiary hearing.

Chairman Barlow informed the parties that an order would be forthcoming.

The Board took up agenda item VIII,, Case No. 2010-ULPC-487, the International Association of Fire fighters, Local 2551 v. City of Broken Arrow and Fire Chief Steve Jarrett.

Charles Plumb appeared as legal counsel for the City, Steven Hickman for the Union.

After oral argument between the parties and questions from the Board, Chairman Barlow moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Mr. Gooch moved to return to open session, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Mr. Gooch moved the Board grant City's Motion for Summary Judgment based on the conclusion that the action of the City may have interfered with the administration of the Union; however, the action was de minimus in nature and did not rise to the level of a bad faith conduct, therefore it is not an unfair labor practice by the employer as it had no impact on the Union Election. Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IX., Case No. 2009-PPC-014, City of Lawton v. American Federation of State, County, and Municipal Employees, Local 3894.

The Board asked Mr. James Moore the status of the summary judgment order in this case.

Mr. Moore wanted clarification from the Board on writing the order and stated that he now understood what the Board wanted after hearing other cases on the day's agenda.

Next, the Board took up agenda item X., Administrator's Report.

Ms. Tiehen reported that the OCU Law Clerks were very helpful and that she put in a request to Professor Michelson of the OCU Externship Program to have help throughout the year.

Ms. Harris explained to the Board the need for a contract between the Attorney General's Office and PERB to retain legal counsel. She explained that there currently is no contract. She also explained that the legislative bill, SB1561 was an omnibus bill that included appropriations for many agencies including the Department of Central Services, but did not show the allotted line-item amount for individual departments like PERB under DCS. The DCS 2011 Appropriation Request for PERB was in the amount of $200,000.00 that included a budget for legal services from the AG's Office.

Chairman Barlow stated that he and the Administrator had an appointment to speak with Director John Richard with the Department of Central Services to discuss PERB's Budget and DCS's duty to fund the PERB.

Chairman Barlow moved to request changes to the 2010 board meeting dates as the following; change the September 9 Meeting to September 16, the October 7 Meeting to September 30 and have no meetings in October and November. Mr. Speegle seconded the motion and the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Ms. Tiehen reported holding a representation election for the International Association of Fire Fighters (IAFF) in the City of Catoosa and the IAFF won by unanimous vote.

Chairman Barlow moved to issue the complaint in a new case filed 5-28-10; Case No. 2010-ULPC-494, FOP, Lodge 93 v. City of Tulsa, Dewey Bartlett and Terry Simonson. Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

City Attorney Steve Cousparis asked if there was a screening process that would allow the Board not to issue a complaint if there was evidence that could possibly get a charge dismissed.

Ms. Harris responded by informing him that there is no procedure for the Board not to issue a complaint and that parties' may make a motion to dismiss or other preliminary pleading rather than objecting to the issuance.

Mr. Moore added that there were no standards in the statutes that prevent the Board from issuing a complaint.

Mr. Cousparis wanted to distribute documents to the Board regarding a new case filed.

Mr. Speegle made a motion to refuse to accept the offered documents from the City of Tulsa based on the advice from the Assistant Attorney General without prejudice to their rights to submit documents in the pleading process. Chairman Barlow seconded the motion, the motion

passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow moved to issue the complaint in a new case filed 6-04-10; Case No. 2010-ULPC-495, FOP, Lodge 123 v. City of Oklahoma City. Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Richard Mahoney, Attorney for the City of Oklahoma City asked for clarification on calculation of time to answer an issued complaint.

Ms. Harris responded that the calculation for an answer would be 10 days after receipt of the PERB Letter issuing the complaint.

Ms. Tiehen reported the cases to be heard on July 8; Case No. 2010-ULPC-493, IAFF v. City of Oklahoma City and Case No. 2010-ULPC-482, IAFF v. City of Duncan.

Mr. Gooch informed the members that his term was ending on July 1, 2010.

Ms. Harris asked Ms. Tiehen to alert the Governor's Office regarding Mr. Gooch's term expiration and possibly his reappointment.

Meeting adjourned at 1:38.

Oklahoma Public Employees Relations Board

Minutes of
July 8, 2010
9:00 a.m.
Regular Meeting

Approved 8/12/10

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order
Chairman Barlow called the meeting to order at 9:08 a.m.; he took notice of the Administrative Procedures Act and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Gretchen Harris, Debbie Tiehen, PERB Administrator, Penny Oleson and Reid McCain, OCU Law Clerks, City Attorney Richard Mahoney, Union Attorney Kevin Hill and Court Reporter Terri White.

Board Members and staff introduced themselves, Chairman Barlow stated the agenda for the day's meeting.

Mr. Gooch moved to approve the Minutes of the June 10, 2010 Board Meeting, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IV., Case No. 2010-ULPC-493, International Association of Fire Fighters, Local 157 v. City of Oklahoma City concerning City's Motion To Dismiss.

Kevin Hill appeared as legal counsel for the Union, Mr. Mahoney for the City.

After oral argument between the parties and questions from the Board, Chairman Barlow moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Chairman Barlow moved to enter into open session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Ms. Harris asked if either party had a copy of the Arbitrator's Motion to Strike City's Last Best Offer that was referenced in the ULP Charge; she added that if a court considers a document that is outside the pleadings filed, the court has the ability to turn a motion to dismiss into a motion for summary judgment if that is what the Board decides to do.

Mr. Hill had a copy of the motion to strike and submitted it to the Board.

After further questions from the Board, Mr. Gooch moved to return to executive session, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Chairman Barlow moved to return to open session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took a five minute break.

Returning from the break, Mr. Speegle made a motion to deny the City's Motion to Dismiss; the ULP filed by the Union alleges, in effect, two conducts and the first conduct is the failure to bargain in good faith by changing the language done in negotiating and the bar date under the OAC 585:2-5-5 provides for six (6) months statute of limitations on that which has run and would serve as a bar to a remedy involving that conduct. However, the ULP also alleged that the respondent is engaged in an attempt to bring the last best offer (LBO) to the vote of the citizens of Oklahoma City and, according to both counsel, that date has not yet run on the six month statute. Therefore, the ULP filed would not be barred under 585:2-5-5. Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Gooch added that he concurred for a different reason than his colleagues; he saw it as a continuing violation rather than because of different events through the process.

Chairman Barlow explained he voted aye and saw it as two separate conducts; conduct two was the attempt to bring the last best offer to the citizens as a new starting date which was agreed to by the attorneys as February; therefore, the six month period has not expired and agreed that the motion to dismiss should be denied.

Mr. Mahoney asked for a clarification; "can I interpret, of the two conducts, the failure to bargain in good faith is no longer an issue and are we now talking about attempting to bring an election on an illegal offer the remaining part of the charge?"

Mr. Speegle answered that he didn't believe the Board ruled that way. He explained that the Board ruled that the motion to dismiss was denied.

Ms. Harris added that the order denying the motion to dismiss will be prepared by the PERB Office.

The Board took up agenda item V., Administrator's Report of recent case activity.

Ms. Tiehen reported the updated status of cases that had been withdrawn and dismissed. The dismissed cases included Cases No. 00473, Fraternal Order of Police (FOP), Lodge 93 v. City of Tulsa on 6-14-10, No. 2010-ULPC-491, FOP v. City of Tulsa & Dewey Bartlett on 6-14-10, No. 2010-ULPC-483, International Association of Fire Fighters (IAFF) v. City of McAlester on 7-01-10, No. 2010-ULPC-485, IAFF v. City of McAlester on 7-01-10, and No. 2010-ULPC-482, IAFF v. City of Duncan on 7-06-10.

Ms. Harris brought questions to the Board concerning the procedure for dismissal of cases. She

was of the opinion that parties should request dismissal of charges from the Board by motions to dismiss and the Board should decide to administratively close the case. She read a rule from the National Labor Relations Board (NLRB) concerning dismissals of cases as well as PERB Rule 585: 30-1-6, stating that any unfair labor practice case or prohibited practice case commenced with the Board may be informally settled by stipulation, agreed settlement, consent order, default, or by any other method agreed upon by the parties in writing.

She suggested placing the dismissal procedure as an agenda item on the August 12, 2010 Board Meeting for further discussion and possible action. She added that a short informal letter be sent to the representatives who come before the Board to inform them that the dismissal procedure will be discussed at the August 12 Board Meeting.

After a short discussion on future procedures of dismissals, Chairman Barlow moved to accept the dismissals of cases 00473, 491, 483, 485 and 482. Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item VI., discussion of prepared orders and outstanding orders of cases that have been heard by the Board over the last year.

Ms. Harris reported that most of the orders that are pending will be ready for the Board's approval before the August Board Meeting.

The Board took up agenda item VII. concerning requested contract for legal counsel with the Attorney General's Office.

Chairman Barlow reported meeting with DCS Director Richard who told him he understood the importance of PERB to have legal counsel and was going to call Gay Tudor, General Counsel for the A.G.'s Office, and discuss a contract for legal counsel and would let the Chairman know the result of the conversation.

Chairman Barlow announced the next board meeting would be August 12 at the Agriculture Building and the case to be deliberated, Case 2009-ULPC-481 and a possible order prepared in Case 2009-PPC-016 for the Board's consideration.

Ms. Harris informed the Board that the State Supreme Court had recently heard an appeal, Case No. 107477, City of Stillwater v. International Association of Fire Fighters, Local 2095. The Supreme Court had reversed and remanded the District Court's decision to grant summary judgment to the Union and to deny the City's petition to vacate the arbitration decision. She asked the administrator to circulate the decision to the board members.

Chairman Barlow moved to adjourn the meeting, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Meeting adjourned at 11:13.

Oklahoma Public Employees Relations Board

Minutes of
August 12, 2010
9:00 a.m.
Regular Meeting

Approved 9-16-10

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order
Chairman Barlow called the meeting to order at 9:00 a.m., he took notice of the Administrative Procedures Act and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Gretchen Harris, Debbie Tiehen, PERB Administrator, Penny Oleson, OCU Law Clerk, City Attorneys Sharolyn Whiting-Ralston, Charles Plumb, Chanda Graham and Union Attorneys Steven Hickman and Jarrod Leaman.

Board Members and staff introduced themselves and Chairman Barlow stated the agenda for the day's meeting. Chairman Barlow announced that this would be Ms. Harris' last meeting with the PERB as she is retiring from the Attorney General's Office this month. He thanked her for her service to the PERB. He also thanked Penny Oleson and Reid McCain for their summer law clerk service to the PERB.

Mr. Gooch moved to approve the Minutes of the July 8, 2010 Board Meeting, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IV., Case No. 2010-ULPC-484, International Association of Fire Fighters, Local 2929 v. City of McAlester concerning City's Unopposed Motion To Defer the unfair labor practice charge pending arbitration.

Charles Plumb appeared as legal counsel for the City, Steven Hickman for the Union.

After a brief explanation of the motion by Mr. Plumb, Mr. Speegle moved to stay the unfair labor practice charge during the pendency of the parties' grievance arbitration, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow signed the order staying the unfair labor practice charge.

The Board took up agenda item V., PERB Case No. 2010-ULPC-490, Fraternal Order of Police, Lodge 93 v. City of Tulsa concerning Union's Motion to Compel.

Appearing for the Union was Jarrod Leaman who stated that the City's Representative, Gerald Bender, could not be present at the meeting. He added that he and Mr. Bender had discussed the matter and requested the Board pass today's hearing on this matter to the September 16, 2010 docket and that Mr. Bender will produce the Union's requested discovery within ten (10) days.

Chairman Barlow asked that if the City produced the discovery documents, would the case be rendered moot?

Mr. Leaman replied that there remained the issue of sanctions in the form of attorney fees and other costs the Union would like to recover.

Ms. Harris asked the parties' to discuss a possible amended scheduling order with the Board Administrator for the discovery deadline, but still keep the hearing on track for December 9, 2010.

Mr. Gooch moved to reschedule this agenda item to the next docket, September 16, 2010, and allow Ms. Tiehen to amend the scheduling order. Chairman Barlow seconded the motion, the motion passed, and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item VI., PERB Case No. 2009-PPC-016, the International Brotherhood of Electrical Workers, Local 1002 v. City of Stillwater concerning City's Motion for Summary Judgment.

The Board called for appearances; Chanda Graham appeared for the City and Jarrod Leaman for the Union. Neither party had any further response.

Having heard oral argument between the parties on June 10th, 2010 and having read the legal research provided by law clerk Reid McCain, Chairman Barlow moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Mr. Gooch moved to enter back into open session, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Mr. Speegle moved that the City of Stillwater's Motion for Summary Judgment be granted; the contract had expired, and there is no statutory authority to continue after expiration under the Municipal Employees Collective Bargaining Act. Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – nay Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow asked Ms. Graham to prepare the order citing proper authority and have it ready in ten (10) days. Ms. Harris asked that she send it to her for review by August 26th.

Ms. Graham told the Board she would prepare the order and have it ready within that time frame.

The Board took a five minute break.

Back from the break, the Board took up agenda item VII., PERB Case No. 2009-ULPC-481, the International Association of Fire Fighters (IAFF), Local 2561 v. the City of Broken Arrow concerning the IAFF's unfair labor practice charge.

The Board called for appearances; Mr. Steven Hickman for the Union, Mr. Charles Plumb for the City.

Mr. Hickman made his opening statement and gave the Board a background on the alleged charge.

Mr. Plumb made his opening statement and addressed the allegations.

The Board admitted Union's Exhibits Nos. 1 through 9.

Mr. Hickman called his witness, Mr. Tim Heaps, Vice President of the IAFF, Local 2551. Mr. Speegle administered the oath and Mr. Heaps began testimony.

After Mr. Heaps gave testimony, was cross-examined by Mr. Plumb and answered questions from the Board, he was dismissed.

The Board took a five minute break.

After the break, Mr. Plumb gave his opening statement and requested the Board to admit his exhibits.

The Board admitted City's Exhibits Nos. 1 through 12.

Mr. Plumb called his witness, Steve Jarrett, Acting Fire Chief for the City of Broken Arrow. Mr. Speegle administered the oath and Chief Jarrett began testimony.

After Chief Jarrett gave testimony, was cross-examined by Mr. Plumb and answered questions from the Board, he was dismissed.

Mr. Hickman and Mr. Plumb gave closing statements.

Ms. Harris called the Board's attention to PERB Rule 2-5-14(8), concerning deadlines for cases decided with disputed facts that states..." within fifteen (15) days after the hearing, each party shall refile its statement of disputed facts with citations to the record added for each disputed fact. If a party briefs a legal issue not previous briefed by the opposing party, within fifteen (15) days after the hearing, the opposing party may also file a response brief not to exceed five (5) pages in length". She asked the Board if there was an additional filing required, would the Board like to have the filing before the executive session.

Mr. Plumb stated that he was not opposed to waiving the right to refile disputed statements and having the Board decide the case today. Mr. Hickman was in agreement.

Mr. Gooch moved for executive session, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Chairman Barlow moved to return to open session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Speegle made a motion that "The Findings of Fact are as follows: as to the meeting alleged in the ULP, the City was authorized to direct the following of the contract in the rules on both sides, as to the investigations, the City was authorized to conduct those investigations and as to the discipline, the Union failed to show these matters were in retaliation for Union Activity. As a Conclusion of Law, the Union has failed to meet the burden of proof of the ULP." Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board asked Mr. Plumb to write the order including citations and send to Ms. Harris for review within ten (10) days.

Mr. Plumb agreed to write the order.

The Board took up agenda item VIII., Administrator's Report of recent case activity.

Ms. Tiehen reported one new case for the Board to issue a complaint, new Case No. 2010-PPC-018, AFSCME, Local 2875 v. City of Norman and John Bowman filed 7-13-10.

Mr. Gooch moved to issue the complaint in Case No. 2010-PPC-018, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board discussed agenda item IX., the disposition of cases dismissed.

Ms. Tiehen distributed the Informal Disposition of (Unfair Labor Practice Or Prohibited Practice Charge) Form to the Board Members.

Mr. Gooch moved to adopt the new form for administrative disposition of cases. Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow announced the docket for the September 16th Board Meeting; Case No. 2010-ULPC-494, FOP, Lodge 93 v. City of Tulsa, Dewey Bartlett and Terry Simonson and Case No. 2010-ULPC-490, FOP, Lodge 93 v. City of Tulsa.

Chairman Barlow moved to adjourn the meeting, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Meeting adjourned at 1:04 p.m.

Oklahoma Public Employees Relations Board

Minutes of
September 16, 2010
9:00 a.m.
Regular Meeting

Approved 12-16-10

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order

Chairman Barlow called the meeting to order at 9:00 a.m.; he took notice of the Administrative Procedures Act and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Bryan Neal, former Assistant Attorney Gretchen Harris, Debbie Tiehen, PERB Administrator, Reid McCain, OCU Law Clerk, City Attorneys Gerald Bender, Ricky Knighton, Timothy Wilson and Union Attorney James Moore.

Board Members and staff introduced themselves and Chairman Barlow stated the agenda for the day's meeting. Chairman Barlow introduced Assistant Attorney General Bryan Neal as the PERB's new legal counsel.

Mr. Gooch moved to approve the Minutes of the August 12, 2010 Board Meeting, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IV., Discussion and Possible Action concerning approval of written orders in the following cases; 00479, 2009-PPC-013M and M1414, 1410, 2009-ULPC-480, 2009-ULPC-481 (2 orders), 2010-ULPC-487, 2010-ULPC-492, 2010-ULPC-493, and 2009-PPC-016.

Mr. Speegle moved to approve all ten of the written orders, Mr. Gooch wanted to discuss two of the orders and Mr. Speegle withdrew his motion.

Mr. Gooch moved to enter into executive session, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Mr. Gooch moved to come back into open session, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Mr. Speegle moved to approve the ten (10) written orders listed on the agenda, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Speegle thanked Ms. Harris' for her work on the orders.

The Board took up agenda item V., PERB Case No. 2009-ULPC-014, City of Lawton v. American Federation of State, County, and Municipal Employees (AFSCME), Local 3894. The Board asked for appearances.

Mr. Timothy Wilson appeared for the City, Mr. James Moore for AFSCME.

Mr. Wilson announced to the Board that Mr. Moore provided him, that morning, with a revised order that he had reviewed and he did agree with the order Mr. Moore had written with a few adjustments.

Mr. Moore announced there were two modifications to the order both counsel had agreed upon and he asked that the parties take their time reviewing the order and suggested the Board move on with the agenda and come back to the modified order after they had made the changes.

The Board took up agenda item VI., PERB Case No. 2010-ULPC-490, Fraternal Order of Police (FOP), Lodge 93 v. City of Tulsa concerning the FOP's Motion to Compel.

Mr. Moore appeared for the Union, Mr. Bender for the City.

Mr. Bender announced that the Union is giving the City another week to produce the documents the Union has requested.

The Board took up agenda item VII., PERB Case No. 2010-PPC-018, AFSCME, Local 2875 v. City of Norman and John Bowman regarding City's Motion to Dismiss.

The Board asked for appearances; Jarrod Leaman appeared for the Union, Rick Knighton for the City and John Bowman.

After oral argument between the parties and questions from the Board, Mr. Gooch moved to enter into executive session, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Mr. Gooch moved to come back into open session, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Mr. Speegle made a motion that the Motion to Dismiss filed by the City be denied and, in his opinion, the Union had filed the ULP Charge based on the City's action taken on June 25th, 2010 and what happened subsequent to that is not really involved with our (the Board's) decision about whether we (the Board) should prove this motion to dismiss or not. Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Chairman Barlow asked Ms. Tiehen to report on recent case activity.

Ms. Tiehen reported that PERB Case No. 2010-ULPC-494, FOP v City of Tulsa, Dewey Bartlett and Terry Simonson Dismissed With Prejudice on 9-10-2010. She also asked if the Board would like to substitute Ms. Harris with new legal counsel in making an appearance in Oklahoma District Court concerning the Broken Bow Case Appeals.

Mr. Bryan Neal, Assistant Attorney General, was in attendance and announced he had been given a contract for the Director of Central Services to sign between that agency and the Attorney General's Office allowing legal counsel for PERB.

The Board decided to take the matter up under New Business.

Ms. Tiehen announced that Mr. Gooch had been reappointed by the Governor to serve on the Board until July 1, 2015.

Returning to agenda item V., Case No. 2009-PPC-014, Mr. Gooch moved to have the Chairman sign the order Mr. Moore has prepared upon approval by the members, Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Under New Business, Mr. Speegle moved to approve the contract between the Department of Central Services and the Attorney General's Office for legal counsel to the PERB subject to funding, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Mr. Gooch moved to adjourn, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Meeting adjourned at 10:19 a.m.

Oklahoma Public Employees Relations Board

Minutes of
December 16, 2010
9:00 a.m.
Regular Meeting

Approved 01-13-11

Pursuant to the legal notice required by the Oklahoma Open Meeting Act, including the posting of notice and agenda, required by the terms thereof, the Public Employees Relations Board met at the Agriculture Building, First Floor, 2800 N Lincoln Boulevard, Oklahoma City, 73105.

Call to Order

Chairman Barlow called the meeting to order at 9:00 a.m.; he took notice of the Administrative Procedures Act and assured that the meeting was in compliance with the Open Meeting Act.

Members present were Chairman Barlow, Members Larry Gooch and Max Speegle. Also present were Assistant Attorney General Bryan Neal, Debbie Tiehen, PERB Administrator, City Attorneys Tony Puckett, Richard Mahoney, Ricky Knighton and Union Attorneys James Moore and Jarrod Leaman.

Board Members and staff introduced themselves and Chairman Barlow stated the agenda for the day's meeting.

Mr. Speegle moved to approve the Minutes of the September 16, 2010 Board Meeting, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item IV., discussion and possible action concerning the selection of dates for the 2011 Board Meetings; January 13, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10 and December 8.

Mr. Speegle moved to approve the board meeting dates, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up agenda item V., PERB Case No. 2010-PPC-018, American Federation of State, County and Municipal Employees (AFSCME), Local 2875 v. City of Norman and John Bowman; consideration and possible action concerning City's Motion To Quash Subpoena By The City Of Norman, Or In The Alternative, For Protective Order.

The Board asked for appearances; Mr. Puckett appeared for the City of Norman and John Bowman, Mr. Leaman for AFSCME.

After oral argument between the parties and questions from the Board, Mr. Speegle moved to enter into executive session, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

(Executive Session)

Mr. Speegle moved to return to open session, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Back in open session, Chairman Barlow explained that it is a long standing practice that the PERB Administrator, as an agent for the Board, issues subpoenas and that the subpoenas issued in this case were properly served.

Chairman Barlow moved that City's Motion To Quash be granted on finding that personal cell phone records are not relevant based on allegations on this particular ULP charge. Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board called for a five minute break.

Upon return from the break, the Board took up item VI., Case No. 2010-ULPC-495, Fraternal Order of Police (FOP), Lodge 123 v. City of Oklahoma City; consideration and possible action concerning City's Motion for Summary Judgment.

The Board called for appearances; Mr. James Moore for the FOP and Mr. Richard Mahoney for the City.

Mr. Mahoney announced that the parties had spoken and jointly requested the case be moved to the next agenda to allow time for the Police Chief and FOP President to possibly settle the matter outside the PERB.

Mr. Speegle made a motion to continue this item to the January Board Meeting Agenda, Chairman Barlow seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Board took up item VII., Discussion and possible action concerning delegation of authority to PERB Administrator for issuance of complaints under Title 11 O.S., §51-101 *et. seq.*

Assistant Attorney General Bryan Neal explained that it was his understanding that the PERB Administrator had issued complaints on behalf of the Board for a number of years and if it is the will of the Board to delegate the authority to the Administrator for issuance of complaints on their behalf, it should be formalized so that everyone is on notice.

Mr. Gooch made a motion that the Board continue its long-standing practice of authorizing the PERB Administrator to act on the Board's behalf concerning the issuance of complaints and that the Board would further view the general order in January for final approval. Mr. Speegle seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

Next, the Board took up item VIII., discussion and possible action concerning the updating of the PERB Mission Statement.

After review of the mission statement prepared by Mr. Neal, Mr. Speegle moved to amend the mission statement as formally presented, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The Administrator reported on recent case activity and announced the cases to be heard on January 13, 2010.

The Board discussed recent legislative action and reports affecting the PERB.

Chairman Barlow moved to adjourn the meeting, Mr. Gooch seconded the motion, the motion passed and the vote was:

Mr. Gooch – aye Mr. Speegle – aye Chairman Barlow – aye

The meeting adjourned at 10:19 a.m.

STATE ANATOMICAL BOARD

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board or Commission: State Anatomical Board

Agency Staff Contact: Kayla McNeill

Agency Telephone No: 271-2424, ext. 48531

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:
   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

There are currently six (6) statutory positions on the Board as specified in § 63, section 91: the State Anatomical Board is to be composed of the following members: the Deans or their designee of each accredited medical school and osteopathic medical school within the State of Oklahoma, the persons heading the Department of Anatomy, or comparable department in the medical and osteopathic medical schools or their designee, and two (2) persons appointed jointly by the presidents of institutions of higher education within the state which have educational programs other than medical which require on a regular basis human anatomical materials. There are no term limits set by statute.

Membership:
The Dean or their Designee, OU College of Medicine (1)
The Dean or their Designee, OSU College Osteopathic Medicine (1)
The Chair of Cell Biology (formerly Anatomical Sciences) or their Designee, OU College of Medicine (1)
The Chair of Anatomy or their Designee, OSU Osteopathic College or their designee, (1)
Two (2) members are appointed by the President of institutions that use cadavers, currently University of Central Oklahoma (1) and the University of Oklahoma-Norman (1)

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

In 1899, Oklahoma (Territory) passed the first legislation concerning the use of bodies for the advancement of anatomical science. The Anatomical Board was created in 1935 as an ex-officio board to supervise the use of unclaimed bodies and required institutions to offer unclaimed bodies to the Board. In 1976, 63 § 1971, Section 91 was amended changing the Board from ex-officio to official and expanded the Board's responsibility to provide for collection, preservation, storage, distribution and cremation of all unclaimed bodies. In 1989, the Board was authorized to receive unclaimed or donated bodies and the Uniform Anatomical Gift act was modified stating that any donee must have Anatomical Board approval. No changes in Board membership. The purpose of the Board is to provide oversight of all whole body donor programs in the State. "It shall be the duty of the State Anatomical Board to designate agents to provide for the collection, preservation, storage, distribution, delivery, recovery from users, cremation and final disposition of all dead human bodies used for health science education and research in the State of Oklahoma." 63 O.S. Supp. 2010, § 91.

Oklahoma law requires that "any donee receiving a whole body donation from any source shall have approval from the Board prior to receiving such donation." 63 O.S. Supp. 2010, § 94(B). The Board has the duty to "approve donation programs, institutions, and individuals using anatomical specimens and oversee the collection, preservation, storage, distribution, delivery, recovery from users, cremation and final disposition of all dead human bodies used for health sciences education and research." OAC 50:1-7-1.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for their powers and duties.

§ 63

Section 91: Establishes membership and states the duty of the Board
Section 92: Unclaimed bodies may be offered to the Board or its designated agent before local/county funds may be used for burial/cremation.
Section 93: States that it is unlawful for any person, other than the District Attorney in the county of death, to authorize an autopsy on a body mentioned in the act, without the consent of the Board or its designated agent.
Section 94: States that the Board must hold an unclaimed body for thirty (30) days before issuing to a program. All donees receiving a whole body donation from any source shall have approval from the Board prior to receiving such donation. If the number of bodies exceeds the in state needs bodies may be issued to approved out of state institutions.
Section 95: States that if within thirty (30) days a relative, friend, or charitable organization claims the body for burial (at their expense) the Board must surrender the body and the claimant must reimburse the Board's agent for the cost of embalming and transportation.
Section 96: States that any and all schools, colleges, and persons approved by the Board shall be authorized to dissect, operate upon, and experiment with bodies issued to them by said Board's agent and no others; such dissections...shall not be considered as amenable under any already existing laws for the prevention of mutilation of dead human bodies. Such persons, schools or colleges shall keep a permanent record of each body received and shall be subject to the Board or its agent's inspection.
Section 97: States that every body distributed by the Board's agent shall in every case be returned to the Board for final disposition by cremation. All bodies issued out of state shall be individually cremated in that state and cremains returned to the agent issuing the body.
Section 98: States that all expenses for the storage, distribution and any other related services involved in the use of the bodies shall be borne by institutions receiving and using the bodies. The Board's agent shall set up an appropriate account for payments and disbursements.

Section 99: States that any violations of this act will be deemed guilty of a misdemeanor and be liable to a fine of not less than Fifty Dollars ($50.00) and not more than Five Hundred Dollars ($500.00) for each offense.

4. Indicate if any other federal, state or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No other federal, state or private entity performs the same or similar function.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.)*

2011	2010	2009	2008	2007
3	2	2	3	2

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for the contract employees as well.

The Anatomical Board has no paid employees. Members of the Board and the Executive Director are employed by either the University of Oklahoma, University of Oklahoma Health Sciences Center, Oklahoma State University Center for Health Sciences, or University of Central Oklahoma.

7. Describe the agency, board, or commission's programs for each of the following activities:

   A. Certification, licensure and permits: None.

   B. Monitoring: Periodically, the Board will determine if the program, school, or individual is still qualified, under the rules established by the Board, to receive cadaveric specimens and that they continue to follow said rules.

   C. Enforcement: Any program, school, or individual who does not abide by the rules. established by the Board, may be barred from receiving cadaveric specimens in the future. Failure of anyone to live up to this Statute can be charged with a misdemeanor and fined no less than $50 and no more than $500.

   D. Continuing Education: None.

   E. Other: the Board approves all donor program applications, cadaveric specimen requests, anatomy laboratories, course directors teaching human anatomy, and anatomy laboratory tours.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

   A. Number of applications received for examination, certification or permits:

2011	2010	2009	2008	2007
1	N/A	N/A	N/A	N/A

B. Number of applications certified or licensed or permits granted: Board approved applications.

2011	2010	2009	2008	2007
1	N/A	N/A	N/A	N/A

C. Number of applicants denied:

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

D. Number of disciplinary hearings held:

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e., censure, revocation, suspension, or termination):

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education:

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

The majority of institutions currently using cadavers were approved prior to 2001. The numbers below represent some institutions or individuals requesting approval for cadavers, some changes in instructors/course directors, and some requests for tours and demonstrations. Requests approved/denied:

2011	2010	2009	2008	2007
App: 10 D: 0	App: 6 D: 0	App: 1 D: 0	App: 4 D: 0	App: 2 D: 0

9. List all source(s) of revenue for each of the last five (5) fiscal years:

As of 2006, the Board no longer has the Anatomical Board Fund. "The Board's agent shall direct the payment into, and disbursements from an appropriate account for such activity at the agent's institution." 63 O.S. Supp. 2010, § 98. The Board has designated the University of Oklahoma Willed Body Program and the Oklahoma State University Center for Health Science Body Donor Program as its agent.

10. Summarize all expenditures for each of the last five fiscal years.

As of 2006, the Board no longer has the Anatomical Board Fund. "The Board's agent shall direct the payment into, and disbursements from an appropriate account for such activity at the agent's institution." 63 O.S. Supp. 2010, § 98. The Board has designated the University of Oklahoma Willed Body Program and the Oklahoma State University Center for Health Science Body Donor Program as its agent.

11. Have you complied with the zero-based budgeting requirements for the past five (5) fiscal years as well as the current fiscal year?

_____YES _____NO If no, please explain.

N/A – As of 2006, the Board no longer has a revolving fund. The monies in the fund were exhausted prior to the effective date of the repeal of the fund and the account was closed. No funds were transferred to the Agent.

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

The Board charges no fees.

13. Describe future objectives and goals of the agency, board, or commission. In particular describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Goals and objectives of the Board:
The goal of the Board is to continue to ensure a sufficient number of human bodies for use in medical education, research, and surgical skills training through a combination of willed, donated and unclaimed bodies and to coordinate these efforts with the agents designated by the Board. The Board must continue writing policy and approving all donor programs and institutions requesting cadaveric specimens.

14. List all major statutory changes affecting your agency, board or commission passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	None
FY-10	None
FY-09	None
FY-08	None

FY-07	In 2006 the legislature passed SB 1311, effective November 1 of that year, which substantially amended the statutes governing the Board. The bill stripped the Board of any duty to physically handle bodies, but retained the Board as a state entity with oversight of the collection and distribution of all dead human bodies to institutions and individuals for the purpose of health science education and research. Prior to 2006 the Board was charged with the duties of "collection, preservation, storage, distribution, delivery, recovery from users, cremation and final disposition of all dead human bodies used for health science education and research in the state of Oklahoma." 63 O.S. 2001 §91. Senate Bill 1311 limited the Board's duty to that of designating agents for the handling of bodies. The bill also eliminated the Board's duty to pay the Executive Director and to maintain records. In addition to designating agents to handle bodies, the Board was left with the power to promulgate rules for its government, elect a chair, appoint an executive director, and remove the chair or executive director. 63 O.S. Supp. 2009 § 91. The Board is also responsible for consenting to autopsies of unclaimed or donated bodies used for education or research, unless such autopsies are requested by the Chief Medical Examiner or District Attorney; approving donees who receive whole body donations and designating the individuals or institutions who may use bodies received from the Board's agent. With regard to finances, the bill repealed the provision which created a revolving fund for the Board, and provided that the costs of carrying out the duties of the Board would be paid by the Agent rather than from the Board's revolving fund. The Agent pays expenses from an appropriate account for such activity at the agent's institution. The bill also amended the statute which provided the funding mechanism for the operations of the Board to remove the Board's power to determine the manner in which those expenses would be passed on to the recipients of the bodies. The Board retains the authority to establish rules for its government. 63 O.S. Supp. 2009 § 91.

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The Board uses the Oklahoma Office of the Attorney General; we do not have a contract. They provide advice relating to Statute and Rule interpretation.

16. Why should this agency, board, or commission be continued or discontinued?

The Anatomical Board requests continuation for the following reasons:

A. An agency to oversee the donation and use of whole cadaveric specimens is crucial to assuring our citizens that proper care of donated bodies is maintained.
B. Medical, dental, nursing and other health care students are directly affected by the operations of the Board as it supplies cadavers and/or oversees the programs providing the cadavers used in their basic education. Anatomy is one of the basic core courses in health related fields and the best way to study human anatomy is on a human body.

C. Physicians and dentists also require cadavers so they may review anatomy, upgrade their expertise, learn new surgical techniques, and conduct certain types of research.

D. The health care of each person in Oklahoma is indirectly affected by the operations of the Board, which helps health care professionals obtain the best education possible.

E. Statutes governing the Anatomical Board specifically authorize dissection and final disposition of the body through cremation; the Uniform Anatomical Gift Act does not. Without these statutes, the use and final disposition of donated bodies would not be regulated.

17. Submit the following material with this survey:

A. Current organizational chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

Organizational Chart

Anatomical Board of the State of Oklahoma

Fiscal Year 2011

Dan O'Donoghue, Ph.D.
OUHSC appointed to Board - 12/2004
Chair - November 2008

Kayla McNeill
Executive Director
OUHSC/OKC
Appointed March 4, 2010

Members of the Board

Kenneth Miller, Ph.D.
COM/OSU
Appointed 2010

Joe Grzybowski, Ph.D.
UCO/Edmond
Appointed 1988

Cynthia Gordon, Ph.D.
OU/Norman
Appointed August 2003

Kent Smith, Ph.D.
COM/OSU
Appointed July 2003

Lawrence I. Rothblum, Ph.D
OUHSC/OKC
Member Since 2011

Dean, College of Medicine of each medical or osteopathic medical school in the state, or their designee --

OU College of Medicine, Dean's designee	Dr. Dan O'Donoghue
OSU Osteopathic Medicine, Dean's designee	Dr. Kent Smith

Chairman, Department of Anatomy, or comparable department, of each medical or osteopathic medical school in the state, or their designee --

OU College of Medicine, Chairman, Cell Biology (formerly Anatomical Sciences)	Dr. Lawrence I. Rothblum
OSU College of Osteopathic Medicine, Chairman, Department of Anatomy	Dr. Kenneth Miller

Appointment by the Presidents of two universities using cadavers:

The University of Oklahoma, Norman, Oklahoma	Dr. Cynthia Gordon
The University of Central Oklahoma, Edmond, OK	Dr. Joe Grzybowski

Anatomical Board of the State of Oklahoma
P.O. Box 26901 – Oklahoma City, OK 73126-0901
(405) 271-2424, ext. 48531 ◦ FAX (405) 271-8397

Minutes of Spring Meeting
March 4, 2010

Meeting Location
University of Oklahoma Health Sciences Center
Basic Sciences Education Building
941 Stanton L. Young Boulevard, Room 169
Oklahoma City, OK 73104

Members Present:	Dr. Cynthia Gordon, University of Oklahoma Dr. Dan O'Donoghue, OU Health Sciences Center Dr. Kent Smith, OSU College of Osteopathic Medicine Dr. Kirby Jarolim, OSU College of Osteopathic Medicine Dr. Joe Grzybowski, University of Central Oklahoma
Members Absent:	Dr. Kyung W. Chung, OU Health Sciences Center
Guests Present:	Dr. Harold Cleveland, University of Central Oklahoma Dr. Anne Ewing, University of Central Oklahoma
Administration:	Kayla McNeill, OU Health Sciences Center

Dr. O'Donoghue called the meeting to order at 1:01 PM and welcomed our guests.

Old Business
1. The Board reviewed the minutes from the November 3, 2009, meeting. Dr. Smith noted a correction (changed OSU/Tulsa to OSU Center for Health Sciences). Dr. Gordon made a motion to accept the minutes as amended, Dr. Jarolim seconded, motion carried unanimously.

New Business
1. Dr. O'Donoghue made a recommendation to appoint Ms. Kayla McNeill as the Executive Director of the Board. Dr. Grzybowski made a motion to accept this recommendation, Dr. Jarolim seconded, motion carried unanimously.

2. Dr. Grzybowski discussed Dr. Amy Davis Ritter being at UCO since 2006. In reviewing this, he noticed she was not previously approved by the Board and is asking for approval. He asked the Biology Department to provide her curriculum vitae and attend this meeting to discuss her abilities and request approval. Dr. Cleveland mentioned that he has worked well with her and she is capable and knows what she is doing. She is well accepted by the students and gets along with them well. She teaches night classes four nights a week and helps him out quite a bit when

needed. Dr. O'Donoghue mentioned that Dr. Davis Ritter worked closely with him last summer while teaching the OUHSC Allied Health anatomy course and he has no problems with her qualifications. Dr. Jarolim made a motion to approve Dr. Amy Davis Ritter to teach Human Anatomy, Dr. Smith seconded, motion carried unanimously.

Further discussion was made based on Dr. Smith's concerns that her CV shows she has been at UCO teaching Human Anatomy since 2006 and four years later the Board learns of her teaching at UCO. He was curious why the Board wasn't informed earlier specifically asking if UCO wasn't aware of the Board's policies. Ms. McNeill mentioned that there is a Review of Programs form that is mailed to schools every few years, which requests updated information but doesn't ask for teaching faculty information. She suggested that we begin sending out this form yearly and include a place to include teaching faculty. Dr. Jarolim thought this was a good idea. Discussion was made on approving faculty in between the regularly scheduled Board meetings, Ms. McNeill suggested tracking the approved faculty and reporting on them during the regularly scheduled Board meetings. Ms. McNeill will begin sending the Review of Programs forms to schools annually each March. No action required.

3. Dr. Grzybowski presented to the Board the addition of the Forensic Pathology and Anthropology Program at UCO. He stated this was an intersession course and that Dr. Joni McClain would be heading up this program. He provided her CV to the Board and is requesting approval for her to teach using cadaveric specimens. This program will be requesting cadavers from the OUHSC Willed Body Program and using them in Dr. Grzybowski's anatomy laboratory until their laboratory is complete. Since the program and instructor are new, he wants to make certain the instructor is approved. After reviewing her CV, Dr. O'Donoghue stated he doesn't have a problem with Dr. McClain teaching. Dr. Gordon feels she is highly qualified. Dr. Smith suggesting contacting this new program and send them a Review of Programs form and ask them to complete it, specifically having Dr. McClain as the person designated to receive the specimens and to teach. Dr. Gordon made a motion to approve Dr. McClain as the person to receive the specimens and teach this intersession course, Dr. Grzybowski seconded, motion carried unanimously.

4. Dr. O'Donoghue discussed the Oklahoma School of Science and Mathematics requesting approval for their Neurobiology students to tour the OU College of Medicine anatomy lab. There are issues with high school students viewing the whole cadaver but didn't have any problems with them viewing specific areas of a cadaver keeping in mind the level of student. Dr. Gordon indicated that she too had recently received a request from a school. Dr. O'Donoghue opened the discussion of high school students visiting anatomy labs. Ms. McNeill indicated that in the past when schools request these visits, it's been in written form and she forwards the requests to the Board for their approval. Once approved, a letter is returned to the requesting school with a copy going to the head of the anatomy lab to be visited. Dr. Gordon asked if there was a formal policy in place. Ms. McNeill indicated there was an Anatomy Laboratory Access Statement, which she will email to the Board. Dr. Smith reminded the Board that in the past when schools asked to visit anatomy labs headed up by Board members that the Board member could make the approval on behalf of the Board and then report this visit at the next Board meeting. Dr. Gordon asked if a formal written request still be required and the Board agreed yes. No action required.

5. Dr. O'Donoghue discussed the continued semester requests from OSU-Oklahoma City to have their cadaver specimens re-injected. In the past, the OUHSC Willed Body Program has sent their contracted mortuary service to provide this service. Prior to re-injecting last fall, Dr. O'Donoghue visited their lab and met with Dr. Scherer and the lab technician to view their cadavers. He indicated there were no issues with the cadavers. Ms. McNeill mentioned, with their spring re-inject request, the OUHSC Willed Body Program developed a solution by providing OSU-OKC with a small supply of 10% formalin so they can re-inject as needed. No action required.

6. Dr. O'Donoghue mentioned that after the Board meeting adjourns, he would like to take the Board members on a tour of the OUHSC renovated medical student space, anatomy lab and Clinical Skills Education and Testing Center. No action required.

Other New Business

7. Ms. McNeill mentioned that the OUHSC Office of Educational Development and Support where the OUHSC Willed Body Program is under has a new Assistant Dean for Medical Education, Dr. Britta Thompson. Dr. Thompson has asked Ms. McNeill to begin reviewing the cadaver use fees with the goal of being able to increase them based on actual costs associated with the program. Currently, the cadaver use fee covers the expense of obtaining the cadaver, office expenses associated with the program and then a very small percentage of personnel. Her goal is to have a more reasonable amount of personnel expenses covered by the cadaver use fee. With this, Ms. McNeill indicated that this year the mortuary service contracts go out to bid. Once bids are received and a service selected, the cadaver use fees will be reviewed. Dr. Gordon asked what the timing was for the increase. Ms. McNeill indicated that the timing would be July 1, 2010, based on her discussion with Dr. Thompson. Dr. Gordon was concerned about the short notice due to schools needing to have their expenses approved in advance. After taking this into account, Ms. McNeill stated that the OUHSC Willed Body Program would send letters to schools well in advance of this requested increase and would try to give an academic year's notice. Ms. McNeill mentioned that having to go out on bid this year could still increased the cadaver use fee for the upcoming academic year if the mortuary service contracts increase. No action required.

8. With no other business to consider, Dr. Jarolim made a motion to adjourn at 2:42 PM, Dr. Gordon seconded, motion carried unanimously.

Respectfully Submitted,

Kayla McNeill
Executive Director

ANATOMICAL BOARD OF THE STATE OF OKLAHOMA
PO BOX 26901 – OKLAHOMA CITY OK 73126-0901
(405) 271-2424, EXT. 48531 ◦ FAX (405) 271-8397

Minutes of Fall Meeting
November 4, 2010

Meeting Location
Oklahoma State University Center for Health Sciences
1111 West 17th Street, Room D-101
Tulsa, OK 74107

Members Present:	Dr. Joe Grzybowski, University of Central Oklahoma Dr. Cynthia Gordon, University of Oklahoma Dr. Dan O'Donoghue, OU Health Sciences Center Dr. Kent Smith, OSU College of Osteopathic Medicine Dr. Kenneth Miller, OSU College of Osteopathic Medicine
Executive Director:	Kayla McNeill, OU Health Sciences Center
Members Absent:	Dr. Kyung W. Chung, OU Health Sciences Center
Guests Present:	Ms. Sandra Balzer, Assistant Attorney General

Dr. O'Donoghue called the meeting to order at 1:07 pm.

1. The Board reviewed the minutes from the March 4, 2010, meeting. Dr. Grzybowski made a motion to accept the minutes, Dr. Gordon seconded, motion carried unanimously.
2. Dr. O'Donoghue introduced and welcomed new Board member, Dr. Kenneth Miller. No action required.
3. Ms. Sandra Balzer provided a handout and discussed the Board's oversight of the University of Oklahoma Health Sciences Center (OUHSC) Willed Body Program. She clarified that the Board must approve all increases in cadaver use fees and the cremation process. She suggested that the Board and OUHSC Willed Body Program may want to develop a memorandum of understanding to more clearly define the roles. No action required.
4. Ms. McNeill mentioned that due to the increase in cost of the contracted funeral services, cadaver use fees and transportation costs will need to be increased. She provided the members with a copy of the 2010-2011 and 2011-2012 OUHSC Willed Body Program cadaver use fees. The request is for approval of the 2010-2011 use fee at $1,085 and the 2011-2012 use fee at $1,420. Ms. McNeill will send a letter to the schools receiving cadavers with the new use fees. Dr. Miller made a motion to accept the increased use fees, Dr. Grzybowski seconded, motion carried unanimously.
5. Dr. O'Donoghue reported that the OUHSC Willed Body Program crematory has been shut down. Due to this unforeseen circumstance, the Willed Body Program now has to send cadavers and cadaveric specimens off campus to be cremated. In order to facilitate this newly added service, the Willed Body Program was able to contract with Hibbs Funeral Home and Cremation Care Center. The Willed Body Program is asking for Board

approval. Dr. Smith made a motion to accept the contracted crematory, Dr. Gordon seconded, motion carried unanimously.

6. Dr. Gordon discussed the increase in the contracted transportation fees. She mentioned that her school will look into providing their own transportation for picking up and returning their cadavers. No action required.
7. Motion was made by Dr. Smith to re-elect Dr. O'Donoghue as Chair and keep Ms. McNeill as Executive Director; Dr. Grzybowski seconded, motion carried unanimously.
8. Ms. McNeill provided a report reflecting the number of cadavers received and issued during academic year 2009-2010. No action required.
9. Dr. O'Donoghue reported that Dr. Jenna Hellack, Chairperson, Department of Biology, is requesting approval for Dr. Robert Christopher O'Brien to teach Human Anatomy at the University of Central Oklahoma. The Board reviewed the letter and CV. Dr. Gordon made a motion to approve Dr. O'Brien to teach, Dr. Grzybowski seconded, motion carried unanimously.
10. Dr. O'Donoghue reported that the OUHSC Clinical Skills and Education Testing Center (CSETC) has an ongoing need to receive unfixed specimens and is requesting Board approval. Dr. O'Donoghue and Ms. McNeill inspected their facilities. Everything was in order with the exception of eye wash stations. The CSETC will order these. Dr. Smith made a motion to give the CSETC provisional approval until the eye wash stations are in place. Once these are in place full approval will be given, Dr. Gordon seconded, motion carried unanimously.
11. The Board received the annual request for Lone Grove High School to visit Dr. Judy Williams' anatomy lab at Southeastern Oklahoma State University in Durant. Dr. Miller made a motion to approve the request, Dr. Smith seconded, motion carried unanimously.
12. Ms. McNeill reported that there are many circumstances where requests are made between Board meeting dates and asked if some of the approval processes could be streamlined. The Board discussed the specifics of anatomy lab tours, course director/instructor changes, companies that request specimens, and facility inspections. The Board agreed that the Board Chair and one other Board member can approve on behalf of the Board anatomy lab tour requests. They agreed that facility inspections can be made on behalf of the Board as long as two Board members are present during the inspection. The course director/instructor changes and the companies requesting specimens will still need full Board approval. Dr. Grzybowski made a motion to approve as mentioned above, Dr. Gordon seconded, motion carried unanimously.
13. Dr. Grzybowski made a suggestion to have the spring meeting at the University of Central Oklahoma on March 3, 2011 and the fall meeting at OSU Center for Health Sciences on November 3, 2011. There was no objection.

New Business

14. Dr. Gordon gave Ms. McNeill "super props" for being professional during the cadaver use fee increase process. Dr. Gordon is appreciative for all her hard work and for providing her school with all the additional information she requested.
15. With no other business to consider, Dr. Smith made a motion to adjourn at 3:20 pm, Dr. Gordon seconded. Motion carried unanimously.

Respectfully Submitted

Kayla McNeill
Executive Director

STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS
Agency Staff Contact:	Mr. Mike Mayberry, Deputy Administrative Director of the Courts
Agency Telephone Number:	405-556-9300

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

Oklahoma Statutes Citationized
Title 20. Courts
Chapter 20 - Court Reporters
Section 1501 - State Board of Examiners of Official Shorthand Reporters
Cite as: O.S. §. ___

There is hereby re-created, to continue until July 1, 2012, in accordance with the provisions of the Oklahoma Sunset Law, Section 3901 of Title 74 of the Oklahoma Statutes, the State Board of Examiners of Certified Shorthand Reporters which shall consist of five (5) members, all of whom shall be certified shorthand reporters. The members shall be persons who have been, for at least five (5) years prior to their appointment to the Board, residents of this state and certified shorthand reporters. All members shall be appointed by the Chief Justice of the Supreme Court and shall serve in staggered terms, each for a period of five (5) years except for the initial appointees. No member may serve more than one term in succession. The Board shall elect from its membership a chairman and a secretary. Three members shall constitute a quorum. The Board may adopt a seal for its official use. All actions of the Board shall be supervised by the Supreme Court and be subject to approval by the Court.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

Added by Laws 1970, SB 557, c. 257, § 1, emerg. eff. April 13, 1970. No substantive changes since inception, except as proscribed by statute.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

Oklahoma Statutes Citationized
Title 20. Courts
Chapter 20 - Court Reporters
Section 1502 - Duties of Board
Cite as: 20 O.S. § 1502 (OSCN 2011)

A. The State Board of Examiners of Certified Shorthand Reporters shall:

1. Conduct preliminary investigations to determine the qualifications of applicants seeking to attain the status of certified shorthand reporters;

2. Conduct at least once a year, at a place and time to be published by ample notice as directed by the Supreme Court, an examination of those persons who seek to attain the status of certified shorthand reporter. The Board may also give examinations for a certificate of proficiency and for a certificate of merit;

3. Recommend to the Supreme Court for official enrollment as certified shorthand reporters those persons who, on their examination, have established the requisite proficiency as set forth in Section 1503 of this title;

4. Conduct proceedings, on reasonable notice, the object of which is to recommend to the Supreme Court the suspension, cancellation, revocation or reinstatement of the enrollment of a certified or licensed

shorthand reporter or of the status of any acting shorthand reporter, regular or temporary, on the following grounds:

a. a final conviction of a criminal offense which indicates a clear and rational likelihood that the reporter will not properly discharge the responsibilities of persons licensed under this act or Section 106.3B of this title,

b. misrepresentation in obtaining licensure,

c. any violation of or noncompliance with any rule or directive of the Supreme Court,

d. fraud, gross incompetence, or gross or habitual neglect of duty,

e. engaging in the practice of shorthand reporting using a method for which the reporter is not certified,

f. engaging in the practice of shorthand reporting while certification is suspended,

g. nonpayment of renewal dues,

h. failure to annually complete at least four (4) hours of continuing education approved by the State Board of Examiners of Certified Shorthand Reporters, or

i. a violation of Section 1 of this act;

5. Adopt, with the approval of the Supreme Court, examination standards and rules governing enrollment, discipline, suspension, cancellation and revocation proceedings and any other matter within the Board's cognizance; and

6. Keep a current roll of certified shorthand reporters and a file on all disciplined certified shorthand reporters, official or unofficial, regular or temporary.

B. In all hearings or investigations on revocation, cancellation or suspension of enrollment, each Board member shall be empowered to administer oaths and affirmations, subpoena witnesses, and take evidence anywhere in the state, after giving reasonable notice to the party whose status is sought to be affected

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No such entity exists.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
4	4	4	4	4

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	0	0	0
FY-11	0	0	0
FY-10	0	0	0
FY-09	0	0	0
FY-08	0	0	0

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

Certified Shorthand Reporter Licensing process.

B. Monitoring:

Annual Renewal Fees and continuing education compliance. Also administers testing for new CSRs.

C. Enforcement:

Board may only enforce compliance by licensure process and making recommendations to the Oklahoma Supreme Court which determines and effects the necessary actions.

D. Continuing Education:

Board monitors compliance with continuing education.

E. Other:

Board may hear and investigate complaints against Certified Shorthand Reporters based upon:

Oklahoma Statutes Citationized
Title 20. Courts
Chapter 20 - Court Reporters
Article Appendix 2 - Rules Governing Disciplinary Proceedings of the State Board of Examiners of Certified Shorthand Reporters

Section Rule 5 - Complaints
Cite as: O.S. §, ___

Rules Governing Disciplinary Proceedings of the State Board of Examiners of Certified Shorthand Reporters
Chapter 20, App. 2
Rule 5. Complaints.

The procedure for filing a complaint against a court reporter and the investigation of such complaint shall be as follows:

a) The Board shall furnish forms for a request for investigation to each person who alleges misconduct of a court reporter. Each complaint shall be in writing, although not necessarily in the prescribed form, and signed by the complainant. A complaint may be filed by any person, including another court reporter, who has knowledge or information of misconduct of a court reporter. The Board may initiate a complaint upon its own motion.

b) A complaint shall be filed with the Secretary of the Board, who shall transmit copies to all members of the Board. The Board shall conduct preliminary investigation to determine whether there are facts sufficient to warrant formal disciplinary proceedings.

1) The Board may solicit additional information from the complainant.

2) The Board may interview or subpoena potential witnesses.

3) The Board shall inform the court reporter involved of the nature of the complaint and afford the court reporter an opportunity to respond thereto in writing.

c) Should the Board determine that formal disciplinary proceedings are not warranted, the complainant and the court reporter involved shall be promptly notified of such determination by the Secretary of the Board. Such determination may be appealed by the complainant by filing a Petition for Review with the Clerk of the Supreme Court not more than thirty (30) days from the date of the Board's decision. Such petition shall be processed by the Court as in other appeals from recommendations of the Board as hereinafter provided.

d) Should the Board determine that formal disciplinary proceedings are warranted, the Secretary of the Board shall prepare a formal complaint, as set forth in Rule 6.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

Approximately 550 certificates are applied for and issued each year to Certified Shorthand Reporters. The process, until last year was biennial renewal, it is now annual.

B. Number of applicants certified or licensed or permits granted:

As stated in A., approximately 550 certificates are granted each year. Due to attrition (retirements, moving out of state, etc.) the number remains about the same each year.

C. Number of applicants denied:

Approximately 25 people test each year and those passing the exam are recommended for certification. Those that do not are not. Generally, 5-10 pass the exam each year, meet the additional requirements and are recommended for certification by the Oklahoma Supreme Court.

D. Number of disciplinary hearings held:

Following investigation by the Board, one or two complaints are recommended for disciplinary hearing each year.

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

Approximately one to two each year.

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

Yes, once filed with the Oklahoma Appellate Court Clerk pursuant to the statute shown below:

Oklahoma Statutes Citationized
Title 20. Courts
Chapter 20 - Court Reporters
Article Appendix 2 - Rules Governing Disciplinary Proceedings of the State Board of Examiners of Certified Shorthand Reporters
Section Rule 8 - Transmittal of Recommendation and Review by Supreme Court
Cite as: O.S. §, ___

Rules Governing Disciplinary Proceedings of the State Board of Examiners of Certified Shorthand Reporters
Chapter 20, App. 2
Rule 8. Transmittal of Recommendation and Review by Supreme Court.

a) Within forty-five (45) days after the date of the Board's decision, the Board shall file with the Clerk of the Supreme Court the complete record of the proceedings, which shall consist of the following:

1) The complaint;

2) The Board's written decision, which constitutes its recommendation, and proof of service thereof;

3) All other pleadings, if any;

4) A transcript of the formal disciplinary hearing; and

5) All exhibits offered at the hearing.

Unless ordered by the Supreme Court, a designation of record for appeal will not be required from the Board. An extension of time for preparation of the record may be granted only by order of the Supreme Court, for good cause shown. The Secretary of the Board shall promptly notify the court reporter respondent and the complainant of the completion and transmittal of the record.

b) Either the complainant or the court reporter may, within twenty (20) days of receipt of notice of completion and transmittal of the record, file a brief-in-chief contesting the Board's recommendation or any part thereof. An answer brief may be filed within ten (10) days after the filing of brief-in-chief. A reply brief may be filed within five (5) days after filing of the answer brief.

c) After filing of briefs, if any, the decision and recommendations of the Board shall stand submitted to the Supreme Court which may, in its sole discretion, adopt or reject such recommendations in whole or in part, remand with instructions, or make such other disposition as the Supreme Court may deem proper, with or without oral argument or formal written opinion. Either party aggrieved by the decision of the Supreme Court may make application for rehearing as provided by the Rules of the Supreme Court.

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

All Oklahoma licensed Certified Shorthand Reporters must complete the required continuing education courses and hours each year.

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

Not applicable.

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	Certificate fees and penalty fees
FY-10	Certificate fees and penalty fees
FY-09	Certificate fees and penalty fees
FY-08	Certificate fees and penalty fees
FY-07	Certificate fees and penalty fees

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	Mailing costs of correspondence and purchase of court reporter stamps
FY-10	Mailing costs of correspondence and purchase of court reporter stamps
FY-09	Mailing costs of correspondence and purchase of court reporter stamps
FY-08	Mailing costs of correspondence and purchase of court reporter stamps
FY-07	Mailing costs of correspondence and purchase of court reporter stamps

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?
__XX__ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	Change -- Fee changed from $60 for two years to $30 per year
FY-10	No Change
FY-09	No Change
FY-08	No Change
FY-07	No Change

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Not applicable.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	NA
FY-10	NA
FY-09	NA

FY-08	NA
FY-07	NA

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

Office of the Attorney General provides legal counsel.

16. Why should this agency, board, or commission be continued or discontinued?

This entity exists to regulate the licensing process for Oklahoma Court Reporters. It is overseen by the Oklahoma Supreme Court. No other entity exists to perform this important function. This independent board reviewing and administering the licensing, compliance and testing processes provides the Oklahoma Supreme Court with an independent, arms-length separation from the process.

17. Submit the following material with this survey:

A. Current organization chart (not applicable, five person board);
B. Last annual report (not applicable);
C. Agency, board, or commission meeting minutes for 2010 (provided); and
D. Any report required by any other government entity (not applicable).

STATE OF OKLAHOMA

THE STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

Minutes of July 16, 2010
Board Meeting of the State Board of
Examiners of Certified Shorthand Reporters

The State Board of Examiners of Certified Shorthand Reporters met at a Regularly Scheduled Board Meeting beginning at 2:00 p.m., Friday, July 16, 2010, at the Administrative Office of the Courts, 1915 N. Stiles, Suite 305, Oklahoma City, Oklahoma 73105.

Board members present as follows: Karen Twyford, Beth Malatin, Malinda Roy, Sherry Jones and Robin Bradshaw. Also present: Assistant Attorney General Grant Moak, AOC General Counsel Debra Charles, Mike Mayberry, and Crystal Stewart.

AGENDA

1. **Call the meeting to order.**

   The meeting was called to order by Chairperson Karen Twyford at 2:09 p.m.

2. **Approval of the April 23, 2010 meeting minutes.**

   Beth Malatin made a motion to approve the minutes. Karen Twyford seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Sherry Jones, aye; Malinda Roy, aye; and Robin Bradshaw abstained. Motion carries.

3. **Discussion and possible action regarding CE forms, specifically adding a provision for Certified Shorthand Reporters over age 65 only needing to submit proof once and not every year.**

   Discussion held.

4. **Discussion and possible action regarding updated CSR handbook.**

   Discussion held.

5. **Discussion and possible action regarding license of Myrna Parrish a/k/a Myrna Higgins.**

   Discussion held.

6. **Discussion and possible action regarding sending notices to the Attorney General of every complaint along with a request to open a file on the complaint pursuant to 51 O.S. 24A. 12.**

   Discussion held.

7. **Investigative report regarding the Corporation Commission transcripts. Possible executive session to discuss pending investigation pursuant to 25 O.S. Section 307(B)(4) if, upon advice of its attorney, the Board determines that disclosure would seriously impair its ability to conduct the investigation.**

   Sherry Jones made a motion to move the Board into executive session pursuant to the above-stated authority. Malinda Roy seconded the motion. Voting as follows: Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Beth Malatin, aye; Robin Bradshaw, aye. Motion carries.

   The Board went into executive session. The investigative report and findings regarding the Corporation Commission transcripts was the only matter discussed and no votes were taken while in executive session.

8. **Possible vote to return to open session, if needed.**

   Beth Malatin moved the Board out of executive session. Karen Twyford seconded the motion. Voting as follows: Karen Twyford, aye; Robin Bradshaw, aye; Malinda Roy, aye; Sherry Jones, aye; Beth Malatin, aye. Motion carries.

9. **Discussion and possible action on matters discussed in executive session.**

   Malinda Roy made a motion the Board write each reporter at the Corporation Commission a letter stating they are not in compliance with our statues, list the specific things we found in each of their transcripts, and advise them they need to come into compliance immediately or further action will be taken regarding their license. Also that their transcripts will be reviewed periodically to determine if any further action is needed. Beth Malatin seconded the motion. Voting as follows: Beth Malatin, aye; Sherry Jones, aye; Malinda Roy, aye; Karen Twyford, aye; Robin Bradshaw, aye. Motion carries.

10. **Discussion regarding possible license of court reporting firms, separate and apart from the individual reporter license.**

    Discussion held.

11. **Discussion and possible action regarding licensure of court reporters in federal and municipal courts; and discipline of reporters who practice without a license.**

Discussion held. Karen Twyford made a motion to investigate pending advice of counsel. Sherry Jones seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Sherry Jones, aye; Robin Bradshaw, aye; Malinda Roy, aye. Motion carries.

12. **Discussion, possible action, and update regarding reporters contracting with networking services.**

Discussion held.

13. **Discussion and possible action regarding reciprocity of the following:**

a. Angela Eylar
b. Mark Nichols

Malinda Roy made a motion that Angela Eylar and Mark Nichols be granted reciprocity. Karen Twyford seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Sherry Jones, aye; Malinda Roy, aye; Robin Bradshaw, aye. Motion carries.

14. **Discussion and action regarding change of duties of board members.**

Karen Twyford made a motion to change duties of board members as follows: Beth Malatin, chairperson; Karen Twyford, secretary; Sherry Jones, reciprocity; Robin Bradshaw, continuing eduation; Malinda Roy, discipline. Beth Malatin seconded the motion. Voting as follows: Karen Twyford, aye; Sherry Jones, aye; Robin Bradshaw, aye; Malinda Roy, aye; Beth Malatin, aye. Motion carries.

15. **Discussion and selection of 2011 meeting and test dates.**

2011 meeting dates will be February 11, April 15, July 22, and October 14, and test dates will be April 16 and October 15.

16. **Discussion and possible action regarding the skills test proposed for the upcoming CSR examinations. <u>Board members only may be present during the review of the test materials</u>. (Board members bring your machines!)**

Everyone excused other than board members. No business was discussed. Board members listened to and stenographically wrote proposed skills examination materials for upcoming tests. Board members reconvene to regular session. Beth Malatin moved that we accept the proposed tests. Sherry Jones seconded the motion. Voting as follows: Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Beth Malatin; aye; Robin Bradshaw, aye. Motion carries.

17. **Any new business not now known or could have been reasonably foreseen prior to 24 hours in advance.**

    No additional business known.

18. **Adjournment.**

    Sherry Jones made a motion for adjournment. Karen Twyford seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Robin Bradshaw, aye; Malinda Roy, aye; Sherry Jones, aye. Motion carries. Meeting adjourned at 6:10 p.m.

STATE OF OKLAHOMA
THE STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

Minutes of October 22, 2010 Board Meeting of the State Board of Examiners of Certified Shorthand Reporters

The State Board of Examiners of Certified Shorthand Reporters met at a Regularly Scheduled Board Meeting beginning at 2:05 p.m., Friday, October 22, 2010, at Rose State College, Student Center, Room 1512 (Fountain Room), 6420 S.E. 15th, Midwest City, Oklahoma, 73110.

Board members present as follows: Beth Malatin, Karen Twyford, Sherry Jones, Robin Bradshaw, and Malinda Roy. Also present: Assistant Attorney General Grant Moak, AOC General Counsel Debra Charles.

AGENDA

1. Call the meeting to order.

The meeting was called to order by Chairperson Beth Malatin at 2:05 p.m.

2. Approval of the July 16 meeting minutes.

Karen Twyford made a motion to approve the July 16, 2010, minutes. Robin Bradshaw seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Sherry Jones, aye; Robin Bradshaw, aye. (Malinda Roy not present, but arrived shortly thereafter.) Motion carries.

3. Discussion and possible action regarding new application for test applicants to include their proficiency level before taking the Oklahoma CSR Examination effective April 2011.

Discussion held. Debra Charles to help re-word application.

4. Discussion regarding options for applicants to obtain proficiency requirements to sit for Oklahoma CSR Examination.

Discussion held.

5. Discussion and possible action regarding status of CSR handbook update.

Discussion held.

6. Discussion and possible action regarding amendment of CSR Rule 3 (Title 20, Chapter 20, Appendix 1 -- Rules of the State Board of Examiners of Certified Shorthand Reporters, Rule 3)

Discussion held. Beth Malatin made a motion to request to have revisions letter to Supreme Court sent for their approval. Karen Twyford seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye.

7. Discussion and possible action regarding updating the format for transcripts as prescribed by the Supreme Court. (20 O.S. §106.4)

Discussion held.

8. Discussion regarding possible license of court reporting firms, separate and apart from the individual reporter license.

Discussion held.

9. Discussion and possible action regarding licensure of court reporters in federal and municipal courts; and discipline of reporters who practice without a license.

Discussion held. Leave on agenda for next time. This item would require statute change. Grant to find out about municipal court officials and federal case depositions not requiring an Oklahoma CSR.

10. Discussion, possible action, and update regarding reporters contracting with networking services.

Discussion held. Karen Twyford made a motion for Grant to write a letter to firms, freelance and official reporters that reiterates that it is illegal to contract in Oklahoma as per 20 O.S. 1513(A)(2). Said letter to be posted in the Bar Journal. Beth Malatin seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

11. Discussion and possible action regarding a periodic review of the Corporation Commission court reporter transcripts to ensure they are in compliance with rules of transcript production.

Discussion held. Karen Twyford made a motion that Malinda Roy, Discipline Chairperson, is to follow through with compliance of Corporation Commission court reporters. Beth Malatin seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Malinda Roy, aye; Sherry ones, aye; Robin Bradshaw, aye. Motion carries.

12. Discussion and possible action regarding reciprocity of Kelly Dalton, Roberta L. Johnson, and DeAnne Zwernemann.

Discussion held. Malinda Roy made a motion to accept reciprocity for Roberta L. Johnson and DeAnne Zwernemann and that we carry over the reciprocity of Kelly Dalton to the next meeting agenda. Karen Twyford seconded the motion. Voting as follows: Malinda Roy, aye; Beth Malatin, aye; Karen Twyford, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

13. Discussion and possible action regarding approving a class that would meet the CE requirement for Oklahoma Court Rules and Procedures proposed by Karin Mason and Chris Bolding.

Discussion held. Beth Malatin made a motion that the course be approved for CE only and not for Oklahoma Court Rules and Procedures. Robin Bradshaw to inform them the Board and OCRA will keep control over the Oklahoma Court Rules and Procedures. Malinda Roy seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye.

14. Discussion and possible action regarding the per diem rate currently in effect for Oklahoma court reporters.

Discussion held.

15. Discussion and possible action regarding adopting something similar to the bar association's Rule 8 on disciplinary proceedings that allows a licensee to resign their license rather than face a hearing.

Discussion held. Karen Twyford made a motion that Debra Charles will draft a rule and Grant Moak will find out who is required to notify. Sherry Jones seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye.

16. Discussion regarding complaint against S. Jill Chapman Mabry.

Discussion held. Beth Malatin made a motion there is not probable cause to proceed with complaint. Sherry Jones seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye.

17. Discussion regarding complaint against Mark Woods.

Discussion held. Move to next agenda to wait and see if Malinda hears from Mr. Woods.

18. Any new business not now known or could have been reasonably foreseen prior to 24 hours in advance.

Discussion held regarding Open Act and request for addresses and business addresses for court reporters. No action taken.

Discussion held regarding database redesign for CSRs. No action taken.

Discussion held regarding whether or not municipal court reporters need Oklahoma Court Rules and Procedures. It was determined that municipal court reporters do not need Oklahoma Court Rules and Procedures, they only need their regular four (4) hours.

19. Adjournment.

Karen Twyford made a motion for adjournment at 5:15 p.m. Sherry Jones seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, not present; Sherry Jones, aye; Robin Bradshaw, aye.

STATE OF OKLAHOMA
THE STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

Minutes of February 11, 2011 Board Meeting of the State Board of Examiners of Certified Shorthand Reporters

NOTICE

The State Board of Examiners of Certified Shorthand Reporters met at a regularly scheduled Board Meeting beginning at 2:00 p.m., Friday, February 11, 2011, at the Administrative Office of the Courts, 1915 N. Stiles, Suite 305, Oklahoma City, Oklahoma, 73105.

Board members present as follows: Beth Malatin, Robin Bradshaw, Malinda Roy, Sherry Jones, and Karen Twyford. Also present: Assistant Attorney General Grant Moak, AOC General Counsel Debra Charles, Mike Mayberry, and Crystal Stewart.

AGENDA

1. Call the meeting to order.

The meeting was called to order by Chairperson Beth Malatin at 2:05 p.m.

2. Approval of the October 22, 2010, meeting minutes.

Sherry Jones made a motion to approve the October 22, 2010, minutes. Robin Bradshaw seconded the motion. Voting as follows: Sherry Jones, aye; Robin Bradshaw, aye; Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye. Motion carries.

3. Discussion and possible action regarding removing the expiration date off of the CSR stamps that are mailed to court reporters each year.

Discussion held. Karen Twyford made a motion to create a new stamp that will be issued without the expiration date, beginning with the 2012 stamps, and also to make the stamps self-inking. The stamps will also include language to the effect that the stamp will not be valid unless the reporter is current on fees and CE requirements to remain in good standing as an Oklahoma CSR. Stamps are to be ordered in September. Beth Malatin seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

4. Discussion and possible action regarding emailing all correspondence and test information to applicants and no longer mailing paper applications and paperwork.

Discussion held.

5. Discussion regarding when a CSR is reinstated to practice whether or not they are given the same CSR number or a different CSR number.

Discussion held.

6. Discussion and possible action regarding charging to take the written knowledge exam when administered by a Board member at a time other than the scheduled CSR exams which are held twice a year.

Discussion held.

7. Discussion and possible action regarding writing a job description for each Board position.

Discussion held. Karen Twyford made a motion that each Board member should write a job description for the current office they are holding and to confer with the person who did the job in the past and present at next Board meeting. Beth Malatin seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

8. Discussion and possible action regarding the contracting letter that is to be sent to all Oklahoma court reporters.

Discussion held.

9. Discussion regarding possible license of court reporting firms, separate and apart from the individual reporter license.

Discussion held.

10. Discussion and possible action regarding approving a class that would meet the CE requirement proposed by Karin Mason and Chris Bolding.

Discussion held. Robin Bradshaw made a motion to approve the class offered by Karin Mason and Chris Bolding. Sherry Jones seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

11. Discussion and possible action regarding licensure of court reporters in federal and municipal courts; and discipline of reporters who practice without a license.

Discussion held.

12. Discussion and possible action regarding a requirement that reporters turn over audio recordings to attorneys when they are asked to do so.

Discussion held.

13. Discussion and possible action regarding reciprocity of Kelly Dalton.

Discussion held.

14. Discussion regarding complaint against Mark Woods.

Discussion held.

15. Discussion regarding new board member recommendations to take the place of Beth Malatin. Her term expires June 30, 2011.

Discussion held. Sherry Jones will contact Melissa Wall and Kit Vickery to see if they are interested in filling the vacancy on the Board created at the end of Beth Malatin's term.

16. Discussion and possible action regarding testing duties.

Discussion held.

17. Discussion regarding letter sent to judges from Justice Taylor about budget concerns and work hours of secretary/bailiffs and court reporters.

Discussion held.

18. Discussion and possible action regarding updated rules and recommendations for formatting transcripts.

Discussion held. Karen Twyford made a motion that the updated rules and recommendations should be approved by the Board and Debra Charles should submit the SCAD orders to the Supreme Court for their approval. Sherry Jones seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

19. Discussion and possible action regarding adding/amending rules to allow resignation of CSR certificate pending disciplinary action.

Discussion held. Malinda Roy made a motion that the Board allow a reporter to resign their CSR license pending disciplinary action and recommended a 5 (five) year mandatory revocation period if license is so resigned. Karen Twyford seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

20. Discussion and possible action regarding updated CSR Handbook.

Discussion held. Karen Twyford made a motion that the new updated CSR Handbook be approved and submitted to the Supreme Court for their approval. Malinda Roy seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

21. Status update of possible delinquent reporters.

Discussion held.

22. Discussion and possible action regarding reciprocity for Darlene Maye.

Discussion held. Sherry Jones made a motion that Darlene Maye be granted reciprocity. Malinda Roy seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries.

23. Any new business not now known or could have been reasonably foreseen prior to 24 hours in advance.

Robin Bradshaw discussed two new Bills that are being circulated, Senate Bill 498 and House Bill 1828, concerning per diem for court reporters. The Bills do not list a specific amount of per diem, just that the amount is to be set by the court the reporter is serving.

24. Adjournment.

Karen Twyford made a motion for adjournment at 5:10 p.m. Robin Bradshaw seconded the motion. Voting as follows: Beth Malatin, aye; Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye; Robin Bradshaw, aye. Motion carries and meeting is adjourned.

STATE OF OKLAHOMA

THE STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

Minutes of March 15, 2011
Special Board Meeting of the State Board of Examiners of Certified Shorthand Reporters

NOTICE

The State Board of Examiners of Certified Shorthand Reporters met at a Special Board Meeting beginning at 1:00 p.m., Friday, March 18, 2011, at 100 North Broadway, Suite 3250, Oklahoma City, Oklahoma 73102.

Board members present as follows: Beth Malatin, Robin Bradshaw, Malinda Roy, Sherry Jones, and Karen Twyford. Also present: Assistant Attorney General Grant Moak.

AGENDA

1. Call to Order.

The meeting was called to order at 1:03 p.m. by Chairperson Beth Malatin.

2. Proposed executive session pursuant to 25 O.S. Sec. 307(B)(4) for confidential communications between a public body and its attorney concerning a pending investigation, claim or action if the public body, with the advice of its attorney determines that disclosure will seriously impair the ability of the public body to conduct a pending investigation, litigation, or proceeding in the public interest.

A. Investigative Complaint No. 2011-01.

Sherry Jones made a motion for the Board go into executive session pursuant to the above-stated authority. Robin Bradshaw seconded the motion. Voting as follows: Sherry Jones, aye; Robin Bradshaw, aye; Beth Malatin, aye; Malinda Roy, aye; Karen Twyford, aye. Motion carries.

Investigative complaint was the only matter discussed and no votes were taken while in executive session.

Karen Twyford made a motion to move the Board out of executive session. Beth Malatin seconded the motion. Voting as follows: Karen Twyford, aye; Beth Malatin, aye; Robin Bradshaw, aye; Malinda Roy, aye; Sherry Jones, aye. Motion carries.

3. Discussion and possible action to initiate Investigative Complaint No. 2011-01 on the Board's own motion pursuant to Title 20, Chapter 20, Rule 5(a) of the Oklahoma Statutes.

Malinda Roy made a motion to initiate Investigative Complaint No. 2011-01 on the Board's own motion pursuant to Title 20, Chapter 20, Rule 5(a) of the Oklahoma Statutes. Robin Bradshaw seconded the motion. Voting as follows: Malinda Roy, aye; Robin Bradshaw, aye; Beth Malatin, aye; Karen Twyford, aye; Sherry Jones, aye. Motion carries.

4. Adjourn.

Karen Twyford made a motion for the Board to adjourn at 3:00 p.m. Sherry Jones seconded the motion. Voting as follows: Karen Twyford, aye; Sherry Jones, aye; Beth Malatin, aye; Malinda Roy, aye; Robin Bradshaw, aye. Motion carries.

STATE OF OKLAHOMA

THE STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

Minutes of May 13, 2011
Special Board Meeting of the State Board of Examiners of Certified Shorthand Reporters

The State Board of Examiners of Certified Shorthand Reporters met at a special Board Meeting beginning at 9:07 a.m., Friday, May 13, 2011, at the Administrative Office of the Courts, 1915 N. Stiles, Suite 305, Oklahoma City, Oklahoma, 73105.

AGENDA

1. Call the meeting to order. Roll call.

   The meeting was called to order at 9:07 a.m. by Secretary Karen Twyford. Board members present as follows: Karen Twyford, Malinda Roy, and Sherry Jones. Also present: Assistant Attorney General Karl Kramer and Mike Mayberry.

2. Discussion and possible action regarding administering 20 O.S. § 1513, including Paragraph (A)(2) of Section 1513, which states, "A. A court reporter or owner of a court reporting firm shall not: . . . 2. Enter into a blanket contract, other than with a court or governmental agency, under which the court reporter or owner of a court reporting firm agrees to perform all court reporting services in two or more cases at a rate of compensation fixed in the market."

   Discussion held. Malinda Roy made a motion to accept Board counsel's opinion regarding Paragraph (A)(2) of Section 1513 of the laws of Oklahoma which was provided by counsel as follows: Paragraph (A)(2) of Section 1513 of Title 20 prohibits blanket contracts under which the court reporter "agrees to perform all court reporting services in two or more cases at a rate of compensation fixed in the contract." 20 O.S.2001, 1513(A)(2). A contract that does not contractually bind the court reporter to perform reporting services is not a BLANKET CONTRACT for

purposes of and is not prohibited by 20 O.S. § 1513(A)(2). To be a blanket contract prohibited by Section 1513(A)(2), a reporter must have "agreed to perform all court reporting services." A reporter has not "agreed to perform all court reporting services" if the reporter is not bound by the contract to perform reporting services when called upon to do so. A contract does not contractually bind a reporter if, pursuant to the terms of the contract, the reporter can decline any future request to perform reporting services. Therefore, such a contract is not a blanket contract for purposes of Section 1513(A)(2) and is not prohibited.

Karen Twyford seconded the motion. Voting as follows: Sherry Jones, aye; Malinda Roy, aye; Karen Twyford, aye. Motion carries.

A five-minute recess was called.

3. Discussion and possible action regarding status of complaints filed with the Board that allege violations of 20 O.S. § 1513.

Discussion held. Karen Twyford made a motion that the complaint form is incomplete and Malinda Roy needs to notify complainant to resubmit their complaint on the new complaint form.

Malinda Roy seconded the motion. Voting as follows: Sherry Jones, aye; Malinda Roy, aye; Karen Twyford, aye. Motion carries.

Sherry Jones made a motion for the Board to suspend their investigation that was pending regarding reporters contracting, wherein the Board was considering filing a complaint on its own motion, until the next regularly scheduled Board meeting.

Malinda Roy seconded the motion. Voting as follows: Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye. Motion carries.

4. Discussion and possible action on amendments to the complaint reporting form of the Board.

Discussion held. Sherry Jones made a motion to accept the revised complaint form presented to the Board by Board Counsel.

Malinda Roy seconded the motion. Voting as follows: Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye. Motion carries.

5. Adjournment.

Sherry Jones made a motion for adjournment at 10:45 a.m. Malinda Roy seconded the motion. Voting as follows: Karen Twyford, aye; Malinda Roy, aye; Sherry Jones, aye. Motion carries and meeting is adjourned.

STATE OF OKLAHOMA
THE STATE BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

July 22, 2011

MINUTES

The State Board of Examiners of Certified Shorthand Reporters held a regularly scheduled Board Meeting beginning at 2:06 p.m., Friday, July 22, 2011, at the Administrative Office of the Courts, 2100 N. Lincoln, Room N116, Oklahoma City, Oklahoma 73105.

AGENDA

1. **Call the meeting to order.**

   The meeting was called to order at 2:06 p.m. by Chairman Karen Twyford. Board members present as follows: Karen Twyford, Sherry Jones, Robin Bradshaw, and Melinda Wall. Also present: Assistant Attorney General Karl Kramer, AOC General Counsel Debra Charles, and Mike Mayberry.

2. **Approval of minutes: Meeting held April 15, 2011, and special meeting held May 13, 2011.**

   Robin Bradshaw made a motion to approve the April 15, 2011, minutes as written. Sherry Jones seconded the motion. Voting as follows: Sherry Jones, aye; Robin Bradshaw, aye; Karen Twyford, aye; Melinda Wall, abstained. Motion carries.

Approval of May 13, 2011, special meeting minutes was tabled to the next meeting.

3. **Discussion and selection of 2012 meeting and test dates.**

   2012 dates for regularly scheduled meetings will be February 10, April 20, July 13, and October 19. CSR test dates will be April 21 and October 20.

4. **Discussion regarding possible license of court reporting firms, separate and apart from the individual reporter license.**

   Discussion held.

5. **Discussion regarding updated CSR handbook.**

   Discussion held.

6. **Discussion, possible action, regarding creating a list of schools approved to administer the prequalifying test to sit for the CSR exam.**

   Discussion held.

7. **Discussion and possible action concerning reciprocity of Kevin Wilmeth.**

   Sherry Jones made a motion to approve the reciprocity of Kevin Wilmeth. Karen Twyford seconded. Voting as follows: Sherry Jones, aye; Karen Twyford, aye; Robin Bradshaw, aye; Melinda Wall, aye. Motion carries.

8. **Discussion and possible action concerning reciprocity of Shanna McKay.**

   Sherry Jones made a motion to approve the reciprocity of Shanna McKay. Karen Twyford seconded. Voting as follows: Sherry Jones, aye; Karen Twyford, aye; Robin Bradshaw, aye; Melinda Wall, aye. Motion carries.

9. Discussion and possible action regarding use of wireless equipment at CSR test facility.

   Discussion held.

10. Any new business not now known or could have been reasonably foreseen prior to 24 hours in advance.

    Discussion held concerning a Code of Ethics, duty to report.

11. Discussion and possible action regarding the skills test proposed for the upcoming CSR examinations. Board members only may be present during the review of the test materials. (Board members bring your machines!)

    Everyone excused other than board members. No business was discussed. Board members listened to and stenographically wrote proposed skills examination materials for upcoming CSR tests to be held in October 2011 and April 2012.
    Board Members reconvene to regular session. Karen Twyford made a motion that the proposed tests be approved. Sherry Jones seconded. Voting as follows: Karen Twyford, aye; Sherry Jones, aye; Robin Bradshaw, aye; Melinda Wall, aye. Motion carries.

12. Adjournment.

    Sherry Jones made a motion for adjournment. Karen Twyford seconded the motion. Voting as follows: Karen Twyford, aye; Sherry Jones, aye; Robin Bradshaw, aye; Melinda Wall, aye. Motion carries. Meeting adjourned at 4:55 p.m.

STATE BOARD OF EXAMINERS OF PERFUSIONISTS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	STATE BOARD OF EXAMINERS OF PERFUSIONISTS
Agency Staff Contact:	Mr. Lyle Kelsey, Executive Director
Agency Telephone Number:	405-962-1414

12/6/11

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

   A. Nine (9) Board members: 4 Perfusionists, 2 Medical Doctors, 3 Public members.
   B. Perfusion members must have an active license, be a resident of Oklahoma, and been in practice the preceding five years of appointment. The medical doctor must be licensed and Board Certified in Cardiovascular Surgery.
   C. The term of office is for seven (7) years.
   D. Members are appointed by the Board of Medical Licensure and Supervision.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Board was created by Law May 23, 1996 to administer provisions of the Oklahoma Licensed Perfusion Act. There have been no changes to the Board membership or purpose since its inception.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

The powers and duties of the Board are outlined in Title 59 O.S., section 2055 B (attachment 1)

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

None.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

CY-12	CY-11	CY-10	CY-09	CY-08
3 est.	3	4	2	1

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	0	0	0
FY-11	0	0	0
FY-10	0	0	0
FY-09	0	0	0
FY-08	0	0	0

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

The Board reviews and approves or denies applications for licensure based on statutory requirements. Board of Medical Licensure and Supervision's licensing and executive staff receive, process and present for Board action all licensure/re-certification applications for this agency.

B. Monitoring:

Monitoring of licensees is contracted with the Board of Medical Licensure and Supervision.

C. Enforcement:

Investigation of complaints received and enforcement are contracted with the Board of Medical Licensure and Supervision.

D. Continuing Education:

Continuing education is required each year for renewal and is evidenced by recertification issued by the American Board of Cardiovascular Perfusionists or evidence equivalent.

E. Other:

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
1	3	0	3	3

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
3	1	0	4	2

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

No

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
43*	42	42	39	37

**license renewal period is from Dec 1st through Jan 31st*

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary. (***License Expired for non-renewal***)

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	1	0	1	2

9. List all source(s) of revenue for each of the last five (5) fiscal years.
Sources of revenue = *Initial application fee, annual license renewal, verification of licensure, copies of public file and electronic listing of licensee data.*

FISCAL YEAR	SOURCES OF REVENUE
FY-11	$11,415
FY-10	$ 8,750
FY-09	$10,000
FY-08	$13,500
FY-07	$ 9,048

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$4,847
FY-10	$4,264
FY-09	$6,771
FY-08	$5,899
FY-07	$6,416

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?
__X__ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	None
FY-10	None
FY-09	None
FY-08	None
FY-07	None

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

Since 1/5/2006 all licensed Perfusionists were able to renew license online. At present initial license application process is being converted to online process. The project is on the list of ok.gov for completion.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	None
FY-10	None
FY-09	None
FY-08	None
FY-07	None

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The Board utilizes the assistant attorney General that has been assigned by the attorney General's office.

16. Why should this agency, board, or commission be continued or discontinued?

To ensure that only qualified Perfusionists are allowed to practice in the State of Oklahoma and to protect the public by investigating complaints and administrating discipline when necessary it is vital that this agency is allowed to continue.

17. Submit the following material with this survey:

A. Current organization chart; — Attachment 2
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and — Attachment 3
D. Any report required by any other government entity.

3. Violates a prohibition established pursuant to the Oklahoma Licensed Perfusionists Act;

4. Cannot discharge the member's term for a substantial part of the term for which the member is appointed because of illness or disability; or

5. Is absent from more than half of the regularly scheduled board meetings that the member is eligible to attend during a calendar year unless the absence is excused by a majority vote of the Board.

Section 2054.

A. Within thirty (30) days after the member of the State Board of Examiners of Perfusionists are appointed, the Board shall meet to elect a chair and a vice-chair who shall hold office according to the rules adopted by the Board.

B. The Board shall hold at least two regular meetings each year as provided by the rules and procedures adopted by the Board.

C. A majority of the members of the Board, including the chair and vice-chair shall constitute a quorum at any meeting, and a majority of the required quorum shall be sufficient for the Board to take action by vote.

D. The Board shall comply with the provisions of the Oklahoma Open Meeting Act, the Oklahoma Open Records Act, the Administrative Procedures Act, and any other general act, statutorily created duty or requirement applicable to state agencies.

Section 2055.

A. The State Board of Examiners of Perfusionists shall promulgate rules not inconsistent with the provisions of the Oklahoma Licensed Perfusionists Act as are necessary for the governing of the proceedings of the Board, the performance of the duties of the Board, the regulation of the practice of perfusion in this state, and the enforcement of the Oklahoma Licensed Perfusionists Act.

B. The Board shall:

1. Adopt and publish standards of professional conduct for perfusionists and adopt an official seal;

2. Establish the qualifications and fitness of applicants for licenses, renewal of licenses, and reciprocal licenses;

3. Examine, certify, and renew the licenses of duly qualified applicants and establish the requirements and procedures therefor;

4. Maintain an up-to-date list of every person licensed to practice perfusion pursuant to the Oklahoma Licensed Perfusionists Act. The list shall show the license holder's last-known place of employment, last-known place of residence and the date and number of the license;

5. Cause the prosecution of all persons violating the Oklahoma Licensed Perfusionists Act and incur necessary expenses therefor;

6. Keep a record of all proceedings of the Board and make the record available to the public for inspection during reasonable business hours;

7. Conduct hearings and issue subpoenas according to the Administrative Procedures Act, the Oklahoma Licensed Perfusionists Act, and rules promulgated by the Board.

8. Investigate or cause to be investigated alleged violations of the Oklahoma Licensed Perfusionists Act.

9. Determine and assess administrative penalties, take or request civil action, request criminal prosecution or take other administrative or civil action as specifically authorized by the Oklahoma Licensed Perfusionists Act or other law against any person or entity who has violated any of the provisions of the Oklahoma Licensed Perfusionists Act, rules promulgated thereunder, or any license or order issued pursuant thereto;

10. Enter into interagency agreements or other contracts necessary to implement the Oklahoma Licensed Perfusionists Act;

11. Share information on a case-by-case basis of any person whose license has been suspended, revoked, or denied. This information shall include the name, social security number, type and cause of action, date and penalty incurred, and the length of the penalty and any other information determined necessary by the Board. This information shall be available for public inspection during reasonable business hours and shall be supplied to similar governing boards in other states upon request;

12. Establish reasonable and necessary fees for the administration and implementation of the Oklahoma Licensed Perfusionists Act;

13. Provide to its members and employees, as often as necessary, information regarding their qualifications for office or employment under the Oklahoma Licensed Perfusionists Act and their responsibilities under applicable laws relating to standards of conduct for state officers or employees;

14. Establish continuing professional education programs for licensed perfusionists and provisional licensed perfusionists pursuant to the Oklahoma Licensed Perfusionists Act, the standards of which shall be at least as stringent as those of the American Board of Cardiovascular Perfusion or its successor agency, and shall:

a. establish a minimum number of hours of continuing education required to renew a license under the Oklahoma Licensed Perfusionists Act,

b. develop a process to evaluate and approve continuing education courses,

c. identify the key factors for the competent performance by a license holder of the license holder's professional duties, and

d. adopt a procedure to assess a license holder's participation in continuing education programs;

15. By agreement, secure and provide for compensation for services that the Board considers necessary to the administration and implementation of the Oklahoma Licenses Perfusionists Act and may employ and compensate within available funds professional consultants, technical assistants, and employees on a full-time or part-time basis; and

16. Enter into agreements or contracts, consistent with state law, with outside organizations for the purpose of developing, administering, grading, or reporting the results of examinations. Such organizations must be capable of providing an examination which:

a. meets the standards of the American Board of Cardiovascular Perfusion or its successor agency,

b. is able to be validated by an independent testing professional, and

c. is nationally recognized as testing cardiovascular perfusion competencies.

Section 2056.

A. The State Board of Examiners of Perfusionists may employ such personnel and acquire such facilities, equipment, and supplies as are necessary to assist the Board in the administration and implementation of the provisions of the Oklahoma Licensed Perfusionists Act.

B. The Board shall designate a member of the Board to serve as the Executive Secretary of the Board. The Executive Secretary shall be the administrator of the licensure activities of the Board.

ORGANIZATIONAL CHART

AGENCY 343

AS OF 12/8/2011

Oklahoma State Board of Examiners of Perfusionists

101 NE 51st Street

Oklahoma City, OK 73105

Administrative Service Contract

With

Board of Medical Licensure, Agency 450

101 NE 51st Street

Oklahoma City, OK 73105

3

BOARD OF EXAMINERS OF PERFUSIONISTS
Minutes of the Meeting
February 9, 2010

The Board of Examiners of Perfusionists met on February 9, 2010 at the office of the Board of Medical Licensure and Supervision, 101 NE 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members present:

Richard Booth, LP, Vice Chair
Steven Duke, LP
James Hendrix
Donald Hamilton, LP
R. Darryl Fisher, MD

Members absent:

Roy Grantham, Jr., MD
W. Scott Garrod, LP

Also present:

Lyle Kelsey, Executive Director
Reji Varghese, Deputy Director
Kathy Plant, Executive Secretary

Noting that a quorum was present, Mr. Booth called the meeting to order at 7:14 p.m. The minutes from the May 12, 2009 Board meeting were reviewed. Mr. Hamilton moved to approve the minutes. Mr. Hendrix seconded the motion and the vote was unanimous in the affirmative.

The application of TYLER JOSEPH MCKEON for provisional licensure was considered. Mr. Duke moved to waive the 30-day application deadline rule as provided in OAC 527:10-1-2(h). Mr. Hamilton seconded the motion and the vote was unanimous in the affirmative. Mr. Hamilton moved to approve the application pending satisfactory completion of the file including receipt of proof of registration for the exam. Mr. Hendrix seconded the motion and the vote was unanimous in the affirmative. The Board discussed that, once Mr. McKeon passes the exam and pays the full license fee, his file will be presented to the Board for full licensure.

Mr. Kelsey presented his Executive Director's report to the Board. He advised that the updated website was up and running. No legislation relevant to the Board had been introduced so far.

Mr. Kelsey presented a financial update for fiscal year 2010. The Board had discussed at their last meeting developing a scholarship. Mr. Kelsey advised that staff had discovered that the Board could not fund a scholarship. He told the Board that they could provide education sessions for all licensees or Board members could attend regional/national education or licensure related meetings. Mr. Booth asked if the Board could do a training course on auto-transfusion for other professions. Mr. Kelsey said that would be something the Board could do. Mr. Booth said nurses at his hospital were contributing to mortality and morbidity of patients by their lack of knowledge in the area of auto-transfusion. Mr. Hendrix suggested that the Perfusion Society go to JCAHO to make them require certification of individuals using auto-transfusion equipment. Mr. Hendrix moved to approve the financial report. Mr. Duke seconded the motion and the vote was unanimous in the affirmative.

The Board discussed further the need for education of nurses providing auto-transfusion. Dr. Fisher suggested that Mr. Booth do a study of the standard of care in the Oklahoma to see what facilities are using, whether it is trained nurses or auto-transfusionists. Ideally, those utilizing the auto-transfusion equipment would be required at least to take the IBBM test to be qualified to operate the cell-saver devices. Dr. Fisher said such a study could be published in the Oklahoma State Medical Association's Journal. He suggested, if the hospital administration sees there is a real potential for liability, they may be more willing to require the training. The Board was concerned a Perfusionist who was asked to help a nurse may be incurring some liability, too.

The Board asked staff to notify Bill Fiddler, LP that the applicant Tyler McKeon needed to submit proof of exam registration from ABCP prior to the license being issued.

There being no further business, Mr. Hendrix moved to adjourn. Mr. Duke seconded the motion and the vote was unanimous in the affirmative. The time was 8:00 p.m.

OKLAHOMA STATE BOARD OF EXAMINERS OF PERFUSIONISTS

August 10, 2010

AGENDA

Cancelled

This meeting of the Oklahoma State Board of Examiners of Perfusionists will be held at the office of the Board of Medical Licensure and Supervision, 101 NE 51st Street, Oklahoma City, Oklahoma, in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

7:00 P.M.

Meeting called to order

Election of officers

Review/action - minutes from the February 9, 2010, Board meeting

Review/action – applications for licensure:

Executive Director's report to the Board

Financial Report

New Business - *any matter not known about or which could not have been reasonable foreseen prior to the time of posting*

BOARD OF EXAMINERS OF PERFUSIONISTS
Minutes of the Meeting
November 9, 2010

The Board of Examiners of Perfusionists met on November 9, 2010 at the office of the Board of Medical Licensure and Supervision, 101 NE 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members present:
Steven Duke, LP
James Hendrix
Donald Hamilton, LP
R. Darryl Fisher, MD
Roy Grantham, Jr., MD

Members absent:
Richard Booth, LP, Vice Chair
W. Scott Garrod, LP

Also present:
Lyle Kelsey, Executive Director

Noting that a quorum was present, Mr. Hendrix called the meeting to order at 7:10 p.m.

The first item of business was the election of officers. After discussion, Mr. Hendrix made a motion to accept the discussed slate of officers as follows:
Richard Booth, LP as Chair
Donald G. Hamilton, II, LP as Vice Chair
Steven Duke, LP as Secy-Treas

The motion was seconded by Dr. Fisher and the motion was voted unanimous in the affirmative.

The minutes from the February 9, 2010 Board meeting were reviewed. After review, Mr. Hamilton presiding asked the minutes be accepted as written. Mr. Hendrix seconded the motion and the vote was unanimous in the affirmative.

There were no applications for licensure to consider.

Mr. Kelsey presented his Executive Director's report to the Board. He advised

that the updated website was up and running and had it on the wall screens for viewing and any comments. Several members mentioned being pleased with the Perfusion Website. Mr. Kelsey discussed the contract between the Perfusion Board and the Medical Board. Motion was made by Dr. Fisher and seconded by Mr. Hendrix to accept the contract with the Oklahoma State Board of Medical Licensure and Supervision. The motion carried unanimously.

Mr. Kelsey presented a financial update for fiscal period July 1, 2010 to October 31, 2010. Mr Kelsey also went over the annual outstanding invoice # 19741 from the Oklahoma Medical Board for administrative services rendered based on the prior contract. Mr. Hendrix moved to approve the financial report and the invoice. Mr. Duke seconded the motion and the vote was unanimous in the affirmative.

There was discussion about trying to see if a CME program for Perfusionists and physicians could be arranged sometime in 2011. The board discussed several topics like blood management and team agreement on blood administration. Several board members said they would survey the perfusion members and see about interest and timing and report back at the next meeting.

The last item was the setting of the board meeting dates for the year 2011. The following dates were approved unanimously:

Perfusion Board (7 pm)
February 8th
May 10th
August 16th
November 8th

There being no further business, Mr. Duke moved to adjourn. Dr. Grantham seconded the motion and the vote was unanimous in the affirmative. The time was 8:17 p.m.

BOARD OF EXAMINERS OF PERFUSIONISTS
Minutes of the Meeting
December 7, 2010

The Board of Examiners of Perfusionists met on December 7, 2010 at the office of the Board of Medical Licensure and Supervision, 101 NE 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members present:

Richard Booth, LP, Chair
Donald Hamilton, LP, Vice Chair
Steven Duke, LP, Secy-Treas
James Hendrix
R. Darryl Fisher, MD
Roy Grantham, Jr., MD

Members absent:

W. Scott Garrod, LP

Also present:

Lyle Kelsey, Executive Director

The minutes from the November 9, 2010 Board meeting were reviewed. After review, Mr. Booth indicated that he was present at the meeting and asked to correct the minutes accordingly. Mr. Hamilton made the motion to approve the minutes of the November 9th board meeting with the correction and it was seconded by Dr. Grantham and the vote was unanimous in the affirmative.

The application of Tyler Joseph McKeon for LP licensure was reviewed. After discussion, Mr. Duke made the motion to approve a full license for Mr. McKeon. The motion was seconded and passed unanimous in the affirmative. After the vote, Mr. Booth stated that it was not his desire on behalf of the Board to call a special meeting for these types of situations every time. This was an exception because of the timing and the previous board action but should not be considered a standard policy. Mr. Kelsey mentioned that the staff will be more proactive in future board meetings to give the board direction for motions to approve an application "pending receipt of certain documentation" to try and avoid a special meeting when necessary.

Mr. Booth mentioned the last item on the agenda was taken care of at the November 9th meeting and as a reminder the board meeting dates for the year 2011 are

as follows:

Perfusion Board (7 Pm)
February 8th
May 10th
August 16th
November 8th

There being no further business, Mr. Hamilton moved to adjourn. Dr. Fisher seconded the motion and the vote was unanimous in the affirmative. The time was 7:57 p.m.

STATE CAPITOL PRESERVATION COMMISSION

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission: STATE CAPITOL PRESERVATION COMMISSION

Agency Staff Contact: Beverly Hicks - Dept. of Central Services

Agency Telephone Number: (405)521-2124

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

See attachment.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Commission was created in 1982 to plan and supervise the preservation and restoration of the interior and exterior of the Oklahoma State Capitol building. Similar responsibilities were added in 1983 with respect to the Governor's Mansion. The Commission also controls the display of art objects in public areas of the State Capitol and the first floor of the Governor's Mansion. Since 1983, no significant alterations to its membership or purpose have occured.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

See attachment.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

There are no other entities that perform the same function as the Capitol Prservation Commission. Several organizations work with us in accomplishing our goals, such as the Oklahoma Arts Council (Collections Management); Friends of the Capitol, Inc. (funding of special projects); Dept. of Central Svcs. (manpower and limited funding) and Oklahoma State Senate Historical Preservation Fund, Inc. (artworks).

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

2011	2010	2009	2008	2007
5	4	6	5	6

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	0	0	0
FY-11	0	0	0
FY-10	0	0	0
FY-09	0	0	0
FY-08	0	0	0

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits:

Not Applicable

B. Monitoring:

Not Applicable

C. Enforcement:

Not Applicable

D. Continuing Education:

Not Applicable

E. Other:

Not Applicable

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A")*:

A. Number of applications received for architectural modifications, commissioned or donated artworks or other external action items:

2011 To Date	2010	2009	2008	2007
8	15	13	11	16

B. Number of applications approved:

2011 To Date	2010	2009	2008	2007
8	15	12	9	12

C. Number of applications denied:

2011 To Date	2010	2009	2008	2007
0	0	1	2	4

D. Number of disciplinary hearings held:

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

2011	2010	2009	2008	2007
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

This action not applicable to Captiol Preservation Commission.

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

2011	2010	2009	2008	2007
*See Below				

*Although not mandated by state statutes, members of the Capitol Preservation Commission, both Ex-officio and agency-appointed, complete many hours of continuing education throughout the year as part of their professional development. These hours cover areas such as architecture and design, engineering, collections management, historic preservation, art history, public relations, finance and personnel management.

H. Number of approved internal action items relating to the establishement of policies and procedures governing the acquisition, care, ownership, copyright, management, and preservation of state-owned artworks and collections. Includes number of approved policies and procedures governing architectural modifications:

2011 To Date	2010	2009	2008	2007
5	12	9	6	4

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	The Capitol Preservation Commission is not provided a budget and is the recipi-
FY-10	ent of no state or federal funds. Money from private sources such as Friends of
FY-09	the Capitol, Inc. is paid directly to artists and/or contractors for their work in re-
FY-08	lation to the Oklahoma State Capitol.
FY-07	

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	See Question #9 above.
FY-10	
FY-09	
FY-08	
FY-07	

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

_____ YES _____ NO (If no, please explain)

This question is not applicable to the Capitol Preservation Commission.

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	
FY-10	This question is not applicable to the Capitol Preservation Commission.
FY-09	
FY-08	
FY-07	

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

See attachment.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	None
FY-10	None
FY-09	None
FY-08	None
FY-07	None

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

Legal counsel to the Capitol Preservation Commission is provided by the Oklahoma Office of the Attorney General.

16. Why should this agency, board, or commission be continued or discontinued?

As outlined in the response to Question #13 above, the Oklahoma Capitol is at a critical juncture in its lifespan. The Capitol Preservation Commission is needed to provide informed, educated and historically-minded guidance in preparing the building for its next century of service. We look forward to partnering with the legislature in engaging broad participation with all Oklahomans and working together for the oversight, care and restoration of this great treasure.

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

2011 SUNSET REVIEW SURVEY – Oklahoma Capitol Preservation Commission
Attachments to Survey

1. **Briefly describe your agency, board, or commission membership, including:**

   A. **Number of board members;**
   B. **Qualifications, if specified by law;**
   C. **Term of office; and**
   D. **Appointing authority**

The State Capitol Preservation Commission is composed of fifteen (15) members as follows:

1. Three members shall be appointed by the Governor;
2. Three members shall be appointed by the President Pro Tempore of the Senate;
3. Three members shall be appointed by the Speaker of the House of Representatives;
4. One member shall be appointed by the Chief Justice of the Oklahoma Supreme Court; and
5. The following shall be ex officio members:
   a. Chairman of the Oklahoma Arts Council,
   b. President of the Oklahoma Historical Society,
   c. Capitol Architect and Curator,
   d. Superintendent of the Capitol, and
   e. Director of Department of Central Services

The initial term of office of the appointed members shall be as follows:

1. One of the members appointed by the Governor, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, and the member appointed by the Chief Justice of the Oklahoma Supreme Court shall serve a one-year term;
2. One of the members appointed by the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives shall serve a three-year term; and
3. One of the members appointed by the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives shall serve a five-year term.

The term of office for each successor shall be for five (5) years. Any member of the Legislature who is appointed to the Commission shall serve only as long as he is a member of the respective house from which he was appointed.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its power and duties.

§74-4104. Powers and responsibilities of Commission.

The State Capitol Preservation Commission shall:
1. Research, plan, and have control of modifications and decor of the interior and exterior of the Capitol and the Governor's Mansion; and
2. Establish in conjunction with the Office of Public Affairs, such annual operating and capitol construction budgets as necessary for the operation, restoration, and preservation of the Capitol and the Governor's Mansion and for providing such works of art as are considered desirable and suitable; and
3. Establish standards for the acquisition and display of works of art for public display in the Capitol and the Governor's Mansion and select such works. Such works of art shall be directly related to the history and culture of the State of Oklahoma; and
4. Establish procedures by which private contributions of suitable art can be accepted for the Capitol and the Governor's Mansion. The Commission is authorized to accept and make proper disposition of works of art as may be donated to the Commission and this state; and
5. Have final approval authority for any proposed modification, alteration, renovation, repair, or construction on any part of the Capitol and the Governor's Mansion or any plans or programs for the restoration, preservation, or display of fine art programs in and surrounding the Capitol and the Governor's Mansion.

§74-4106. Cooperation between Commission and branches of state government.

The State Capitol Preservation Commission is directed to maintain close coordination with the executive, legislative and judicial branches of government to ensure that the needs of each branch of government are considered in all planned development and modifications of the Capitol and the Governor's Mansion.

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want eliminated or expanded
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's or commission's ability to fulfill its responsibilities.

Our Goals for the Future:
We must devise a long term plan for maintenance and preservation of systems and materials so future generations may enjoy this facility.

To Preserve:
- Repair the granite of the Centennial Memorial Plaza of the Oklahomans.
- Renovate all nonconforming doors to CPC standards throughout the Capitol Building. There are currently at least 32 different types of interior doors.
- Clean the exterior and repair the stone as it is rapidly crumbling in many areas.
- Remove all plywood paneling in the hallways of the Supreme Court and restore sidelights and doorways.
- Reopen the Southeast monumental corridor after the relocation of the Lt. Governor's office.
- Restore the four shells over the 4th Floor Rotunda paintings.
- Renovate the original assembly room on the 5th Floor for House and Senate use.

To Enhance:
- Extend the granite walks and upper walks around the Capitol and install sculptures, benches and a sound system.
- Raise light levels and maintain a uniform light color with energy efficient lamps throughout interior public spaces.
- Relocate the entrance to the Governor's Suite to the foyer of the Governor's Conference Room.
- Open existing skylights over the Grand Staircase and Entry Lobbies to the House and Senate chambers.
- Renovate and relocate the Press Room.

To Improve:
- Build a new underground parking area.
- Develop the East side of the Capitol for Oklahoma Treasure Te Ata sculpture and fountain.
- Remove all surface wiring and conduits and relocate them to above ceilings or behind walls.
- Add air conditioning in all public areas.
- Add ADA upgrades.
- Install an electronic self-guided tour system for visitors.

To Secure:

- Create additional building security stations at entrances.
- Install a sound system in the Rotunda and other public areas for fire safety and to add ADA compliance.
- Install a uniform key system.
- Add fire-safety upgrades to the East and West dead-end corridors.

Our Critical Path:

In 2007 we identified the historic masonry skin as requiring maintenance that has suddenly become critical because of falling masonry on the South Front. CPC has an action plan in place for the restoration of the masonry including all budgetary and scheduling options. This was also addressed in the Historic Conditions Report prepared by Mass Architects, Inc. and presented to the Legislature in February, 2010 (see page 3).

Major areas of concern are:

- Missing mortar and improper jointing.
- Mold, water damage and carbon black staining on limestone, especially parapets.
- Spalling and breaking of cornice due to water damage.
- Mold at bases of columns on the face.
- Mold, water damage and staining at Pediment.
- Chipping and erosion on horizontal surfaces.
- Leaking sanitary waste pipes may soon become a public health issue.
- Collapsing main sewer lines leave large amounts of effluent under the basement.
- Roof drain risers are leaking.
- Water issues with the foundation flooding East underground walkway.
- South portico concrete beam needs to be repaired immediately with stone breaking away and falling.
- Original detail band requires restoration on upper exterior.
- Significant loss of detail to griffins and exterior stone detail.
- Area drainage needs to be assessed to stop basement infiltration.
- A total building wide upgrade of the electrical systems.

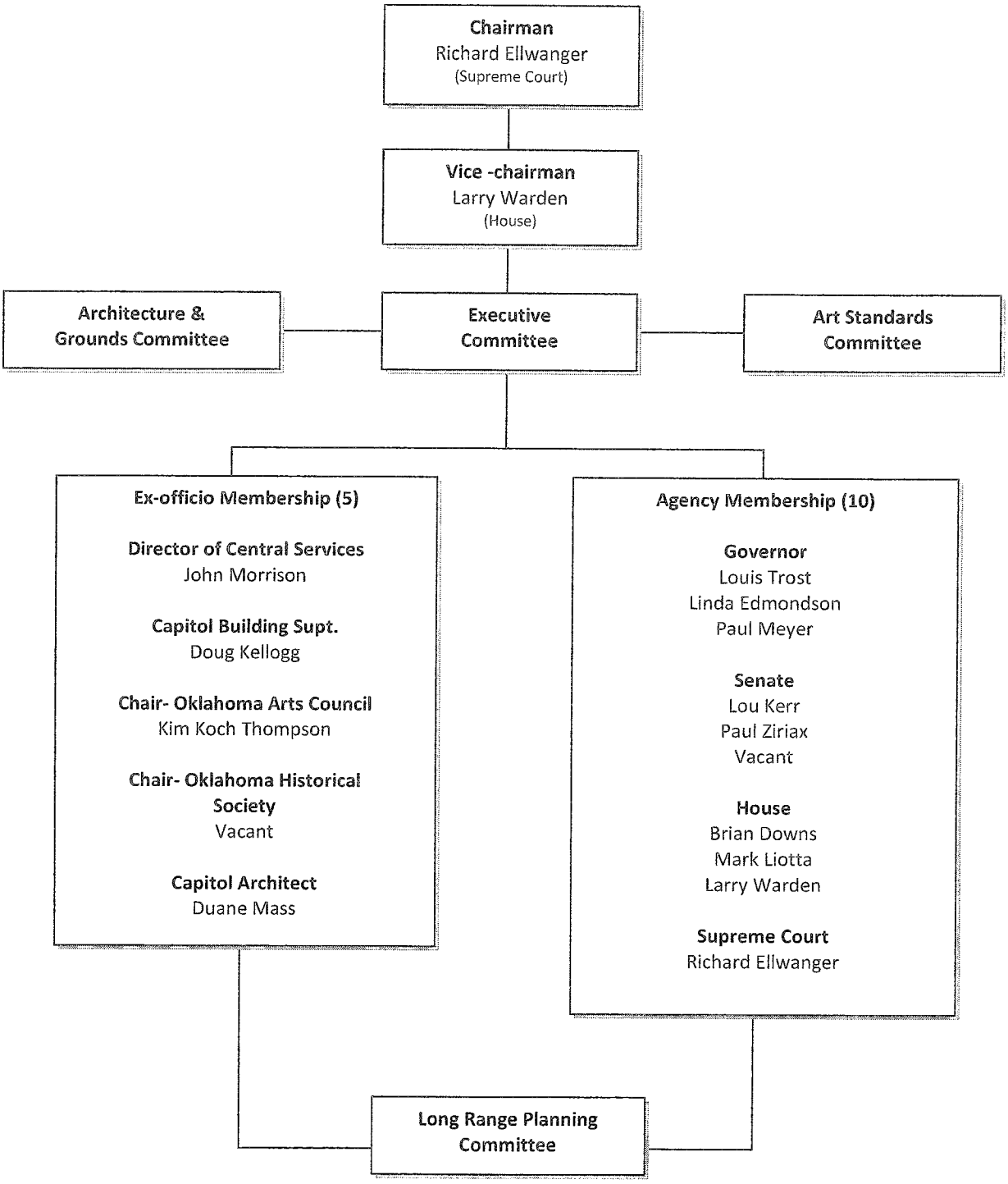
Minor areas of concern are:

- Polished surfaces of courtyard become slick when wet
- Sidewalks need to be addressed as trip hazards
- Sealant joints and exterior cabling needs to be addressed

Immediate Actions:

- A budget and timeline has been established for a complete exterior masonry restoration project. The masonry needs to be repaired before irreplaceable elements are lost and a long term plan for cyclical maintenance items needs to be established.

CURRENT ORGANIZATION CHART



Legislative Report
DRAFT COPY

State Capitol Preservation Commission

December 2011 – DRAFT – DRAFT – DRAFT – DRAFT – DRAFT

Legislative Report DRAFT COPY

State Capitol Preservation Commission

December 2011

The Honorable Mary Fallin, Governor
State of Oklahoma;

The Honorable Brian Bingman, President Pro Tempore
Oklahoma State Senate;

The Honorable Kris Steele, Speaker
Oklahoma House of Representatives:

The State Capitol Preservation Commission (CPC) was established by bi-partisan legislation almost thirty years ago.

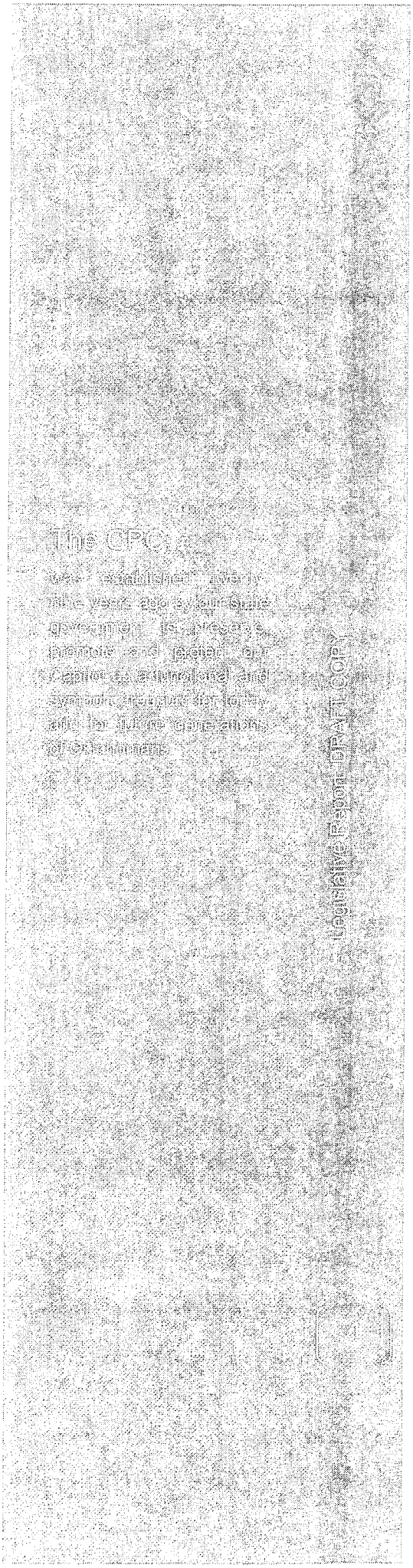
It was created to provide oversight of this great building with regards to future improvements so that they may be consistent and historically accurate and with an eye to restoring spaces which were enveloped by years of unsympathetic and adverse change.

Today, CPC is as committed to the preservation, maintenance and enhancement of the State Capitol Building and its contents such as art, furnishings and décor, as it wasat its inception.

The CPC is also committed to cataloging pertinent conditions and devising a plan for immediate and long term maintenance – items that are desperately needed for the Capitol today.

The CPC hopes that together we may work towards a goal of insuring for future Oklahomans a treasure that they may inherit and preserve for everyone's enjoyment.

We thank you for your efforts and hope this brief statement will offer insight to our past accomplishments and how together we can and will ensure a treasure for generations to come.



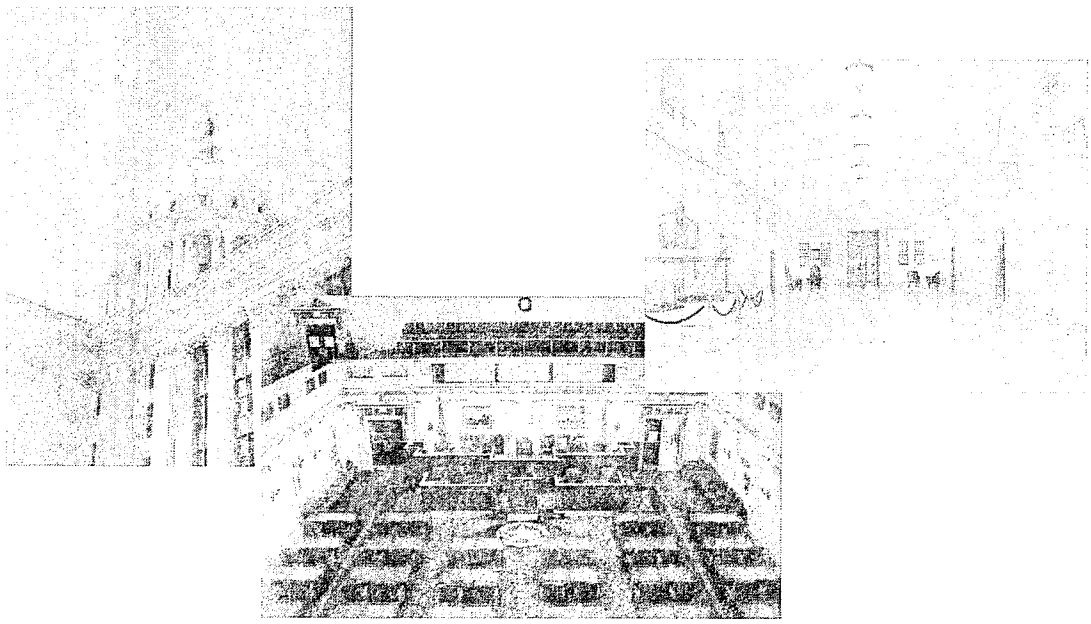
Together We Have:

Our work together in the past twenty-nine years has resulted in one of the region's most beautiful Capitol structures. The addition of the dome has completed the original design by Solomon Layton. Each major renovation and restoration in the past twenty-nine years has been focused on a respectful and appropriate preservation and enhancement of this treasure.

A few things we have accomplished with legislative support are:

- A redesign of exterior lighting of the building, sculptures and flags to be more dramatic, uniform in color, energy efficient to match the dome lighting are ongoing.
- Post 9/11, additional security for the building has been provided beginning in 2002 through the present.
- Restoration of the "Tribute to Range Riders" statue in 2002.
- A remodel of the restrooms to comply with current ADA standards is ongoing.
- Creation of the Visitor Center and Orientation Theater in 2005.
- Installation of the Constitution Display at the Supreme Court Monumental Corridor in 2001.
- Renovation of entryways at the corridors to the House offices in 2000.
- Restoration of the House and Senate Chambers in 2000.
- Opened up the Hall of Governors and Grand Staircase between the 1st and 2nd Floor.
- Installed the Art Gallery in the West Corridor in 2006.
- Creation of a new West Entrance in 2007.
- Restoration of the Plaza of Oklahoma in 2002.
- Addition of the Dome from the original design concept in 2002.

Renovation to the Capitol since the inception of the Commission has maintained a focus towards historically appropriate solutions to the changing functional requirements of one of our state's greatest treasure.



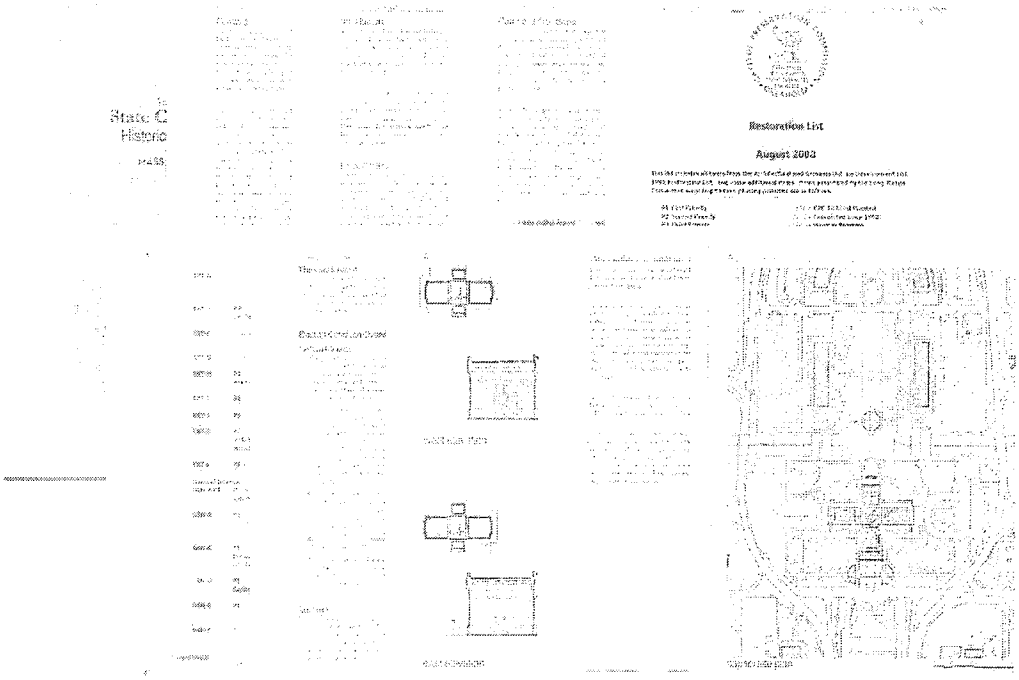
The Here and Now:

Having suffered through a century of use, exposure to the elements and sometimes neglect, the Capitol is nearing a critical juncture of its life cycle. The exterior façade is rapidly deteriorating; mechanical, electrical and plumbing systems are worn; life-safety systems are inadequate and modern additions for technology are almost impossible to accomplish. Many previous repairs made in haste have the potential to cause irreparable damage to the existing materials.

Below are a few things we are accomplishing now:

- Redesigning Capitol grounds to include landscaping, sculpture, flags and exterior furnishings.
- Adding historic road signage on Lincoln Boulevard and surrounding areas.
- Installing artwork and adding appropriate lighting.
- Repairing the copper roof and gutters.
- Installing an audio/visual exhibition in the 1st Floor Rotunda.
- Installing restoration lamps at the Grand Staircase and Rotunda.
- Preservation assessment of all art works with assistance of Oklahoma Arts Council.
- Established policies and procedures for arts preservation and collection management.
- Partnered with Oklahoma Arts Council for creation of a Collections Manager position to catalog and ascertain condition of Capitol Art.

We have also compiled a comprehensive Historic Conditions Report of the State Capitol Building. This 168-page document contains existing conditions of the exterior and interior including structural, plumbing, electrical and other assessments. To view the entire document, visit http://www.ok.gov/DCS/ or contact DCS Construction and Properties for a printed copy



Our Goals for the Future:

We must devise a long term plan for maintenance and preservation of systems and materials so future generations may enjoy this facility.

To Preserve:

- Repair the granite of the Centennial Memorial Plaza of the Oklahomans.
- Renovate all nonconforming doors to CPC standards throughout the Capitol Building. There are currently at least 32 different types of interior doors.
- Clean the exterior and repair the stone as it is rapidly crumbling in many areas.
- Remove all plywood paneling in the hallways of the Supreme Court and restore sidelights and doorways.
- Reopen the Southeast monumental corridor after the relocation of the Lt. Governor's office.
- Restore the four shells over the 4th Floor Rotunda paintings.
- Renovate the original assembly room on the 5th Floor for House and Senate use.

To Enhance:

- Extend the granite walks and upper walks around the Capitol and install sculptures, benches and a sound system.
- Raise light levels and maintain a uniform light color with energy efficient lamps throughout interior public spaces.
- Relocate the entrance to the Governor's Suite to the foyer of the Governor's Conference Room.
- Open existing skylights over the Grand Staircase and Entry Lobbies to the House and Senate chambers.
- Renovate and relocate the Press Room.

To Improve:

- Build a new underground parking area.
- Develop the East side of the Capitol for Oklahoma Treasure Te Ata sculpture and fountain.
- Remove all surface wiring and conduits and relocate them to above ceilings or behind walls.
- Add air conditioning in all public areas.
- Add ADA upgrades.
- Install an electronic self-guided tour system for visitors.

To Secure:

- Create additional building security stations at entrances.
- Install a sound system in the Rotunda and other public areas for fire safety and to add ADA compliance.
- Install a uniform key system.
- Add fire-safety upgrades to the East and West dead-end corridors.

Our Critical Path:

In 2007 we identified the historic masonry skin as requiring maintenance that has suddenly become critical because of falling masonry on the South Plaza. CPC has an action plan in place for the restoration of the masonry including all budgetary and scheduling options. This was also addressed in the Historic Conditions Report prepared by Mass Architects, Inc. and presented to the Legislature in February, 2010 (see page 3).

Major areas of concern are:

- Missing mortar and improper jointing.
- Mold, water damage and carbon black staining on limestone, especially parapets.
- Spalling and breaking of cornice due to water damage.
- Mold at bases of columns on the face.
- Mold, water damage and staining at Pediment.
- Chipping and erosion on horizontal surfaces.
- Leaking sanitary waste pipes may soon become a public health issue.
- Collapsing main sewer lines leave large amounts of effluent under the basement.
- Roof drain risers are leaking.
- Water issues with the foundation flooding East underground walkway.
- South portico concrete beam needs to be repaired immediately with stone breaking away and falling.
- Original detail band requires restoration on upper exterior.
- Significant loss of detail to griffins and exterior stone detail.
- Area drainage needs to be assessed to stop basement infiltration.
- A total building wide upgrade of the electrical systems.

Minor areas of concern are:

- Polished surfaces of courtyard become slick when wet
- Sidewalks need to be addressed as trip hazards
- Sealant joints and exterior cabling needs to be addressed

Immediate Actions:

- A budget and timeline has been established for a complete exterior masonry restoration project. The masonry needs to be repaired before irreplaceable elements are lost and a long term plan for cyclical maintenance items needs to be established.

We on the State Capitol Preservation Commission hope this report will shed insight into our past work, future goals, and the hope that we may bring you all information required to aid you in your efforts. We can leverage the goals we have, but desire to partner with our state's leaders to establish data, resources and procedures available for our use. The Capitol is soon to enter its second hundred years of service to the state. The 100th anniversary approaches and we, like you, see the opportunity to prepare it for its next century of service. We look forward to our partnering together to establish a methodology for engaging broad participation with all and work together for the oversight, care and restoration of this great treasure.

Legislative Proof - DRAFT COPY

Minutes

Meeting of the Capitol Preservation Commission
3:00 p.m. – February 18, 2010
Room 412 C State Capitol Building
Oklahoma City, Oklahoma

The Meeting Notice was filed with the Office of the Secretary of State in accordance with the Opening Meeting Act.

MEMBERS PRESENT:

Richard Ellwanger
Sharon Gowdy
Doug Kellogg
Lou Kerr
Duane Mass
Paul Meyer
John Richard
Kym Thompson
James Waldo
Larry Warden
Paul Ziriax

MEMBERS ABSENT:

Louis Trost
Dian Wadley
Chad Warmington
Susan Winchester

OTHERS ATTENDING: Beverly Hicks, Department of Central Services
Suzanne Tate, Arts Council
Debra Schwartz, AG's office
Bob Blackburn, Historical Society

Determination of Quorum and Call to Order

The meeting was called to order by Richard Ellwanger, Chair and it was ascertained that a quorum was present.

Discussion and possible action on Minutes of the December 17, 2009 Meeting

Duane Mass moved approval of the Minutes. Paul Meyer seconded the motion and it carried.

Discussion and possible action on upgrading security cameras

This agenda item was tabled. No action was taken.

Discussion and possible action on the portrait of Dr. John Hope Franklin to be hung on the 2nd floor outside the Court of Criminal Appeals

Mr. Bill Kerr, Judge Robert Henry, Dr. Bob Blackburn, spoke in support of the portrait of Dr. John Hope Franklin to be hung on the 2nd floor on the west side of the entrance into the Court of Criminal Appeals.

Mr. Meyer said the Arts Standards Committee can not waive the rule that a person has to be deceased for 10 years before their portrait can be hung in the Capitol. Mr. Meyer said the Committee is requesting the Commission to waive the 10 year requirement, because Dr. Franklin is an Oklahoma Treasure.

Mr. Richard moved approval of the request. Motion carried with the following votes: Richard Ellwanger, yes; Sharon Gowdy, yes; Doug Kellogg, yes; Lou Kerr, yes; Duane Mass, yes; Paul Meyer, yes; John Richard, yes; Kym Thompson, yes; James Waldo, yes; Larry Warden, yes; and Paul Ziriax, yes.

Discussion and possible action on permanent Capitol Art Collection

Suzanne Tate reported on the capitol art collection. Ms. Tate said the most recent gift is from the Senate Preservation Commission and told those present letters have gone out to every artist that participated in the collection asking them to send information on copyright information and details on the work itself.

Ms. Tate updated the Commission on art work that is in need of repair.

Mr. Ellwanger told Ms. Tate she and her staff are doing a wonderful job.

This was a report only. No action was necessary.

Discussion and possible action for using the Tourism Information space on the first Floor of the Capitol to provide information on the Oklahoma Art in Public Places program as well as displaying plans, renderings and maquettes of completed works, Works in progress and upcoming projects of public art throughout the state

Debbie Williams, Director, State Art in Public Places program, requested approval to use the Tourism information space on the first floor of the Capitol to provide information on the Oklahoma Art in Public Places program as well as displaying plans, renderings and maquettes of completed works, works in progress and upcoming projects of public art throughout the state.

Ms. Williams said this is a great way to educate Legislators and visitors about the projects and the benefits of public art.

Mr. Richard moved approval of the temporary loan of the space with the stipulation that the capitol architect will come back with a design and all costs figures. Mr. Warden seconded the motion and it carried.

Adjournment

There being no further business the meeting adjourned at 4:07 p.m.

Minutes

Meeting of the Capitol Preservation Commission
3:00 p.m. – April 15, 2010
Room 108 State Capitol Building
Oklahoma City, Oklahoma

The Meeting Notice was filed with the Office of the Secretary of State in accordance with the Opening Meeting Act.

MEMBERS PRESENT:

Richard Ellwanger
Doug Kellogg
Lou Kerr
Duane Mass
Paul Meyer
Kym Thompson
Louis Trost
James Waldo
Larry Warden
Chad Warmington
Susan Winchester
Paul Ziriax
Dian Wadley

MEMBERS ABSENT: Sharon Gowdy
John Richard

OTHERS ATTENDING: Brenda DeShazo, Department of Central Services
Suzanne Tate, Arts Council
Amber Sharples, Arts Council
Bill Nations, Representative
Rick Fry, Norman
Richard McKeown

Determination of Quorum and Call to Order

The meeting was called to order by Richard Ellwanger, Chair and it was ascertained that a quorum was present.

Discussion and possible action on Minutes of the February 18, 2010 Meeting

Paul Ziriax moved approval of the Minutes. Larry Warden seconded the motion and it carried.

Discussion and possible action on installation of light-filtering film in Hall of Governors

Duane Mass said the architectural and grounds committee approved for the installation of light filtering film on the glass in Hall of Governors. Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Lou Kerr, yes; Duane Mass, yes; Paul Meyer, yes; Kym Thompson, yes; Louis Trost, yes; Dian Wadley, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action of renewal of outgoing loan of original portraits of Benjamin Hill, Roscoe Dunjee, Edward McCabe, and Albert Comstock to Tulsa City-County Library System

Paul Meyer said the Arts Standards Committee voted to extend the loan of the original portraits of Benjamin Hill, Roscoe Dunjee, Edward McCabe, and Albert Comstock to the Tulsa City-County Library System for another year.

Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Lou Kerr, yes; Duane Mass, yes; Paul Meyer, yes; Kym Thompson, yes; Louis Trost, yes; Dian Wadley, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action on a gift proposal of a landscape painting of the South Canadian River in Cleveland County to the state of Oklahoma for inclusion in the Capitol Art Collection

Paul Meyer said the Arts Standards Committee approved the painting of the South Canadian River in Cleveland County, subject to being framed and the location to be determined by the full Commission and subject to the painting meeting museum standards as required by the Arts Standards Committee and by an expert who will examine the painting.

Representative Bill Nations, Rick Fry artist, and Richard McKown, artist was present to present the painting and to entertain questions.

Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Lou Kerr, yes; Duane Mass, yes; Paul Meyer, yes; Kym Thompson, yes; Louis Trost, yes; Dian Wadley, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action of proposed exhibition schedule for the temporary Capitol Galleries through calendar year 2011

Paul Meyer told those present that the Arts Standards Committee reviewed and approved the exhibition schedule for the temporary Capitol Galleries through calendar year 2011.

Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Lou Kerr, yes; Duane Mass, yes; Paul Meyer, yes; Kym Thompson, yes; Louis Trost, yes; Dian Wadley, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action of renewal of in coming loan of the painting "Oh, What a Beautiful Mornin" by Mike Larsen

Paul Meyer said the Arts Standards Committee approved the renewal of the loan of the painting "Oh, What a Beautiful Mornin" by Mike Larsen for an additional year.

Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Lou Kerr, yes; Duane Mass, yes; Paul Meyer, yes; Kym Thompson, yes; Louis Trost, yes; Dian Wadley, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Adjournment

There being no further business the meeting adjourned at 3:50 p.m.

The June 17, 2010 meeting was cancelled due to a lack of a quorum.

Minutes

Meeting of the Capitol Preservation Commission
3:00 p.m. – August 19, 2010
Room 108 State Capitol Building
Oklahoma City, Oklahoma

The Meeting Notice was filed with the Office of the Secretary of State in accordance with the Opening Meeting Act.

MEMBERS PRESENT:

Richard Ellwanger
Doug Kellogg
Duane Mass
John Richard
Louis Trost
James Waldo
Larry Warden
Chad Warmington
Susan Winchester
Paul Ziriax

MEMBERS ABSENT: Sharon Gowdy
Lou Kerr
Paul Meyer
Kym Thompson
Dian Wadley

OTHERS ATTENDING: Brenda DeShazo, Department of Central Services
Suzanne Tate, Arts Council
Amber Sharples, Arts Council
Bill Nations, Representative
Rick Fry, Norman
Richard McKeown
Michael McNutt, Reporter

Determination of Quorum and Call to Order

The meeting was called to order by Richard Ellwanger, Chair and it was ascertained that a quorum was present.

Discussion and possible action on Minutes of the April 15, 2010 Meeting

Paul Ziriax moved approval of the Minutes of the April 15, 2010 meeting. Duane Mass seconded the motion and it carried.

Discussion and possible action on placement of paintings of Lucille Mulhall and Pawnee Bill in the north wing of the fifth floor of the Capitol

Larry Warden moved approval to place the paintings of Lucille Mulhall and Pawnee Bill in the north wing of the fifth floor of the Capitol. It is also requested that the location be approved on a temporary basis due to the impending move of the Courts and any remodeling or changes that might occur on the fifth floor and that hallway. Paul Ziriax seconded the motion and it carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Duane Mass, yes; John Richard, yes; Louis Trost, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action on placement of painting of Alexander Posey by artist Mike Wimmer

This item was not discussed and no action was taken on this agenda item.

Discussion and possible action on approving new painting of the Canadian River by Artist Rick Fry

Mr. Warden stated that the painting that is before the Commission today, was previously approved subject to being framed, location to be determined, and that the painting to meet the standards set by the Arts Standards Committee. Representative Nations and Rick Fry addressed the Commission regarding the painting of the Canadian River. Mr. Fry said he was making the changes as suggested to him.

Mr. Ellwanger told Mr. Fry that the painting has been approved in concept only and it is still subject to final approval by the Commission.

No action was taken on this item.

Discussion and possible action on accepting the buffalo maquette by artist Harold Holden for Governor's Mansion

No action was taken on this item.

Discussion and possible action on Ten Commandments Monument

Mr. Mass updated those present on the Ten Commandments Monument. He stated Mr. Ritze is in the process of raising money for the monument. He will notify Mr. Richard when the money is raised.

No action was taken on this item.

Discussion and possible action on repairs to "Plaza of the Oklahomans"

Mr. Mass said the Architecture and Grounds Committee approved for Friends of the Capitol to pay for 100 linear feet of repairs to the "Plaza of the Oklahomans."

Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Duane Mass, yes; John Richard, yes; Louis Trost, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action on current images hanging in the "Oklahoma Postcard Collection"

Mr. Ellwanger said the original agreement was to hang the postcards in two year cycles. It is time to change. Mr. Ellwanger said that Stu Osler suggested changing a third of them out at a time, the first being in November.

Mr. Ziriax moved approval of the request. Mr. Warden seconded the motion and it carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Duane Mass, yes; John Richard, yes; Louis Trost, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action on adopting new Request Form for Architectural Modifications

Mr. Mass said the Committee approved moving forward with the new form. Mr. Mass thanked Suzanne Tate and Amber Sharples for the hard work on devising the new form.

Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Duane Mass, yes; John Richard, yes; Louis Trost, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action on adopting new Request Form for Commissioned or Donated Art

Mr. Richard moved approval of the new form for Commissioned or Donated Art. Mr. Waldo seconded the motion and it carried as follows: Richard Ellwanger, yes; Doug Kellogg, yes; Duane Mass, yes; John Richard, yes; Louis Trost, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action on window tinting for the south windows of the Capitol

Mr. Mass showed a sample of the window tinting film that he recommends using to cover the south windows in the Capitol. Mr. Mass told those present the film would help reduce heating and cooling costs and also help stop damage to the artwork, furniture and carpet.

Mr. Richard moved approval to move forward with the request. Mr. Richard said he would work with Friends of the Capitol of pricing, if they feel it is too costly, he will bring back to the Commission for further action. Mr. Trost seconded the motion. Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Duane Mass, yes; John Richard, yes; Louis Trost, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, yes; and Paul Ziriax, yes.

Discussion and possible action on installing a one way mirrored glass for room 105 and the interior door in room 104, Capitol for the Governor's transition office.

Mr. Mass the Committee recommended using a heavy tint instead of glass due to the fact the door is one of the original doors in the Capitol. The door would have to be altered in order for the glass to work.

Motion carried with the following votes: Richard Ellwanger, yes; Doug Kellogg, yes; Duane Mass, yes; John Richard, yes; Louis Trost, yes; James Waldo, yes; Larry Warden, yes; Chad Warmington, yes; Susan Winchester, was absent for the vote; and Paul Ziriax, yes.

New Business

Mr. Warmington reported that some members of the legislature were concerned about the style on the "Beyond the Centennial: mural and its appropriateness in the Hall of Governors. He asked what steps these individuals would need to take to address their concerns with the Commission. Chairman Ellwanger stated that they should follow the Commission's established procedure of submitting a written request to the Chair for placement on the agenda.

Adjournment

There being no further business the meeting adjourned at 4:40 p.m.

The October 21, 2010 meeting was cancelled due to a lack of a quorum.

Minutes
Meeting of the Capitol Preservation Commission
3:00 p.m. – December 16, 2010
Room 412C
Oklahoma City, Oklahoma

The Meeting Notice was filed with the Office of the Secretary of State in accordance with the Opening Meeting Act.

MEMBERS PRESENT:

Richard Ellwanger
Linda Edmondson
Lou Kerr
Duane Mass
John Richard
Kym Thompson
Louis Trost
James Waldo
Larry Warden

MEMBERS ABSENT: Doug Kellogg
Paul Meyer
Dian Wadley
Susan Winchester
Paul Ziriax

OTHERS ATTENDING: Brenda DeShazo, Department of Central Services
Suzanne Tate, Arts Council
Rick Fry, Norman
Carl Kramer, Attorney General
Charles Ford

Determination of Quorum and Call to Order

The meeting was called to order by Richard Ellwanger, Chair and it was ascertained that a quorum was present.

Discussion and possible action on temporary placement of a painting of May Lillie in the fifth floor north hall

Larry Warden moved approval for the temporary placement of a painting of May Lillie in the fifth floor north hall. James Waldo seconded the motion and it carried with the following votes: Richard Ellwanger, yes; Linda Edmondson, yes; Lou Kerr, yes; Duane Mass, yes; John Richard, yes; Kym Thompson, yes; Louis Trost, yes; James Waldo, yes; and Larry Warden, yes.

Discussion and possible action on temporary placement of a painting of Charles Banks Wilson on the fourth floor

Louis Trost moved to accept the creation of the Charles Banks Wilson portrait by Mike Wimmer. The portrait will be brought back to the full Commission for final adoption. John Richard seconded the motion and it carried with the following votes: Richard Ellwanger, yes; Linda Edmondson, yes; Lou Kerr, abstained; Duane Mass, yes; John Richard, yes; Kym Thompson, yes; Louis Trost, yes; James Waldo, yes; and Larry Warden, yes.

Discussion and possible action on Minutes of the August 19, 2010 Meeting

James Waldo moved to approve the Minutes of the August 19, 2010 meeting. Larry Warden seconded the motion. Votes cast were as follows: Richard Ellwanger, yes; Linda Edmondson, yes; Lou Kerr, yes; Duane Mass, yes; John Richard, yes; Kym Thompson, yes; Louis Trost, yes; James Waldo, yes; and Larry Warden, yes.

Discussion and possible action on meeting dates for 2011

Larry Warden moved approval of the proposed meeting dates for 2011. John Richard seconded the motion. Motion passed.

February 17, 2011, April 21, 2011, June 16, 2011, August 18, 2011, October 20, 2011, December 15, 2011.

Discussion and possible action on final approval and placement of Canadian River painting by Rick Fry

Larry Warden moved approval of the painting and for it to be placed on the third floor. Lou Kerr seconded the motion and it carried as follows: Richard Ellwanger, yes; Linda Edmondson, yes; Lou Kerr, yes; Duane Mass, yes; John Richard, yes; Kym Thompson, yes; Louis Trost, yes; James Waldo, yes; and Larry Warden, yes.

Discussion and possible action on approval of placement of "the Bison Spirit" sculpture on the first floor of the Governor's Mansion

Larry Warden moved approval of placement of "the Bison Spirit" sculpture on the first floor of the Governor's Mansion. James Waldo seconded the motion and it carried with the following votes: Richard Ellwanger, yes; Linda Edmondson, yes; Lou Kerr, yes; Duane Mass, yes; John Richard, yes; Kym Thompson, yes; Louis Trost, yes; James Waldo, yes; and Larry Warden, yes.

Update on dedication of bust of Governor Brad Henry

Suzanne Tate told those present the bust of Governor Henry is completed and will be placed in the Governor's Hall of Fame. The dedication will be January 4, 2011 at 2:00 p.m.

This was a report only. No action was taken

Update on grout restoration in Centennial Plaza of the Oklahomans

Duane Mass told those present a test area had been done on the grout and sealant restoration and encouraged everyone to go look at it.

Mr. Mass said that he would like to have this reviewed on an annual basis by a qualified person and make any repairs needed as soon as they are spotted.

This was a report only. No action was taken.

Adjournment

There being no further business the meeting adjourned at 4:05 p.m.

STATE BOARD OF REGISTRATION FOR FORESTERS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board or Commission:	STATE BOARD OF REGISTRATION FOR FORESTERS (Agency 615)
Agency Staff Contact:	Mr. Kurtis L. Atkinson, Secretary
Agency Telephone No:	405-522-6147

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help Committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by Committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

   (A) The Board of Registration for Foresters is comprised of five appointed members. By law, the Board must always have representation of an educational institution, private forest industry and a public agency. (B) Member qualifications are defined in O.S. 59, Sec. 1204 (must be a U.S. citizen, State resident, qualified as a registered forester in Oklahoma and with ten years or more professional forestry experience). (C) The term of office is five years. (D) Board members are appointed by the Governor and confirmed by the Senate.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Board was created in 1963, at the request of forest industry, academia, the forestry profession and the public at large to address the problem of people misrepresenting themselves to the public as foresters. Its primary purpose was to provide a mechanism wherein the public and those needing the services of a forestry professional would have access to foresters deemed competent by the Board. The Mission Statement of the Forester's Board is to protect the public from misrepresentation by registering individuals qualified to be foresters by reason of education and experience in the various disciplines of forestry. The program has remained fairly stable since its creation. The purpose for its existence is as valid today as it was when first established. Problems currently associated with misrepresentation are few, primarily due to the Board's presence.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

The Board's statutory authorities are included in O.S. 59, Sections 1201-1220. The Board has power to make bylaws and rules, adopt an official seal, subpoena witnesses, administer oaths and petition the District Court (Sec. 1208); to issue a license (Sec. 1215); and to revoke a license (Sec. 1219).

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

No other entity in Oklahoma licenses or registers the forestry profession. The National Society of American Foresters (SAF) offers a forester certification program and there are 14 other states in addition to Oklahoma that operate a forester-licensing or registration program similar to ours.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
1 Scheduled	2	1	2	1

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	Agency has no employees. The Secretary and all Board members serve in a strictly voluntary capacity.	0	0
FY-11	0	0	0
FY-10	0	0	0
FY-09	0	0	0
FY-08	0	0	0

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits: The Board reviews and acts upon applications for professional forester registration in Oklahoma, issues licenses, addresses complaints and approves registration renewals. Registration is not mandatory, but offers forestry professionals credentials of value in their work.

B. Monitoring: Not applicable.

C. Enforcement: The Board will investigate formal, valid complaints against a registered forester, and has the authority to revoke a license (Section 1219) and to investigate and prefer charges against violations of the act (Section 1220).

D. Continuing Education: Effective July 1, 2005, the Board initiated a Continuing Education requirement for foresters that renew their registration. The current requirement is twelve (12) hours of CE credits every two (2) years, but the Board plans to evaluate the need to raise this requirement in the future. The credits must meet the standards and guidelines established by the Society of American Foresters.

E. Other: The Board is striving to increase the awareness of forest landowners and the public as a whole about the profession of forestry, through development of a website and continued distribution of our list of registered foresters.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A"):*

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
0 to date	2	2	4	1

B. Number of applicants certified or licensed or permits granted:

These figures are only for new applications for registration. See part "H" below for registration renewals.

FY-12	FY-11	FY-10	FY-09	FY-08
0 to date	2	1	4	1

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	1	0	0

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

E. Number of disciplinary actions taken (i.e., censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
0	0	0	0	0

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

Yes, by Administrative Rule in Title 280, Chapter 10-1-2.

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education:

Since July 1, 2005, twelve (12) hours of qualifying education credits are required every two years. Those no longer practicing forestry but wishing to remain registered may claim 'Emeritus' status and are exempt from the requirement.

FY-12	FY-11	FY-10	FY-09	FY-08
13 to date	42	32	55	33

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

The number of professional foresters maintaining their registration at the end of each Fiscal Year is shown below.

FY-12	FY-11	FY-10	FY-09	FY-08
124 (current)	129	128	127	130

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	The only sources of revenue for the Forester's Board are the application fees paid by new applicants and the renewal fees paid by registered foresters. Fees collected cover 100% of the agency's operating expenses. No State appropriated dollars are received.
FY-10	Same as above
FY-09	Same as above
FY-08	Same as above
FY-07	Same as above

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	$0 spent for Risk Management insurance coverage; $48 in postage expenses paid for by Secretary out-of-pocket.
FY-10	$64 in postage expenses paid for by Secretary out-of-pocket.
FY-09	$0 spent for Risk Management insurance coverage; $70 in postage expenses paid for by Secretary out-of-pocket.
FY-08	$344 spent for Risk Management insurance coverage; $100 in postage expenses paid for by Secretary out-of-pocket.
FY-07	$348 spent for Risk Management insurance coverage; $102 in postage expenses paid for by Secretary out-of-pocket.

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

XX YES _____ NO If no, please explain.

_____

_____

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DESCRIPTION OF INCREASE OR DECREASE
FY-11	There have been no fee changes in any of the years shown here. The current application fee is $15.00, and may not exceed $25.00 per O.S. 59, Sec. 1213. The annual renewal fee is $10.00, which is the maximum authorized by O.S. 59, Sec. 1216. The Board's administrative rules are in OAC Title 280 Chapter 10.
FY-10	None
FY-09	None
FY-08	None
FY-07	None

13. Describe future objectives and goals of the agency, board, or commission. In particular describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

The Board initiated a continuing education requirement effective July 1, 2005. Registration renewals require a minimum of 12 hours of CE credits every two years. Our goal is to continue to provide a forester registration program that protects the public and the profession of forestry. Our specific objectives include management of the CE requirement, administrative improvements to make our operations more efficient and improve user-friendliness of the registration process, streamlining the budget process and the financial management processes, as well as raising the awareness of the public by developing a website. These improvements have required additional time by the Secretary in tracking continuing education activities of registrants and in program administration. Although the Board considered raising fees to cover increased program costs, we determined that the current revenue structure was adequate for the time being. Any expanded efforts in these areas, or increased administrative requirements by the State, will make it more difficult to complete these tasks and meet expectations.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGES
FY-11	There have been no changes to the Board's authorizing legislation or regulatory responsibilities in the past five years. Agency operations have been affected more by changes in the State's purchasing, budgeting, strategic planning and financial accounting processes due to CORE implementation. For very small agencies without paid staff and without State appropriations, keeping up with the mandatory training and use of these new and often complex systems has proven extremely challenging.
FY-10	None
FY-09	None
FY-08	None
FY-07	None

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

Legal counsel is provided by the Attorney General's office as mandated in our agency's statutes at O.S. 59, Section 1220.

16. Why should this agency, board, or commission be continued or discontinued?

The Foresters Board was created at a time when non-foresters were misrepresenting themselves as foresters to private landowners. The Board's primary focus then, as well as now, was to protect the public from unscrupulous business practices by people unqualified to practice professional forestry. Timber prices and harvesting activity fluctuate considerably, and the risk of landowners being taken advantage of is still high. In addition, expansion of the profession into other natural resources areas over the years, including urban forestry, agroforestry, damage appraisal, environmental protection, water quality, forest wildlife, carbon sequestration and biomass energy for example, has complicated the field of forestry from the layperson's perspective.

Oklahoma's registration program offers those needing the services of a professional forester greater assurance that they will be well served. The Board's forester registration program, even though non-mandatory, is very effective in helping landowners and others in need of professional forestry services obtain the assistance of competent professionals. The continuing education requirement also helps assure that those who are registered stay up-to-date on current technology and forestry issues. Having a recognized registration program also provides the profession a self-policing mechanism that protects not only the individuals that are registered, but also maintains the credibility of the profession as a whole.

There is a strong trend nationally and among the states to further strengthen existing forester registration or licensing programs, or even to enact programs in new states. The Board believes it is important to maintain Oklahoma's registration program to keep pace with these trends in public protection.

The Board receives no State appropriated funds, and operates solely on revenues paid by the foresters who register voluntarily.

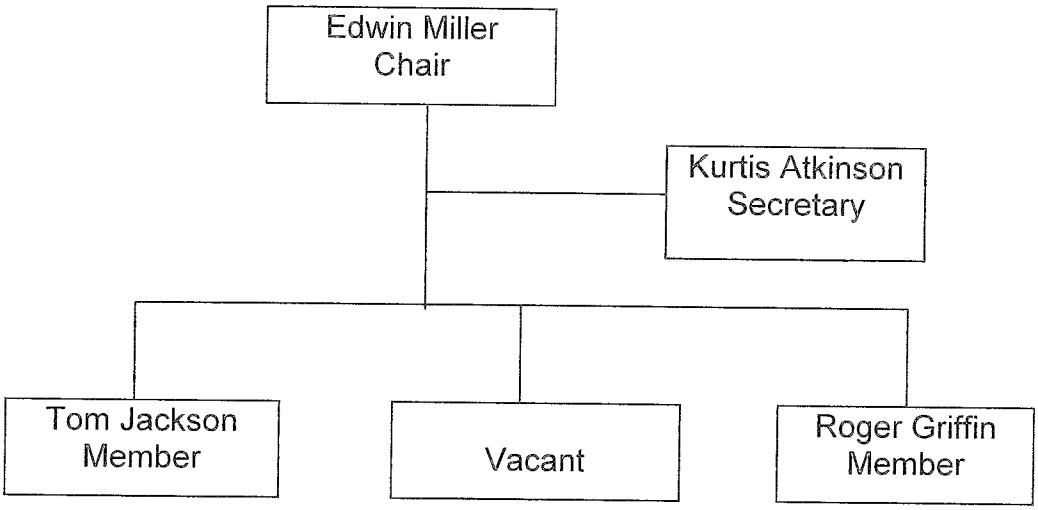
17. Submit the following material with this survey:

A. Current organization chart; **(attached)**
B. Last annual report; **(not applicable)**
C. Agency, board, or commission meeting minutes for 2010; **(attached)** and
D. Any report required by any other government entity. **(none)**

JR:nl/061764

OKLAHOMA BOARD OF REGISTRATION FOR FORESTERS
Agency 615

Organizational Chart *
as of December 1, 2011



* All members of the Board serve in a voluntary capacity. The Board has no paid employees.

OFFICIAL MINUTES
STATE BOARD OF REGISTRATION FOR FORESTERS

SIXTY SECOND MEETING

The State Board of Registration for Foresters met in regular session on June 29, 2010 in the Forestry Conference Room of the Agriculture Building in Oklahoma City, having duly posted its agenda in advance as required by the State's Open Meetings Law. Members present were Ed Miller, Tom Jackson, Roger Griffin, Chuck Tauer and Kurt Atkinson. Chairman Miller called the meeting to order at 1:00 p.m. Kurt presented the Minutes of the June 5, 2009 meeting.

Motion No. 281

Following the Board's review and there being no further discussion or changes to the Minutes, Roger moved they be accepted, Tom seconded and the Motion passed.

Kurt then presented the informational Financial and Registration reports that show budget and revenue status to date, and recent registration information. Kurt reported that there continue to be numerous foresters past due in their renewals.

Ed mentioned that Shelly Sitton in OSU's Ag Communications Division reported there is a good incoming class and this fall will be a good opportunity to approach them about student help for our brochure and website. Roger mentioned that Randy Holeman's son at Idabel might be a good backup, as he has assisted with the OFA website.

The Board then considered the application for forester registration of Dereck Warren of Broken Bow.

Motion No. 282

Having met the qualifications for registration, Roger moved approval of Mr. Warren's application. Chuck seconded and the motion passed.

Kurt provided a copy of the current Board member information page, and reported on his Senate confirmation hearing, where he was approved for another five-year term. He indicated that the hearing went quickly, and Chairman Ron Justice was supportive. Tom Jackson's appointment expires in 2011. He indicated that he was willing to serve another term, which the Board unanimously endorsed.

Ed mentioned that job prospects for foresters are bright in the near term, but the number of foresters coming out of universities is limited. Recent developments within the Sierra Club and National Geographic Society acknowledging the benefits of forest management may be a

step in the right direction to place the profession in a more positive light. Upcoming turnover within the profession, due in part to generational retirements, will likely create plenty of job openings in the next few years. Kurt provided copies of a recent report of a survey of forestry students across the country that may help better direct recruitment efforts.

We were unable to attend this year's meeting of the Association of State Boards of Registration for Foresters (ASBORF), but Tom indicated his willingness to participate in the future if possible. ASBORF has already approved Oklahoma's membership in the group and we need to pay our membership fees and get more involved.

The Board discussed the need to continue to pursue various promotional activities including the brochure and website. Kurt will ask other states for sample brochures.

Kurt mentioned that the Foresters Board was scheduled for Sunset Review in 2012, so we can expect inquiries starting in 2011.

In other business, Tom reported that previous communications with ASBORF members brought to light our lack of a registration examination as a hindrance to our program being recognized by the other states under reciprocity. Kurt pointed out that our enabling legislation provides authority for requiring an examination, so the Board could revise its requirements if desired. Current registrants could be grandfathered in. We would have to determine whether exams would be given at set times or on request. ASBORF has offered to help us develop an examination and Kurt will ask current members for samples. The Board agreed that we need to develop the basic protocols during the next year and then adopt them officially as early as July 1, 2011 if feasible. Roger mentioned that Mississippi offers its examination to recent graduates, with those passing the test given a "conditional" registration pending satisfactory completion of two full years of professional experience. Roger also mentioned that Arkansas is considering strengthening its CEU requirements to include hours in mandatory subjects including ethics. This effort is a partnership between the Arkansas Registration Board, SAF and Cooperative Extension. Kurt agreed to ask Robert McFarland for an update on the direction Arkansas is moving with their program and report to the Board at its next meeting.

Concerning the next meeting, the Board proposed getting together at 2:00 p.m. on September 16, 2010 in Stillwater, the day before an SAF meeting on the OSU campus.

Motion No. 283

There being no further business before the Board, Chuck moved that the meeting adjourn, Tom seconded and the Motion passed. The meeting adjourned at 2:30 p.m.

By: _____
Chairman

Attest: _____
Secretary

OFFICIAL MINUTES
STATE BOARD OF REGISTRATION FOR FORESTERS

SIXTY THIRD MEETING

The Oklahoma Board of Registration for Foresters met in regular session on September 16, 2010 in room 106 Ag Hall on the OSU campus in Stillwater, having duly posted its agenda in advance as required by the State's Open Meetings Law. Members present were Ed Miller, Tom Jackson, Roger Griffin, Chuck Tauer and Kurt Atkinson. Chairman Miller called the meeting to order at 2:00 p.m. Kurt presented the Minutes of the June 29, 2010 meeting.

Motion No. 284

Chuck noted one change in the minutes concerning numbering of the Motions. Following the Board's review and there being no further discussion or changes to the Minutes, Roger moved they be accepted, Chuck seconded and the Motion passed.

Kurt then presented the informational Financial and Registration reports that show budget and revenue status to date, and recent registration information. Kurt reported that there continue to be numerous foresters in arrears in paying their dues, possibly as a result of the continuing education requirement. Of the 128 foresters currently registered, 48 have lapsed but have not yet been removed from the roles pending additional contacts and confirmation by the Secretary. The Board reviewed the current member information page and noted that Tom Jackson's appointment expires in 2011.

The Board then discussed opportunities for and the necessity of creating a website, to raise awareness and facilitate better interaction with the public and our registered foresters. Kurt agreed to discuss this situation with George Geissler, as he had been instrumental in developing Oklahoma Forestry Services' website. Some possible domain names were discussed, with some agreement that we could pattern the site's address after the Association of Southeastern Boards of Registration for Foresters (ASBORF), such as www.obrf.ok.gov. The Board also reviewed the website contents used by Arkansas. Their basic layout is a good starting point, but the Board noted additions and improvements to consider as we move ahead. We agreed that considerable work was needed on a website's background, color scheme and appropriate photos.

The Board discussed the need for a brochure of some kind that describes the Board's role and the value of using professional foresters, but agreed that an on-line version would suffice and could be printed by those needing a hard copy.

The Board reviewed the State of Arkansas' frequently asked questions concerning continuing education and the ethics requirement. Oklahoma needs to incorporate ethics in the registration process. Some concern was expressed that if we require an ethics course as part of the registration process, or in continuing education, then this course must be made available. An

effective yet fairly simple way to accomplish this is to develop an on-line short course with a quiz that would qualify for an hour of ethics credit.

Motion No. 285

Tom moved that the Board continue work on the website, and for members to share drafts of contents and other suggestions. Ed seconded and the motion passed. Ideally, the website should be completed early in 2011, to meet statutory expectations of all state agencies.

Concerning examinations, Tom agreed to solicit input from ASBORF members concerning sample questions, sample exams and testing policies, and have them available for review at the next meeting.

Motion No. 286

There being no further business before the Board, Tom moved that the meeting adjourn, Chuck seconded and the Motion passed. The meeting adjourned at 3:10 p.m.

By: _____
Chairman

Attest: _____
Secretary

OFFICIAL MINUTES
STATE BOARD OF REGISTRATION FOR FORESTERS

SIXTY FOURTH MEETING

The Oklahoma Board of Registration for Foresters met in regular session on June 22, 2011 in Room 159 Ag Hall on the OSU campus in Stillwater, having duly posted its agenda in advance as required by the State's Open Meetings Law. Members present were Ed Miller, Chuck Tauer and Kurt Atkinson. Board members Tom Jackson and Roger Griffin were unable to attend. Chairman Miller called the meeting to order at 1:10 p.m. Kurt presented the Minutes of the September 16, 2010 meeting.

Motion No. 287

Following the Board's review and there being no further discussion or changes to the Minutes, Chuck moved they be accepted, Kurt seconded and the Motion passed.

Kurt then presented the Financial and Registration reports that show budget and revenue status to date, and recent registration information.

Motion No. 288

Following the Board's review of the financial and registration reports, Chuck moved they be accepted, Kurt seconded and the Motion passed.

The Board reviewed the member information page and noted that Tom Jackson's appointment expires in 2011. Kurt will check with Tom and confirm whether he was reappointed to the Board, and advise the Board accordingly. Chuck updated the Board on his retirement plans and indicated that he was moving to Oregon at the end of June. Kurt agreed to notify the Governor's Office and Ethics Commission concerning Chuck's resignation from the Board. The Board gratefully acknowledged Chuck's eight years of service as a Board member.

The Board then discussed possible candidates for Board members. Ed and Chuck suggested three current faculty members as worthy candidates: Rod Will, but he is not currently registered; Duncan Wilson, but he may not have the required ten years professional experience; and Craig McKinley. Ed and Chuck agreed to contact these individuals and determine their interest in serving.

Ed provided an update on his status within the Department of Agricultural Sciences and Natural Resources. He is accepting a faculty position after June 30, 2011 for a nine-month appointment as Director of International Programs for the Department. This change may influence his decision to continue to serve as a Board member when his term expires in 2012.

Kurt then presented the application for registration of Mr. Gregory Scott Huff of Purcell, Oklahoma.

Motion No. 289

Following the Board's review and having met the qualifications for registration, Chuck moved acceptance of Mr. Huff's application, Kurt seconded and the Motion passed.

Kurt then presented the application for registration of Ms. Erin K. Johnson of Oklahoma City, Oklahoma.

Motion No. 290

Following the Board's review and having met the qualifications for forester registration, Kurt moved acceptance of Ms. Johnson's application, Chuck seconded and the Motion passed.

In Tom Jackson's absence, there were no updates concerning ASBORF. Ed reported that our Board members did consider the offer from this organization to serve as a Secretary/Treasurer, but no Oklahoma members volunteered.

The Board then discussed again the need to develop a website, to raise awareness and facilitate better interaction with the public and our registered foresters. Kurt still plans to explore hosting options with George Geissler and begin to develop the necessary pages. Ed still plans to visit with Shelley Sitton in the Ag Communications Department to determine their interest in assisting with this project.

Kurt mentioned that the Board will be subject to Sunset Review in 2012, and we can expect additional surveys and meetings through the next legislative session. Ed suggested engaging Jim Reese and Gary Sherrer in this process.

Under New Business, both Ed and Chuck expressed the need to inform students about forester registration and licensing programs, possibly as part of Craig McKinley's policy class. This should also include exposure to professional ethics. Ed and Chuck offered to visit with Craig about this opportunity.

The Board discussed scheduling the next meeting for sometime in the fall, and a conference call concerning Board appointments.

Motion No. 291

There being no further business before the Board, Chuck moved that the meeting adjourn, Kurt seconded and the Motion passed. The meeting adjourned at 2:00 p.m.

By: _____
Chairman

Attest: Kurtis L. Robinson
Secretary

STATE BOARD OF VETERINARY MEDICAL EXAMINERS

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	STATE BOARD OF VETERINARY MEDICAL EXAMINERS
Agency Staff Contact:	Cathy Kirkpatrick, Executive Director
Agency Telephone Number:	405-524-9006

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare a written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

A. 6 Board Members – 5 licensed veterinarians and 1 lay member

B. Veterinarians - graduate of approved school, licensed for 3 years preceding appointment; lay member does not have a financial interest in profession members must be resident of the state.

C. Members appointed for term of 5 years and do not serve consecutively for more than 2 terms.

D. Appointment by the Governor with advice and consent of Senate. Members are appointed from each congressional district and lay member appointed from the state at large. Two veterinary members are large animal practitioners and also include small animals into their practice. The remaining three members primarily have a small animal practice including exotics.

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

Established March 10, 1913- Act defined and regulated the practice of veterinary medicine, including animal surgery, and dentistry. In 1937 redrafted to improve standard of practice Primary purpose is to protect public health, safety and welfare from unprofessional, improper incompetent and unlawful practice of veterinary medicine by determining a person's initial and continuing qualification of fitness through setting licensing and continued competency standards, administering entry level tests, monitoring continuing education, processing complaints and enforcing the Veterinary Practice Act. Since the redrafting of the Act the Board was mandated to license and regulate veterinary technicians, euthanasia technicians, non-vet dental care providers and non-vet reproductive services technicians in addition to veterinarians

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

Title 59, Section 698.2 through 698.30 – Regulate the practice of veterinary medicine, set standards for licensure by examination and develop such examinations to provide assurance of competence to practice; issue or deny licenses, determine which schools, college and educational programs are acceptable, set fees, investigate complaints and adverse information about licensees, adjudicate matters and issue final decisions on matters to discipline, impose sanctions, levy fines, costs and institute proceedings in courts of competent jurisdiction, and promulgate Rules to administer, carryout and enforce the provisions of the Veterinary Practice Act.

4. Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).

The Board of Veterinary Medical Examiners is the only regulatory agency for the practice of veterinary medicine. There is one area where the Oklahoma Department of Agriculture compliments the services provided by the Board of Veterinary Medical Examiners, which involves complaints received against non-veterinary equine dental care providers. The Veterinary Board certifies non-veterinary equine dental providers but complaints are administered by the Department of Agriculture, who can refer the complaint back to the Board of Veterinary Medical Examiners for investigation and prosecution.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years. Please indicate if you do so.).*

FY-12	FY-11	FY-10	FY-09	FY-08
3 held (8 sched)	8	7	8	8

FY-2012 Began July 1, 2011

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

FISCAL YEAR	FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES	CONTRACT EMPLOYEES
FY-12	3	1	1
FY-11	3	1	1
FY-10	3	1	2
FY-09	3	1	2
FY-08	3	1	2

7. Describe the agency, board, or commission's programs for each of the following activities:

A. Certification, licensure, and permits: DVM = Doctor of Veterinary Medicine; RVT= Registered Veterinary Technician ;CAET=Certified Euthanasia Technician

DVM: Diploma from accredited college; passing of the North American Veterinary Licensing Exam (70 or better); passing of State Jurisprudence exam (70 or better).
RVT: Associate in Applied Science; passing of Veterinary National Technician Examination; passing of State of Jurisprudence exam (70 or better).
CAET: Pass a national fingerprint history search; employed with animal shelter; pass written examination (70 or better) and practical examination (100%).

B. Monitoring:

Each licensee/certificate holder must renew annually on or before June 30th. The fee and completion of the renewal must be submitted. Continuing education is required and annual audits are conducted each year on each respective license.

C. Enforcement:

Complaint review by the probable cause committee, investigations, administrative disciplinary actions and probationary monitoring occurs for all licensees/certificate holders as it relates to the practice of veterinary medicine.

D. Continuing Education:

Before the license/certificate is reissued, the licensee must certify they have obtained the required continuing education hours. CE is required annually. DVM-20hours;RVT-10 hours;CAET-6 hours; Teethfloater-4 hours; Reproductive Services Technician-8 hours.

E. Other:

The Board approves each applicant for all examinations required to become licensed/certified. The Board must certify an individual as a non-veterinary equine dental care provider after providing proof of qualification. Also, the Board shall certify individuals a nonveterinary reproductive services technician who qualify and pass a written examination.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A"): FY 2012 **begins** 7/1/2011*

A. Number of applications received for examination, certification, or permits:

FY-12	FY-11	FY-10	FY-09	FY-08
127	379	357	299	297

B. Number of applicants certified or licensed or permits granted:

FY-12	FY-11	FY-10	FY-09	FY-08
40	221	232	186	192

C. Number of applicants denied:

FY-12	FY-11	FY-10	FY-09	FY-08
0	3	0	0	0

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
6	6	11	12	11

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
6	6	11	12	11

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.

All actions are matters of public record – Title 59, Sec 698.14a(B)(3)(N)

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
Not yet reported	2190	2099	2084	2010

H. Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.

Number of complaints received and processed each year (to 12/1/11)

FY-12	FY-11	FY-10	FY-09	FY-08
82	158	186	149	147

9. List all source(s) of revenue for each of the last five (5) fiscal years.

FISCAL YEAR	SOURCES OF REVENUE
FY-11	Fees for examinations, renewals, verifications, fines and costs, copies
FY-10	Fees for examinations, renewals, verifications, fines and costs, copies
FY-09	Fees for examinations, renewals, verifications, fines and costs, copies
FY-08	Fees for examinations, renewals, verifications, fines and costs, copies
FY-07	Fees for examinations, renewals, verifications, fines and costs, copies

10. Summarize all expenditures for each of the last five (5) fiscal years.

FISCAL YEAR	EXPENDITURES
FY-11	391,643
FY-10	402,481
FY-09	381,256
FY-08	327,657
FY-07	290,781

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

__X__ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

FISCAL YEAR	DECRIPTION OF INCREASE OR DECREASE
FY-11	Added non-vet reproductive services technician – cost is $200
FY-10	Added non-vet equine dental care provider – cost is $200
FY-09	DVM renewals increased $50;implemented $100 fee for CE extensions
FY-08	No fee increase, new fee or decrease in fee
FY-07	Added Provisional (for DVM) license status - cost is $300

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, boards, or commission's ability to fulfill its responsibilities.

One of the goals of the Board is to continually upgrade and maintain the written standards of practice along with the advancements gained in veterinary medicine. The Board is also committed to developing a comprehensive educational program for licensees with regards to changes in state and federal regulatory law. We do not foresee an effect on expenditures, personnel or the board's ability to fulfill its responsibilities with implementing these goals.

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	Defined animal husbandry; added reproductive service tech certification
FY-10	Added equine teeth floating to acts not prohibited and certification
FY-09	New fee for CE extension requests; violation of The Act changed from a felony to a misdemeanor
FY-08	Added duties for RVT's to perform without DVM direct supervision
FY-07	Added Provisional license for a DVM

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The Board contracts with the Attorney General's office for all of its legal services, including defense litigation. An Assistant Attorney General provides such legal services and conducts business for the Board, which includes legal advice, rule making assistance, drafting complaints, citations, subpoenas, temporary restraining orders and providing prosecutorial efforts with respect to disciplinary actions at an administrative level. The Board's attorney is also a member of the Board's Probable Cause Committee, which is the committee that determines whether there is probable cause to proceed with investigating a case and recommending disciplinary action.

16. Why should this agency, board, or commission be continued or discontinued?

The Veterinary Medical Examiners is the controlling legal authority in regards to the practice of Veterinary Medicine in Oklahoma. It regulates the veterinary profession, which provides health care to the state's animal population, including, livestock, poultry, and pets. As licensed professionals overseeing and safeguarding the use of prescription drugs in animals, a veterinarian helps ensure the proper administration, dosage and usage of veterinary drugs, including drug withdrawal times for food animals. Without such safeguards in place drug diversion could occur that may be used for non-medicinal purposes or contaminated animal food sources could occur thereby threatening public health and safety. The veterinarians are responsible for the safety of food of animal origin through animal inspections and certification and also checks for and treats zoonotic diseases.

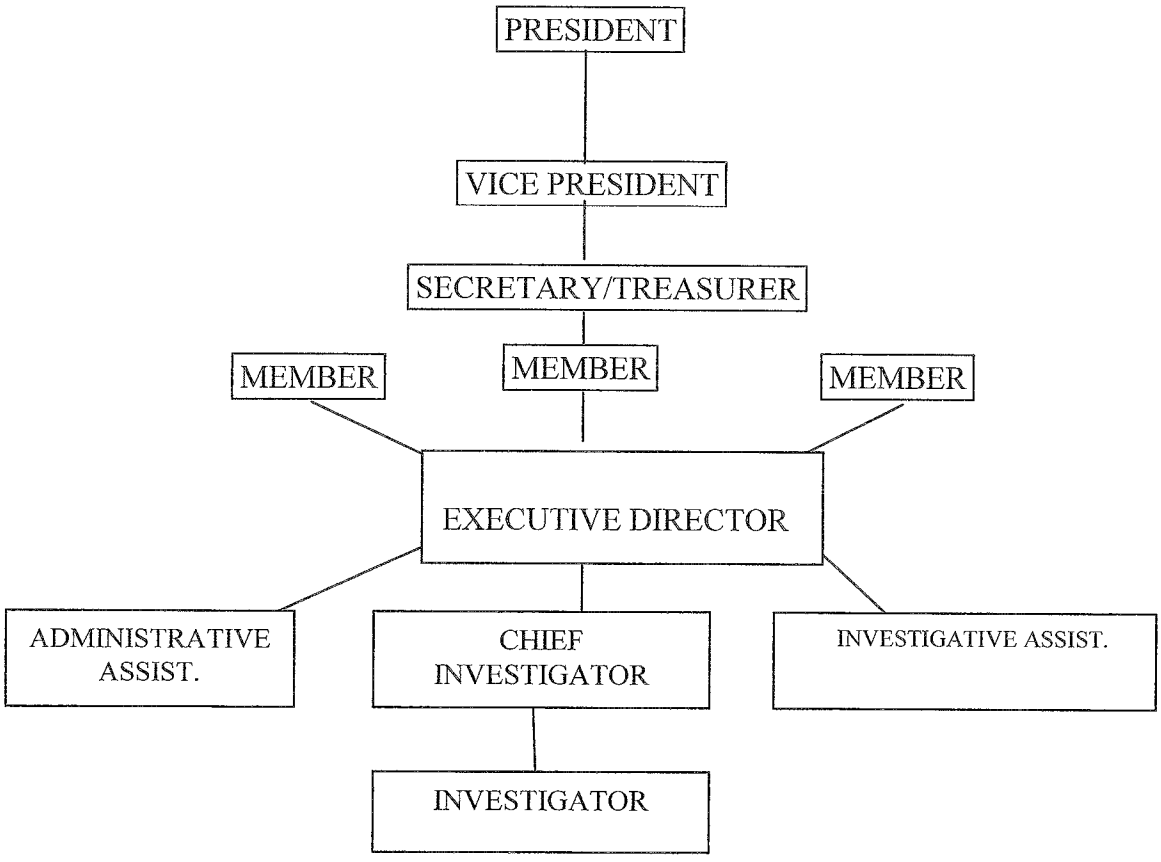
As the state regulatory agency overseeing the practice of veterinary medicine the Board was established to protect the public from the unlawful practice of veterinary medicine with the directive to safeguard the health, safety and welfare of the people of Oklahoma. It works closely with the Federal Drug Administration to ensure prescription drugs are only dispensed pursuant to a prescription written by a licensed veterinarian and after first establishing a valid veterinarian-client-patient relationship.

The Board has seen a material increase in citizen complaints and without the continuation of the Veterinary Board the public would be left on its own and have only the state's court/judicial system for the resolution/settlement of any disputes involving veterinarians or prosecution of violations of the Veterinary Practice Act. The practice of veterinary medicine is best regulated by a self funded and independent agency made up of licensed veterinarians. Only veterinarians possess the experience, training and education to regulate the practice of veterinary medicine. If veterinary medicine is not properly regulated, Oklahoman's who own, interact with, or use animals combined with the millions of commercial and companion animals resident in the state of Oklahoma would be economically impacted and physically endangered by any dilution of the power of the Board or deregulation of the practice of veterinary medicine. Veterinary medicine's role in the state's economy and the protection provided by veterinarians against bio-terrorism would be jeopardized because all standards of state and national licensure would be eliminated thereby allowing unscrupulous and incompetent individuals to practice veterinary medicine. The Veterinary Board will continue its history of being able to timely adapt to necessary changes and be responsive to the veterinary challenges and needs of the people of Oklahoma. The Board will continue to hold public meetings, research pertinent issues, work closely with federal and state agencies and seek innovative methods to handle the huge advances in technology that veterinary medicine will encounter well into the future

17. Submit the following material with this survey:

A. Current organization chart;
B. Last annual report;
C. Agency, board, or commission meeting minutes for 2010; and
D. Any report required by any other government entity.

BOARD OF VETERINARY MEDICAL EXAMINERS ORGANIZATIONAL CHART



OKLAHOMA BOARD OF VETERINARY MEDICAL EXAMINERS

ANNUAL REPORT

JULY 1, 2010 - JUNE 30, 2011

BOARD MEMBERS AND STAFF

July 1, 2010 through June 30, 2011

Board Member	Position	Term Expires
Jim Lee, DVM	President	5/9/2015
Dan Danner, DVM	Vice-President	5/9/2013
Jeff Tidwell, DVM	Member	5/9/2012
Paul Sells, DVM	Secretary/Treas	5/9/2011
Tammy Ward, Esq.	Member	9/30/2011
Frank Denney, DVM	Member	5/9/2014
Carole Houghton, Esq	Member	5/9/2014

Staff	Position
Cathy Kirkpatrick	Executive Director
G. Dale Fullerton	Investigator
Kelly D. Rahill	Administrative Assistant
Melody Thompson, RVT	Investigative Assistant

Legal Services

Jim Barwick, Asst Attorney General
313 NE 21st
Oklahoma City, OK 73105

Cabinet Secretary

Oscar Jackson

BOARD PURPOSE

The primary responsibility and obligation of the Oklahoma Board of Veterinary Medical Examiners as specified in Title 59 Sec. 698.1 et seq. and Title 775 of the Oklahoma Administrative Code is to protect the public from the unprofessional, improper, incompetent and unlawful practice of veterinary medicine. Laws, rules and regulations governing the granting and subsequent use of the privilege to practice veterinary medicine are conferred on the Board by the citizens of the State of Oklahoma, acting through their elected representatives. Additionally, the duties of proceeding against the unprofessional and unlawful practice of veterinary medicine and enforcing the Veterinary Practice Act is also delegated to the Board as specified in the above referenced statutes and administrative codes.

HISTORICAL

1913 On March 10, 1913, the Oklahoma State Board of Veterinary Medical Examiners is established with five Board members under the Act "To Define And Regulate The Practice Of Veterinary Medicine, Surgery, Dentistry, In The State Of Oklahoma". The license requirements: a DVM degree and State examination. License fee is $15.00. Those practicing veterinary medicine prior to the act, which did not have a degree, are grandfathered in after taking and passing the State examination. Of the 256 non-graduates who took the examination, 17 failed. On July 3, 1913, the first license is issued to a non-graduate, W. P. Smith, of Apache, Oklahoma. The first license issued to a graduate is to Dr. C. R. Walter, of Tulsa, Oklahoma. Dr. Walter was a graduate of Kansas City Veterinary College. 289 licenses are issued: 50 to graduates and 239 to non-graduates.

1937 On May 22, 1937 the Oklahoma Veterinary Practice Act was redrafted to improve standards in the practice of veterinary medicine.

1949 On July 1, 1949, the first woman to receive a license in Oklahoma is issued to Dr. Margaret P. Denison, of Oklahoma City, Oklahoma. Her license number 0421 is granted by reciprocity. Dr. Denison was a graduate of Kansas State College and was born in Chippewa Falls, Wisconsin on March 31, 1927.

1956 National Board Examination is required for DVM licensure.

1981 Clinical Competency Test is included in the requirements for DVM licensure. Animal Technicians are recognized. Technician requirements for certification: Graduate of an accredited school, National and State examinations, and six hours of mandatory continuing education.

1989 License fee is $25.00. Mandatory 20 hours of continuing education is required for DVM renewals.

HISTORICAL (continued)

1990 License fee is $50.00.

1991 Under the leadership of Dr. Joe Howell, the Board embarked on a reorganization program and contracted the services of the Oklahoma State Board of Medical Licensure and Supervision. Once the Board was satisfied with the reorganization, it subsequently decided to lease its own office and function as the Board was intended.

1992 License fee is $100.00. Separation from the Board of Medical Licensure and Supervision.

1993 The name of "Animal Technician" is changed to "Certified Veterinary Technician".

1997 There are 1762 actively licensed or certified. With the passing of pari-mutuel racing in 1983, the expansion of horse racing, the OTBA breeding program and the commencement of a major racetrack in 1988, the demand for licensure in the State of Oklahoma has steadily risen. Since 1988 the Board's activity has increased at an annual rate of 5%.

1998 There are 1882 actively licensed or certified. 80 licenses were issued by examination. A new law is passed, Section 698.5a of Title 59: Investigators for the Board will be considered peace officers should such any Investigator be certified as a peace officer by the Council on Law Enforcement Education and Training and have state wide jurisdiction.

1999 There are 1816 actively licensed or certified. 75 licenses were issued by examination. On April 19, 1999 House Bill 1344 is signed by Governor Keating and this legislation will become effective November 1, 1999. Some of the aspects of the bill was to establish minimum standards for practicing veterinarians and included the addition of a lay member to the Board for the first time in state history.

2000 There are 1915 actively licensed or certified. 89 licenses were issued by examination. In May, 2000, two new laws were passed; Senate Bill 838, relating to animal chiropractic diagnosis and treatment, and House Bill 2353, allows a Certified Euthanasia Technician to administer denatured sodium pentobarbital. These legislations were signed by Governor Keating and will become effective November 1, 2000. New rules were drafted and became effective May 11, 2000, which included the license renewal fee, was increased to $125.00, licensure by endorsement fee increased to $625.00, and reinstatement fee increased to $625.00.

HISTORICAL (continued)

2001 There are 1915 actively licensed or certified. 93 licenses and certificates were issued by examination. In May, 2001 new rules were approved, which included certifying an individual to become an animal euthanasia technician. This new certification relieves the veterinarian the liability of dispensing a controlled dangerous substance to unlicensed individuals and also municipalities will have an avenue to purchase and store Controlled Dangerous Substances lawfully. Also, the inactive status for a certified veterinary technician (CVT) was deleted and additional continuing education hours for the CVT.

2002 There are 1943 actively licensed and certified. 94 licenses and certificates were issued by examination. In July 2002 new rules will be approved, which included acceptance of online continuing education available to the veterinarians and technicians. Effective for November 2002, new rules for the veterinary technicians; A veterinary technician will be registered and this will be interchangeable with the title certified.

2003 There are 1952 actively licensed and registered. 85 licenses and certificates were issued by examination; 5 Faculty licenses were issued; and 5 licenses and certificates were reinstated. In July 2003 new rules will be approved, which included new rules for the technicians and clarification of a name change from certified to registered. Effective for November 2003; under practice defined for veterinarians; adds complimentary and alternative therapies.

2004 There are 1932 actively licensed and registered. 101 licenses and certificates were issued by examination; 10 Faculty licenses were issued; and 4 licenses and certificates were reinstated. In July 2004 new rules were approved, which included a license renewal fee increase to $175 for veterinarians; $45 for technicians and the reactivation fee for a license renewal were increased to $100. Effective for November 2004 there will be a new statute that provides; all information obtained in the course of an investigation, including reports provided to the Board shall be held confidential by the Board. In October 2003 the first training for the Animal Euthanasia Technicians was conducted. There were seven candidates for the training and all seven candidates passed the written and practical examination. The practical examination was given at the Oklahoma City Animal Shelter.

2005 There are 2051 actively licensed and registered. 133 licenses and certificates were issued by examination; 9 Faculty licenses were issued; and 7 licenses and certificates were reinstated. In May 2005 new rules were approved, which defines Complementary and Alternative. Effective for November 2005 there will be a new statute that has been included in Acts Not Prohibited, it provides; any individual that has certification in animal massage therapy which meets the Board standard and acquires liability insurance for engaging in animal massage therapy after a written referral from a licensed veterinarian.

HISTORICAL (continued)

2006 There are 2113 actively licensed and registered. 162 licenses and certificates were issued by examination; 14 Faculty licenses were issued; and 12 licenses and certificates were reinstated. Effective for July 2006 new rules will be enacted, which includes Wholesaler/Distributors of veterinary labeled prescription drugs must comply by ensuring a valid veterinarian-client-patient relationship exists before the issuance of drugs to the end-user. Additionally, rules regarding animal massage therapy have been defined. Effective for November 2006 an addition to the Abandoned animal statute that allows the veterinarian to notify the owner or the owner's agent by hand delivery before disposing of the animal in a humane manner

2007 There are 2147 actively licensed and registered. 136 licenses were issued by examination; 14 Faculty licenses were issued; and 14 licenses and certificates were reinstated. Effective July 2007 new rules were enacted that require all new faculty licensees to take the Jurisprudence examination. Additionally, a provisional license can be obtained (after Board approval) to practice veterinary medicine after meeting all requirements and payment of $300.

2008 There are 2202 actively licensed and registered. 174 licenses were issued by examination; 10 Faculty licenses were issued; and 8 licenses and registrations were reinstated. Effective July 2008 new rules were enacted that allow additional duties for a RVT to perform without the direct supervision of a licensed veterinarian. Also, reduction of the mandatory Continuing Education requirements to allow for 2 hours only; reduces Journals and Auto-tutorials from five hours to four hours.

2009 There are 2270 actively licensed and registered. 162 licenses were issued by examination; 14 Faculty licenses were issued; and 10 licenses and registrations were reinstated. Effective April 2009 new rules were enacted that allow 10 additional duties for a RVT to perform without the direct supervision of a licensed veterinarian. Also, the license renewal fee for veterinarians increased to $225 and a new fee was approved for continuing education extensions, the fee will be $100.

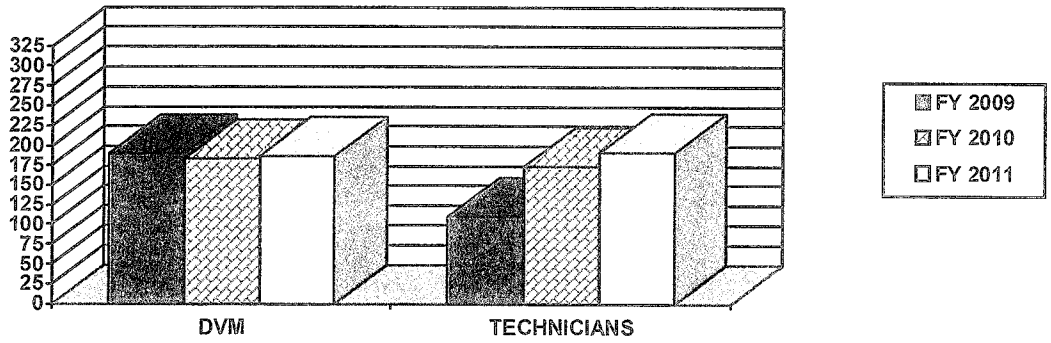
2010 There are 2331 actively licensed and registered. 206 licenses were issued by examination; 17 Faculty licenses were issued; and 9 licenses and registrations were reinstated. The legislature and Governor passed HB 3202, which will be effective August 27, 2010. This Bill stipulates that of the five veterinarian board members, one must be an equine practitioner and one must be a large animal practitioner; it defines teeth floating; inserts the words animal husbandry, teeth floating and farriery in Section 698.12 of the Act; any individual that is certified by the Board and pays a certification fee of $200 can engage in non-veterinary equine dental care.

HISTORICAL (continued)

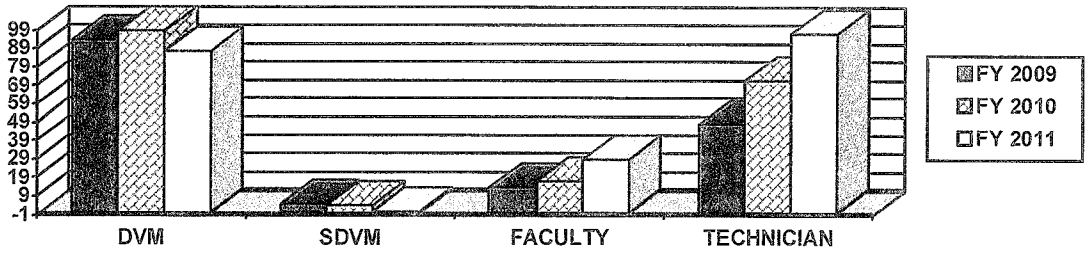
2011 There are 2411 actively licensed and registered. 182 licenses were issued by examination; 29 Faculty licenses were issued; and 10 licenses and registrations were reinstated. The legislature and Governor passed HB 1310, which will be effective November 1, 2011. This Bill certify individuals as a non-veterinarian reproductive service provider after passing an examination; it defines animal husbandry; and it creates the Animal Technology Advisory Committee, which will make recommendations to the Board regarding any new and evolving technology, procedure, method or practice that may be considered an act of animal husbandry.

EXAMINATIONS - LICENSES - CERTIFICATIONS

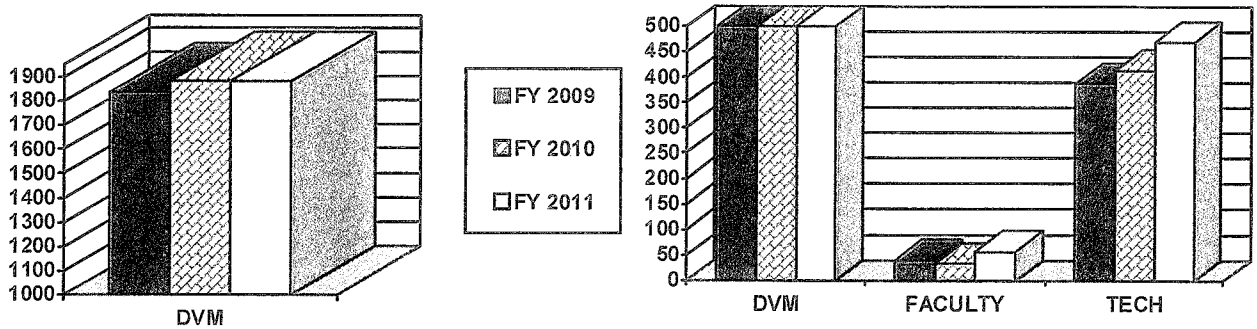
EXAMINATIONS	FY09	FY10	FY11
DVM	189	183	187
TECHNICIANS (RVT & CAET)	110	174	192



LICENSES/CERT ISSUED	FY09	FY10	FY11
DVM	94	103	87
SDVM	5	4	2
FACULTY	14	17	29
TECHNICIANS (RVT & CAET)	48	72	97



CURRENTLY LICENSED/CERT	FY09	FY10	FY11
DVM	1838	1883	1883
SDVM	4	1	1
FACULTY	41	34	58
TECHNICIANS (RVT & CAET)	387	413	469



INVESTIGATION DIVISION

INVESTIGATION DIVISION PURPOSE

The primary purpose of the investigation division is to investigate complaints and adverse information concerning licensees, certificate holders and unlicensed individuals involved in the unlawful practice of veterinary medicine. The division develops and brings forward cases which require either administrative discipline or criminal prosecution with respect to issues dealing with unprofessional conduct and criminal activity.

The investigation division currently consists of one full-time investigator who conducts investigations throughout the entire state. In preparation for this duty, the investigator attended investigative training seminars in both traditional law enforcement issues and administrative regulatory law, particularly in the field of the interview process, evidence recovery, and administrative due process. Regulatory seminars are attended, and cross training with other state agencies is taken advantage of.

2010- 2011 INVESTIGATIVE HIGHLIGHTS

- Dale Fullerton completed in service training with the Oklahoma Bureau Narcotics, Association of Oklahoma Narcotics Enforcers courses as well as numerous CLEET courses. He worked several joint investigations with the Food and Drug Administration, The Horse Racing Commission, Oklahoma Bureau of Narcotics, Drug Enforcement Administration and the United States Department of Agriculture.

- Continuing to streamline the complaint and investigative process, this thoroughly addresses the public's needs, while at the same time protecting the defendant's due process rights.

- Closed 127 Criminal and Administrative cases.

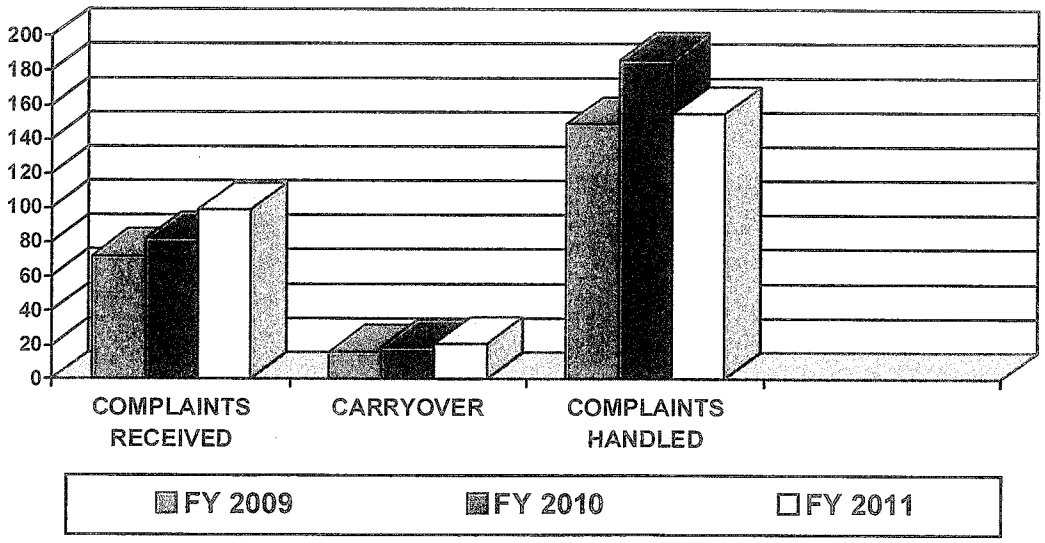
- Inspected and approved 12 Animal Control agencies or Animal Shelter organizations positioned in various locations in Oklahoma. 45 Euthanasia technicians were approved to be employed at these locations.

COMPLAINTS RECEIVED

The Oklahoma Veterinary Practice Act, Title 59 Section 698.1 et seq., empowers the Board with the authority to regulate the practice of veterinary medicine. These powers and duties include reviewing and investigating complaints and adverse information about licensees and certificate holders, in addition to halting the unlicensed or illegal practice of veterinary medicine in order to protect the health, safety and welfare of the citizens of this state. Additionally, misconduct compromises the good name of the entire professional community. Complaints are therefore received by the Board to ensure that the consumer secures competent professional services.

Each consumer who desires to lodge an official complaint against a licensed professional or unlicensed practitioner is promptly sent the agency's official complaint forms. Investigations are generally initiated after a complaint form is returned to the Board of Veterinary Medical Examiners; however, complaints can also be received from other agencies, or an official complaint/investigation can be initiated by the office of the Oklahoma Board of Veterinary Medical Examiners. All complaints are recorded as to the date in which the complaint form was requested and sent out by mail, and what date the complaint form was received for review.

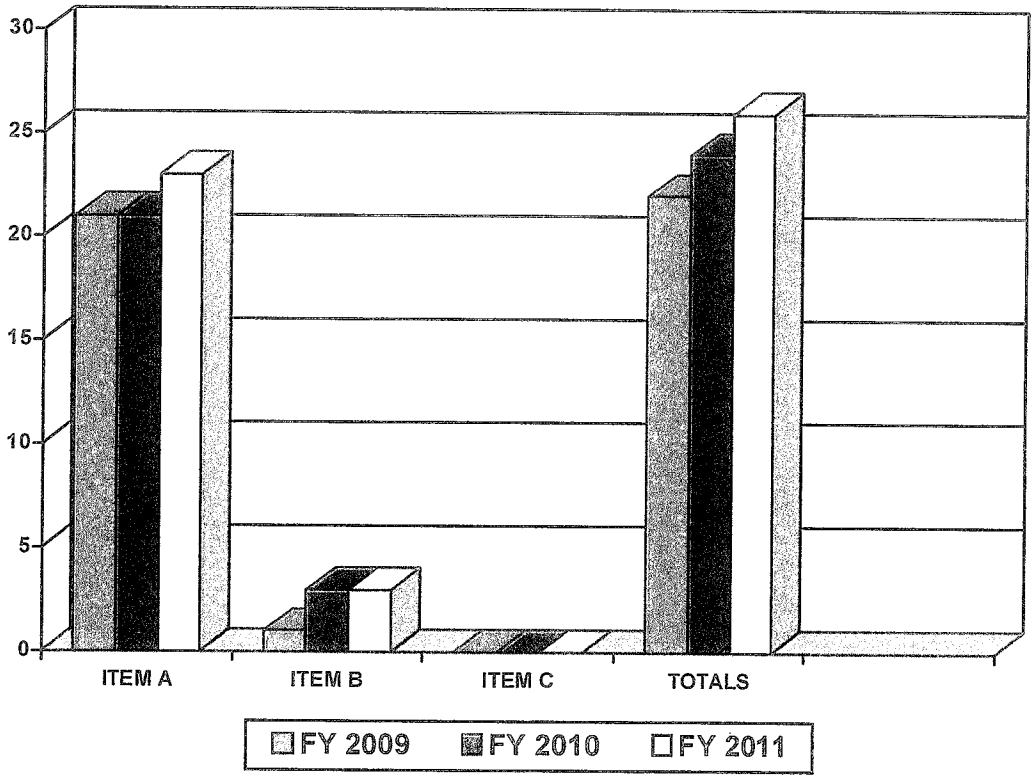
	FY09	FY10	FY11
Complaints received	72	82	99
Complaint initiated by OSBVME or other agency	61	85	35
Total number of complaints reviewed	133	167	134
Complaints carried over from the previous year	16	19	24
TOTAL NUMBER OF COMPLAINTS HANDLED	149	186	158



END OF YEAR CASE STATUS

Complaint files remaining open at the end of the 2010-11 fiscal year were previously approved for an administrative or criminal investigation, and remain active until they are closed for cause or adjudicated before the proper forum. Hearings are initiated after a determination is made where probable cause exists that a violation of the Veterinary Practice Act has allegedly been committed.

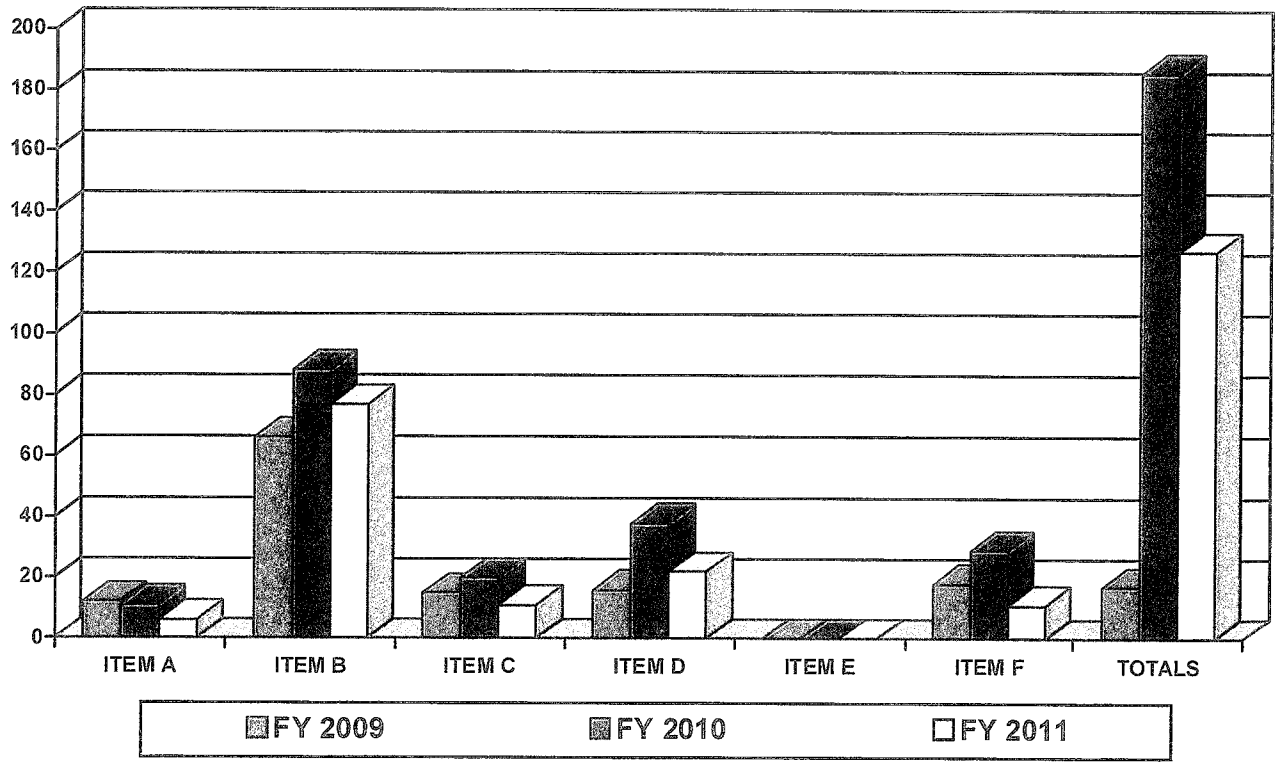
	FY09	FY10	FY11
A. Administrative cases remaining open at the close of the fiscal year	21	21	23
B. Cases scheduled for administrative hearing and adjudication	1	3	3
C. Awaiting outcome of state criminal prosecution	0	0	0
TOTAL CASES REMAINING OPEN AT THE CLOSE OF THE FISCAL YEAR	22	24	26



CLOSED CASE DISPOSITIONS

All complaints received by the Board of Veterinary Medical Examiners are reviewed by an investigator, the agency attorney, and a licensed veterinarian. This procedure insures that evidentiary, due process, administrative, and probable cause issues are properly addressed, in addition to how the minimum standards of veterinary practice relate to questions raised in the complaint, and whether or not a violation of the Veterinary Practice Act exists. A case may be closed out in a variety of ways, including recommendations for an administrative hearing or for criminal prosecution.

	FY09	FY10	FY11
A. Cases before Board, citation & fine issued or Surrender	12	11	6
B. Investigations in which there was "no violation" established	66	88	77
C. Cases in which a "letter of concern" was issued	15	20	11
D. Cases which lacked foundation or jurisdiction and referred	16	38	22
E. Cases which reversed the complaint by complainant	0	0	0
F. Cases in which there was a cease and desist letter issued	18	29	11
TOTAL CASES CLOSED DURING THE RESPECTIVE FISCAL YEAR	127	186	127

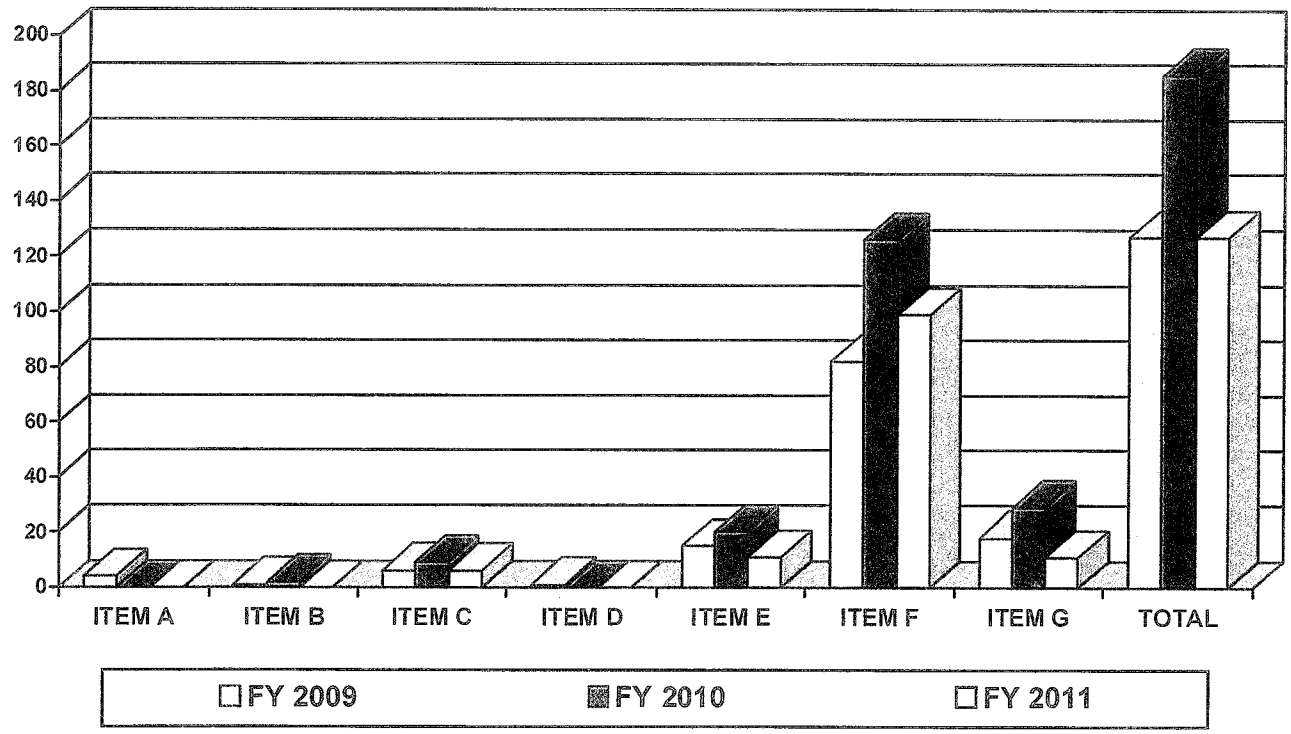


DISCIPLINARY ACTIONS BY CASE

Disciplinary actions are the result of a formal complaint and citation having been filed and adjudicated before the Board en bac, in compliance with the Oklahoma Administrative Code, the Administrative Procedures Act and the Open Meetings Act.

The number of revocations, suspensions and probations can be the result of several cases pending against a single licensee. Disciplinary actions are not necessarily indicative of the number of licensees.

	FY09	FY10	FY11
A. Cases closed by revocation or Surrender of License	4	0	0
B. Cases closed by suspension or non renewed	1	2	0
C. Cases closed by censure / citation and fine issued	6	9	6
D. Lay person criminal conviction w/ possible Board hearing	1	0	0
E. Cases closed with letter of concern	15	20	11
F. Cases closed with no violation/dismissed-referred	66/16	88/38	77/22
G. Cases closed with a cease and desist letter issued	18	29	11
TOTAL CASES CLOSED	127	186	127

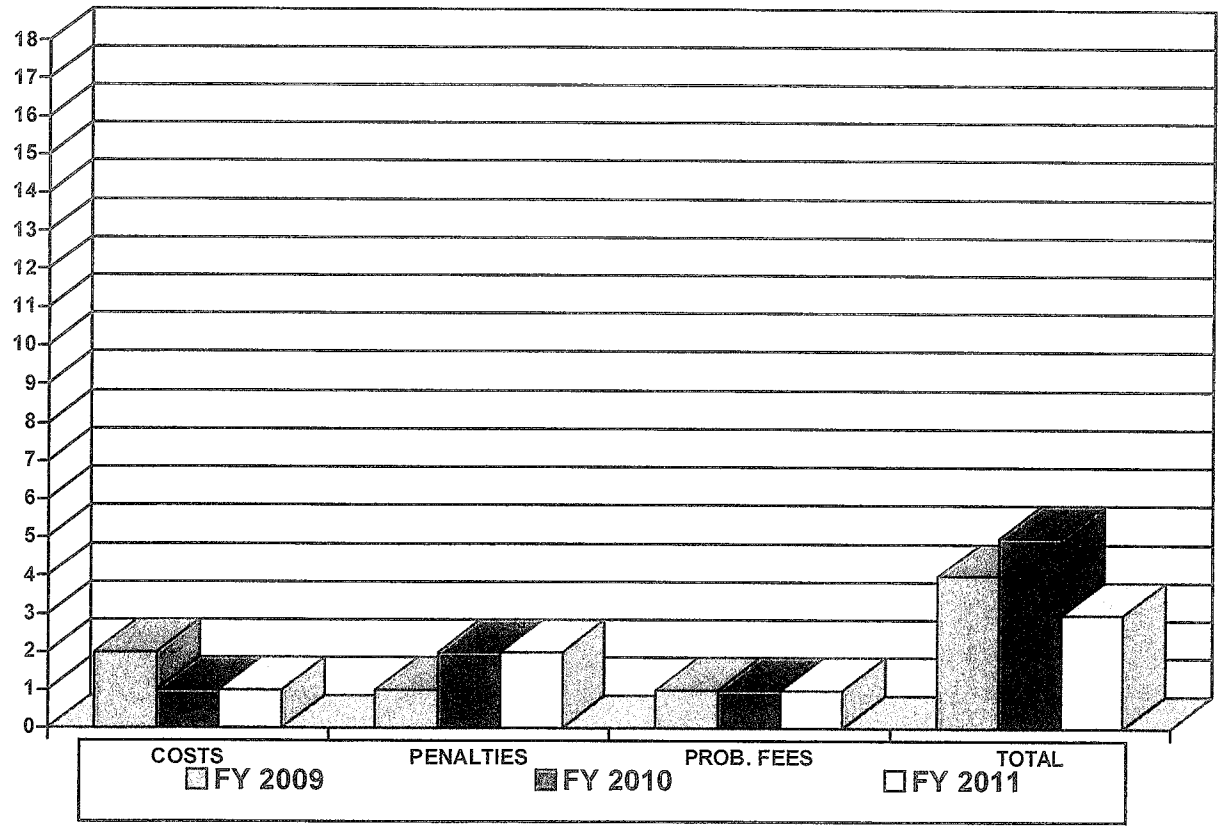


FINES AND COSTS BY CASE

The Board of Veterinary Medical Examiners may require, as a condition of any adverse disciplinary action, the re-payment of costs expended by the Board in the investigation and prosecution of said cause. The Board may also impose an administrative penalty of up to and including $5,000.00 for each day a violation continues, and may recover probationary fees as provided for in the Veterinary Practice Act's Administrative Rules and Regulations.

During the 2010-11 fiscal year, there were five Citations and Fines issued for a total of $1,200.00 and the Board levied $10,000 in administrative penalties and $1,800 in investigative/prosecutive and probation reimbursement.

	FY09	FY10	FY11
Investigative costs	2	1	1
Penalties/Fines imposed	2	2	1
Probation fees imposed	0	2	1
TOTAL	4	5	3



OKLAHOMA STATE BOARD OF VETERINARY MEDICAL EXAMINERS

ADDRESS

201 NE 38th Terrace
Suite '1'
Oklahoma City, OK 73105

TELEPHONE

(405) 524-9006

FAX

(405) 524-9012

WEB PAGE

http://www.okvetboard.com

E-MAIL

cathy@okvetboard.com

MINUTES

Oklahoma State Board of Veterinary Medical Examiners
201 N.E. 38th. Terr. Suite "1"
Oklahoma City, Oklahoma
July 17, 2009 - 4:00pm

The Oklahoma State Board of Veterinary Medical Examiners met July 17, 2009 in the conference room of the Oklahoma Bureau of Narcotics and Dangerous Drugs, 440 N.E. 39th, Oklahoma City, Oklahoma. Notice of the meeting was posted according to the provisions of Title 25, Section 301 through 314 of the Oklahoma Statutes.

The President, Jim Lee, DVM called the meeting to order on July 17, 2009 at 4:10pm, with the following members present:

Jim Lee, DVM, President
Dan Danner, DVM, Vice-President
Jeff Tidwell, Board Secretary/Treasurer
Paul Sells, DVM, Member
Frank Denney, DVM, Member

Absent:

Tammy Ward, Esq., Member

Present for meeting:

Lynn Norman, DVM
Shannon Shaw, SDVM
Sharon Cary, DVM
Dana Call, RVT
Pam Crabtree, RVT
Jim Barwick, Attorney for the Board
Dale Fullerton, Investigator for the Board
Cathy Kirkpatrick, Executive Director for the Board

Call to Order

Oath of office – Frank Denney, DVM

Item 1 Discussion and action as necessary, regarding annual probation report appearance by:

Sharon Cary, DVM, #2974

Dr. Sharon Cary appeared for her annual review as required in her Board Order. She is not working any relief at the present time and working in her own practice making house calls.

Item 2 Discuss matters involving or related to the unauthorized practice of veterinary medicine, including enforcement efforts and possible legislation concerning equine dentistry and reproductive services.

After a lengthy discussion regarding the upcoming Interim Studies that will be conducted in the next months before legislative session, Dr. Danner moved to accept the language as presented for 698.18 Penalties, seconded by Dr. Sells, motion was accepted and passed by all board members present. (Language attached)

Also moved by Dr. Danner to accept 698.27 Teeth Floaters proposed language, seconded by Dr. Sells, motion was accepted and passed by all board members present. (Language attached)

Item 3 Discussion and action as necessary on request for approval of applications for reinstatement of licensure and/or certification.

Cecilia Bailey, CAET #017
William Barrett Jr, DVM #1465
Danel Grimmett, DVM #4561

Dr. Tidwell moved to approve applicants for reinstatement, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 4 Discussion and action as necessary on applications for licensure and/or registration after taking and passing the Oklahoma State Examination:

Matthew Bartlett, DVM #5260
Ashley Foster, DVM #5262
Kelly Giunta, DVM #5265
Shea LaPointe #602
Theresa MacNab, DVM #5264
Chelsea Makloski, DVM #5270
Christopher Schreiber, DVM #5268
Rachael Silverstein, DVM #5267
Loni Taylor, DVM #5263

Dr. Tidwell moved to approve applicants for licensure/registration after taking and passing OSE, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 5 Discussion and action as necessary, on applicants for certification, that passed the written and practical examination for Animal Euthanasia Technicians.

Serena Bonham	#182	Sandra Hefley	#179
John Bowman	#187	Corry Kent	#185
Melissa Cantrell	#192	Ed Kent	#184
Cynthia Colon	#180	Janie Minor	#188
Steven Dowdy	#181	Jerry Parker	#190
William Drake	#178	Michael Reynolds	#194
Candace Edwards	#193	Ruth Steinberger	#196
James Fish	#191	Jimmy H Stokes Jr	#183
Teresa Heape	#189	Michael Whisman	#186

Dr. Tidwell moved to approve applicants for certification, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 6 Discussion and action as necessary on applications requesting licensure by reciprocity, after taking and passing the Oklahoma State Examination:

Michael Baird, DVM #5261
Katharine Monnet, DVM #3401
Otto Stanislaw, Jr., DVM #5269

Dr. Tidwell moved to approve applicants for licensure after taking and passing the OSE, seconded by Dr. Denney, motion was accepted and passed by all board members present.

Item 7 Discussion and action as necessary, regarding extension of certificates to allow practicing as a Supervised Doctor of Veterinary Medicine (SDVM) while waiting to take the NAVLE and/or Clinical Proficiency Exam of the ECFVG.

Alicia Rouse, DVM #5209
Shannon Shaw, SDVM #5124

Personal appearance by Shannon Shaw, SDVM.

Dr. Tidwell moved to extend Dr. Shannon Shaw's SDVM until January 31, 2010 and also approve Alicia Rouse SDVM to March 31, 2010, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 8 Discussion and action as necessary, on request for renewal applications, extending continuing education hours to the next renewal period:

John Coatney, DVM -16 hours
Vernon Reif, DVM – 14 hours
Tamara Smith, DVM – 14 hours

Dr. Tidwell moved to extend Dr. John Coatney's request of 16 CE hours and also extend Dr. Tamara Smith's request of 14 hours to June 30, 2010, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Dr. Tidwell moved to extend Dr. Vernon Reif's request of 14 hours to September 2009, he must submit proof of attendance, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 9 Discussion and action as necessary on request for applications of Faculty Licensure after taking and passing the Jurisprudence examination:

Mark Davis, DVM F#178

Dr. Tidwell moved to approve applicant for Faculty licensure after taking and passing the Jurisprudence examination, seconded by Dr. Denney, motion was accepted and passed by all board members present.

Item 10 Discussion and action as necessary on request by continuing education provider, Dr. Madan Khare for approval of continuing education credits to be applied towards the mandatory CE requirements of state and federal controlled dangerous substance laws.

Dr. Danner moved to accept request for continuing education hours as approved by RACE, but not accept the hours for mandatory requirements, seconded by Dr. Tidwell, motion was accepted and passed by all board members present.

Item 11 Discussion and action as necessary, on minutes from May 8, 2009 meeting.

Dr. Danner moved to accept minutes, seconded by Dr. Tidwell, motion was passed and accepted by all board members present with the exception of Dr. Denney who voted to abstain.

Item 12 Discussion and action as necessary, concerning the Investigator's report.

Mr. Fullerton reported $3,581 has been collected in fees since the May meeting; several $500 Citation and Fines have been issued; received $267 from Garvin County for reimbursement of our costs with assisting in an animal cruelty case and 23 open cases at the present.

Item 13 Discussion and action as necessary, concerning Secretary/Treasurer report.

As of July 16, 2009 - 1690 DVM renewals have been received as compared to 1684 for the period through August 29, 2008.

Item 14 Discussion and action as necessary, concerning President's report

The 2009 Annual Report was presented for review and it will be sent to the Governor as required by statute.

New Business – Discussion of any matter not known about or which could not have been reasonably foreseen 24 hours prior to the scheduled meeting.

Announce Date for the September Board Meeting. The Meeting is scheduled September 18, 2009 at the office of the Board in Oklahoma City at 4:00p.m.

Underline is new language for 698.18 Penalties

A. It shall be unlawful for any person to practice or attempt to practice veterinary medicine without a current license or certificate issued pursuant to the Oklahoma Veterinary Practice Act, or to knowingly aid or abet another person in the unlicensed practice or attempted practice of veterinary medicine in this state.

B. Any person who violates any of the provisions of subsection A of this section and the use of any drug is involved in connection with such violation, shall, upon conviction, be guilty of a felony punishable by a fine in an amount not less than One Thousand Dollars ($1,000.00), nor more than Ten Thousand Dollars ($10,000.00), or by imprisonment in the county jail for a term of not more than one (1) year or imprisonment in the custody of the Department of Corrections for a term of not more than four (4) years, or by both such fine and imprisonment.

C. Any person who violates any of the provisions of subsection A of this section and no drug use is involved in connection with such violation, or any person who violates, aids or abets in violating any other provision of the Oklahoma Veterinary Practice Act, shall, upon conviction, be guilty of a misdemeanor punishable by a fine in an amount not less than Five Hundred Dollars ($500.00), nor more than Two Thousand Five Hundred Dollars ($2,500.00), or by imprisonment in the county jail for a term of not less than thirty (30) days nor more than six (6) months, or by both such fine and imprisonment.

D. Any person who violates, aids or abets in violating any of the provisions of the Oklahoma Veterinary Practice Act and has been previously convicted for such violation, shall, for a second offense and any subsequent offense, upon conviction, be guilty of a felony punishable by a fine in an amount not less than One Thousand Dollars ($1,000.00), nor more than Ten Thousand Dollars ($10,000.00), or by imprisonment in the county jail for a term of not more than one (1) year or imprisonment in the custody of the Department of Corrections for a term of not more than four (4) years, or by both such fine and imprisonment.

§ 698.27 EQUINE TEETH FLOATERS all new language

A. As used in this section, "equine teeth floater" means an individual who satisfies the criteria established by the Board for certification to perform duties relating to the care and maintenance of equine teeth in accordance with this section and regulations promulgated by the Board. The application fee to become certified shall be $200.00, payable to the Board.

B. For a limited period of time not to exceed one year from the date this section becomes effective, the Board may certify a person as an equine teeth floater who meets the following criteria: satisfactory evidence that they are an Oklahoma resident for the previous two years; satisfactory written recommendations from at least two licensed veterinarians; satisfactory evidence that they hold certification from a Board approved certification program in Equine teeth floating; take and pass written and/or practical examination(s) as determined by the Board; provide written proof of liability insurance coverage for the performance of equine teeth floating from an insurance company duly licensed to conduct business in the State of Oklahoma with the Oklahoma Insurance Commission. Such liability insurance shall be at least in the amount of $100,000 per occurrence.

C. Under no circumstance shall an equine teeth floater administer any sedative, tranquilizer, analgesic, prescription medication, or other drug in connection with equine teeth floating.

D. Only after receiving a written referral from a licensed veterinarian may an individual certified by the Board under this section as an equine teeth floater, perform the flotation or dressing of equine teeth consisting of the removal of enamel points, and the removal of deciduous incisor and premolar teeth (caps) of equine.

Adjourn

Dr. Danner moved to adjourn, seconded by Dr. Tidwell, motion was accepted and passed by all board members present.

Minutes Approved this 18 *day of* September, *2009.*

Jim P. Lee, DVM
President

Jeff L. Tidwell, DVM
Secretary/Treasurer

MINUTES

Oklahoma State Board of Veterinary Medical Examiners
201 N.E. 38th. Terr. Suite "1"
Oklahoma City, Oklahoma
September 18, 2009 - 4:00pm

The Oklahoma State Board of Veterinary Medical Examiners met September 18, 2009 in the conference room of the Oklahoma State Board of Veterinary Medical Examiners, 201 N.E. 38th Terr. Suite "1", Oklahoma City, Oklahoma. Notice of the meeting was posted according to the provisions of Title 25, Section 301 through 314 of the Oklahoma Statutes.

The President, Jim Lee, DVM called the meeting to order on September 18, 2009 at 4:07pm, with the following members present:

Jim Lee, DVM, President
Dan Danner, DVM, Vice-President
Jeff Tidwell, Board Secretary/Treasurer
Paul Sells, DVM, Member
Frank Denney, DVM, Member
Tamara Ward, Esq., Member

Present for meeting:

Ritchie Stover, DVM
Tamara Thomas-Spivey, DVM
Dana Call, RVT
Pam Crabtree, RVT
Jim Barwick, Attorney for the Board
Dale Fullerton, Investigator for the Board
Cathy Kirkpatrick, Executive Director for the Board

Call to Order

Oath of office – Tamara Ward, Esq

Item 1 Discussion and action as necessary, regarding probation report, appearance by:

Ritchie Stover, DVM #2774

Dr. Stover appeared for his annual probation report as required in his Board Order. He has complied fully with the Agreed Order and he also attends AA/NA meetings on a weekly basis. Dr. Danner pointed out Dr. Stover had given a very moving and informative presentation in May at the NEOVMA.

Item 2 Discussion and action as necessary, regarding annual probation report appearance by:

Tamara Thomas-Spivey, DVM, #3784

Dr. Spivey appeared for her annual review as required in her Board order; she reported she is working relief at the Emergency Hospital in Norman and also at Dr. James Bixler's clinic. She does attend her weekly meetings as required.

Item 3 Discussion and action as necessary on applications requesting licensure by reciprocity, after taking and passing the Oklahoma State Examination:

Clay Breiner, DVM, #5315 Joe Gillespie, DVM, #5317

Dr. Tidwell moved to approve applicants, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 4 Discussion and action as necessary on applications for licensure/registration after taking and passing the Oklahoma State Examination:

Kevin Bankston, DVM	#5266	Conrad Spangler, DVM	#5316
Angela Delks, DVM	#5314	Anna Taghon, RVT	#604
Jodie Lamb, DVM	#5282	Misty Wilson, RVT	#603

Dr. Tidwell moved to approve applicants, seconded by Dr. Denney, motion was accepted and passed by all board members present.

Item 5 Discussion and action as necessary on request for applications of Faculty Licensure after taking and passing the Jurisprudence examination:

Stephen Kneller, DVM F#149

Dr. Tidwell moved to approve applicant, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 6 Discussion and action as necessary for Board Secretary's recommendation for AVMA accredited university applicants to sit for the North American Veterinary Licensing examination for testing window November 16 - December 12, 2009, and if necessary, approval to retake examination April 12 -24, 2010:

Shannon Adams	#5275	Madeline Deatherage	#5272
Carey Bachman	#5284	Michael Didier	#5296
Christopher Bilby	#5195	Meredith Dooley	#5291
Madeline Boles	#5313	Craig Dyck	#5285
Jana Bone	#5308	Amber Ferguson	#5303
Deseree Brown	#5289	Joe Freeman	#5292
Amanda Bryan	#5290	Kyle T. German	#5309

Ryan Grant	#5283	Ryan L. Riddle	#5306
Grace Hale	#5298	Ashley Sewell	#5311
Kendi Horner	#5310	Lauren Short	#5278
Jennifer Jaycox	#5300	Kimberly Snyder	#5295
Natalie Keith	#5280	Jennifer Spooner	#5305
Quinley Koch	#5271	Nicole Stec	#5281
Erin Latham	#5293	Jason Thorne	#5276
Emily Lewis	#5273	Laura Townley	#5294
Lisa Leyh	#5204	Tyler W Troop	#5274
Justin Little Jim	#5301	Melissa Walker	#5277
Anita Matthes, DVM	#5208	Alicia Webb	#5302
Alan Obara, DVM	#4876	Rebecca White	#5307
Shem Oliver	#5312	John Whitesell	#5287
Christopher Petro	#5299	Thomas Wilson	#5288
Desiree Poore	#5286	Jessica Zink	#5279
Shane Porter	#5297		

Dr. Tidwell moved to approve applicants, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 7 Discussion and action as necessary for Board Secretary's recommendation on applicants, who are enrolled in the ECFVG/PAVE programs and wish to take the North American Veterinary Licensing Examination for testing window November 16-December 12, 2009, and if necessary, approval to retake examination April 12 - 24, 2010:

Robert O'Neill, DVM #4880

Dr. Tidwell moved to approve applicant, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 8 Discussion and action as necessary on request for approval of applications for reinstatement of licensure and/or certification.

Ross Clark, DVM #1233

Dr. Lee moved to approve reinstatement, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 9 Discussion and action as necessary regarding new legislation, the topics include but are not limited to penalty provisions, Citation and Fines and may involve other issues pertinent to the practice of veterinary medicine.

The Board discussed new legislation that will be proposed for the 2010 Legislative session it will include:

Modification to the Penalty statute that will change the practice back to a felony if drugs are involved; allowance of the agency to purchase and sell motor vehicles; donate confiscated veterinary prescription drugs or medications; appoint reserve investigators; allow a veterinarian to prescribe and dispense prescription drugs to state or federal wildlife conservation agencies; increase the Citation and Fine for the first offense to Two Thousand Five Hundred Dollars ($2,500.00); add a statute for equine teeth floaters to practice their trade and be regulated; and renovate the euthanasia technician rules.
Dr. Danner moved to accept the Statute and Rules and give authority to present to the Governor and Legislature, seconded by Dr. Tidwell, motion was accepted and passed by all board members present.

Dr. Tidwell moved to not make changes to the minimum standards section of the Rules, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 10 Discussion and action as necessary regarding purchasing and maintaining motor vehicles for use by Investigators and employees of the Board.

After a discussion and comparing the present expenditures to lease a vehicle from motor pool to what the expenditures would be if the Board purchased their own vehicle and paid for the gasoline and maintenance, it was determined the item would be tabled pending passage of the statute at next legislative session.

Item 11 Discussion and action as necessary, regarding the allowance of NAVLE candidates to register with the National Board of Veterinary Medical Examiners.

The discussion to accept the proposal by the NBVME to allow the NAVLE candidates to register directly with NBVME it was determined there would be a loss of revenue for the Board, Dr. Tidwell moved to oppose the NBVME proposal, seconded by Dr. Danner motion was accepted and passed by all board members present.

Item 12 Discussion and action as necessary, on minutes from July 18, 2009 meeting.

Dr. Tidwell moved to accept minutes, seconded by Dr. Danner, motion was passed and accepted by all board members present with the exception of Ms. Ward who voted to abstain.

Item 13 Discussion and action as necessary, concerning the Investigator's report.

Mr. Fullerton reported there are 22 open cases, $2,364.00 has been collected since our last meeting; currently there are 3 hearings scheduled for a future meeting.

Item 14 Discussion and action as necessary, concerning Secretary/Treasurer report.

Dr. Tidwell reported the income and expenditure statements are in order; Dr. Joe Bills Reynolds continues to pay his fine.

Item 15 Discussion and action as necessary, concerning President's report.

Dr. Lee reported he recently presented a power point at the COVMA in the OKC area; the topics were Drug Laws and recordkeeping. He will also be presenting to the 1st year veterinary students on ethics and also a presentation at OSU Fall Conference.

Item 16 * Discuss pending litigation involving the lawsuit of Dixon v. Oklahoma Board of Veterinary Medical Examiners.

Dr. Danner moved to enter into executive session, seconded by Dr. Tidwell, motion was accepted and passed by all board members present.

Dr. Sells moved to come out of executive session and back into open session, seconded by Dr. Denney motion was accepted and passed by all board members present.

Dr. Tidwell moved to give Cathy Kirkpatrick full settlement authority for the lawsuit of Dixon v. Oklahoma Board of Veterinary Medical Examiners, seconded by Dr. Danner, motion was accepted and passed by all board members present.

New Business – Discussion of any matter not known about or which could not have been reasonably foreseen 24 hours prior to the scheduled meeting.

Announce Date for the November Board Meeting. The Meeting is scheduled November 20, 2009 at the office of the Board in Oklahoma City at 4:00p.m.

Adjourn

There being no further business before the Board. Ms. Ward moved to adjourn, seconded by Dr. Sells motion was accepted and passed by all board members present.

Minutes Approved this 20 *day of* November, *2009.*

Jim P. Lee, DVM
President

Jeff L. Tidwell, DVM
Secretary/Treasurer

MINUTES

Oklahoma State Board of Veterinary Medical Examiners
201 N.E. 38th. Terr. Suite "1"
Oklahoma City, Oklahoma
November 20, 2009 - 4:00pm

The Oklahoma State Board of Veterinary Medical Examiners met November 20, 2009 in the conference room of the Oklahoma State Board of Veterinary Medical Examiners, 201 N.E. 38th Terr. Suite "1", Oklahoma City, Oklahoma. Notice of the meeting was posted according to the provisions of Title 25, Section 301 through 314 of the Oklahoma Statutes.

The President, Jim Lee, DVM called the meeting to order on November 20, 2009 at 4:09pm, with the following members present:

Jim Lee, DVM, President
Dan Danner, DVM, Vice-President
Jeff Tidwell, Board Secretary/Treasurer
Paul Sells, DVM, Member
Frank Denney, DVM, Member
Tamara Ward, Esq., Member

Present for meeting:

Jonathan Shepherd, DVM
Howard Stevens, DVM
Carla Gathright, CAET
Major Jim Maisano, Norman Police Dept.
Rick Knighton, Norman City Attorney's Office
Jim Barwick, Attorney for the Board
Dale Fullerton, Investigator for the Board
Cathy Kirkpatrick, Executive Director for the Board

Call to Order

Discussion and action as necessary regarding recording of meetings.

The Board discussed recording of Board meetings and it was moved by Dr. Tidwell to record only the hearings before the Board, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 1 Discussion and action as necessary, regarding probation report, appearance by:

Jonathan Shepherd, DVM

Dr. Shepherd reported he is doing well, attends counseling with Dr. Lanny Anderson in Oklahoma City 2-3 meetings per month; and attends weekly meetings in his community. He has to report approximately 26 times per year for random drug testing. He works approximately 60 hours per week.

Item 2 Discussion and action as necessary, regarding annual probation report appearance by:

Howard Stevens, DVM

Dr. Stevens reported had been working with a sponsor who helped him through his 12 steps; he attends meetings 3 per week, family life doing much better; works approximately 40-50 hours per week and does approximately 2 U/A's each month and they have all been negative.

Item 3 *Voluntary Submission to Jurisdiction and Agreed Order Hearing, State of Oklahoma, ex rel, Oklahoma State Board of Veterinary Medical Examiners v. Carla Gathright, CAET, Certificate #037, Case #C-09-041.

Dr. Dan Danner, Dr. Jeff Tidwell, Dr. Paul Sells, Ms. Tammy Ward and Dr. Frank Denney were present to hear the case and Dr. Jim Lee recused.

Jim Barwick, Assistant Attorney General appeared on behalf of the state, Carla Gathright, CAET, was present without counsel.

Mr. Barwick presented the Voluntary Submission to Jurisdiction and Agreed Order for the Board member's review.

After reviewing all documents of Case #C-09-041, Dr. Tidwell moved to enter into executive session to deliberate, seconded by Ms. Ward, motion was accepted and passed by all board members present with the exception of Dr. Lee who had recused

Order is as follows:

Respondent shall pay the Board an administrative fee of $50 per month; Submit to random drug testing when requested by the Board or employer; appear before the Board at least once annually; keep the Board informed of her employment status; shall not violate any federal, state or local law or rule governing or pertaining to controlled dangerous substances; license as a Euthanasia Technician shall be suspended during the period of time her termination of employment with the Norman Police Department is being reconsidered by the Norman City Manager or further appealed by Respondent but in no event shall the suspension last longer than the period of probation; During the probation, Respondent's license as a Euthanasia Technician shall be automatically reinstated upon re-employment with the Norman Police Department or another appropriate law enforcement agency, animal control agency or animal shelter; and. if Respondent is not employed as a euthanasia Technician at or prior to the end her probation, Respondent's license shall automatically terminate. Payment of the above referenced monthly administrative fee is hereby waived conditioned upon Respondent's compliance with the other terms of this Agreed Order. However, in the event Respondent violates any term(s) of this Agreed Order, Respondent shall immediately pay to the Board the cumulative administrative fee accrued each month since the month following approval of this Order and continue to pay said monthly administrative fee thereafter for the duration of Respondent's

probation. The violation of any of the terms of this Agreed Order may also result in further disciplinary action against Respondent which may include revocation of Respondent's license.

Dr. Danner moved to come out of executive session, seconded by Dr. Tidwell, motion was accepted and passed by all board members present with the exception of Dr. Lee who had recused.

Dr. Danner moved to accept the Voluntary Submission to Jurisdiction and Agreed Order as written, seconded by Dr. Tidwell; motion was accepted and passed by all board members present with the exception of Dr. Lee who had recused.

Item 4 Discussion and action as necessary regarding new legislation, the topics include but are not limited to penalty provisions, Citation and Fines and may involve other issues pertinent to the practice of veterinary medicine.

Modification to the Penalty statute; allowance of the agency to purchase and sell motor vehicles; donate confiscated veterinary prescription drugs or medications; appoint reserve investigators; allow a veterinarian to prescribe and dispense prescription drugs to state or federal wildlife conservation agencies; increase the Citation and Fine for the first offense to Two Thousand Five Hundred Dollars ($2,500.00); add language for penalties; add a statute for equine teeth floaters to practice their trade and be regulated; and renovate the euthanasia technician rules.

Dr. Tidwell moved to accept the Statute and Rules and give authority to present to the Governor and Legislature, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 5 Discussion and action as necessary on applications requesting licensure by reciprocity, after taking and passing the Oklahoma State Examination:

Danny Naiman	#5324	Michael Tygart, DVM	#4124
Erin Tygart, DVM	#4134		

Dr. Tidwell moved to approve applicants, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 6 Discussion and action as necessary on applications for licensure/registration after taking and passing the Oklahoma State Examination:

Susan Alexander, DVM	#5321	Lanna McClaskey, DVM	#5323
Matthew Bell, DVM	#5319	Brian Vandegrift, DVM	#5318

Dr. Tidwell moved to approve applicants, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 7 Discussion and action as necessary on request for approval of applications for reinstatement of licensure and/or certification.

Jayce Lineberger, DVM	F#109	Carolyn Quadros, RVT	#352
Michael Linville, DVM	#3252		

Dr. Tidwell moved to approve applicants, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 8 Discussion and action as necessary, on applications for registration after taking and passing the National Veterinary Technician Examination (NVTE) and/or the Oklahoma State Veterinary Technician Examination (OSVTE):

Chelsey Bare	#612	Quinn Petras-Yang	#611
Chelsea Bland	#610	Cheryl Richter	#619
Kimberly Casto	#606	Laura Roberts	#620
Amy Cummings	#605	Erica Roll	#621
Ashley England	#613	Bobbi Roomsburg	#622
Heather England	#614	Corey Sage	#629
Amber Groves	#615	Regina Schmerfeld	#623
Holly Hoyle	#616	Loni Seagraves	#624
Stacia Kilpatrick	#608	Klynda Shaw	#607
Jackie Kirtley	#609	Megan Smith	#625
Whitney Martin	#617	Jennifer Swann	#626
Shannon Maxwell	#618	Joyce Taylor	#627
Emily Morrow	#630	Quintana Wadlington	#628

Dr. Tidwell moved to approve applicants, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 9 Discussion and action as necessary on request for application of Faculty Licensure after taking and passing the Jurisprudence examination:

Wanda Gordon-Evans, DVM	F#180	Lara Sypniewski, DVM	F#182
James Schoster, DVM	F#181		

Dr. Tidwell moved to approve applicants, seconded by Dr. Sells motion was accepted and passed by all board members present.

Item 10 Discussion and action as necessary, on minutes from September 18, 2009 meeting.

Dr. Tidwell moved to accept minutes, seconded by Dr. Danner, motion was passed and accepted by all board members present.

Item 11 Discussion and action as necessary, concerning the Investigator's report.

Mr. Fullerton reported there are approximately 25 open cases, $1,356.00 has been collected since our last meeting; currently there are 2 hearings scheduled for the January 2010 meeting; and he just arrived back from the annual NADDI meeting this afternoon..

Item 12 Discussion and action as necessary, concerning Secretary/Treasurer report including discussion regarding a Record Retention Policy.

Dr. Tidwell reported the budget is under control within the approved limits; the lawsuit that was to go to trial this month was granted a continuance at the request of the Plaintiff and the Judge granted the continuance until February 2010.

The Board will review a Record Retention Policy at the January meeting that will give direction on how long various records will be retained.

Item 13 Discussion and action as necessary, concerning President's report.

Dr. Lee reported he has been busy since the last meeting with three different presentations, the first was at OSU over ethics with the veterinary students and another at the Fall conference and one in Woodward for the NWOVMA.

Item 14 Discussion and action as necessary, concerning scheduling of Board meetings including OVMA convention scheduled January 28-30, 2010.

Dr. Lee reported the OVMA has requested once again a presentation by the board members at the convention that will be held in Oklahoma City. Dr. Danner, Dr. Sells and Dr. Denney will be putting together some ideas for a presentation.

A list of the Board meetings scheduled for 2010 will be sent to the Secretary of State.

Item 15 New Business – Discussion of any matter not known about or which could not have been reasonably foreseen 24 hours prior to the scheduled meeting.

Item 16 Announce Date for the January Board Meeting. The Meeting is scheduled for January 8, 2010 at the office of the Board in Oklahoma City at 4:00p.m.

Adjourn

There being no further business before the Board. Dr. Danner moved to adjourn, seconded by Dr. Tidwell motion was accepted and passed by all board members present.

Minutes Approved this 8 *day of* January, *2010.*

Jim P. Lee, DVM
President

Jeff L. Tidwell, DVM
Secretary/Treasurer

MINUTES

Oklahoma State Board of Veterinary Medical Examiners
201 N.E. 38th. Terr. Suite "1"
Oklahoma City, Oklahoma
January 8, 2010 - 4:00pm

The Oklahoma State Board of Veterinary Medical Examiners met January 8, 2010 in the conference room of the Oklahoma State Board of Veterinary Medical Examiners, 201 N.E. 38th Terr. Suite "1", Oklahoma City, Oklahoma. Notice of the meeting was posted according to the provisions of Title 25, Section 301 through 314 of the Oklahoma Statutes.

The President, Jim Lee, DVM called the meeting to order on January 8, 2010 at 4:15pm, with the following members present:

Jim Lee, DVM, President
Dan Danner, DVM, Vice-President
Jeff Tidwell, Board Secretary/Treasurer
Paul Sells, DVM, Member
Frank Denney, DVM, Member
Tamara Ward, Esq., Member

Present for meeting:

Jim Barwick, Attorney for the Board
Dale Fullerton, Investigator for the Board
Cathy Kirkpatrick, Executive Director for the Board

Call to Order

Item 1 Discussion and action as necessary, to review Dr. Sharon Cary's request to modify the Agreed Order by removing submission of distributor invoice copies, patient records and meeting attendance.

The Board reviewed a modification request from Sharon Cary, DVM, she requested the following:

Delete the requirement to automatically provide written confirmation of attendance in aftercare programs without a specific request;

Delete the requirement to automatically provide copies of invoices for CDS or prescriptions drugs without a specific request; and

Delete the requirement to automatically provide quarterly reports of five patient records without a specific request.

Dr. Tidwell moved to approve modification, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 2 Discussion and action as necessary regarding new legislation, on hearing and possible adoption of changes and/or additions to the Administrative Rules. The topics include but are not limited to penalty provisions, Citation and Fines and may involve other issues pertinent to the practice of veterinary medicine.

After reviewing Chapter 10 (no members of the public attended rule hearing), Dr. Danner moved to approve, seconded by Dr. Tidwell, motion was accepted and passed by all board members present.

After reviewing Chapter 30 and hearing no changes, Ms. Ward moved to approve, seconded by Dr. Tidwell, motion was accepted and passed by all board members present.

Dr. Danner moved to approve statute changes, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 3 Discussion and action as necessary regarding contracting with a Public Relations Firm or Legislative Liaison to assist with legislative issues.

Dr. Lee moved to allow Ms. Kirkpatrick to make the financial decisions (up to a maximum of $3,500) for a Public relations firm to assist with legislative issues, seconded by Dr. Danner, motion was accepted and passed.

Item 4 Discussion and action as necessary on applications requesting licensure by reciprocity, after taking and passing the Oklahoma State Examination:

Myron Hinsdale, DVM #5325

Dr. Tidwell moved to approve application for licensure, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 5 Discussion and action as necessary on applications for licensure/registration after taking and passing the Oklahoma State Examination:

Randall Betts, DVM #5326
Maria Melton, RVT #631

Dr. Tidwell moved to approve applications, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 6 Discussion and action as necessary, on applicants for certification, that has passed the written and practical examination for Animal Euthanasia Technicians.

Kevin Boldra	#204	Tracy McLain	#198
Emily Farve	#201	Carol Rikard	#195
Martin Griesel	#203	Jack Tiger	#202
Mary Kyle	#200		

Dr. Tidwell moved approve applicants for Euthanasia Technician, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 7 Discussion and action as necessary on request for application of Faculty Licensure after taking and passing the Jurisprudence examination:

Beth Lewis, DVM	F#184
Heather Towle, DVM	F#183

Dr. Tidwell moved to approve applications, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 8 Discussion and action as necessary, regarding discussion of a Record Retention Policy.

Dr. Danner moved to approve Board Retention Policy as presented, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 9 Discussion and action as necessary, concerning presentation for the OVMA convention scheduled January 28-30, 2010.

The OVMA requested the Board to present at the convention. Representative Denney along with the Board will be discussing in depth the legislative process.

Item 10 Discussion and action as necessary, on minutes from November 20, 2009 meeting.

Dr. Tidwell moved to approve minutes from the November meeting, seconded by Dr. Sells, the motion was accepted and passed by all board members present

Item 11 Discussion and action as necessary, concerning the Investigator's report.

Mr. Fullerton reported $2,753 has been received in fine and costs since the November meeting; there are 28 open cases; he also reported Central Printing completed the order for a Pharmacy Certificate along with stickers that the veterinarian can place in their clinic informing the public they can not dispense prescription products without a valid VCPR in place.

Item 12 Discussion and action as necessary, concerning Secretary/Treasurer report.

Dr. Tidwell discussed the budget and the expenditures are within the limit; he also discussed conducting investigations on a random basis throughout the state to determine if it is a common practice to sell veterinary prescription drugs without a valid VCPR. Sixty-six (66) percent of the practices contacted illegally sold prescription medications by not having a valid VCPR. An amnesty has been offered by allowing the veterinarian to reimburse the board for the cost of the prescription drugs along with an explanation on how this problem has been addressed within their clinic. The majority of the veterinarians have been very grateful for the amnesty.

Item 13 Discussion and action as necessary, concerning President's report.

Dr. Lee reported the legislative issue is still ongoing and it has been and will continue to be a tough battle.

Dr. Lee also commended Mr. Fullerton on a job well done regarding investigation of missing CDS from his clinic and Mr. Fullerton conducted the investigation in a very professional manner.

Item 14 New Business – Discussion of any matter not known about or which could not have been reasonably foreseen 24 hours prior to the scheduled meeting.

Item 15 Announce Date for the March 5, 2010 Board Meeting. The March Board Meeting is scheduled for March 5, 2010 at the office of the Board in Oklahoma City at 4:00p.m.

Adjourn

There being no further business before the Board. Dr. Tidwell moved to adjourn, seconded by Dr. Danner motion was accepted and passed by all board members present.

Minutes Approved this 5 ***day of*** March ***, 2010.***

Jim P. Lee, DVM
President

Jeff L. Tidwell, DVM
Secretary/Treasurer

MINUTES

Oklahoma State Board of Veterinary Medical Examiners
201 N.E. 38th. Terr. Suite "1"
Oklahoma City, Oklahoma
March 5, 2010 - 4:00pm

The Oklahoma State Board of Veterinary Medical Examiners met March 5, 2010 in the conference room of the Oklahoma State Board of Veterinary Medical Examiners, 201 N.E. 38th Terr. Suite "1", Oklahoma City, Oklahoma. Notice of the meeting was posted according to the provisions of Title 25, Section 301 through 314 of the Oklahoma Statutes.

The President, Jim Lee, DVM called the meeting to order on March 5, 2010 at 4:04pm, with the following members present:

Jim Lee, DVM, President
Dan Danner, DVM, Vice-President
Jeff Tidwell, Board Secretary/Treasurer
Paul Sells, DVM, Member
Frank Denney, DVM, Member
Tamara Ward, Esq., Member

Present for meeting:

Jim Barwick, Attorney for the Board
Dale Fullerton, Investigator for the Board
Cathy Kirkpatrick, Executive Director for the Board
Additional Attendees - Sign In Sheet Attached

Call to Order

Item 1 Discussion and action as necessary, regarding extension of certificate to allow practicing as a Supervised Doctor of Veterinary Medicine (SDVM) while waiting to take the NAVLE.

Personal appearance by: Edward Sifford, SDVM #5051

Dr. Edward Sifford along with his supervising doctor Marc Campbell, DVM were present to support his request for the extension of SDVM while waiting to take the NAVLE. He discussed with the Board he has been preparing for the exam by taking advantage of computer programs and he has attended some area continuing education. The Board discussed the importance of his passing the NAVLE this fall; this will be the limit of times he can take the exam in Oklahoma. Dr. Tidwell moved to approve the extension of his SDVM until March 31, 2011, seconded by Dr. Denney, motion was accepted and passed by all board members present.

Item 2 Discussion and action as necessary regarding a presentation by the National Board of Veterinary Medical Examiners.

Personal appearance by: Dennis Feinberg, DVM and Rick Tubbs, DVM

Drs. Feinberg and Tubbs presented a power point presentation covering the National Board of Veterinary Medical Examiners.

Item 3 Discussion and action as necessary on applications for licensure/registration after taking and passing the Oklahoma State Examination (OSE):

Shannon Adams	#5275	Kenneth Lee	#5342
Deseree Brown	#5289	Emily Lewis	#5273
Amanda Bryan	#5290	Justin Little Jim	#5301
Amber Burton	#5344	Shem Oliver	#5312
Madeline Deatherage	#5272	Dayna Perkins	#5335
Michael Didier	#5296	Christopher Petro	#5299
Joshua Donnell	#5337	Ryan Riddle	#5306
Meredith Dooley	#5291	Ashley Sewell	#5311
Craig Dyke	#5285	Lauren Short	#5278
Amber Ferguson	#5303	Kimberly Snyder	#5295
Joe Freeman	#5292	Nicole Stec	#5281
Ryan Grant	#5283	Jason Thorne	#5276
Ann Gutting	#5340	Laura Townley	#5294
Jennifer Jaycox	#5300	Katelyn Tyler	#5343
Amanda Jennings	#5341	Melissa Walker	#5277
Brandy Kastl	#5336	Alicia Webb	#5302
Natalie Keith	#5280	Rebecca White	#5307
Quinley Koch	#5271	Bradley Youngblood	#5338
Erin Latham	#5293	Jessica Zink	#5279

Dr. Tidwell moved to accept candidates for licensure after taking and passing the OSE, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 4 Discussion and action as necessary on applications for registration after taking and passing the Oklahoma State Examination (OSE) and receipt of passing the NVTE:

Sarah Pilarski, #632

Dr. Tidwell moved to accept applicant for registration after taking and passing the NVTE and OSE, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 5 Discussion and action as necessary on application requesting licensure by reciprocity, after taking and passing the Oklahoma State Examination:

Jeffrie Fox, DVM	#5320	Laura Harris, DVM	#5322
Adam Gengenbach, DVM	#5333	Katha Kennebrew, DVM	#5339

Dr. Tidwell moved to accept candidates for licensure after taking and passing the OSE, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 6 Discussion and action, as necessary concerning applications for licensure after taking and passing both the NAVLE for testing window April 12-24, 2010 and the OSE:

Jana Bone	#5308	Jana Rickel, DVM	#5332
Gregory Ford, DVM	#5327	Tyler Troop	#5274
Amanda Johnson	#5334		

Dr. Tidwell moved to accept candidates for licensure after taking and passing both NAVLE and the OSE, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 7 Discussion and action, as necessary on application to take the North American Veterinary Licensing Examination for testing window April 12 -24, 2010.

Christina Abramowicz	#5331	Rak Bong Choi, DVM	#5246
Molly Cable	#5328	Pamela Erskine	#5329
Dianna Carrasco	#5330		

Dr. Tidwell moved to accept candidates to take the NAVLE, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 8 Discussion and action as necessary on request for application of Faculty Licensure after taking and passing the Jurisprudence examination:

Steven B. Reimer, DVM, F#186 John Whitesell, F#185

Dr. Tidwell moved to accept candidates for Faculty licensure after taking and passing the jurisprudence, seconded by Dr. Danner, motion was accepted and passed by all board members present.

Item 9 Discussion and action as necessary on request for approval of application for reinstatement of licensure.

Debbie J Cunningham, DVM, #3995

Dr. Tidwell moved to approve applicant for reinstatement of licensure, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 10 Discussion and action, as necessary concerning administration of the Oklahoma State Examination (OSE) on April 19, 2010.

The jurisprudence examination will be administered at Oklahoma State University on April 19, 2010, the first portion will be the jurisprudence examination and the second portion will follow with a short topic by the Board members, each applicant must participate in both sections and pass with a 70 percent or better on the jurisprudence.

Item 11 Discussion and action as necessary, on minutes from January 8, 2010 meeting.

Dr. Danner moved to approve minutes from the January meeting, seconded by Dr. Sells, the motion was accepted and passed by all board members present.

Item 12 Discussion and action as necessary, concerning the Investigator's report.

Mr. Fullerton reported $2,342 has been received in fine and costs since the January meeting; there are 25 open cases; he also reported informal conferences with 2 licensees were held earlier in the day.

Item 13 Discussion and action as necessary, concerning Secretary/Treasurer report.

Dr. Tidwell reported the budget is in order and several cases have been closed.

Item 14 Discussion and action as necessary, concerning President's report.

Dr. Lee reported the Board has been busy with the legislation and there will be a discussion to formulate a plan for defeating the proposed language regarding the teeth floaters and animal husbandry.

Item 15 Discussion and action as necessary, including legislative topics that may include but not limited to issues pertinent to the practice of veterinary medicine.

The Board discussed at length with the veterinarians and technicians in attendance regarding the proposed legislation and how it will affect the Veterinary Practice Act. The primary objective is to insert the words "consisting of" after animal husbandry in the Acts not prohibited section of the Act.

Item 16* Discuss litigation involving the lawsuit of Dixon v. Oklahoma Board of Veterinary Medical Examiners.

Dr. Danner moved to enter into executive session to discuss the lawsuit, seconded by Dr. Tidwell, motion was passed and accepted by all board members present.

Dr. Danner moved to enter back into open session, seconded by Dr. Tidwell, motion was passed and accepted by all board members present.

New Business – Discussion of any matter not known about or which could not have been reasonably foreseen 24 hours prior to the scheduled meeting.

The Oklahoma Alliance for Animals has asked if the Board would possibly accept a grant to pay William Brogden hours and mileage to teach continuing education classes for the animal euthanasia technicians and law enforcement personnel. These classes will be held approximately 9 or 10 times per year and if money and time allows, William Brogden could assist in animal cruelty issues. The Grant would be approximately (averaging) $858 per month. Dr. Tidwell moved to accept the Grant, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Adjourn

There being no further business before the Board. Dr. Tidwell moved to adjourn, seconded by Dr. Danner motion was accepted and passed by all board members present.

Minutes Approved this 14 *day of* May, *2010.*

Jim P. Lee, DVM
President

Jeff L. Tidwell, DVM
Secretary/Treasurer

* In this matter, a majority of a quorum of Board members, in a recorded vote, may call for closed deliberation for the purpose of confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest under the legal authority 25 O.S., Supp 2008, Sec. 307B(4).

MINUTES
OKLAHOMA STATE BOARD OF VETERINARY MEDICAL EXAMINERS
EXAMINATIONS
APRIL 19, 2010

Location: Oklahoma State University, Boren Veterinary Medical Teaching Hospital, McElroy Hall Room 201

MONDAY, APRIL 18, 2010	*OKLAHOMA STATE EXAMINATION (OSE)*
7:30am - 7:45am	Registration
7:45am - 8:00am	Instruction and Examination Distribution
8:00am - 10:00am	Jurisprudence Examination
10:00am - 10:15am	Break

Open discussion will be held after break

10:15am - 10:30am	Registration and Instruction
10:30am - 12:15pm	Open discussion with Board Members and staff

Item 2 Discussion and action as necessary, regarding legislation including but not limited to SB 1712.

An update was give by Ms. Kirkpatrick on the legislation, no action taken.

MINUTES

Oklahoma State Board of Veterinary Medical Examiners
201 N.E. 38th. Terr. Suite "1"
Oklahoma City, Oklahoma
May 14, 2010 - 4:00pm

The Oklahoma State Board of Veterinary Medical Examiners met May 14, 2010 in the conference room of the Oklahoma State Board of Veterinary Medical Examiners, 201 N.E. 38th Terr. Suite "1", Oklahoma City, Oklahoma. Notice of the meeting was posted according to the provisions of Title 25, Section 301 through 314 of the Oklahoma Statutes.

The President, Jim Lee, DVM called the meeting to order on May 14, 2010 at 4:00pm, with the following members present:

Jim Lee, DVM, President
Dan Danner, DVM, Vice-President
Jeff Tidwell, Board Secretary/Treasurer
Paul Sells, DVM, Member
Frank Denney, DVM, Member
Tamara Ward, Esq., Member

Present for meeting:

John Otto, DVM
Sharon Cary, DVM
Curtis Smith, DVM
Terrell Monks, Esq
James, Howell, Esq
Joe Bills Reynolds, DVM
Susan Streeter, DVM
Julio Rojas, PhD
Jim Barwick, Attorney for the Board
Dale Fullerton, Investigator for the Board
Cathy Kirkpatrick, Executive Director for the Board
Additional Attendees - Sign In Sheet Attached

Item 1 Discussion and action as necessary, regarding annual probation report appearance by:

John Otto, DVM, #3047

Dr. Otto appeared for his annual probationary appearance he reported his health is doing well; working 5 full days per week and has one associate working for him.

Item 2 *Voluntary Submission to Jurisdiction and Agreed Order Hearing, State of Oklahoma, ex rel, Oklahoma State Board of Veterinary Medical Examiners v. Curtis Smith, DVM, License # 3404 Case #C-08-128.

Dr. Dan Danner, Dr. Jeff Tidwell, Dr. Paul Sells, Ms. Tammy Ward and Dr. Frank Denney were present to hear the case and Dr. Jim Lee recused.

Jim Barwick, Assistant Attorney General appeared on behalf of the state, Curtis Smith, DVM was present with his counsel Terrell Monks and James Howell.

Mr. Barwick presented the Voluntary Submission to Jurisdiction,Agreed Order and Evaluation for the Board member's review.

After reviewing all documents of Case #C-08-128 and hearing testimony from both sides, Dr. Tidwell moved to enter into executive session to deliberate, seconded by Dr. Danner motion was accepted and passed by all board members present with the exception of Dr. Lee who had recused.

Dr. Tidwell moved to come out of executive session, seconded by Dr. Danner, motion was accepted and passed by all board members present with the exception of Dr. Lee who had recused.

Dr. Denney moved to amend the VSJ to increase the suspension time to December 31, 2010 and the deferred amount would also be increased by $4,000 from the presented $3,000, for the lack of a second the motion failed.

Dr. Tidwell moved to accept the Voluntary Submission to Jurisdiction and Agreed Order as written, seconded by Dr. Sells motion was accepted and passed by all board members present with the exception of Dr. Denney and Dr. Danner who voted Nay. VSJ and Agreed Order summary:

> Placed on probation for a period of three (3) years from the date of this Order (i.e. until May 15. 2013. Respondent's terms and conditions of probation are as follows:
>
> A. During each year of probation, Respondent shall in addition to the annual continuing education requirements, complete at least 10 hours of continuing education in the areas of ethics and/or large animal reproduction with such hours being achieved through personal attendance at actual seminars and not through course reading or internet study;
>
> B. Respondent's license to practice veterinary medicine in the State of Oklahoma shall be suspended for Six (6) months during the period of January 1, 2010 through June 30, 2010;
>
> C. Respondent shall appear before the Board at least once annually and appear more frequently before the Board or a Board staff member whenever requested to do so;
>
> D. Respondent shall not violate any federal, state or local law or rule governing or pertaining to the practice of veterinary medicine; and
>
> E. Respondent shall, prior to or within ten (10) days of the date of this Order, pay the Board: a) a $10,000.00 fine; and b) during the period of probation, pay the Board a probation administration fee of $50.00 per month due on the first day of each month. Notwithstanding the foregoing, payment of a portion of the fine referenced above in (a) in the amount of $7,000.00 and the monthly administrative fee referenced above in (b) are hereby deferred until May 15, 2013, at which time such payments shall be waived conditioned upon Respondent's compliance with the other terms of this Agreed Order. However, in the event Respondent violates any term(s) of this Agreed Order, Respondent shall immediately pay to the Board the balance of the above referenced fine in the amount of $7,000.00 and the cumulative administrative fee accrued each month since the month following approval of this Order.

Dr. Tidwell had to leave after the VSJ and Agreed Order for Dr. Curtis Smith was completed.

Item 3 Discussion and action as necessary, regarding annual probation report appearance by:

Sharon Cary, DVM, #2974

Dr. Sharon Cary was present for her annual probationary appearance; she requested the Board to consider a modification to her Agreed Order. Her request was early termination and removal of controlled substance restrictions on her Bureau of Narcotics and DEA registrations. She has fulfilled all requirements of her probation the past nine years. Dr. Danner moved to have Dr. Cary complete the final year of probation with 2 hair follicle tests; one will be on or before 9/30/10 and the final one on or before 1/31/11. All other restrictions on the VSJ/Agreed Order will be removed, seconded by Dr. Sells motion was accepted and passed by all board members present.

Item 4 Discussion and action as necessary, on request for approval of application for reinstatement of a surrendered license. ***Personal appearance by:***

Joe Bills Reynolds II, DVM, #4379

Dr. Joe Bills Reynolds was present to request reinstatement of his license that was surrendered June 2008 due to a positive drug screen which was a violation of his Agreed Order implemented 2007. After a lengthy discussion with all parties interested, Dr. Danner moved to deny his request for reinstatement of his license, seconded by Ms. Ward, motion passed by all members accepted with exception of Dr. Denney who voted Nay.

Item 5 Discussion and action as necessary on request for approval of application for reinstatement of licensure.

Danny Glover, DVM, #2127

Dr. Danner moved to approve applicant for reinstatement of licensure, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 6 Discussion and action as necessary on applications for licensure/registration after taking and passing the Oklahoma State Examination (OSE):

Carey Bachman	#5284	Brittany Hall, DVM	#5363
Chris Bellinger	#5362	Megan Niederwerder, DVM	#5355
Jaime Botts	#5350	Rebecca Poillion, DVM	#5361
Kristen Davignon	#5352	Emily Reppert	#5357
Kathryn Derstein	#5351	Craig Schluterman	#5359
Erica Dissmore	#5354	Lauren Sheldon	#5360
J Trent Fox	#5353	Joseph Studer, DVM	#5345
Rebecca Fitzgerald	#5356	Christina Wagner	#5347
Alicia Hahn, DVM	#5348		

Dr. Danner moved to accept candidates for licensure after taking and passing the OSE, seconded by Dr. Denney, motion was accepted and passed by all board members present.

Item 7 Discussion and action as necessary on application requesting licensure by reciprocity, after taking and passing the Oklahoma State Examination:

Robert Foglia, DVM	#5358	Scott Stehlik, DVM	#5349
Shelby Hayden, DVM	#5346		

Dr. Danner moved to accept candidates for licensure after taking and passing the OSE, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 8 Discussion and action as necessary on request for application of Faculty Licensure after taking and passing the Jurisprudence examination:

Clemence Chako, DVM	F#187	Jeremiah Moorer, DVM	F#194
Sonia Crochik, DVM	F#191	Morgan Murphy	F#193
Lauren Cunningham	F#192	Bradley Njaa, DVM	F#188
Aaron Herndon, DVM	F#190	Christopher Reetz, DVM	F#189
Crystal Lee, DVM	F#195		

Dr. Danner moved to accept candidates for Faculty licensure after taking and passing the jurisprudence, seconded by Ms. Ward, motion was accepted and passed by all board members present.

Item 9 Discussion and action as necessary, on applications for registration after taking and passing the National Veterinary Technician Examination (NVTE) and/or the Oklahoma State Veterinary Technician Examination (OSVTE):

Corryn Anderson	#638	Rexann Morrison, RVT	#633
Ashley Baker	#636	Tobie Negron	#648
Amber Basye	#639	Cierra Orr	#674
Autum Blan	#640	Kay Pickens	#649
Christopher Borjon	#641	Sarah Pilarski	#632
Chelsea Collison	#642	Jennifer Ramsey	#672
Jessica Cooper	#637	Megan Rankin	#650
Erika Cumbie	#635	Jill Rathbun	#651
Amy Davis	#643	Stephanie Richmond, RVT	#671
Alesha Dodd	#644	Pamela Roberts	#652
Raquel Garner	#658	Shawna Stuckey, RVT	#634
Karla Kovac-Grier	#670	Dana Talbott	#653
Jamie Langham	#645	Jason Taylor	#654
Georgan Marchand	#673	Christa Watson	#655
Jessie McBride	#646	Aimee Weis	#656
Elaina McCarroll	#659	Stephanie Woodard	#291
Malori McKeon	#647	Meagan Wooley	#657
Megan Morgan	#675		

Dr. Danner moved to accept candidates for registration after taking and passing both NVTE and/or OSVTE with the exception of Georgan Marchand seconded by Ms. Ward, motion was accepted and passed by all board members present.

Dr. Denney moved to approve Georgan Marchand upon successful completion of graduation requirements and taking and passing both examinations, seconded by Dr. Sells, motion was accepted and passed by all board members present.

Item 10 Discussion and action as necessary, on minutes from March 5, 2010 meeting.

Dr. Danner moved to approve minutes from the March meeting, seconded by Dr. Sells , the motion was accepted and passed by all board members present.

Item 11 Discussion and action as necessary, concerning the Investigator's report.

Mr. Fullerton reported $888 has been received in fine and costs since the March meeting; there were 39 open cases and prior to the meeting approximately 19 were closed with the probable cause committee.

Item 12 Discussion and action as necessary, concerning Secretary/Treasurer report including implementing a possible policy for the Low Cost Spay/Neuter Clinics.

The budget is well within the limits an additional $88,000 is still available with only two months remaining in the fiscal year. Also discussed was implementing a policy to notify potential clients that the Low Cost Spay/Neuter clinics may not be providing the same "care" along with utilizing some of the advanced equipment that is used in the "traditional" clinics. Dr. Tidwell will explain more in detail at the July meeting.

Item 13 Discussion and action as necessary, concerning President's report including discussion for AAVSB annual meeting.

Dr. Lee reported he was confirmed by the Senate this past week for another five year term as a Board member; September 16-18 is the annual AAVSB meeting in Baltimore, Dr. Danner and Cathy will be attending and their expenses for the trip will be paid by AAVSB, this will allow two additional Board members to attend.

Item 14 Discussion and action as necessary, for approval of Proposed Budget - FYE 2011, including approval of Attorney contract for FYE 2011.

The Board discussed approving the FYE 2011 budget; Dr Danner moved to approve a budget of $444,448 seconded by Dr. Denney, the motion was accepted and passed by all board members present. Dr. Danner moved to accept attorney contract with Jim Barwick for FYE 2011, seconded by Dr.Denney the motion was accepted and passed by all board members present.

Item 15 Election of officers for the ensuing year, July 1, 2010 - June 30, 2011.

The Board elected the following officers for FYE 2011:

President (Dr. Lee) – Motion by Dr. Danner, seconded by Dr. Sells
Vice-President (Dr. Danner) – Motion by Dr. Denney, seconded by Dr. Sells
Secretary/Treas. (Dr. Sells) – Motion by Dr. Danner, seconded by Dr. Denney

Motions were accepted and passed by all members present.

Item 16 Discuss policies or rules involving or related to the unauthorized practice of veterinary medicine and new acts not prohibited, including those involving animal husbandry, teeth floating and recent legislation.

HB 3202 was discussed at length along with SB 1712. Dr. Danner moved to draft language for animal husbandry and teeth floating, seconded by Dr. Denney motion was passed and accepted by all members present. The Pet Commercial Breeders Act Board is in the process of being selected along with the hiring of the Executive Director. The rules for the Act will be drafted and presented for the 2011 legislative session.

Item 17 Announce Date for the July Board Meeting. The Meeting is scheduled July 16, 2010 at the office of the Board in Oklahoma City at 4:00p.m.

The Meeting is scheduled July 16, 2010 at the office of the Board in Oklahoma City at 4:00p.m.

New Business – Discussion of any matter not known about or which could not have been reasonably foreseen 24 hours prior to the scheduled meeting.

Adjourn

There being no further business before the Board. Dr. Danner moved to adjourn, seconded by Dr. Sells motion was accepted and passed by all board members present.

Minutes Approved this 16 *day of* July, *2010.*

Jim P. Lee, DVM
President

Jeff L. Tidwell, DVM
Secretary/Treasurer

* In this matter, a majority of a quorum of Board members, in a recorded vote, may call for closed deliberation for the purpose of engaging in formal deliberation leading to an intermediate or final decision in an individual proceeding under the legal authority 25 O.S., Supp 2009, Sec. 307B(8), any action taken will be done in open session.

THE WELLNESS COUNCIL

2011 Sunset Review Survey

RESPONSES

Name of Agency, Board or Commission:	THE WELLNESS COUNCIL
Agency Staff Contact:	Mr. Jimmy Trotter, Interim Director Oklahoma State Employees Benefits Council of the Office of State Finance
Agency Telephone Number:	(405) 232-1190

1. Briefly describe your agency, board or commission (hereafter referred to as "Council") membership, including:
   A. Number of board members;
   B. Qualifications, if specified by law;
   C. Term of Office; and
   D. Appointing authority

In 1994, the Oklahoma Legislature created the Wellness Council within the Oklahoma Employees Benefits Council (EBC). EBC is now being consolidated into the Office of State Finance. EBC serves as the benefits office for approximately 76,000 total covered lives statewide, including 33,600 active state employees. As part of its many functions as the State's benefits office, EBC is also statutorily responsible for "recognizing and protecting the State's investment in each employee by promoting and preserving good health and longevity among state employees." The Wellness Council is statutorily responsible for coordinating and developing wellness programs in State government and is required to encourage participation in wellness programs by State employees. EBC's governing board has oversight over the Wellness Council.

The Wellness Council is comprised of one representative from every state agency that has designated a person to serve on the Council as the "Wellness Coordinator." Each agency with 200 or more full-time-equivalent employees shall appoint a "Wellness Coordinator." Each coordinator shall be appointed for a term of two (2) years. However, any agency with less than 200 full-time-equivalent employees can appoint a coordinator. Currently, there are 132 Wellness Coordinators and 519 sub-agency Wellness Coordinators.

2. Briefly describe when and why the Council was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

The Wellness Council was created in 1994 with the approval of HB 2241. The State Wellness Council was established by the Wellness Program Act, which was codified in the Oklahoma Statutes under Title 74, Section 1381. There have been no significant changes since its inception in board membership and purpose; however, the work of the State Wellness Council has resulted in many successful programs including the OKHealth Wellness program, implemented in January 2006. The program was successfully

piloted through the Department of Human Services. Employees completing one year in the program found rapid success, lowering their health claims cost by thirty-one percent.

Mission Statement

The State of Oklahoma Wellness Council will provide support, resources, coordination and development of wellness programs in state government. The Council shall encourage the participation in wellness programs by state employees. Such health education/promotion programs will be designed to foster knowledge, attitudes, and behavioral skills necessary to improve the overall health status of all state employees, dependents and their communities.

3. List the statutory powers and duties of the Council. Please cite specific statutes providing for its powers and duties.

74 O.S.2001, § 1381-1384: The Wellness Council is statutorily responsible for coordinating and developing wellness programs in State government and is required to encourage participation in wellness programs by State employees.

4. Indicate if any other federal, state or private entity performs the same or similar functions and in what manner your Council complements, overlaps, or duplicates the other entity's program(s) or service(s).

There is no other government agency that performs and/or functions in the manner like that of the State Wellness Council in the State of Oklahoma. The State Wellness Program plans, designs, implements, and evaluates worksite health promotion programs and material for agency wellness coordinators who function on behalf of the State Wellness Council. Agency wellness coordinators, in turn, receive materials and programs to be used in state agencies throughout the State of Oklahoma. The Council complements the efforts of the OKHealth Wellness program, which is a free, optional benefit available to all active state employees. The State Wellness Program coordinates and interfaces with private, not-for-profit, state, federal, local governments, educational facilities, hospitals, clinics, and any other statewide health and safety organization to promote health and wellness to all state employees; i.e., the annual Health and Safety Expo held at the State Capitol building.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years.

FY-12	FY-11	FY-10	FY-09	FY-08
4	4	4	4	4

6. For the current fiscal year and each of the last four (4) fiscal years, indicate the number of full-time employees and the number of part-time employees, employed by the Council. Please indicate the same for contract employees as well.

The Wellness Council itself has no (0) full-time, part-time or contract employees. The Council's activities are coordinated by members of the OKHealth Wellness team.

Fiscal Year	Full-time Employees	Part-time Employees	Contract employees
FY-12	0	0	0
FY-11	0	0	0
FY-10	0	0	0

FY-09	0	0	0
FY-08	0	0	0

7. Describe the Council's programs for each of the following activities:

A. Certification, licensure and permits:

In February 2010, the Council held its first certification program for Wellness Coordinators. The first graduating class included 12 members *(see questions 8.A. and B. below)*. In the two-day program, participants learned about influencing people and how that applied to health behavior, as well as the strength of teamwork and leadership and how they are used to change culture. Participants also learned about their leadership strengths, effective communication techniques and the basics of worksite health promotion program planning.

The Council facilitated Mental Health First Aid certification in a meeting on Aug. 24, 2011. The effort was in collaboration with the Department of Mental Health and Substance Abuse Services, utilizing a national curriculum, and involved 40 participants.

B. Monitoring:

Wellness Activity Reporting Forms are completed monthly by individual wellness coordinators pertaining to the agency activities. Resources are provided through quarterly meetings of the State Wellness Council and other program communications produced through and by the State Wellness Program staff.

C. Enforcement:

N/A

D. Continuing Education:

none

E. Other:

Training is an important component of the Wellness Council. In Feb. 2010, approximately 40 Wellness Council members traveled to Sulphur for training at the Lifestyle Center of America. Participants learned about nutrition and wellness principles promoted by the authors of the *Full Plate Diet*.

The Council also places an emphasis on collaboration with other local wellness initiatives. For example, Oklahoma City Mayor Mick Cornett will be the guest speaker at the Council's Feb. 15, 2012, meeting, delivering a presentation on the OKC Million/*This City is Going on a Diet* campaign. In addition, Council members have been engaged in discussions about ways to complement and/or support the 5320/*Shape Your Future* campaign promoted by the State Department of Health and Governor Mary Fallin.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following:

A. Number of applications received for examination, certification or permits:

FY-12	**FY-11**	**FY-10**	**FY-09**	**FY-08**
N/A	N/A	13	N/A	N/A

B. Number of applicants certified or licensed or permits granted:

FY-12	**FY-11**	**FY-10**	**FY-09**	**FY-08**
N/A	N/A	12	N/A	N/A

C. Number of applicants denied:

FY-12	**FY-11**	**FY-10**	**FY-09**	**FY-08**
N/A	N/A	N/A	N/A	N/A

D. Number of disciplinary hearings held:

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. Are the names of the persons for which disciplinary action was taken confidential? Please cite statute or rule. N/A

G. Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

H. Any other statistics that reflect the activities that the Council performs. Please identify on a separate sheet of paper, if necessary.

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

9. List all sources of revenue for each of the last five (5) fiscal years.

Wellness finances are part of EBC's administrative budget.

Fiscal Year	SOURCES OF REVENUE
FY-11	EBC
FY-10	EBC
FY-09	EBC
FY-08	EBC
FY-07	EBC

10. Summarize all expenditures for each of the last five (5) fiscal years.

The Wellness Council is a key component of the state's overall wellness program because the Wellness Coordinators are EBC's "eyes and ears" for wellness in agencies and field offices throughout the state. The interdependence and combined efforts of the Wellness Coordinators and EBC's Wellness Coaches make it nearly impossible to separate their financial considerations. The following figures represent expenditures for the Wellness program **as a whole**, including coaches' salaries, professional services and admin expenses.

Fiscal Year	EXPENDITURES
FY-11	$ 562,385
FY-10	$ 619,033
FY-09	$ 545,794
FY-08	$ 766,407
FY-07	$ 599,209

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

Yes

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

Wellness expenditures are paid from EBC's overall budget, which comes from administrative fees placed on premiums that are paid by state employees. Those administrative fees can vary slightly from year to year and are based on **calendar (or Plan)** years, not fiscal years. In 2012, the administrative fee will be 1.15%.

Fiscal Year	DESCRIPTION OF INCREASE OR DECREASE
CY-11	1.20% admin fee
CY-10	1.25% admin fee
CY-09	1.25% admin fee
CY-08	1.25% admin fee
CY-07	2.00% admin fee

13. Describe future objectives and goals of the Council. In particular, describe the following:
    A. Any programs you want to eliminate or expand;
    B. The effect such action will have on expenditures, income, and personnel; and
    C. How the changes will affect the Council's ability to fulfill its responsibilities.

The Wellness Council would like to expand its certification program to include more Wellness Coordinators. The enhanced training would be an opportunity to communicate expectations of effective Wellness Coordinators and to provide guidance. Established goals of the Wellness Coordinator Certification Program are:

I. To increase awareness and the understanding of the goal of the OK Health Wellness Program to lower health care claims and bend the curve of health care costs.

II. To provide the training and skill development in basic health and wellness programming, the health behavior change process, influencing people, and healthy culture development.

III. Using the knowledge gained to work as a team with EBC in conducting assessments in their respective state agencies statewide. From the assessment process, collaborate with EBC health educators in the development of program modules to be implemented and evaluated for effectiveness.

IV. To work with EBC towards a culture change in state agencies to become a healthier and more productive workforce.

Future goals of the Wellness Council include organizing statewide or regional fitness events for state employees, similar to the OKDHS State Games, and encouraging more agencies to add Wellness Coordinator responsibilities to the Performance Management Process (PMP).

Such actions would have little or no effect on expenditures, income or personnel, but would improve productivity. The changes would improve the Council's ability to disseminate information and would energize members to encourage wellness efforts in their agencies.

14. List all major statutory changes affecting your Council, passed for each year beginning with 2007 and ending with 2011.

Fiscal Year	EFFECT(S) OF STATUTORY CHANGE
FY-11	HB2140 – agency consolidation/reorganization in progress
FY-10	None
FY-09	None
FY-08	None
FY-07	None

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

The Council is covered in EBC's contract with the Oklahoma Office of the Attorney General for legal counsel. The contract is renewed every fiscal year. There is no involvement with private, outside legal counsel.

16. Why should this Council be continued or discontinued?

The abrupt termination of the flow of wellness information already expected and provided through the avenues established by the program would reflect a lack of legislative and agency concern at an historic moment when health care issues are at the forefront in the State of Oklahoma. State employees have been experiencing programs evidenced by:

- Implementation of the OK Health Mentoring program;
- Participation at regional health and safety expos;
- Participation in on-site personal wellness profiles and self-care concepts;
- Increased demand for health and wellness resources that include on-site presentations, workshops, & seminars;
- Increased phone inquiries for information and resources.

The Wellness Program Act is a natural adjunct to group and individual health care concerns through legitimate, sound health education and the best way to utilize and augment the state's health benefit plans. The ultimate goal of the health of state employees and to the state of Oklahoma is cost savings, awareness of health lifestyle and behavior choices. Health programs focus on health behavior changes through systems change and cultural integration. The better educated the employee, the better utilization of health care costs for the state. Oklahoma has the unfortunate distinction of being among the worst states in most of the key public health status indicators, and Oklahoma continues to lose ground compared to the rest of the United States. Poor health outcomes also have a direct impact on the Oklahoma economy. Businesses as well as state agencies experience employee absenteeism, health organizations experience greater demand for their limited resources, families experience higher costs for health care, and the list goes on. The State addresses this need directly by giving state employees a benefit allowance to pay for health care benefits such as health, dental, life, and disability. To augment these benefits, the state must continue to give its employees accurate health and wellness information through designated wellness coordinators. A greater knowledge of health and lifestyle behavior increases the overall well being of each state employee and his/her family members.

17. Submit the following material with this survey:
    A. Current Organizational chart; N/A
    B. Last annual report; N/A
    C. Council meeting minutes for 2010; See Attachment, and
    D. Any report required by any other government entity. None

State Wellness Council Meeting
February 17, 2010

Meeting Minutes

The First Quarter State Wellness Council (SWC) Meeting for 2010 was held at the Lifestyle Center of America, Sulphur, OK. The meeting started at 11:00 am.

Wellness Coordinators and Guests Present:

Andrea Moon, DPS
Angela Johnson-Moseley, OESC
Angie Bookout, OCTP
Carol Fletcher, DCS
Carolyn Inman, LPGAS
Cathy Miller, ODC
Charlene Wallace, DDS
Charlotte Roberts, OETA
Chengbin Tang, MPC
Chris Cotton, SEB
Christina Hamilton, Commerce
D.J. Giabbai, MVC
Deanna Packhorse, OTRD
Debbie Simmons, GRDA
Eugena Zachary, SOS
Everett Slavik, OPM
Gina Blaylock, Ag
Jane Smith, OMD
Janis Nelsen, LSB
Jim Bratkovich, OLC
Leanne Overstake, HOR
Lee Cohlmia, DAC
Lisa Hanson, OHRC
Marilyn Garrison, OJA
Mary Ann Marxer, OCAST
Merlyn Rios, EC
Missy Cain, OTC
Pam Boatright, OSRHE
Ray Kongsala, DRS
Sally Alexander, Senate
Sharon Neal, TSET
Sharyn Frith, OHS
Sherry Kueffler, OREC
Susan McCollom, DHS
Tammie Colbert, OJA
Traci House, OSDH
Trish Cantrell, OST
Vivek Rajaraman, OWRB
Thomas Micah, OJA

Staff/Speakers Present:
Miranda Manning, Employees Benefits Council
Philip K. Kraft, Employees Benefits Council
Susie Robinson, Employees Benefits Council
Kevin Brown, Lifestyle Center of America
Dr. Teresa Sherard, Lifestyle Center of America
Dr. Diana Fleming, Lifestyle Center of America

General Business:

Phil Kraft, Executive Director of the Employees Benefits Council, welcomed all Agency Wellness Coordinators (AWC).

Mr. Kraft then introduced Mr. Kevin Brown from the Lifestyle Center of America. Mr. Brown spoke about the day's events and then introduced Dr. Teresa Sherard and Dr. Diana Fleming, co-authors of The Full Plate Diet.

Drs. Sherard and Fleming presented information on The Full Plate Diet, explaining how high fiber foods can help improve general health and also be a weight loss aide. They also conducted an activity with the AWC showing how to add fiber-rich foods to commonly consumed American meals.

Next, all AWC took a walk break and then met back at the Lifestyle Center of America's café for a healthy lunch.

Following lunch, Susie Robinson provided information on the Wellness Coordinator Certification pilot program on February 22-23, 2010. She also answered any questions from the AWC regarding the certification pilot program.

Miranda Manning ended the meeting by discussing the Quarterly Wellness Coordinator Packet and informed the AWC that all materials represented in the packet could be obtained in an electronic format, if desired.

The meeting was adjourned at 1:15 pm. The next meeting will be May 19, 2010 at the Department of Transportation, located at 200 NE 21st Street in Oklahoma City.

State Wellness Council Meeting
June 2nd, 2010

Meeting Minutes

The Second Quarter State Wellness Council (SWC) Meeting for 2010 was held at the Harn Homestead, 1721 N. Lincoln Blvd., Oklahoma City, OK. The meeting started at 10:30 A.M.

Wellness Coordinators and Guests Present:

Andrea Moon, DPS
Angela Johnson-Moseley, OESC
Brittany Berry, DPS
Carol Fletcher, DCS
Carolyn Inman, LPG
Cathy Miller, ODC
Charlotte Roberts, OETA
Chengbin Tang, MPC
Chris Cotton, SEB
Christy Hallinan, DHS
Crystal Nolen, Mines
Deanna Packhorse, OTRD
Deborah Keith, ODOT
Elaine Spell, OAC
Eugena Zachary, SOS
Everett, Slavik, OPM
Gina Blaylock, ODA
Jayne Harrington, House
Jane Smith, OMD
Jim Bratkovich, OLC
Lee Cohlmia, DAC
Lisa Hanson, OHRC
Dr. Lisa Mungul, TSET
Lora Baker, OCCY
Mary Ann Marxer, OCAST
Missy Cain, OTC
Molly O'Connor, OAC
Monty Elder, DEQ
Pam Boatright, OSRHE
Sharon Neal, DRS
Sharyn Frith, OHS
Sherry Kueffler, OREC
Terra Gibson, OBNDD

Staff/Speakers Present:
Susie Robinson, Employees Benefits Council
Brian King, Employees Benefits Council
State Representative Lewis H. Moore

General Business:
This meeting was combined with the Spring Walking Challenge Awards Meeting so the attendees signed in and took packets from the sign-in table. Wellness coaches were greeters and hosts. Brian King explained why Phil Kraft was not able to attend and he introduced Rep. Moore who spoke on his experiences as a mountain climber.

After this section of the program Susie Robinson and Chelsea Baker did the awards for the Walking Challenge. Susie Robinson did explain our plans for the future were still in place for the survey results and planning on future Wellness Coordinator Certifications and quarterly programming and evaluations.

Susie Robinson then gave instructions for the lunch that was provided by EBC and Executive Staff.

The meeting was adjourned at 12:15 pm. The next meeting will be August 18, 2010 at the Lifestyle Center of America in Sulphur, OK.

State Wellness Council Meeting
August 18, 2010

Meeting Minutes

The 4th Quarter State Wellness Council (SWC) Meeting for 2010 was held at the Department of Transportation, 200 NE 21st Street, Oklahoma City, OK. The meeting started at 10:00 am.

Wellness Coordinators and Guests Present:

Amanda Lomonaco, ODVA
Andrea Moon, DPS
Angela Johnson-Moseley, OESC
Carolyn Goodrich, DRS
Cathy Miller, ODC
Charlotte Roberts, OETA
Chengbin Tang, MPC
Dan Vossen, OSSM
Deanna Packhorse, OTRD
Debbie Simmons, GRDA
Eugena Zachary, SOS
Everett Slavik, OPM
Gina Blaylock, ODAFF
Hollie Baker, OREC
Jane Smith, OMD
Jim Bratkovich, OLC
Lauren Zuniga, SEB
Lisa Hanson, OHRC
Liz Walton, ODCTE
Mechelle Jaggers, OEM
Missy Cain, OTC
Nancy Graham, ODOT
Ray Kongsala, DRS
Sharyn Frith, OHS
Steve Beleu, ODL
Terra Gibson, OBNDD
Tim Peters, DOC
Trey Davis, SA&I

Staff/Speakers Present:
Miranda Manning, Employees Benefits Council

General Business:

Miranda Manning, Health Educator for the Employees Benefits Council, welcomed all Agency Wellness Coordinators (AWC).

Ms. Manning discussed the Wellness Coordinator Packet and explained that the handouts could be used to help educate employees regarding health observances for the quarter. She reminded the AWC that the packet could be provided electronically, if desired.

Next, the AWC were shown the documentary King Corn, which is a feature documentary about two friends, one acre of corn, and the subsidized crop that drives our fast-food nation. In King Corn, Ian Cheney and Curt Ellis, best friends from college on the east coast, move to the heartland to learn where their food comes from. With the help of friendly neighbors, genetically modified seeds, and powerful herbicides, they plant and grow a bumper crop of America's most-

productive, most-subsidized grain on one acre of Iowa soil. But when they try to follow their pile of corn into the food system, what they find raises troubling questions about how we eat-and how we farm.

Following the documentary, AWC discussed what they thought about the documentary's message. Many found the documentary informative and interesting.

The meeting was adjourned at 12:00 pm. The next meeting will be March 1, 2011 at the INTEGRIS Cancer Institute of Oklahoma, located at 5911 W. Memorial in Oklahoma City.

WATERWORKS AND WASTEWATER WORKS ADVISORY COUNCIL

53rd OKLAHOMA LEGISLATURE
FIRST SESSION

2011 SUNSET REVIEW SURVEY

Name of Agency, Board of Commission:	WATERWORKS AND WASTEWATER WORKS ADVISORY COUNCIL
Agency Staff Contact:	Ms. Shellie Chard-McClary Department of Environmental Quality
Agency Telephone Number:	405-702-8100

The Oklahoma Sunset Law requires periodic review by the Legislature of specified agencies, boards, and commissions. This is done each year by the House and Senate Committees on Sunset Review. In order to provide information to help committee members better understand the agencies, boards, and commissions scheduled for review, the staffs of the House of Representatives and the Senate prepare an analysis of each entity. Over the years, the questions contained in this survey have proven to generate the type of information and data needed by committee members to make decisions concerning each agency's review.

Please respond to each question and complete and return this survey by December 09, 2011. The staff of the House of Representatives and the Senate will use the information you provide to prepare written analysis for the committee members. If the space provided is not adequate for your responses, please feel free to attach additional material. If you have any questions, please contact Mr. Brad Wolgamott, Deputy Director of Research, Oklahoma House of Representatives, at (405) 557-7462 (bradw@okhouse.gov).

1. Briefly describe your agency, board, or commission membership, including:

   A. Number of Board Members;
   B. Qualifications, if specified by law;
   C. Term of office; and
   D. Appointing authority

RESPONSE

A. There are nine (9) board members as follows:

B. Qualifications	C. Term	D. Appointing Authority
1. Certified Operator of a Municipal Waterworks	3	Governor
2. Represents Higher education and the Environmental Training Center for State	3	
3. Appointee Nominated by the Oklahoma Municipal League	3	
4. Appointee Nominated by the Oklahoma Water and Pollution Control Association	3	President Pro Tempore of the Senate
5. Appointee Nominated by the Oklahoma Water and Pollution Control Association	3	
6. Appointee Nominated by the Oklahoma Rural Water Association	3	
7. Certified Operator of a Municipal Waterworks	3	Speaker of the House of Representatives
8. Certified Operator of a Municipal Wastewater Works	3	
9. Appointee Nominated by the Oklahoma Rural Water Association	3	

2. Briefly describe when and why the agency, board, or commission was formed, its mission statement, and any significant changes since its inception in board membership and purpose.

RESPONSE

In 1959, Title 59 O.S., Chapter 29 Waterworks and Wastewater works Operator Certification Act mandated that water and wastewater operators be certified by the State of Oklahoma.

The purpose of the Waterworks and Wastewater Works Operator Certification Act was declared to be necessary to safeguard life, health, and property, and to protect the waters of this State.

In 1993, Title 27A O.S. § 1-3-101(B)(5) mandated that the Oklahoma Department of Environmental Quality have jurisdiction of the Waterworks and Wastewater Works Certification Program.

In 2008, Title 59 O.S. § 1102, the Waterworks and Wastewater Works Advisory Council was re-created, to continue until July 1, 2012, in accordance with the provisions of the Oklahoma Sunset Law.

3. List the statutory powers and duties of the agency, board, or commission. Please cite specific statutes providing for its powers and duties.

RESPONSE

Title 59 O.S. § 1103(G). The Council shall not recommend rules for promulgation of the Environmental Quality Board unless all applicable requirements of the Administrative Procedures Act have been followed including requirements relating to, but not limited to, notice, rule impact statement and rulemaking hearings. The Council shall perform the duties specified in subsection I of Section 2-2-201 of Title 27A of the Oklahoma Statutes for the Department of Environmental Quality Advisory Councils and shall perform other duties as may be assigned to it by the Department.

Title 27A § 2-2-201(I) says: In addition to other powers and duties assigned to each Council pursuant to this Code, each Council shall, within its jurisdictional area:

1. Have authority to recommend to the Board rules on behalf of the Department. The Department shall not have standing to recommend to the Board permanent rules or changes to such rules within the jurisdiction of a Council which have not previously been submitted to the appropriate Council for action;

2. Before recommending any permanent rules to the Board, give public notice, offer opportunity for public comment and conduct a public rulemaking hearing when required by the Administrative Procedures Act;

3. Have the authority to make written recommendations to the Board which have been concurred upon by at least a majority of the membership of the Council;

4. Have the authority to provide a public forum for the discussion of issues it considers relevant to its area of jurisdiction, and to:

a. pass nonbinding resolutions expressing the sense of the Council, and

b. make recommendations to the Board or Department concerning the need and the desirability of conducting meetings, workshops and seminars; and

5. Cooperate with each other Council, the public, the Board and the Executive Director in order to coordinate the rules within their respective jurisdictional areas and to achieve maximum efficiency and effectiveness in furthering the objectives of the Department.

4. *Indicate if any other federal, state, or private entity performs the same or similar functions and in what manner your agency, board, or commission complements, overlaps, or duplicates the other entity's program(s) or service(s).*

RESPONSE

None.

5. Indicate the number of board meetings held for the current fiscal year and each of the last four (4) fiscal years. *(If you do not have this information for fiscal years, you may provide the breakdown by calendar years, Please indicate if you do so.).*

RESPONSE

FY-12	*FY-11*	*FY-10*	*FY-09*	*FY-08*
3	*2*	*2*	*2*	*2*

6. For the current fiscal year and each year of the last four (4) years, indicate the number of full-time employees and the number of part-time employees, employed by the agency, board, or commission. Please indicate the same for contract employees as well.

RESPONSE

The Council has no full-time, part-time, or contract employees. Each member of the Council serves without compensation but may be reimbursed expenses incurred in the performance of their duties.

FISCAL YEAR	*FULL-TIME EMPLOYEES*	*PART-TIME EMPLOYEES*	*CONTRACT EMPLOYES*
FY-12	*0*	*0*	*0*
FY-11	*0*	*0*	*0*
FY-10	*0*	*0*	*0*
FY-09	*0*	*0*	*0*
FY-08	*0*	*0*	*0*

7. Describe the agency, board, or commission's program for each of the following activities:

RESPONSE

A. Certification, licensure, and permits: *N/A*
B. Monitoring: *N/A*
C. Enforcement: *N/A*
D. Continuing Education: *N/A*
E. Other:

The Waterworks and Wastewater Works Advisory Council is responsible for rulemaking activities as described in Section 3 of this document on behalf of the

Department of Environmental Quality and makes recommendations to the Environmental Quality Board.

8. For the current fiscal year and each of the last four (4) fiscal years, indicate the following *(If you do not have this information for fiscal years, you may use calendar year data. Also, if an activity does not apply to your agency, board, or commission, please enter "N/A"):*

RESPONSE

The Waterworks and Wastewater Works Advisory Council is an advisory council for the Oklahoma Department of Environmental Quality and to the Environmental Quality Board and has none of the following activities and responsibilities.

A. *Number of applications received for examinations, certifications, or permits:*

N/A

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

B. *Number of applicants certified or licensed permits granted:*

N/A

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

C. *Number of applicants denied:*

N/A

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

D. *Number of disciplinary hearings held:*

N/A

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

E. *Number of disciplinary actions taken (i.e. censure, revocation, suspension, or termination):*

N/A

FY-12	FY-11	FY-10	FY-09	FY-08
N/A	N/A	N/A	N/A	N/A

F. *Are the names of the persons for which disciplinary action was taken confidential? Please cite statute (federal and/or state) or rule.*

N/A

G. *Number of persons completing continuing education courses and/or any other statistics relevant to continuing education.*

N/A

FY-12	*FY-11*	*FY-10*	*FY-09*	*FY-08*
N/A	*N/A*	*N/A*	*N/A*	*N/A*

H. *Any other statistics that reflect the activities that your agency, board, or commission performs. Please identify on a separate sheet of paper, if necessary.*

N/A

FY-12	*FY-11*	*FY-10*	*FY-09*	*FY-08*
N/A	*N/A*	*N/A*	*N/A*	*N/A*

9. List all source(s) of revenue for each of the last five (5) fiscal years.

RESPONSE

FISCAL YEAR	*SOURCES OF REVENUE*
FY-11	*No specified revenue, but expenses reimbursed by Operator Certification Program*
FY-10	*No specified revenue, but expenses reimbursed by Operator Certification Program*
FY-09	*No specified revenue, but expenses reimbursed by Operator Certification Program*
FY-08	*No specified revenue, but expenses reimbursed by Operator Certification Program*
FY-07	*No specified revenue, but expenses reimbursed by Operator Certification Program*

10. Summarize all expenditures for each of the last five (5) fiscal years.

RESPONSE

FISCAL YEAR	*EXPENDITURES*
FY-11	*$3,864.08*
FY-10	*$3,852.33*
FY-09	*$2,361.41*
FY-08	*$2,083.46*
FY-07	*$2,418.18*

11. Have you complied with the zero-based budgeting requirement for the past five (5) fiscal years as well as the current fiscal year?

RESPONSE

___X___ YES _____ NO (If no, please explain)

12. Describe any fee increases or decreases that have occurred in the last five (5) fiscal years.

RESPONSE

N/A

FISCAL YEAR	DESCRIPTION OF INCREASE OR DECREASE
FY-11	*N/A*
FY-10	*N/A*
FY-09	*N/A*
FY-08	*N/A*
FY-07	*N/A*

13. Describe future objectives and goals of the agency, board, or commission. In particular, describe the following:

A. Any programs you want to eliminate or expand;
B. The effect such action will have on expenditures, income, and personnel; and
C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

RESPONSE

A. Any programs you want to eliminate or expand?

None.

B. The effect such action will have on expenditures, income, and personnel.

N/A

C. How the changes will affect the agency's, board's, or commission's ability to fulfill its responsibilities.

N/A

14. List all major statutory changes affecting your agency, board, or commission, passed for each year beginning with 2007 and ending with 2011.

RESPONSE

FISCAL YEAR	EFFECT(S) OF STATUTORY CHANGE
FY-11	*Pursuant to HB 1044, Title 59 has been amended: effective November 1, 2011, "any rule which establishes or increases a fee or any rule by a body that is created or receives its authority from Title 59 requires legislature approval by joint resolution if not approved by the last day of the session, the rule shall be considered disapproved."*
FY-10	N/A
FY-09	N/A
FY-08	N/A
FY-07	N/A

15. Do you have in-house legal counsel, contract with the Oklahoma Office of the Attorney General for legal counsel, or do you contract with private, outside legal counsel? Please explain your situation with regard to legal counsel.

RESPONSE

In-house legal counsel.

16. Why should this agency, board, or commission be continued or discontinued?

RESPONSE

This Council has an important role in the rulemaking process by providing public participation in the reviewing and vetting of rules proposed by the Oklahoma Department of Environmental Quality prior to making its recommendation to the Environmental Quality Board.

17. Submit the following material with this survey:

RESPONSE

A. Current organization chart; *(copy attached)*
B. Last annual report; *(N/A)*
C. Agency, board, or commission meeting minutes for 2010; and *(copy attached)*
D. Any report required by any other government agency. *(N/A)*

FOR PUBLIC DISTRIBUTION

DEPARTMENT OF ENVIRONMENTAL QUALITY
WATERWORKS AND WASTEWATER WORKS ADVISORY COUNCIL

Address Correspondence to: (Council Member)
c/o Myrna Bruce, Board and Council Secretary
Department of Environmental Quality
P. O. Box 1677
Oklahoma City, OK 73101-1677

Visit our website at: http://www.deq.state.ok.us/WQDnew/wwwac/index.html

FY12

MEMBER	PROFESSIONAL REALM	APPOINTING OFFICIAL	TERM EXPIRES
Robert Carr	OK Municipal League	Governor	6/30/2012
Bill Clark Chair	Environmental Training Center/Higher Education	Governor	6/30/2013
Jim Pumphrey	Waterworks Operator	Governor	6/30/2011
Arnold Miller Vice Chair	OK Water & Pollution Control Association	Pro Tempore	6/30/2012
Mark Matheson	OK Rural Water Association	Pro Tempore	6/30/2014
Carl Gray	OK Water & Pollution Control Association	Pro Tempore	7/1/2012
Allen McDonald	Waterworks Operator	Speaker of the House	6/27/2013
Karl Potochnik	OK Rural Water Association	Speaker of the House	7/8/2011
Jon Nelson	Wastewater Works Operator	Speaker of the House	6/30/2012

The WWWAC is comprised of nine citizens, each appointed for three-year terms. The Speaker of the House, President Pro Tempore of the Senate, and the Governor each appoint three members to the Council. The primary responsibility of the WWWAC is to recommend rules changes to the Environmental Quality Board.

MINUTES
WATERWORKS AND WASTEWATER WORKS ADVISORY COUNCIL
October 16, 2009
10:00 a.m. DEQ Multipurpose Room
707 N. Robinson, Oklahoma City OK

APPROVED WWWAC
January 15, 2010

The Waterworks and Wastewater Works Advisory Council Meeting convened a regular meeting on October 16, 2009 at 10:00 a.m. in the DEQ Multipurpose Room. Mr. Arnold Miller, Chair, called the meeting to order stating that the meeting was called in accordance with the Open Meeting Act and that Notice was filed with the Secretary of State on October 24, 2008. The agenda was duly posted on the doors of the DEQ, 707 North Robinson, Oklahoma City, Oklahoma, at least 24 hours prior to the meeting. Only matters appearing on the posted agenda were considered at the regular meeting. Roll call was taken and a quorum was confirmed.

MEMBERS PRESENT	DEQ STAFF PRESENT
Robert Carr	Chris Wisniewski
Bill Clark	Kristi Sanger
Alan Coffin	Brad Cook
Allen McDonald	Karen Jayne
Arnold Miller	Sara Gibson
Jon Nelson	Debbie Segroves
Karl Potochnik	Myrna Bruce
Jim Pumphrey	
Donald Spence	OTHERS PRESENT
	Christy Myers, Court Reporter
MEMBERS ABSENT	

The Attendance sheet is attached as an official part of these Minutes.

APPROVAL OF MINUTES FROM THE JANUARY 16, 2009 MEETING. Motion to approve the Minutes was made by Mr. Pumphrey with second by Mr. Coffin.

Donald Spence	Yes	Alan Coffin	Yes
Karl Potochnik	Yes	Bill Clark	Yes
Jon Nelson	Abstain	Robert Carr	Yes
Jim Pumphrey	Yes	Arnold Miller	Yes
Allen McDonald	Yes		

COUNCIL MEETING SCHEDULE FOR 2010 – With the absence of Don Maisch, Mr. Karen Jayne suggested the schedule for calendar year 2010. Dates suggested were: Friday, January 15; Friday, July 16; and Friday, October 8. Mr. Carr made the motion to approve those dates and Mr. Pumphrey made the second.

Donald Spence	Yes	Alan Coffin	Yes
Karl Potochnik	Yes	Bill Clark	Yes
Jon Nelson	Yes	Robert Carr	Yes
Jim Pumphrey	Yes	Arnold Miller	Yes
Allen McDonald	Yes		

Mr. Chris Wisniewski led discussion on the progress made by the task force requested by the Council at the January 16, 2009 meeting concerning increasing the number of hours of continuing education required for certification renewal, including proposed amendments to Title 59 of the Oklahoma Statutes, Section 1107. Following discussion and suggestions, Council's consensus was that staff would continue the process to get the rule change through the Legislature.

PROGRAM REPORT – Chris Wisniewski announced the retirement of Mr. Jon Craig, Director of Water Quality Division.

New Business None

Announcements Council's next meeting will be January 15, 2010.

Adjournment Mr. Miller adjourned the meeting at 10:45 a.m.

DEPARTMENT OF ENVIRONMENTAL QUALITY

STATE OF OKLAHOMA

* * * * *

TRANSCRIPT OF PROCEEDINGS

OF THE

WATER AND WASTEWATER ADVISORY COUNCIL

HELD ON OCTOBER 16, 2009, AT 10:00 A.M.

IN OKLAHOMA CITY, OKLAHOMA

* * * * *

MYERS REPORTING SERVICE
Christy Myers, CSR
P.O. Box 721532
Oklahoma City, Oklahoma 73172-1532
(405) 721-2882

MEMBERS OF THE COUNCIL

Arnold Miller

Donald Spence

Karl Potochnik

John Nelson

Jim Pumphrey

Allen McDonald

Alan Coffin

Bill Clark

Robert Carr

DEQ STAFF PRESENT

Myrna Bruce

Karen Jayne

Chris Wisniewski

MEETING

MR. MILLER: I'd like to call this meeting to order.

The Protocol Statement. The October 16, 2009 Regularly Scheduled Meeting of the Waterworks and Wastewater Advisory Council was called in accordance with the Open Meeting Act. Notice was filed with the Secretary of State on October 24, 2008. The agenda was duly posted on the doors of the DEQ, 707 North Robinson, Oklahoma City, Oklahoma, at least 24 hours prior to the meeting.

Only matters appearing on the posted agenda may be considered at the regular meeting. In the event that the meeting gets continued or reconvened, public notice of the date, time, and place of the continued meeting will be given by announcement at this meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

We're ready for a roll call, please.

MS. BRUCE: Donald Spence.

MR. SPENCE: Here.

MS. BRUCE: Karl Potochnik.

MR. POTOCHNIK: Here.

MS. BRUCE: John Nelson.

MR. NELSON: Here.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Here.

MS. BRUCE: Allen McDonald

MR. MCDONALD: Here.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Here.

MS. BRUCE: Bill Clark.

MR. CLARK: Here.

MS. BRUCE: Robert Carr.

MR. CARR: Here.

MS. BRUCE: We have a full quorum.

MR. MILLER: Thank you.

The first order of business today is the Approval of the Minutes for the January 16, 2009 Meeting.

Is there a motion to approve?

MR. PUMPHREY: I make a motion to approve.

MR. MILLER: Is there a second?

MR. COFFIN: I'll second.

MR. MILLER: Okay. Is there any discussion?

If not, we're ready for a vote.

MS. BRUCE: Donald Spence.

MR. SPENCE: Yes.

MS. BRUCE: Karl Porochnik.

MR. POROCHNIK: Yes.

MS. BRUCE: John Nelson.

MR. NELSON: I'll need to abstain since I wasn't here.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Yes.

MS. BRUCE: Allen McDonald

MR. MCDONALD: Yes.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Yes.

MS. BRUCE: Bill Clark.

MR. CLARK: Yes.

MS. BRUCE: Robert Carr.

MR. CARR: Yes.

MS. BRUCE: Arnold Miller.

MR. MILLER: Yes.

Next item on the Agenda is the Council meeting schedule for 2010. We're to vote on dates, times, and locations of the Waterworks and Wastewater Works Advisory Council meetings for the 2010 calendar year. Staff recommends the following dates based on the Environmental Quality Board's schedule and expected rulemaking.

Friday, January 15th, 2010; Friday, July 16th, 2010; Friday, October 8th, 2010. Additionally staff would recommend that all meetings be held at the offices of the DEQ, 707 North Robinson, Oklahoma City, Oklahoma, 73102, in the first floor multipurpose room with each meeting to begin at 10:00 AM.

First we have a presentation by Karen today in place of Don and then we'll have the discussion by the Council and vote.

Okay, Karen you're on.

MR. WISNIEWSKI: Mr. Nelson, I'm Chris Wisniewski, I apologize I didn't

introduce myself here before the meeting, I got a little bit carried away.

MR. NELSON: I figured out who you were.

MR. WISNIEWSKI: And then let's see, I guess you've met some of the other Council Members already. Since we're kind of such a small group here, if anybody -- gentlemen, could you introduce yourselves.

MR. CLARK: Sure. My name is Jeff Clark, I'm the Administrator for Accurate Training Center.

MR. CHANCE: Yeah. I'm Danny Chance, I'm also with Accurate.

MR. WISNIEWSKI: Wonderful. I just wanted to take that moment and we're such a small group I just want everybody to be comfortable.

Karen, go ahead, please.

THE REPORTER: Karen, what's your last name?

MS. JAYNE: My last name is Jayne, J-a-y-n-e, and I'm a staff attorney.

Good morning, gentlemen. I'm going

to give you the presentation about the dates for next year's meetings. They're set on dates that are 30 days prior to the Environmental Quality Board meetings and I understand they're the usual pattern of Friday mornings at 10:00. And so I don't think there's any deviation from this last year's pattern in the new proposed dates for next year.

Is there any -- does anybody have any questions I can answer?

MR. MILLER: Thank you, Karen.

Is there a motion to accept these dates?

MR. CARR: Move for approval of the dates.

MR. MILLER: Is there a second?

MR. PUMPHREY: I second.

MR. MILLER: Is there any discussion? Is there any discussion? If not, we'll have a roll call.

MS. BRUCE: Donald Spence.

MR. SPENCE: Yes.

MS. BRUCE: Karl Potochnik.

MR. POTOCHNIK: Yes.

MS. BRUCE: John Nelson.

MR. NELSON: Yes.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Yes.

MS. BRUCE: Allen McDonald

MR. MCDONALD: Yes.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Yes.

MS. BRUCE: Bill Clark.

MR. CLARK: Yes.

MS. BRUCE: Robert Carr.

MR. CARR: Yes.

MS. BRUCE: Mr. Miller.

MR. MILLER: Yes.

Okay. Thank you. Next item on the Agenda, Discussion of the progress made by the task force requested by the Council at the January 16th, 2009 meeting, concerning increase in the number of hours of continuing education required for certification renewal including proposed amendments to Title 59 of the Oklahoma Statute, Section 1107.

And in the absence of Don Maisch, we'll ask Karen to make that presentation.

MR. WISNIEWSKI: Chris is.

MR. MILLER: Okay, Chris will.

MR. WISNIEWSKI: Since the last Council meeting we've had, we have had two of these task force meetings consisting of a couple of Council Members and a couple of interested people from the private sector and a couple of interested people from the public sector, et cetera. And we've come down to the conclusion -- what the original goal was, was to get the hours increased from four to eight hours annually for renewal and I'm at loss for the second one.

MR. PUMPHREY: The four hours to be related to --

MR. WISNIEWSKI: Yeah, four of the hours needs to be related towards their specific license, but there was also --

FEMALE: Expiration date.

MR. WISNIEWSKI: No.

FEMALE: Once every two years.

MR. WISNIEWSKI: No, no, no, that's -- it doesn't matter. That's what our goal was, was a rule change.

Well by doubling the hours, it

doubles the work per licence holder here in the state of Oklahoma and an office that has a fairly minimal staff. So it went on further to discuss that we would need probably to facilitate the rule change, we would probably need to have a statute change which is a magnitude larger than a rule change. A rule change, we could do that here in this group and then advise the Environmental Quality Board for the rule change and then that would be that.

But statute change means that we need to have someone sponsor a bill to introduce legislation, et cetera, to get the statute change.

And what the statute changes that were discussed and agreed upon by the task force was, one, to change the renewal period from once annually come June 30th, to the actual license holder's birth date. That's the first one. That way we could spread out the work amongst the operator certification section from hell and high water come June 30th and absolutely nothing come November 30th to where it's spread out

on a month to month basis so we could probably handle the situation a little bit better.

The second legislative change would be that we would ask to change the annual renewal to once every two years, biannual I guess, so that the work once again would be spread out a little bit more than -- than when we have to renew each license every two years.

The first change of the eight hours -- and those two things would facilitate then making a pathway for us to go ahead and then change the rules to eight hours. It has come to the conclusion that all the states around us already have eight hours renewal per year anyway and we're getting into a little bit as we discovered that for reciprocity with other surrounding states it's getting to be somewhat of an issue that our rules don't match theirs and so they're not going to give us quid pro quo for the licensure.

Angie, are they still giving us for an "A" license in Texas -- are they giving

us an "A" license or are they knocking it down?

ANGIE: Last I heard I think they're knocking it down.

MR. WISNIEWSKI: Yeah, and so we need to just for the license holders just to give -- most license holders don't leave state but the ones that do they need to have that opportunity to keep their license at a steady level.

So that's what the task force has come down to the conclusion so far. And so now here we are with the Council and I guess the bottom line is -- there, that was my ill attempt to make Don's presentation.

MR. MILLER: Chris, thank you.

MR. WISNIEWSKI: So with that, I'll leave that open to the Council for discussion or whatever and then we'll go from there.

MR. MILLER: Okay. Does any of the Council have questions or comments?

MR. PUMPHREY: We need to make a motion and second before we comment.

I'll make a motion to pass what the

recommendation of our committee is to go to 16 hours -- or eight hours a year.

MS. JAYNE: I'm sorry gentlemen, I don't think there's anything on the table for you to vote for anything.

MR. MILLER: Oh, okay.

MS. JAYNE: I'm sorry. I think what he's just doing is letting you know what's happened since the last --

MR. MILLER: Okay.

MS. JAYNE: -- since you all requested the change in the hours.

MR. MILLER: Okay.

MR. WISNIEWSKI: Well, I think what they can do is agree that we should continue on -- basically I gave you just a minimalistic presentation of what the task force came up with, because that's what the Council asked for the last meeting was to form a task force to address this issue of renewal as far as the continuing education hours.

And so with that, now it's been brought back to the Council. Now the Council needs to go, thanks a lot but no

thanks; or, yeah, that sounds pretty good, let's -- we'll back the whole idea of going for a legislative statute change.

MR. MILLER: Okay, Chris. From the Council coming up to speed more or less. In the meetings that we had, Don Maison chaired those meetings, he called the meeting and chaired those meetings and had a discussion on what we were trying to accomplish.

Chris, we've talked in those meetings about the possibility of the DEQ Administration either okaying this plan or nixing the plan. What is the Administration's feelings towards this or do you have a feeling yet?

MR. WISNIEWSKI: My understanding is that the Executive Director will back this plan for a statute change if it's the will of the Council. The answer to -- I'm not going to give you a copy. I have a draft. Where did you get that?

MR. POTOCHNIK: I got one, too.

MR. WISNIEWSKI: Well, okay, if the cat's out of the bag, yes. We will try

to get someone to sponsor a bill to make these changes to the statute. Be warned -- I've been told this by my Director, Jon Craig, though, be warned that when you open up a bill, no telling what could happen to it. I mean that's just politics. That's not a threat by no means. You know, the next thing you know they'll tack on my shop and then I'll be regulating car washes and God knows what. But --

MR. MILLER: Does any of the Council have questions or comments of Chris or want to express your opinion or feelings towards this work that has been done.

MR. PUMPHREY: Chris, I fully back -- I think what you're doing is great. I fully back it. I would like to see it go on and continue to get through your draft process into the Legislature.

MR. CARR: I agree. I think we need to press on with this statute change like we discussed in the meetings, we had to do that first. And then I think we understand that process is going to take -- you know, that has to happen first before

we can come back in here and make a change from four hours to eight hours. Am I correct?

MR. WISNIEWSKI: We'll be standing here a year from today going, okay, yes or no. We got the statute change; or no, we're going to have to go back to square one and try to come up with the other plan.

MR. CARR: I think that was agreed on in the meetings that we're at that we -- let's press on with the statute change because we've got to do that first anyway and see how that goes. And if that gets done, you know, by July 1 of 2010 then meetings after that, we'll press on with changing it from four hours to eight hours.

MR. POTOCHNIK: That was my understanding also.

MR. CARR: We have to do this the right way and we don't want to rush into it, so you know we want to make sure that the work load is -- we don't -- we want to change it from four to eight hours but we also don't want to totally burden your

office with tons, you know, of double work.

Not having the advantage of having a copy like Karl and Donald have, what would be in the statute that needs to be changed?

MR. POTOCHNIK: Just mainly what's in this -- the changes to renew license every two years instead of every year and it will be on the birth date instead of on July 31st -- I mean June 30th. That's the main statute change.

MR. WISNIEWSKI: Those two things that are in the statute right now say June 30th this office is directed to do all 7,500 licenses; and it also states that I will renew the licenses on an annual basis for each individual on June 30th.

MR. NELSON: Chris, is a biannual provision just to also help even out the work load or is it something different?

MR. WISNIEWSKI: We're envisioning that is going to happen, yes.

MR. NELSON: That's the reason for going biannual, as well as the birth date?

MR. WISNIEWSKI: Yes. Yes, it's

to also spread out the work load. I mean we'll still -- we have to be putting in -- now that means and we haven't quite completely hashed it out yet, but okay we're going -- because the original goal is the rule change from the four to eight hours, with four hours being licensure specific, correct?

(Council Agrees)

MR. WISNIEWSKI: Okay. So that's two entries per applicant that we've got to put in. There's also -- that means if your -- if it's every two years then every two years we'll need 16 hours. We haven't worked this out yet completely saying well every year you still have to do eight and we're going to keep book on that, but there's other factors that are coming into play here.

If you have eight hours per individual that needs training, well the infrastructure isn't there yet quite either, because the trainers are all setup for four hours per individual. So that somehow we're going to have to have double

the classes also, or classroom hours, or something or other. Which hopefully other things will come into play that there will be opportunities to take some of these hours over the internet rather than travel to your nearest location or nearest training center or spot or something like that. Not just us, if you're DEQ having to step up to the plate but the trainers are going to have to step up to the plate too, and provide training for this too.

And part of this is -- this is an inappropriate time to do this, but I'll do it anyway. This is Tim Ward here in the OSU shirt. He is my boss. He's the -- since I think we last met, he's the new Assistant Director here at Water Quality. And on my job performance he has listed that I get more specific training for operators in need.

In other words -- I forget what example you gave me that -- it was for water, was it not?

MR. WARD: Yeah, the idea is that right now -- Tim Ward.

MR. WISNIEWSKI: Oh, I'm sorry. Didn't I introduce you?

MR. WARD: Yeah.

MR. WISNIEWSKI: Oh, okay.

MR. WARD: The idea right now, we have a lot of rules out there that are -- may be more difficult for operators. And one of those rules is to meet the TOC requirements (inaudible) byproducts requirements. And right now we don't really have that specific training out there, that's really hitting that area. And as it is right now you don't, as an operator, have to get training in that particular area if you don't want to. What we see is the possibility in the future that if your system is not performing favorably in those particular areas that we might require that you have some specific training in areas in which you may be -- your plan may not be performing correctly. So another thing that we're thinking about is if you're a larger operator you should have at least four hours of water treatment classes that year, instead of just going

out and maybe getting four hours in (inaudible) across the board. So I asked Chris to try to justify some hours of each year's training for specific criteria for that particular operator.

MR. WISNIEWSKI: Excuse me for that little aside, but that's part of the reason of why we are doing this. I'm done yapping.

MR. POTOCHNIK. We can't make a motion you said, right?

MR. WISNIEWSKI: You can, I think, agree that this needs to --

MR. POTOCHNIK: Be pursued.

MR. WISNIEWSKI: That the Council either yes or noes it.

MR. PUMPHREY: I'll make a motion to support it.

MR. MCDONALD: I'd like to have a comment on that first, please. A year ago we increased the renewal cost for all licensing and placing an additional burden on municipalities as well as other operators in the state. And now we're looking at increasing the renewal hours

from four to eight a year, or 16 every two years, which I'm perfectly fine with that, I believe we certainly need to do that. But then we're also looking at changing the renewal time to the birth date time which is going to add a huge burden on some of the larger municipalities in the state, of just having the staff to do that is going to be -- it's going to mean purchase orders, it's going to be open every month and probably never close except once a year, it's going to mean someone is going to have to track all that. It's going to mean DEQ is going to have to send out the renewal stuff, just like you would during the June time frame.

So I think that if we're going do this, which I think is all well and good, I think we've placed enough burden on municipalities and operators throughout the state with the last few things that we've done, I think we should leave the birth date off of it and keep it the June 30th renewal period if we're going to do it every two years.

MR. CARR: I would support that. I think that's a very good consideration. I realize they've got administrative things here at DEQ but we've got administrative issues to deal with municipal basis also. I'm sure some of the rural water districts have the same thing.

MR. PUMPHREY: Chris, could you stagger that like half of them renew this year -- or on the even year and half of them on the odd years, would that help you any?

MR. WISNIEWSKI: I have thought of that. Right now I am just a representative of the task force. I'm not -- I'm here at the Council's will. So --

MR. MILLER: Karen has some advice for us.

MS. JAYNE: Excuse me. I haven't been to any of the task force meetings but the briefing I got this morning indicated to me that what we -- the purpose of our bringing this up to you all is to give you an update and to take your suggestions and open it up for a discussion.

As I read the agenda, it does not appear as though this particular item is scheduled for a vote, and I would say that probably until you all have had a chance to read the statute as we're proposing to amend it, we wouldn't ask you to accept those changes until we've given you a chance to look at them. So I think you're doing exactly what Don intended to have you do which is to offer your suggestions and discuss what the task force is proposing. And so I think that's the whole point of this is to open it up and let you all ask questions.

MR. MILLER: Thank you, Karen.

MR. PUMPHREY: My understanding was that at this Council meeting we would either say that we're in support, continue, get this done or don't do it. Stop where you are. Is that not correct?

MR. WISNIEWSKI: Or there is another option here too. We can take the suggestions from the Council back to the task force or we can disband the task force. Right now, yes, there's some

dissent -- that's a rough word, dissent, but nonetheless, on part of the issues as far as municipalities are concerned, having to deal with -- rather than once a year doing stuff is to do it on a monthly basis. And so, I think with that, Arnold, do you want to take those suggestions and take it back to the task force? Our leash is getting short if we are going to do anything this year. Because the Legislature convenes, let's say January 2nd or 30th.

(Comments)

MR. CLARK: I was just going to piggy-back what Chris said. If we go back and discuss this, we're going to have to vote on it when we come back together in January in order for it to become -- in order for them -- it to become law July 1st. Is that correct?

MR. POTOCHNIK: From them to become --

MR. CLARK: For the statute change.

MR. POTOCHNIK: Right.

MR. CLARK: For the statute change to happen in 2010, this year, we will have to vote on it in January.

MR. CARR: Are there other issues that anybody on the task force thinks that has not been brought up for consideration? Because it sounds to me like everything has been brought up and it's more of a -- DEQ now needs to take it and look at what is the administrative position you want to take on it and if doing it once a year, maybe staged it would be the better option, or how you would take that and determine how you believe you ought to be taking that forward and then come back as a recommendation to the Council that this is how you propose to do it. And bring that statute change back to the January meeting and then propose how you think you would administer this in the future.

MR. MILLER: Go ahead.

MR. WARD: Chris, I think that's right. Our only objective here was to get an idea of what the Council's feelings are and then bring that back to the group.

I'm hearing a little dissent on the idea of (inaudible) on the birth dates. It's possible there's another alternative you can take back to the workgroup, and that is possibly look at how we might achieve the same goal and it would be good for both parties, and that might (inaudible) each of the cities and the same dates. I'm just thinking -- maybe bring back to the Council is how can we achieve with this situation where we can spread the responsibilities of staff across the year and at the same time help the cities with the nightmare of all the purchase orders and having (inaudible). Maybe it's possible that we can stagger it and at the same time forward bills to cities once a year. It's something we can look at and take it back to the Council and take it back to the work group. Maybe look at two or three options and then bring it back next time and say, here's options A, B, and C, and we'll take it (inaudible).

MR. MILLER: If I understand what you're saying, it somewhat goes along with

what Robert just commented on as well, that the DEQ figured out the logistics of how to make their plan actually work without imposing undue hardship upon the licensees or licensors, or licensees, as far as funding and purchase orders and things.

Is it the consensus of the Council then to have DEQ work out the fine points, we concur -- is it safe to assume that we concur with what they've presented to us and that it needs a little bit of refining as far as what they can do to make work -- make it work for DEQ as well as for the municipalities and water districts. Is that the consensus?

MR. CLARK: Yes.

MR. POTOCHNIK: Yeah, in answer to -- Robert, to answer your question, earlier, we did discuss at the task force meetings which way would be best to go ahead and renew the license, on the anniversary date of the license or the birth date?

MR. CARR: And I appreciate that. I just think that there is another issue

too that kind of goes along with keeping the purchase orders open and that's that it then becomes a burden on the municipalities or the district, wherever the operator is, to be sure that those people got their training. And it's more of a problem if it's spread out over the year. I know we've got guys that wait until the 99th hour as it is, let alone trying to figure out when is the 99th hour.

MR. MILLER: Karen, have we covered it for DEQ?

MS. JAYNE: I think you have. I think you have provided the feedback that the task force was looking for.

Are there any other comments, anything else that you all want the task force to consider?

MR. NELSON: Chris, did you guys talk to any other licensing bodies about how they stagger their applications? I know a number of them do. Some of them do it twice a year and try to spread the load out. Some of them do it on birth dates; some of them do it original licensure date.

MR. WISNIEWSKI: I talked with licensors but not -- in other words, yeah. In fact, I was at a meeting just a couple of weeks ago and there were representatives from Arkansas, and Utah, and several of the states.

MR. NELSON: What about here in Oklahoma? Like the PE Board, I know they stagger theirs on a different manner and the architects stagger theirs and if there is a precedent set it might be of interest. It may give some options other than just going back to once a year, maybe you can go twice a year, somehow to alleviate the concerns of the -- administrative concerns of the entities.

MR. WISNIEWSKI: Well, PE Boards for instance -- are they paying for your license here at the state?

UNIDENTIFIED: No.

MR. WISNIEWSKI: See what we're talking about --

MR. NELSON: My company pays for mine, I can guarantee you that.

MR. WISNIEWSKI: Well, yeah. But your company -- I don't know how big your company is but I'll assume it's under 100 people.

MR. NELSON: No.

MR. WISNIEWSKI: No. Okay.

MR. NELSON: It's 9,000 actually but --

MR. WISNIEWSKI: How do they work it?

MR. NELSON: Robert, do they pay for your license at the city?

MR. CARR: Yes.

MR. NELSON: So I think most licensed engineers, whoever is using their services, pay for those licensure costs. So it's a similar circumstance.

MR. WISNIEWSKI: On the PE Board do they -- is it your anniversary of your --

MR. NELSON: It's either your birth date -- and I should know this. But it's either your birth date or your original application date. But they are staggered throughout the year.

(Inaudible multiple comments)

MR. NELSON: So they do have a means to spread it out within the year and then they go two years and then they stagger their applications. They split them in half and one group goes one year and one group goes the next. So they do even that out, but it's not to a point where it's -- you know, to the headaches we're talking about with the birth date. So there may be some examples there to be some value, that are not uncommon to cities already, is what I'm saying.

MR. WISNIEWSKI: Yes. We could stagger it half one year, and half the next year. That's what is up for discussion right now. And then the city could go okay, Billy Bob is on the even year cycle and Joe Bob is on the odd year cycle. Yeah.

But what Robert here, I think is talking about is Oklahoma City, and I have no idea how many licensed individuals they have but I would be willing to say somewhere around 500 to 1,000. I don't

know.

And then you're having to keep -- what he's saying, you have to keep book on each one of these fellows; make sure that they have all of their training and I could see how it could become a quagmire of difficulty.

MR. CARR: If it -- I was going to take off on what John was saying, that I just think we're talking about -- and I'm not trying to be derogatory but there's two different breeds of people here that we're talking about. I think that when you are looking at individual licensing on a PE basis, the engineers take a lot more responsibility, I think, than what the operators seem to do. And there is a whole lot less to deal with in an organization if -- municipal organizations I'm talking about, than there are operators. So I just don't think you put the two in -- they're not apples and apples; it's more like apples and pears.

MR. NELSON: I might differ with you a little bit, Robert. I think you

would be surprised at how some of the PE's don't follow their licenses very well.

(Inaudible multiple conversations)

MR. NELSON: What I'm saying is the administrative burden that the PE Board feels is similar at any rate and they try to even that load out for the same purposes that you're trying to satisfy. So it may be of interest to at least see what they are doing and maybe go to twice a year and try to limit the administrative burden on the cities versus on a birth date basis or something like that. It may be of value.

That's what I would suggest you come back with is an alternative to try to address the very valid administrative concerns the entities have.

MR. POTOCHNIK: What does the rules and regulations say, are the operators responsible for their training? Not the towns, not the municipalities. What about your drivers license?

MR. NELSON: Same thing.

MR. POTOCHNIK: Same thing. The operator is responsible. It's got --

they've got to have some responsibility.

MR. CARR: I'm not saying that they shouldn't be responsible but what I think is the place that they are working for has got to be tracking it also.

MR. POTOCHNIK: I'm all for letting DEO come up with something -- like the draft we came up with to see what we can do about getting this pushed through this year instead of waiting another year.

MR. MILLER: Yeah. If it's okay then, gentlemen -- I think we've run this thing around the track two or three times already, if it's okay, we'll move on down the Agenda. Is that all right?

(All Members in agreement)

MR. MILLER: Okay.

MR. NELSON: Can I make just one more statement?

MR. MILLER: Please do.

MR. NELSON: I'm sorry. I know I'm new and I shouldn't be doing this. But, you know, the less you put in the statute, the better. And maybe one thing you could consider is not putting the birth

date requirement in. If you could take out any of the definitive language it gives you more flexibility and then we could talk about it at a rule level and it gets a little easier. So you may want to at least think about that.

MR. WISNIEWSKI: That's an interesting suggestion.

MR. POTOCHNIK: Can that happen?

MS. JAYNE: I don't know

MR. WISNIEWSKI: We will pursue that avenue also. That's a new -- you know, that's kind of stating the obvious that it hadn't dawned on me.

MR. MILLER: I think we've given the DEQ quite a little -- a lot of information, quite a bit of feedback. Gentlemen, I appreciate all of your comments, and Karen, for your help.

The next item on the Agenda is a Program Report by Mr. Chris Wisniewski.

MR. WISNIEWSKI: It's going to be brief. It's not going to be too cheerful. Does everybody here have their license?

MR. POTOCHNIK: I've got mine.

(Comments)

MR. WISNIEWSKI: Okay. I guess we've run into some programming troubles that -- we were promised to have a brand new program in place before renewal. That was last April and now -- in fact, I just said yesterday I don't want any more progress reports. Not until just -- it happens because delayed, basically at this point indefinitely.

Your first license, if any of you all got your first license, it had a bar code on it. And the orig plan was, oh, we're going to get all of this -- be able to do large training and (inaudible), scan it. Well, we got half way done and then realized that there was a percentage of individuals that our computer says they got licensed right, and it was sent, but it wasn't. And we're talking several hundred, maybe to a thousand, 15 hundred folks.

Mr. Miller, you are one of the victims of that. So we finally decided well, let's just go back and use our original program and just do it the old

school way. And so I think we got to where at least everybody has a license. It wasn't pretty but that was the only way out of that situation and for us to save some kind of face. Because I felt more than just a little bit embarrassed that our shop can't even get a license out to individuals on a timely basis. So that problem has been patched up until -- hopefully we're going to take another stab at it next year.

Let's see. Other information. I have, one, I'll say, does anybody have any questions for me? That is what we've been doing all summer long, is messing with that program.

MR. CLARK: Chris, I have one question. Those of us that ordered the bar code reader and everything, the program that we're going to come up with next year we'll still be able to use that bar code reader, right?

MR. WISNIEWSKI: It is going to happen, yes, it is.

MR. CLARK: I just wanted to -- I

mean it wasn't a lot of money but --

MR. WISNIEWSKI: No. No. I was hoping we were going to be able to use it at the end of this month at the Oklahoma Water and Pollution Control Association's Annual Conference, but of course, that's not going to happen. But it's hard to deal with something that we have absolutely no control over. And that is what has happened here. It's just been taking us back and forth and everything else and we cannot do a darn thing about it because we are a cog in the wheel. So there. Yes, it is going to happen or I'm going to retire or something.

So with that in mind, because we had all of these other great plans of doing renewal online and everything else, but I think if we open up too many things at once then we're going to have -- I'd like to get this knocked out before we start on a new adventure. So, there.

Do you have any questions of me?

MR. POTOCHNIK: Yeah.

MR. WISNIEWSKI: Okay.

MR. POTOCHNIK: The last meeting we had we discussed about the -- it's in the Minutes about the groundwater.

MR. WISNIEWSKI: Oh, that thing?

MR. POTOCHNIK: Yeah. That thing.

MR. WISNIEWSKI: What do you want me to say?

MR. POTOCHNIK: Well, has that change been made yet?

MR. WISNIEWSKI: Of what? Making a --

MR. POTOCHNIK: Rememoer, Bill Clark and I discussed with you all and the rest of the Council about what part of the -- 710 said one thing and the other part said another thing. We agreed that you would go ahead and put it on there that groundwater will be lab certified.

MR. WISNIEWSKI: I don't think I agreed to that. I think I heard what you said.

MR. POTOCHNIK: Let me read you what the Minutes said from the last meeting.

Discussion by the Council to add groundwater to the lab certification. Mr. Potochnik lead the discussion for the need to add the words, this includes groundwater systems in Chapter 610, Qualifications at the bottom of (c), he informed that this wording is both in 710:631 and he felt that it should also be in Chapter 610. After much discussion, Mr. Potochnik made the motion and directed the staff to bring a proposal back to the Council for the ruling change. Mr. Spence made the second. And it was agreed on and we had the vote.

And it was Bill Clark, yes; Alan Coffin, yes; Donald Spence, yes; Karl Potochnik, yes; Jim Pumphrey, yes; Arnold Miller, yes.

MR. WISNIEWSKI: Unfortunately Don Maisch is not here today to defend himself.

MR. CARR: He didn't have a time frame on it, Karl. You said bring it back.

(Inaudible multiple conversations)

MR. WISNIEWSKI: Well, in reality

that was -- Don Maisch was going to research that. I mean --

MR. POTOCHNIK: Okay.

MR. WISNIEWSKI: I have to beg off on that. He's not here so --

MR. POTOCHNIK: I'll wait for him.

MR. WISNIEWSKI: One other announcement, I guess it's open to the public, et cetera, but come December 31st our Director of Water Quality, Jon Craig is retiring, after a long and illustrious career, he has decided it is time to pursue other interests.

MR. MILLER: Chris, thank you, so much. I know all of us that have been in the water industry for several years will miss Jon. I mean he's been a huge, huge help here with the Department of Health and with the DEQ.

MR. WISNIEWSKI: Well, Arnold, I think kind of like you, just because you're retired doesn't mean you go away.

MR. MILLER: Oh, absolutely.

MR. WISNIEWSKI: So I don't see

him just completely out of the picture.

MR. MILLER: But he has been an ally here at the Department of Environmental Quality. He's been a huge help to us.

MR. WISNIEWSKI: Yes. Yes. And that's all I have right now. And before we disband, we're getting setup to take -- first time in quite sometime we've actually had the entire Council here, so we're going to take a picture so we can hang it on the wall of shame back here. So don't run away after the adjournment, please. Thank you.

MR. MILLER: Chris, we appreciate you, sir.

The next item on the Agenda is New Business. Only those matters not known about which could not have been originally foreseen at the time of the posting of the Agenda shall be discussed at this time.

Is there any new business?

Are there any announcements? If not, I declare this meeting adjourned.

(Meeting Concluded)

C E R T I F I C A T E

STATE OF OKLAHOMA)
) ss:
COUNTY OF OKLAHOMA)

I, CHRISTY A. MYERS, Certified Shorthand Reporter in and for the State of Oklahoma, do hereby certify that the above meeting is the truth, the whole truth, and nothing but the truth; that the foregoing meeting was taken down in shorthand by me and thereafter transcribed under my direction; that said meeting was taken on the 16th day of October, 2009, at Oklahoma City, Oklahoma; and that I am neither attorney for, nor relative of any of said parties, nor otherwise interested in said action.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal on this, the 19th day of October, 2009.

CHRISTY A. MYERS, C.S.R.
Certificate No. 00310

MINUTES
WATERWORKS AND WASTEWATER WORKS ADVISORY COUNCIL
January 15, 2010
10:00 a.m. DEQ Multipurpose Room
707 N. Robinson, Oklahoma City OK

WWWAC APPROVED
October 8, 2010

The Waterworks and Wastewater Works Advisory Council Meeting convened a regular meeting on January 15, 2010 at 10:00 a.m. in the DEQ Multipurpose Room. Mr. Arnold Miller, Chair, called the meeting to order stating that the meeting was called in accordance with the Open Meeting Act and that Notice was filed with the Secretary of State on December 3, 2009. The agenda was duly posted on the doors of the DEQ, 707 North Robinson, Oklahoma City, Oklahoma, at least 24 hours prior to the meeting. Only matters appearing on the posted agenda were considered at the regular meeting. Roll call was taken and a quorum was confirmed.

MEMBERS PRESENT	DEQ STAFF PRESENT
Robert Carr	Chris Wisniewski
Bill Clark	Don Maisch
Alan Coffin	Shellie Chard-McClary
Allen McDonald	Kristi Ray
Arnold Miller	Sara Gibson
Jon Nelson	Debbie Segroves
Karl Potochnik	Myrna Bruce
Jim Pumphrey	
Donald Spence	OTHERS PRESENT
	Christy Myers, Court Reporter
MEMBERS ABSENT	

The Attendance sheet is attached as an official part of these Minutes.

APPROVAL OF MINUTES FROM THE October 16, 2009 MEETING. Motion to approve the Minutes was made by Mr. Pumphrey with second by Mr. Coffin.

Donald Spence	Yes	Alan Coffin	Yes
Karl Potochnik	Yes	Bill Clark	Yes
Jon Nelson	Abstain	Robert Carr	Yes
Jim Pumphrey	Yes	Arnold Miller	Yes
Allen McDonald	Yes		

ELECTION OF VICE-CHAIR Mr. Potochnik nominated Bill Clark for Vice Chair and Mr. Spence seconded.

Robert Carr	Yes	Karl Potochnik	Yes
Bill Clark	Yes	Jim Pumphrey	Yes
Alan Coffin	Yes	Donald Spence	Yes
Allen McDonald	Yes	Arnold Miller	Yes
Jon Nelson	Yes		

ELECTION OF CHAIR Mr. Clark then opened the floor for nominations for Chair. Mr. Spence nominated Mr. McDonald and Mr. Coffin made the second.

Robert Carr	Yes	Karl Potochnik	Yes
Bill Clark	Yes	Jim Pumphrey	Yes
Alan Coffin	Yes	Donald Spence	Yes
Allen McDonald	Yes	Arnold Miller	Yes
Jon Nelson	Yes		

DISCUSSION OF CONTINUING EDUCATION TASK FORCE PROGRESS

Mr. Don Maisch pointed out that a committee had met on a couple of occasions to discuss increasing the number of hours that operators needed to perform to be re-certified. It was mentioned that, at this time, it would put a strain on staff and Agency resources. Mr. Clark agreed that this can press forward at a later time but that the increase in hours from four to eight should be done. Ms. Shellie Chard-McClary, Water Quality Division Director, added insight about the legislative issues.

PROGRAM REPORT – Chris Wisniewski introduced Kara Du Bois who is currently running our testing program here auditing classes. He added that Angie Ratcliff would be in the enforcement section providing a complete report on every facility and operator.

Mr. Maisch introduced the new Water Quality Director, Shellie Chard-McClary. She provided an update on Division and Agency issues.

New Business None.

Announcements Council's next meeting will be July 16, 2010.

Adjournment Mr. Clark adjourned the meeting at 10:55 a.m.

DEPARTMENT OF ENVIRONMENTAL QUALITY

STATE OF OKLAHOMA

* * * * *

TRANSCRIPT OF PROCEEDINGS

OF THE

WATER AND WASTEWATER ADVISORY COUNCIL

HELD ON JANUARY 15, 2010, AT 10:00 A.M.

IN OKLAHOMA CITY, OKLAHOMA

* * * * *

MYERS REPORTING SERVICE
Christy Myers, CSR
P.O. Box 721532
Oklahoma City, Oklahoma 73172-1532
(405) 721-2882

MEMBERS OF THE COUNCIL

Arnold Miller

Donald Spence

Karl Potochnik

John Nelson

Jim Pumphrey

Allen McDonald

Alan Coffin

Bill Clark

Robert Carr

DEO STAFF PRESENT

Myrna Bruce

Karen Jayne

Chris Wisniewski

Shellie Chard-McClary

MEETING

MR. MILLER: I'd like to call this meeting to order.

The Protocol Statement for today. The January 15, 2010 Regularly Scheduled Meeting of the Waterworks and Wastewater Advisory Council was called in accordance with the Open Meeting Act. Notice was filed with the Secretary of State on December 3, 2009. The agenda was duly posted on the doors of the DEQ, 707 North Robinson, Oklahoma City, Oklahoma, at least 24 hours prior to the meeting.

Only matters appearing on the posted agenda may be considered at the regular meeting. In the event that the meeting gets continued or reconvened, public notice of the date, time, and place of the continued meeting will be given by announcement at this meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

And we will have the roll call.

MS. BRUCE: Good morning and happy New Year. Robert Carr.

MR. CARR: Here.

MS. BRUCE: Bill Clark.

MR. CLARK: Here.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Here.

MS. BRUCE: Allen McDonald.

MR. MCDONALD: Here.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Here.

MS. BRUCE: John Nelson.

MR. NELSON: Here.

MS. BRUCE: Karl Potochnik.

MR. POTOCHNIK: Here.

MS. BRUCE: Donald Spence.

MR. SPENCE: Here.

MS. BRUCE: Arnold Miller.

MR. MILLER: Here.

MS. BRUCE: We do have a full quorum, thank you.

MR. MILLER: Thank you.

We would have a motion to approve the Minutes of the last meeting.

MR. PUMPHREY: Make a motion to approve.

MR. COFFIN: I second it.

MR. MILLER: Is there any discussion?

If not, we'll have a vote.

MS. BRUCE: Robert Carr.

MR. CARR: Yes.

MS. BRUCE: Bill Clark.

MR. CLARK: Yes.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Yes.

MS. BRUCE: Allen McDonald.

MR. MCDONALD: Yes.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Yes.

MS. BRUCE: John Nelson.

MR. NELSON: Yes.

MS. BRUCE: Karl Potochnik.

MR. POTOCHNIK: Yes.

MS. BRUCE: Donald Spence.

MR. SPENCE: Yes.

MS. BRUCE: Arnold Miller.

MR. MILLER: Yes.

Thank you. The next order of business is election of the Vice-Chair. The floor is open for nominations for Vice-Chair.

MR. POTOCHNIK: I make a motion Bill Clark.

MR. MILLER: Is there other nominations?

MR. SPENCE: I'll second that motion.

MR. MILLER: If there's no other nominations or discussion, we'll have a vote.

MS. BRUCE: Robert Carr.

MR. CARR: Yes.

MS. BRUCE: Bill Clark.

MR. CLARK: Yes.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Yes.

MS. BRUCE: Allen McDonald.

MR. MCDONALD: Yes.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Yes.

MS. BRUCE: John Nelson.

MR. NELSON: Yes.

MS. BRUCE: Karl Potochnik.

MR. POTOCHNIK: Yes.

MS. BRUCE: Donald Spence.

MR. SPENCE: Yes.

MS. BRUCE: Arnold Miller.

MR. MILLER: Yes.

MS. BRUCE: Motion passed.

MR. MILLER: Okay. The next order of business is the new Vice-Chair will conduct nominations for the Chair.

MR. CLARK: I'd like to nominate Allen McDonald.

MR. MAISCH: Bill, since you're the Chair and you're presiding, you can't nominate.

MR. CLARK: Right.

MR. MAISCH: You have to open the floor for nominations.

MR. CLARK: Oh, sorry. I open the floor for nominations for the Chair.

MR. COFFIN: I make the nomination, Allen McDonald.

MR. SPENCE: Second.

MR. CLARK: Since there's no other nominations, go ahead and close it and open it for a vote.

MS. BRUCE: Robert Carr.

MR. CARR: Yes.

MS. BRUCE: Bill Clark.

MR. CLARK: Yes.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Yes.

MS. BRUCE: Allen McDonald.

MR. MCDONALD: Yes.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Yes.

MS. BRUCE: John Nelson.

MR. NELSON: Yes.

MS. BRUCE: Karl Potochnik.

MR. POTOCHNIK: Yes.

MS. BRUCE: Donald Spence.

MR. SPENCE: Yes.

MS. BRUCE: Arnold Miller.

MR. MILLER: Yes.

MS. BRUCE: Motion passed.

MR. MAISCH: Allen, I noticed there's a little waiver in your yes there.

MR. MCDONALD: I'm usually in the group that picks the next one.

(Multiple conversations)

MR. MCDONALD: Okay. Item 6, discussion of continuing education task force progress. Mr. Maisch.

MR. MAISCH: The committee had meet on a couple of occasions since our last meeting, we discussed many different topics. The big issue that came up was the fact that if we just went out and increased the number of hours that operators needed to perform to be re-certified, that without something additional that that would cause a strain on staff and a strain on agency resources as well as just looking like we're putting new and more onerous conditions on operators without getting any benefit back. So there was a lot of discussion. And there was a proposal to possibly try to look at changing the state statutes concerning

how many -- or how often operators needed to be -- to renew their licenses. As you know right now by state law, it's once a -- every year licenses have to be renewed, we were looking at once every two years. And then looking at subsequent changes because of that. Well we ran that through the traps here at the DEQ and due to the -- what's going on over at the Legislature at this time due to circumstances that the Legislature is looking at, the Agency and the Executive Director of the Agency believe that trying to run that kind of legislation this year would be counterproductive. That there could be a lot of other items that get attached to such a bill and therefore at this time it was the Executive Director's decision that running such a statutory change was not feasible and would probably be counterproductive. Just so you know, there's a movement to consolidating all permitting activities or certification activities into one agency, whatever that agency may be. So if you needed -- whether you needed a permit from the DEQ, a permit from the Water Board, a permit to do cosmetology, to be a barber, that would all go to one -- somehow go to one agency and I didn't want to have to deal with that. And we need to see as well what happens with that concept moving forward this year and see if that is something that is embraced by the Legislature, something -- so then we can figure out and sort out those changes if they come.

So the decision was made at least from an Agency standpoint at the Executive Director's level that -- not to sponsor that kind of legislation. That then reverted us to an issue as to whether to allow -- or to just do what we kind of talked about in the beginning, which was there would be no benefit to the operator and just to increase the number of hours that it was necessary to obtain certification. Those hours are regulatory, those hours are set in the rules.

It was then viewed, and Chris and his staff looked at how many additional hours it would take to do that, it would basically double their workload; to at least a certain members of staff's workload to undertake that concept. Let

alone how much it would cost municipalities to have their operators now not available for four hours but having to go for eight hours of certification. And so at this time the Committee kind of looked and said, well maybe we need to hold off. And we talked to Arnold about this and he agreed that maybe we should hold off, see what happens with the Legislature and bring this issue up after the legislative session in June again to see how we wish to progress forward from there.

So that's my -- that would be my report and my discussion. The Committee is going to look at it again. Sitting on the Committee by the way were Bill and Karl and Arnold and we had a representative from Rural Water Association, James Gamel, and a representative from the Oklahoma Municipal League, former member David Pull. And it was Chris and I, who were also there as well as certain staff members.

So that was kind of the decision that we're at, we kind of left it there at this time to then look at it after this legislative session ends and to come back and look at the entire concept again of going to -- from once a year, to once every two years, certification to see if that would be plausible in the next year and also to look at where we're at as an agency funding-wise. Once we get through this legislative session, find out what our state appropriations are going to be, because quite frankly -- and Shelly's going to bring that up in her report. They're in a bit of flux right now as you can tell. All state agencies continue to take a ten percent cut, and when the Legislature goes into session that can change and agencies can be effected differently as oppose to being an across the board cut. So that's kind of where we've left it at this time.

I'll be happy to take any questions from anybody.

MR. WISNIEWSKI: I just wanted to make a clarification, when he said double our workload, the only way it could not double our workload as far as the continuing education classes is that if it was eight continuous hours.

And most times we don't even approve -- eight hours doesn't mean between 8:00 and 4:00 because there's got to be lunch in there too, and some breaks and this and that. So most training sessions are usually given just six hours for an eight hour day. So in other words, that's the only way it would not double.

MR. MAISCH: So I'm happy to take any questions and defer to Chris when necessary.

MR. CLARK: Well, I've been in discussions about this too, since I initially -- I was the one that threw the cog in the wheel, so to speak, in this whole process, but I agree that this -- we need to, you know, based on what's going on and obviously right now is not the time to throw -- to double anybody's workload especially when funding is being cut like this all across the board and across the state. I think we probably should -- we definitely want to keep it on hold and then revisit it. And between now and June we can kind of look at it -- maybe the Committees can get together a couple of times or at least one time, and kind of look at -- discuss different things, so when we come back together in June, you know, maybe we can press forward and get this -- because we definitely need to increase the hours from four to eight. We just have to find out how to do it so that it's the least amount of impact on everybody.

MR. NELSON: Don, where are they at on the Legislature looking at this centralize certification organization, is this in concept?

MR. MAISCH: It's strictly -- as far as I know right now and I don't know if you know anything. I'll defer to Shellie, she probably knows more about that than I do.

MS. CHARD-McCLARY: This is part of the efforts that started with the passage of what they're referring to as the IT Czar Bill, passed last year, that set up a new position in state government.

The purpose was to centralize all IT functions which would make the state function more efficiently because all purchases would be made -- involved it would look at what kind of programs are being used so that in theory everything would be more streamline and you wouldn't have some agencies that had a lot of IT expertise that were pretty progressive and some agencies that were still doing everything by hand.

The theory is not too bad. The reality, unfortunately, we question a little bit. The first act was to require agencies to prepare a list of all permits or licenses that they issued; we had to submit that three or four or five months ago. For DEQ, that included everything from the operator certification licenses to Air Title 5 permits, hazardous waste, transportation permits, discharge permits, drinking water, construction plan permits, so such a huge gambit. They have mandated that all permits and licenses go through the state portal and that all information is to be held in that area.

They did fortunately have a provision that would allow agencies to apply for an exemption. We have made that request. So far they've been very receptive. For sure we know we will be exempt as far as all of our permits are concerned -- general permits are the only permits that are a little bit in question, but then our lead based paint (inaudible) licenses, (inaudible) licenses, couple of other things, we're still kind of working through that process trying to ensure that it runs through our system and continues in the fashion that it has.

There are some of the agencies that have struggled getting their licenses out on time, going through the renewal process, and this was an attempt to address some of those problems, and to generally make it easier for economic development so that people can go to one side instead of having to talk to the Department of Commerce, the DEQ, medical licensure, or Cosmetology Board, or whoever it is.

So right now it is in place that everything must go through the state portal, but right now we have an exemption and we're going to continue to impress upon them, you can't have an Air Title 5 permit an MPDS discharge permit going through the same review process that someone applying for a medical license or someone applying to be a mail technician, their inherently different. I think where this goes is going to depend partly on who is named the first IT Czar. There is a person who believes that the legislation was written for him, and he will be named. I don't know if that's true or not true. Certainly he meets the criteria and that's the person who currently heads up IT functions, the Office of State Finance.

Don't know how it's going to play out. So far no one's been -- has been named and it's been almost a year. So I don't know where that's going. So we're kind of a long way into the process but we haven't made much progress, so I don't -- that may be way more information than you wanted to know by asking that question, but that's kind of where it stands.

MR. MAISCH: Any other questions? Thank you.

MR. MCDONALD: Number 7, Program Report. Chris.

MR. WISNIEWSKI: Okay. Well not much has changed since the last time we met. But I want to mention a few things that we're doing with operator certification right now that has changed in the last six to eight months. Here just starting this January, most of you all -- have you met Kara -- Kara just had a name change 20 minutes ago, so I don't even know what your last name is.

MS. DUBOIS: It's still technically, DuBois.

MR. WISNIEWSKI: Okay. Kara DuBois. She's the one that's currently running our testing program here in operator certification now. Angie has moved over to enforcement and I'll talk about that in just a second.

Kara has started a new program that we're working on and she's going out and auditing classes that are put on by -- when I say auditing, that might

be a little bit -- attending classes to see how they are conducted. Evaluating. And so she's going out and just seeing the different teaching styles, et cetera, and we're just kind of looking -- making sure that everybody's playing by the same rules. Does that make sense? We're not searching for anything but at the same time we're seeing if everybody's teaching style is within the -- between the digits. That's the first thing.

Second thing is, now Angie has moved over into enforcement. And Angie now has taken on a task that in years past we've kind of not had a complete report on which -- each and every facility, who their operator and a responsible charge is. And we're changing that now and -- because such as in the newsletter, it says, you know, if you have had a personnel change, please send this in that says you are not working anymore, or that you are at so and so facility. We're doing it for every facility in the state of Oklahoma. It's going to take a little while, but by then we'll have a nice complete set and we'll know what's going on. We're going to incorporate it with the public drinking water supply issues with SDWIS because there's places where their operator responsible charge there. It's going to be a good thing as far as record keeping.

Angie also has taken on the -- something that we haven't really addressed sufficiently in the last several years but we're doing now, is every year there is a -- several operators don't renew. And we don't know if they just didn't renew, if they're still working, what's going on out there. And so we have sent letters, once again to every operator that didn't renew, basically asking them to state your position. Are you not operating anymore, do you -- is that your intent not to be an operator or if you are operating, please be advised that you're operating illegally without a license at this point in time. And she's got a resounding response, better than I even expected. I'd say probably 75 percent of all letters have been answered, which is not bad. So I'm assuming that the other 25 percent -- we're trying to chase

them down also because the operators, a lot of them tend to be very mobile and so they're constantly moving. And I've got another employee that is chasing down those operators trying to find their current and legal address, or not legal, but current address. So that has been very fruitful.

And then the last thing I've got really to say is that our -- as reported in the last year that we're going to go automated with our renewal training hour sign-in, et cetera, is still on hold. And Shellie might be able to expand on that -- what is that -- file maker pro or -- you don't have to, but I thought I would put you on the spot.

MS. CHARD-MCCLARY: That's all right. For those of you who don't know, we'll talk about it in a minute. But the last five years I've spent in our Administrative Services Division, part of the time as Assistant Director and part of the time as Director. And IT functions were one of the major program areas that I was overseeing. File Maker Pro, the upgrade is ongoing. My understanding when I left in December was that they were finalizing some of the training modules, they were getting the bugs worked out and they were going to implement the upgrade within the building within the next month or so, then the piece of it that impacts regulated community -- the ability to do a lot of automated from the individual or from the facility will be a little bit longer in incoming. I don't think it's a year away, but it's not tomorrow either. I'm not real sure where they are, so I don't know which piece you're talking about but I do know that in the building piece of it should be available real soon.

MR. WISNIEWSKI: Since we had to -- last year, you remember -- or this summer we reissued everybody a license because somehow they got -- I don't know what happened, I'm not a computer guy, but basically it said we sent out some licenses that never existed, such as Mr. Miller's here. Since those licenses -- the new ones we sent you do not have a bar code, it's safe to say that we

won't be putting that program in place until at least the next renewal period, but the period is they have bar codes and so when they attend training classes we just shoot it with a gun and they send in some files. So hopefully next year that will be in place.

And that's about all I've really got. Do any of you all have any questions about the program here? Okay.

All right. Well with that, then, I'll leave it to the next person which is Don Maisch.

MR. MAISCH: I'm not going to get up for this because I'll let Shellie do that. Many of you knew Matt worked with Jon Craig who was the Division Director for the Water Quality Division ever since the DEQ was established and prior to that at the Health Department. Around October 1st of this year, Jon decided he had -- he needed to do other things. So he announced his retirement effective December 31st.

Shortly after Thanksgiving, Steve Thompson appointed and named Shellie Chard-McClary as the new Division Director for the Water Quality Division effective January 1st, 2010.

Shellie, you've been working with the DEQ and the Health Department before that, 20 --

MS. CHARD-MCCLARY: DEQ.

MR. MAISCH: Strictly, DEQ?

MS. CHARD-MCCLARY: Water Board.

MR. MAISCH: Oh, Water Board. That's right. I'm sorry. Okay, the Water Board for --

MS. CHARD-MCCLARY: A long time.

MR. MAISCH: -- over 20 years.

MS. CHARD-MCCLARY: No. Don't make me older than I am.

MR. MAISCH: Okay. Let me put it to you this way, I've been here 15 years and she's been here at least as long as I have. She's been here since I've been here, so between 15 to 20 years. And Shellie initially worked in permitting wastewater systems, if I remember correctly, and then moved into wastewater enforcement when -- and she was working wastewater enforcement when I was here and she and I worked closely together on many projects and many items; including a trip I can remember to Canadian County, to do a public meeting about a lagoon system.

And then about five years ago the Executive Director, Steve Thompson, asked Shellie to come down and join his office in doing a comprehensive workload analysis of all employees across the state -- or across the Agency. Let's limit that. And Shellie loved that one, but she took it on and did a wonderful job.

From there you moved to being the Deputy Director for Administrative Services, and did that for approximately three years. And then moved on to -- and when David Dyke retired and moved on to OG&E three or four months ago, Shellie became Director of Administrative Services until Jon's retirement at which time Steve appointed Shellie to Director of Water Quality.

So with that, I will give you our new Director, Shellie Chard-McClary.

MS. CHARD-MCCLARY: I am one of the few remaining original DEQ employees. I know some of you I worked closely with over the years. Some of you I have crossed paths with here and there. But I know for some of you, I'm just a new person.

To expand a little bit on what Don said, I started with DEQ, day one. I had previously been at the Water Resources Board. There were 35 of us that worked with industrial facilities at the Water Board that were pulled out and

merged with environmental health in the Health Department and the Department of Pollution Control which went away at that point.

I worked over 12 years in pretty much every area in Water Quality in some form or fashion, whether directly writing permits, a lot of time out in the field doing inspections and enforcement actions. Did a lot of work on rules, statutes, national water issues. Spent a lot of time working with staff and managers dealing with personnel issues and policy issues and budgetary issues for the Water Quality Division.

And five years ago I was asked to take on this review of -- we called it workload and consistent management. And basically what we did was looked at all of the functions on a section-by-section basis across the entire Agency, looked at what it was we had to do, what our time lines were, either federally mandated, statutorily mandated, or our own rules; looked at where we had additional people that perhaps those resources could be reassigned. We looked at where we had pretty big holes that we had to fill because of changing regulations, particularly in Air Quality and in Water Quality with the changing of drinking water standards and a lot of the EPA changes to the Clean Water Act and its implementation which are still out there that haven't gone anywhere but are getting ready to, and I'm going to talk about that in a minute.

So I spent about a year and a half working across the Agency which was a really good experience. Learned a lot about how all the other programs worked. And then when the opportunity presented itself, I moved into the Administrative Services Division where I was overseeing all of our personnel issues, all of our finance issues, the IT issues, environmental records, fielding operations, security, pretty much everything that makes the Agency work. In that time I dealt with a lot of the issues associated with "the budget's been really good, and it's kind of not looking so good, so what are we going to do?"

Looking at all of these changes across the state with some of this legislation, the IT Czar concept. We've already moved to a statewide finance system, where before that mandate each Agency had to use its own finance system and then just supply data to the Office of State Finance. Now there is one system that is used by all agencies.

I dealt with various legislation on the state level but continued to be involved in national water policy issues and discussions with EPA.

And then I spent a brief time as the Director of Administration still overseeing all of those issues.

But then in knowing that Jon was leaving, Steve Thompson continued to give me a little bit more, a little bit more of the water issues -- you might want to remember that because Jon's leaving in three months and somebody's going to have to know. You better figure out what Jon has done about or with or is planning to.

So I had about three months knowing that this move was probably coming and then confirmation that, yes, this is in fact what was going to happen. So I know I'm coming back to Water as opposed to being in Water all of this time, but I do have a lot of that history.

You know, what's your background; what's your education? You know, you were in Water, so what was your background and now you're in administration? So my background clearly fits a little bit better with one of those areas than the other because I do have a degree in chemical engineering and biotechnology, which is why I spent the first part of my career dealing with industrial facilities and those issues and then just meandered my way into some of the others over the course of time.

I have obtained several different certifications that lends itself to overall management issues. So hopefully I'm bringing back those experiences to the Water Quality Division. And the technical aspects of what we do, I hope you don't

see much change. Hopefully, we will still be as responsive and we'll be able to provide technical assistance in all of those things that we've become known for but we also -- you have to recognize we kind of have a changing of national directive and approach. We're going to see some of that effect us at the state level.

Anytime you go from the Republican controlled Congress, White House and therefore EPA, to Democratic controlled all of those functions, we always see a big change in the Administration's policies and what they are focusing on.

I don't know how many of you have paid attention to some of the articles that were in the New York Times over the past few months about Clean Water Act enforcement and it's just pitiful and cities and industries are just running amuck and polluting the world.

If you, you know, believe everything you read nobody operates plants correctly, no states issue appropriate permits, we don't take appropriate enforcement action, we're all out here running amuck.

Well, we're not running amuck but we are going to be seeing some changes. The Administrator, Lisa Jackson, sent out a memo to the Director of Enforcement -- the Office of Compliance and Enforcement, the Compliant -- no. The Enforcement Compliance Assurance, OWECA. Cynthia Jiles is the person that she named to that post. The memo was basically Clean Water Act Enforcement must be improved immediately. How are you going to do it and how is it going to work?

Well, basically she gave them a time line of one fiscal year which means that ends September 30th. That her senior staff is to put together this new plan for how they are going to take a harder line on enforcement. And we've also been watching it and know the same thing is getting ready to happen in drinking water, hazardous waste, air, you know, it doesn't matter. Wastewater is just first for whatever reason because of the New York Times articles.

They have put together six workgroups to evaluate and make recommendations on the Clean Water Act Enforcement Implementation Plan. They've outlined all of these goals that all translate into more inspections, more data required, centrally located data, transparency in all actions, greater number of enforcement orders, higher penalties collected, greater federal involvement. The good news is out of six groups, I have a seat on two of the groups and Steve Thompson is involved with the Steering Committee. Hopefully that means we can help present some other alternatives and look at some better ways rather than just simply fine first, talk about it later. However, there will be a change that we are going to be required to assess and collect more penalties for more violations, where we've said, you know, basically you have to be really non-compliant for a really long time. Fortunately we do still have some flexibility today that the penalties can be mitigated over time or if you do A, B, and C the penalty will be reduced by 90 percent or something along those lines. I don't know what the numbers exactly will be but we'll have to work through that.

The groups that the EPA has put together that are looking at these issues range from EPA's oversight role of the states, a new approach to clean water enforcement, data analysis and recommendations for a change of what data is collected and submitted to the national data base, civil suits, environmental justice. There are a lot of things that are going to be interesting over the next few months. These groups are meeting and working by conference call and video conference every week for two hours. That's a lot of time for those of us that have full time jobs doing something else. And we all laughed. I don't know it to be true, but it has the appearance of, well if we're meeting you to death, you'll quit participating and we'll do what we want anyway. So the states are trying really hard to work behind the scenes together so that if somebody can't be there we're sure to get the state's opinions and perspectives out there.

So it's going to be interesting. Don't know what's going to happen in the future but it's going to be something and we'll see it. And so EPA is pushing to have something out by the end of September. I don't know how in the world they can legitimately do that. So we'll see.

I mentioned the state budget briefly.

Mentioned the state budget. I'm sure everybody has heard about it. It's pitiful. Makes me think of my children who, when they were four and five years old always were driving their trains and they would watch so many cartoons and things that had the sound effects and if one of trains would wreck you would hear in the background, whomp, whomp, whaaa. The train went off the track. You know and then they would pick them back up and go on.

So in thinking about the budget it's kind of like whomp, whomp, whaaa. Here we are, what are we going to do?

We started this fiscal year with a almost four and a half percent budget cut in our general revenue funding. That was where we were July 1st.

August 1st, we didn't have a budget cut. But for the months of -- that was for July, we didn't have a cut. August, September, October, and November we had a five percent cut to our general revenue; for December and January we had a ten percent cut in general revenue funding. They won't tell us until the second Tuesday after the first Monday is the earliest that we would know what our general revenue allocation is unless the Legislature takes an action either through special session later this month or takes an action the first couple of weeks in February.

We are hopeful, probably overly optimistic, that we won't see much more than a 10, 15 percent cut for the rest of the fiscal year. The realist in me says it's going to be a lot more than that. But we don't know.

Some of the things that we're doing as an Agency to try and address those issues, we changed some things that we were doing in our Administrative

Services Division. There is some different contracts, some different things we're doing and basically ended up with about a half a million dollar savings through utilization of certain contracts and the ability to go through the Commissioners of the Land Office who are authorized to make wholesale natural gas purchases on behalf of agencies rather than buying natural gas through ONG; just some things like that. We used some additional building operation funds that we had and went through and caulked all the sills on the windows and the doors, trying everything we can do to reduce energy costs. So basically we estimated about a half a million dollars in savings there.

We also have started looking at our travel. Obviously, we have a lot of field staff. If we cut their travel, we're not doing our jobs. But we are looking at out-of-state travel for training, trying to encourage EPA to do regional training where it's an easy drive able distance rather than having to send permit writers and enforcement staff to mandatory training in California or Chicago. A lot of the training classes are being held in Dallas now, which is helpful for us because we can drive there. If somebody stays, they're gong to have to fly no matter what, but at least to a major hub is less expensive than trying to get to some of those smaller cities that don't have the major airport. So we're looking at the out-of-state travel, but at the same time being mindful that some of that is absolutely mandatory to meet EPA training requirements for our staff and knowing that if we're going to have any influence on EPA and some of the policy development that the Executive Directors office, the Division Directors, and certain other high level managers are going to have to travel in order to deal with some of these issues. But we're trying to watch it, where in the past there may have been two people go because one was an expert in one area and one was an expert in another area but they are -- one's going to have to get up to speed in the other area in order to address both sides.

We're also looking at equipment replacement. We historically had tried to replace about 20 percent of our IT equipment every year, so that way every five years you've replaced everything. You know, PCs, that's a decent life span. We certainly know they do a lot of upgrades and changes over a five year period. But basically right now we're replacing only those that are broken and can't be repaired or rebuilt by our IT staff.

We are looking at some positions that are currently vacant, will remain vacant and we will just have to shift workload and adjust and still try and get everything done we need to get done. But know we're just going to have to do it with one or two or three or four fewer staff.

We are looking at probably not having as many student interns this summer and continuing through the school years. We typically will have engineering students or other students that are pursing degrees that meet the environmental specialist job description. Gives them some experience and some exposure to the state agencies and the kinds of jobs in the private sector that we interact with on a regular basis. You know, we've been very successful in using those programs to hire a full time staff once they graduate. We're probably going to have quite of bit decrease in that just as a funding issue.

We also are looking at positions that we know we need to fill. Instead of filling them within 30 or 60 days that they become vacant, we may be waiting 90 or 120 days, just to give us a little bit of time to absorb some of that additional funding.

The big question that we keep being asked, you know, by staff because they hear it on the news. What about RIFs? What about furloughs? How is that going to work? Those are possibilities for some state agencies. They are doing it already. For us we still have some other things that we can cut and still accomplish our mission without having to cut full time staff. It's not, it'll never happen kind of

situation, but there are several other things that we can still reduce before we had to start furloughing or have a reduction in force.

The other thing that is better for us than a lot of other agencies is that we do have a lot of federal funding and then our fee funding. So I think you all should expect to see and hear a lot about the potential of fee increases during the next state fiscal year. Certainly the fall Council meetings -- January Council meeting.

I think that all of the Councils and the Board will be hearing a lot of discussion. We're hearing a lot from the capitol, oh, just raise your fees. Oh, just go raise your fees.

Well, okay. Let's say we wanted to and it was the right thing to do and we started today, it would be 18 months before we could have fee increases in place and that doesn't do anything for the next 18 months.

We're hearing a lot of, well, if you just raise your fees then it doesn't matter, don't worry about it. Well, but where does the fee money come from?

Well, a lot of it comes from municipalities who are having the same budget situation that we are. So where are they going to get the money?

Well, then they are going to raise their rates; then where does that come from? You know, it comes from us. It comes from them. You know, they fail to recognize that sometimes. So I think that's just something you should be prepared to hear discussions.

We will start looking at what we think is the right thing, the right amounts. Doesn't mean every fee will see an increase; doesn't mean any fee is off the table for consideration. So that's something to just kind of file away. I'm sure Don and Chris will be talking to you as we go through this year and especially after we see what the Legislature does when they come back in to session.

One other issue I just wanted to talk about briefly. The ARA funding -- the stimulus money. DEQ has executed our last contract. We have met the federal deadline of February 17th. We actually met that early last week. So all of our money has been obligated. The contracts are out there and the cities are starting to work on those projects. We estimate that the construction of those projects should wrap up sometime late 2013. That's a big deal. We're not sure there are any other states that are finished with the process. There may be a couple of others that were finishing right about the same time we were. Because of the process we used and the way we went about it we were able to award the third highest amount in the country, so far. Based on what we know the other states have obligated, we think that's going to be where we finish.

We're pretty proud of that. It kind of goes back to the approach we used and the combination of loan and grant funds that we were able to put together. Worked closely with the Water Board to make all of that happen. We know that there is going to be at least one more round. It may be a small amount based on reallocation or redistribution of funding that wasn't awarded by other states. Then there is also the new -- I think they are calling it "Jobs for America" this time. But basically it would give us -- depending on which version and who's telling the story, somewhere between 15 and 35 million dollars. The kicker on that is going to be a very, very short time line and so we'll be looking at projects that have already completed their engineering studies that already have plans and specs developed and ready to submit or maybe even already approved. But we'll be doing some outreach once we get more information on that. So it's something just to kind of pay attention and look for in the future.

With that, I will wrap things up and answer any questions anybody has. And I promise in the future I won't be talking that long. I just had to make up for lost time.

MR. POTOCHNIK: Shellie, welcome back to Water Quality.

MS. CHARD-MCCLARY: Well, thank you. It's good to be home.

MR. POTOCHNIK: I don't have any questions for you. I do for Don Maisch.

MS. CHARD-MCCLARY: Well, I'd be happy to just put this up and move this right over here.

MR. POTOCHNIK: That's okay. I'm going to cut him some slack.

MR. MCDONALD: Thank you, Shellie. Number, let's call it 9A, New Business. Does anybody have any new business? Chris?

MR. WISNIEWSKI: Our announcements. Is that where you're at?

MR. MCDONALD: New Business. On new business right now.

MR. WISNIEWSKI: Oh, no. I have no new business.

MR. MCDONALD: Moving right along. Number 10. Announcements.

MR. WISNIEWSKI: Announcements. Just for the information, Monroe McKissic an employee of Water Quality, passed away last Sunday night. And so just keep him in your prayers.

MR. MCDONALD: Also the next scheduled meeting is July 16th, 2010 at 10:00 AM, multipurpose room, first floor, DEQ building, 707 North Robinson, Oklahoma City, Oklahoma.

Does anyone else have any announcements? If not, I'll entertain a motion to adjourn.

nelson: So moved.

MR. PUMPHREY: Second.

MS. BRUCE: Robert Carr.

MR. CARR: Yes.

MS. BRUCE: Bill Clark.

MR. CLARK: Yes.

MS. BRUCE: Alan Coffin.

MR. COFFIN: Yes.

MS. BRUCE: Allen McDonald

MR. MCDONALD: Yes.

MS. BRUCE: Jim Pumphrey.

MR. PUMPHREY: Yes.

MS. BRUCE: John Nelson.

MR. NELSON: Yes.

MS. BRUCE: Karl Potochnik.

MR. POTOCHNIK: Yes.

MS. BRUCE: Donald Spence.

MR. SPENCE: Yes.

MS. BRUCE: Arnold Miller.

MR. MILLER: Yes.

MS. BRUCE: We are adjourned and happy birthday, Christy.

(Meeting Concluded)

CERTIFICATE

STATE OF OKLAHOMA)
) ss:
COUNTY OF OKLAHOMA)

I, CHRISTY A. MYERS, Certified Shorthand Reporter in and for the State of Oklahoma, do hereby certify that the above meeting is the truth, the whole truth, and nothing but the truth; that the foregoing meeting was taken down in shorthand by me and thereafter transcribed under my direction; that said meeting was taken on the 15th day of January, 2010, at Oklahoma City, Oklahoma; and that I am neither attorney for, nor relative of any of said parties, nor otherwise interested in said action.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal on this, the 13th day of February, 2010.

CHRISTY A. MYERS, C.S.R.
Certificate No. 00310