



**STATE OF OKLAHOMA
BOARD OF TESTS FOR ALCOHOL AND DRUG INFLUENCE**

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Dr. Jarrad Wagner, Ph.D.
Chairman

Joshua Smith
State Director

The agenda for this meeting was posted in accordance with Title 25 Section 311.A.9, at the Administrative Offices of the Board of Tests for Alcohol and Drug Influence, 3600 North Martin Luther King Avenue, Building 9, Oklahoma City, OK, 73111.

**Special Meeting
Of the Board of Tests for Alcohol and Drug Influence
Oklahoma Department of Public Safety Complex,
W.C. Sarg Smith Classroom
3600 North Martin Luther King Avenue, Oklahoma City, OK, 73111**

**Tuesday August 20, 2024
10:00 A.M.**

MINUTES

BOARD MEMBERS PRESENT:

Kevin Kramer, OSBI – Vice Chair
Chief Michael Bell, Oklahoma Chiefs of Police
Major Nathaniel Mackey, Dept. of Public Safety
Sheriff Damon Devereaux, Sheriffs and
Peace Ofc Assoc.
Marcus Williams, CLEET
Dr. LaTrina Frazier, Dept. of Health

BOARD MEMBERS NOT PRESENT:

Dr. Kenneth Blick, OU Health Science
Dr. Jarrad Wagner, OSU Health Science

STAFF PRESENT:

Josh Smith, Director
Jordan Miller, Bus. Services Coord.
Magan Sloan, Interlock Assistance Rep.
Christopher Pape, Breath-Test Admin
David Cravens, Training Admin
David Barnett, Interlock Admin

1. **Call to Order and Roll Call**

Action Taken: Kevin Kramer called the meeting to order at approximately 10:00 a.m. Roll was taken; five members were present. Sheriff Deveraux appeared shortly after increasing presence to six.

2. **Statement of Compliance with the Open Meetings Act**

Action Taken: Kevin Kramer gave statement of compliance for the record.

3. **Approval of Minutes**

Action Taken: Chief Bell motioned to approve the drafted minutes from the Tuesday, May 14, 2024 Regular Board Meeting. Dr. Frazier seconded.

A roll call was taken with the following results: Kramer voted yes, Bell voted yes, Williams voted yes, Frazier voted yes, Deveraux voted yes, Mackey voted yes.

4. **Director's Report**

The Director provided the following updates:

FY25 Budget and Purchase Orders: Jordan and the Director sat down and created the budget for FY25, the budget increased approximately 10K to cover salary increases awarded to all employees except the Director in May 2024 totaling \$771K. Jordan has completed setting up the FY25 Purchase Orders and she has increased her knowledge in this area due to some failures experienced with OMES. The Director expressed he was very pleased with her skills in managing the agency's business activities.

IDAP: Agency continues to show steady growth in the program. It appears the average amount of enrollments is around 200 per month. The agency started our new GALT employee, Linda Frieden on July 1st, 2024. She has been a great help and she is doing well with learning the IDAP processes. The Director reported they are currently working on increasing her data entry accuracy.

May – 199
June – 188
July – 221

Training: David will have completed 41 Intoxilyzer 8000 courses by the end of August. Since David took action to notify leadership at agencies regarding no shows to our classes, he has experienced a positive response to the notices.

Maintenance: The agency continues to maintain instrumentation the best we can. We currently have 18 units at CMI awaiting repair. Average repair times are between 90 and 120 days.

Agency Move Update\Progress: DPS began renovating the area across the street in building 1. The timeline for availability is tentatively reported as 1st quarter of 2025. We have received some encouraging updates from the construction crew. When more concrete dates are being discussed, the Board will be notified. No move may occur lawfully until the Board has approved the move in an open meeting.

Grant Updates: Units received – 10; Oklahoma Software/Firmware Document has had its last review and we await receipt of the edits to sign off on and development will be queued with the CMI software engineers.

5. Discussion and possible action to adopt proposed emergency* rules to be effective November 1, 2024, in response to HB3000 statutory changes signed into law during the 2024 Legislative Session.

*STATEMENT OF EMERGENCY: *Pursuant to 75 O.S. § 253; the Board hereby identifies and affirms the following emergency rule amendments are deemed necessary to comply with deadlines in amendments to the agency's governing law and avoid serious prejudice to the public interest and safety*

- a. 40:50-1-2 - Device certification process [AMENDED]
- b. 40:50-3-2 – Application – eligibility – enrollment [AMENDED]
- c. 40:50-3-3 – Program length – program participation criteria – calculation of active days [AMENDED]
- d. 40:50-3-4 – Medical exemptions – employer exceptions – affordability accommodations [AMENDED]
- e. 40:50-3-5 – Program completion, violations, and failure criteria for participants enrolled on or after November 1, 2022 [AMENDED]

Action Taken: Kevin Kramer read the statement of emergency. The director provided an overview of each proposed rule. Chief Bell motioned to approve the proposed emergency rules to be effective November 1, 2024. Major Mackey seconded.

A roll call was taken with the following results: Kramer voted yes, Bell voted yes, Frazier voted yes, Williams voted yes, Devereaux voted yes, Mackey voted yes.

6. Public Comment(s) *pursuant to the Oklahoma Open Meetings Act, no action may be taken on any public comments

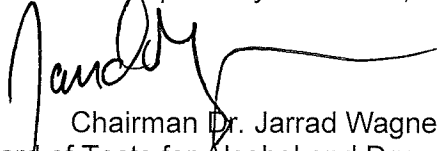
No comments.

7. **Chairman's Report and Adjournment**

Action Taken: Sheriff Deveraux motioned to adjourn the meeting. Chief Bell seconded.

A roll call was taken with the following results: Kramer voted yes, Bell voted yes, Frazier voted yes, Williams voted yes, Deveraux voted yes, Mackey voted yes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jarrad Wagner", with a long horizontal flourish extending to the right.

Chairman Dr. Jarrad Wagner
Board of Tests for Alcohol and Drug Influence

**A digital copy of these minutes is kept on record at the Board of Tests.
Available upon request.**