

**COUNCIL MEETING**  
**Council on Law Enforcement Education and Training**  
**2401 Egypt Road**  
**Ada, OK. 74820**  
**April 24, 2024**  
**10:00 a.m.**  
**AGENDA**  
**MINUTES**

**MEMBERS PRESENT:**

Chief Brandon Berryhill, Chairman, Broken Arrow PD.  
Commissioner Randy Wesley, Vice-Chair Chickasaw Nation  
(arrived at 11:17 a.m.)  
Director Donnie Anderson, O.B.N.D.D.  
Chief Don Cluck, Tuttle PD  
Lt. Elijah Hass, McAlester PD  
Mr. Russ Higbie  
Director Aungela Spurlock, OSBI  
Chief Don Sweger, Guthrie PD  
Commissioner Tim Tipton, DPS  
Deputy Sheriff Todd Young, Pontotoc County SO

**STAFF PRESENT:**

Marcus Williams, Asst. Director  
Preston Draper, General Counsel  
Janey Rowden, Chief of Staff  
Jason Potter, Chief of Operations  
Kevin McCullough, FR Supervisor  
Shawna Murphy, Business Manager  
Elleigh Mills, LE Admin Supervisor  
Breanna Atkeson, PS Admin Supervisor  
John Marion, Field Rep  
James Holloway, Field Rep  
Bobby Floyd, Field Rep  
Ricky Gunkel, Field Rep  
Trent Pettigrew, Academy Coordinator

**MEMBERS ABSENT:**

Dr. Katherine Lang, ECU  
Sheriff Kevin Mitchell, Woodward County SO  
Sheriff Chris West, Canadian County SO

**VISITORS PRESENT:**

Kathy Lofton, Chaplain  
Jason Littlefield, Central Tech  
Ryan Dunn, Central Tech  
Chief Nate Tarver, OU PD  
Donald Yow, Marshall County SO

1. Chairman, Chief Berryhill called the meeting to order at 10:00 a.m.

2. **Roll call**

Roll was called and nine members were present.

3. **Open Meeting Act Compliance**

This meeting is being held in compliance with the Oklahoma Open Meetings Act. Notice was given to the Secretary of State on October 4, 2023, and the agenda posted April 22, 2024.

4. **Pledge of Allegiance was led by Chaplain Kathy Lofton**

Discussion: Asst. Director Williams welcomed Chaplain Kathy Lofton.

Chaplain Lofton stated what a pleasure it is to be here. The bagels/coffee were provided by H20 church of Ada. The Chaplains offer their services if needed. Thanked law enforcement for integrity and following the call.

Asst. Director Williams read Chaplain Lofton's bio.

Chaplain Lofton led in the Pledge of Allegiance and said a prayer.

10:06 a.m. – Chaplain Kathy Lofton left the meeting.

**5. Introduction of guests**

Discussion: each of the guests/staff introduced themselves and whom they represent.

**6. Approval of Minutes**

There was no discussion.

**Action taken:** Director Anderson made a motion to approve the minutes from the Special meeting on February 22, 2024, as written. Mr. Higbie seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

**7. Advisory Council Vacancy – Southeast Quadrant**

Discussion: Director Anderson highly recommended Sheriff Yow.

**Action taken:** Director Anderson made a motion to appoint Sheriff Donald Yow from the Marshall County Sheriff's Office to the Advisory Council as a Southeast Quadrant representative. Chief Sweger seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

**8. Advisory Council Vacancy – Southwest Quadrant**

Discussion: Chief Tarver stated that if approved he was looking forward to an opportunity to serve.

**Action taken:** Chief Sweger made a motion to appoint Chief Nate Tarver from the University of Oklahoma PD to the Advisory Council as a Southwest Quadrant representative. Director Anderson seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

**9. Advisory Council Vacancy – Northwest Quadrant**

Discussion: General Counsel Draper stated there is more than one quadrant representative for the Advisory Council.

**Action taken:** Chief Sweger made a motion to appoint Captain Warren Wilson from the Enid Police Department to the Advisory Council as a Northwest Quadrant representative. Mr. Higbie seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

**10. Advisory Council NW Quadrant Representative incumbent position held by Chief Kendra Brown, SWOSU PD**

There was no discussion.

**Action taken:** Chief Sweger made a motion to reappoint Chief Kendra Brown from SWOSU PD to the Advisory Council as a Northwest Quadrant representative. Director Anderson seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

**11. Curriculum Review Board Vacancy**

Discussion:

Populations based on the official census.

General Counsel Draper will look up the statute.

Chairman Berryhill stated that we will return to this item.

10:30 a.m.

Discussion: General Counsel Draper stated there is no statewide guidance or in statute to determine population. CLEET has traditionally used the census. Census is a ten-year number.

Chairman Berryhill asks for an agenda item to be added to the CLEET Council July meeting date to adopt a procedure in determining census/population for CLEET sub-committees.

**Action taken:** Director Anderson made a motion to appoint Undersheriff Troy Dykes from the Logan County Sheriff's Office to the Curriculum Review Board represent a county jurisdiction of less the 50,000. Lt. Hass seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted no. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted no. Commissioner Tipton voted yes. Deputy Sheriff Young voted no. Motion carried 6-3.

**12. Review and possible approval of an application by Central Technology Center in Sapulpa, OK. to provide basic peace officer certification training academies and other authorized training as a "Basic Peace Officer Certification Academy institution."**

Discussion: CLEET staff had reviewed the application, inspected Central Tech's facilities, and recommended approval.

Jason Littlefield, Central Tech, passionate about law enforcement and training.

**Action taken:** Chief Cluck made a motion to make Central Technology Center in Sapulpa, OK. a Basic Peace Officer Certification Academy Institution. Lt. Hass seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

### 13. CLEET Financial Report

Discussion: Janey Rowden, Chief of Staff, gave the presentation on the following:

- Penalty fee collections.
- Revolving funds.
- Budget and expenditures.

Supplemental – anticipated revenue loss with penalty fee collection.

**No action required.**

### 14. Private Security Advisory Committee Report

There was no discussion.

**No action required.**

### 15. Advisory Council Report

There was no discussion.

**No action required.**

### 16. Director's / Legislative Report

Discussion: Asst. Director Williams reported on the following:

**Legislative meetings:**

3/8 –Legislative Breakfast hosted by Ada Chamber at East Central University.

3/10 – One Oklahoma Task Force meeting.

3/28 – Meeting with Rep. Wallace.

3/28 – Senate Public Safety meeting.

4/4 – Senate Public Safety meeting.

**Graduations attended:**

3/5 – Shawnee Graduation.

3/14 – DOC Graduation.

3/14 – Stillwater Graduation.

3/14 – Broken Arrow Graduation.

**OSA, OACP, and OSPOA:**

3/21 – OACP Board Meeting.

3/21 – OSPOA Board Meeting.

3/27 – OSA Southwest Meeting.

- 4/4 – Metro Chief's Meeting.
- 4/18 – OACP Board Meeting.
- 4/18 – OSPOA Board Meeting.
- 4/18 – OSA South Central Region Meeting.

**Honorable Mention:**

- 3/5 – Asst. Director Williams spoke at Edmond Santa Fe High School's Criminal Justice classes. for juniors and seniors.
- 3/27 – Senator Mullin visited CLEET.
- 3/29 – Asst. Director Williams taught Basic Call response and Reporting at Crescent PD.
- 4/13 – Asst. Director Williams assisted Crescent PD with annual firearm's requalification.

**CLEET Stakeholder Meetings:**

- 3/4 – Field Rep and Training Manager interviews.
- 3/12 – Accountant interviews.
- 3/14 – BDAC meeting.
- 3/15 – FA/LSO class.
- 3/18 – Business Manager interviews.
- 3/26 – Special CRB meeting.
- 4/10 – Advisory Council meeting

**New employees:**

- 3/18 – Trent Pettigrew, Academy Coordinator
- 4/1 – Richard Gunkel, Field Rep
- 4/8 – Shawna Murphy, Business Manager

Brooke Christian gave an update on social media. Focusing on staff/customer service.  
Legislative update: HB4120, HB3998, SB1521, and SB2029  
Director Anderson – kudos to Brooke for a job well done.

Jason Potter, Chief of Operations

- Over 5/Reciprocity testing procedure has been updated.
- OBN conducted a four-hour 4th amendment and writing search warrants on campus April 5th.
- OHP conducted in-service LEDT on campus for 47 Troopers, April 4th.
- We currently have a Basic Academy and Bridge Academy underway consisting of 126 Cadets on campus.
- Updating curriculum has been a focused priority. Academy Cities and BPOC now have direct, real-time access to the latest curriculum through our newly created SharePoint, accessible to Academy Coordinators, BPOC Directors. Your Field Representative will be your point of contact.
  - Council members requesting for Teams access to the training curriculum.
- The new mental health approval process has greatly improved the turnaround time on request for mental health training.
- Since the completion of our LEDT course, 89 peace officers from 4 agencies have taken the opportunity to train on it.
- Our campus security upgrades are underway.
- Facility upgrades.
- Academy facilities/dorms to house cadets.

Janey Rowden, Chief of Staff

- PS applications – 1523 in the 3<sup>rd</sup> quarter. FY24 processed 4801 applications (not including SDA 110 and Polygraph 78).
- PS has 1700 hard cards left to print from backlog.

- LE applications – 427 in the 3<sup>rd</sup> quarter. FY24 processed 1028 applications (not including 893 document requests, 462 document request/certified profile, 97 Department head changes, and 3756 CE course catalog request).
- Basic academy and Over Five/Reciprocity – FY24 processed 292 applications.
- QR codes.
- Thentia update.

Kevin McCullough, Field Rep Supervisor

- Graduations attended-6, trainings attended-54, CLEO attended-34, Committee/Council, PS attended-48, testing conducted-21, in-person contacts-468, investigations-41, on-site inspections-29, training provided-31, reserve opening night attended-7, reserve pre-academy meeting attended-6, Staff meetings attended-45, BID waivers reviewed/granted-12, and off-site instructor school application approvals-15.

10:54 a.m. – Chief Cluck left the meeting.

10:55 a.m. – Chief Cluck returned to the meeting.

**No action required.**

#### 17. **Peace Officer Certification Status Reports and Proposed Executive Session**

Discussion: General Council gave an overview of the Extensions of Time and Legal Disciplinary Report.

**Action taken:** Director Anderson made a motion to enter into executive session. Mr. Higbie seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

11:05 a.m. -entered into executive session.

Everyone left the meeting except the Council members, Asst. Director Williams, General Counsel Draper, and Shelly Lowrance.

11:17 a.m. – Commissioner Wesley entered the meeting.

11:23 a.m. – returned to open session.

**Action taken:** Director Anderson made a motion to come out of executive session. Director Spurlock seconded the motion. Chief Berryhill voted yes. Commissioner Wesley voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

**No action required.**

#### 18. **Proposed Executive Session - OMES Job Description & Salary Comparison/Assessment**

**Action taken:** Director Anderson made a motion to enter into executive session. Director Spurlock seconded the motion. Chief Berryhill voted yes. Commissioner Wesley voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

11:25 a.m. – entered into executive session.

Council members, General Counsel Draper, and Chief of Staff Janey Rowden stayed in the meeting.

11:30 a.m. – Asst. Director Williams joined the meeting at the invitation of the Chairman.

12:07 p.m. – returned to open session.

Jason Potter, Shelly Lowrance, Kevin McCullough, James Holloway, John Marion, Bobby Floyd, and Ricky Gunkel returned to the meeting.

**Action taken:** Director Anderson made a motion to come out of executive session. Commissioner Wesley seconded the motion. Chief Berryhill voted yes. Commissioner Wesley voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

**ES action taken:** Director Anderson made a motion for a pay increase of \$165,990 for Director Darry Stacy based on OMES top pay band contingent upon funding effective immediately or as of July 1, 2024. Commissioner Wesley seconded the motion. Chief Berryhill voted yes. Commissioner Wesley voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted no. Commissioner Tipton voted yes. Deputy Sheriff Young voted no. Motion carried 8-2.

**19. Board Comments**

There was no discussion.

**No action required.**

**20. Public Comments**

Discussion: Janey Rowden Chief of Staff, thanked the Council and Asst. Director Williams for his guidance.

**No action required.**

**21. New Business**

There was no discussion.

**No action taken.**

**22. Adjournment**

**Action Taken:** Director Anderson made a motion to adjourn. Commissioner Tipton seconded the motion. Chief Berryhill voted yes. Commissioner Wesley voted yes. Director Anderson voted yes. Chief Cluck voted yes. Lt. Hass voted yes. Mr. Higbie voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Tipton voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

Chairman, Chief Berryhill adjourned the meeting at 12:12 p.m.