



STATE OF OKLAHOMA
ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

MINUTES OF THE ABLE COMMISSION MEETING
July 21, 2023

The filing of the meeting and posting of the agenda were in accordance with the Oklahoma Open Meeting Act. The notice of the meeting was filed with the Secretary of State on October 5, 2022. The agenda was posted on July 18, 2023, on the front and back doors of the 50 Northeast 23rd Street building in Oklahoma City, the door of the ABLE Commission's Office Reception area, and the ABLE Commission website.

Chairman Brooks called the meeting to order at 10:00 a.m. at the office of the Alcoholic Beverage Laws Enforcement (ABLE) Commission at 50 Northeast 23rd Street, Oklahoma City, OK 73105. A quorum was met with the presence of the following Commission members: Jonathan Brooks; Robert "Bob" Usry; Matthew Crook; A. Ainslie Stanford II; and Austin Benton.

The visitors that were in attendance were: Niki Batt and James Crawford, Office of the Attorney General, Edward Tuya, Oklahoma Department of Mental Health and Substance Abuse; Attorney Randy Malone, Oklahoma Beverage Law; J.B Jarboe, Southern Glazers Wine & Spirits; Justin Naifeh, Republic National Distributing Company; Terrin Tillman, ROCMND Youth Services; Collin Graham, Oklahoma Restaurant Association; Jaycee Potter, Responsible Beverage Services; Rick Naifeh, Revolution Wholesale; Bryan Hester, Handcrafted Wholesale; Samantha Guinn, Institute for Responsible Alcohol Policy, Robert Jernigan, Retail Liquor Association of Oklahoma; Tyler Talley, Quorum Call; Charles Lindsey-Outlaw, LegisOK; and , Phillips Murrah Law Firm.

The following ABLE Commission employees in attendance were: Director Brandon Clabes; Assistant Director/General Counsel Lori Carter; Chief Financial Officer Jennifer Treadwell; Captain Erik Smoot; Captain Kent James; Captain Mike Randol; Captain Scott Smith; Lieutenant Pedro Zardeneta; Licensing Supervisor Carla Clanton; Executive Secretary Shae Isaacs; and Legal Administrative Assistant Kimberly Yates.

A roll call of the following ABLE Commissioners was announced: Chairman Jonathan Brooks, Commissioner Robert "Bob" Usry, Commissioner Matthew Crook, Commissioner A. Ainslie Stanford, and Commissioner Austin Benton. A quorum was then established for the ABLE Commission meeting July 21, 2023.

Assistant Director Lori Carter acknowledged that the ABLE Commission is compliant with the Open Meeting Act. A notice of the meeting and agenda were posted 48 hours prior to the meeting and in accordance with Oklahoma statute 25 O.S. §311.

Commissioner Usry made a motion to approve the minutes from the June 16, 2023 commission meeting. Commissioner Stanford seconded the motion. A roll call vote was taken and recorded as follows:

Chairman Jonathan Brooks – Yes
Commissioner Robert “Bob” Usry – Yes
Commissioner Matthew Crook – Yes
Commissioner A. Ainslie Stanford II – Yes
Commissioner Austin Benton – Yes

EXECUTIVE DIRECTOR’S REPORT FOR JULY 2023:

Director Brandon Clabes provided the following information to the ABLE Commission:

- Director Clabes met with many different entities, committees, agencies and conferences including: Oklahoma City Chamber of Commerce meeting with Mayor David Holt, Oklahoma City Police Department (OKCPD), Oklahoma State Bureau of Investigations (OSBI), Oklahoma Highway Patrol (OHP), Oklahoma Department of Health (ODH), Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSA), Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBND), Department of Public Safety (DPS), Rose State College Board of Regents meeting, Oklahoma Office of Management and Enterprise Services (OMES), Institute for Responsible Alcohol Policy (IRAP), Cabinet Secretary of Public Safety for the State of Oklahoma Tricia Everest along with several constituents and concerned citizens of the public.
- The State of Oklahoma requires a social media policy. ABLE has a copy of the state policy and a more defined internal policy will be published for employees upon review and approval by Director Clabes and Assistant Director Carter.
- Assistant Director Carter responded to an open records request by the Retail Liquor Association of Oklahoma.
- The ABLE Commission’s 1-800 number has been removed from the ABLE website until a new telephone provider can be established.
- Director Clabes assisted Chief Finance Officer Jennifer Treadwell with interviews for the accounting specialist position. Director Clabes also conducted interviews for the Chief Law Enforcement Agent position with Assistant Director Carter.
- Lieutenant Cody Rekstad has created an up-to-date Field Training Manual for our new agents with anticipation of hiring several commissioned peace officers this summer.
- The agency conducted a promotional process for Trade Practices Lieutenant. Todd Anthony was promoted out of the Oklahoma City District office. Vanessa Blain from the Educational District has transferred to the Oklahoma City District and Nathan Barnes is leaving the FDA assignment to take over education.
- Captain Mike Randol completed purchase request for backup weapons, ammunition, holsters, targets and accessories. This plan provides contingencies to ensure enough weapons and ammunition for current and new agents over the next two years.
- Director Clabes met with the Brand Registration Division (Catherine Otey and Captain Greg Bynum) to discuss strategies associated with the Brand Registration renewal process.
- Director Clabes and Assistant Director Carter met with the OSBI human resources department to discuss a variety of personnel issues and job openings within ABLE and to also identify exempt employees within the ABLE Commission.
- Director Clabes is working on a position description questionnaire for Human Capital Management to get pertinent information for our new agents and customer service representatives that were approved in our 2024 budget.
- The next ABLE Commission meeting will be in 4 weeks on August 18, 2023.

- The Licensing Supervisor and Project Manager, Carla Clanton, presented a PowerPoint presentation and covered the following topics: a quote of \$12,832.34 for 10 additional licenses/users for access to an administrative Accela account, a quote for an enhanced database reporting system for \$18,453.68, a quote for the premium citizen experience of \$68,500 and the status of the top 5 Accela issues that are still pending. The latest count of registered ABLE licensed users that have registered in the new online system is 136,788.

The Enforcement Report was presented to the Commissioners:

- The following ABLE Commission Captains presented an update of their respective departments and tasks that have been completed since the last Commission meeting: Captain Kent James, Tulsa District; Captain Michael Randol, McAlester District; Captain Scott Smith, Oklahoma City District; Captain Erik Smoot, Alcohol and Tobacco Education Unit; and Lieutenant Pedro Zardeneta, Trade Practices Unit.

Assistant Director/General Counsel Lori Carter presented the following legal report to the Commission: Assistant Director Carter introduced Assistant Attorney General James Crawford from the Office of the Attorney General. He will be assisting the ABLE Commission's legal division amidst the departure of legal counsel Andrew Koester. Assistant Director Carter and Legal Secretary Kimberly Yates are revamping our docket and dispositions on the website to be more informative. Assistant Director Carter stated that she and the Licensing Supervisor, Carla Clanton, continue to work diligently with our Accela MAS team in resolving work orders within a reasonable time frame. She also continues to track bills from the House and Senate that may affect the ABLE Commission.

The ABLE Commission/OSBI Chief Financial Officer, Jennifer Treadwell, presented a PowerPoint presentation and covered the following topics: cash balances, cash balance comparison, revenue as of June 31, 2023, revenue comparison, transfer of revenue as of June 30, 2023, expenditures as of June 30, 2023, expenditures comparison, and online refunds issued in June 2023.

Chairman Brooks moved to Item #11, comments from the public.

- Robert Jernigan with Retail Liquor Association inquired about the price posting information on the ABLE Commission website.

- Collin Graham from the Retail Restaurant Association thanked the ABLE Commission for their information regarding the rules and regulations and mentions the upcoming annual Retail Restaurant Association Trade Show that will take place August 23-24, 2023.

Chairman Brooks moved on to Item #12, Executive Session to discuss ABLE Personnel Action pursuant to 25 O.S. § 307(B)(1). Commissioner Crook made a motion to move into Executive Session. Commissioner Usry seconded the motion. A roll call vote was taken and recorded as follows:

Chairman Jonathan Brooks – Yes
Commissioner Robert “Bob” Usry – Yes
Commissioner Matthew Crook – Yes
Commissioner A. Ainslie Stanford II – Yes
Commissioner Austin Benton – Yes

Commissioners entered Executive Session at 11:09 a.m.

Commissioners exited Executive Session at 12:02 p.m.

Chairman Brooks called the meeting to order at 12:04 p.m. and called for a motion to return from Executive Session. Commissioner Usry made the motion to return from Executive Session. Commissioner Crook seconded the motion. A roll call vote was taken and recorded as follows:

Chairman Jonathan Brooks – Yes
Commissioner Robert “Bob” Usry – Yes
Commissioner Matthew Crook – Yes
Commissioner A. Ainslie Stanford II – Yes
Commissioner Austin Benton – Yes

No action was taken after Executive Session.

Commissioner Usry made a motion to adjourn the meeting. Commissioner Stanford seconded the motion. A roll call vote was taken and recorded as follows:

Chairman Jonathan Brooks – Yes
Commissioner Robert “Bob” Usry – Yes
Commissioner Matthew Crook – Yes
Commissioner A. Ainslie Stanford II – Yes
Commissioner Austin Benton – Yes

The meeting was then adjourned at 12:07 p.m.

A handwritten signature in black ink, appearing to read 'Jonathan Brooks', written over a horizontal line.

Jonathan Brooks, Chairman