

**OKLAHOMA STATE POLYGRAPH EXAMINERS BOARD
REGULAR MEETING**

**Edmond Police Department
100 E. 1st St, Edmond, OK 73034**

**Friday, October 17, 2025
10:00 AM**

Regular Meeting Minutes

MEMBERS' PRESENT:

Jason Holt, Chairman
David Otwell, Vice Chairman
Shawn Ward, Secretary
Joel Franks, Member
Cliff Fielding, Member

STAFF PRESENT:

Breanna Atkeson, Records Div. Coor.
Kaitlynne Green, Polygraph Secretary

ABSENT:

GUESTS:

Suzannahe Smith Joe Shoemake
Jimmy Gwartney Kyle Franks

1. Call Meeting to Order

Chairman Jason Holt convened the board meeting of the Polygraph Examiners Board at 10:00 a.m.

2. Roll Call

Roll taken: Five (5) members were present representing a quorum.

3. Open Meeting Act Compliance

Chairman Holt verified that the meeting was being held in compliance with the Oklahoma Open Meeting Act.

4. Review, discussion, and possible action concerning the Minutes from the Board's July 18th, 2025, regular meeting.

Action Taken: Member Joel Franks made a motion to approve the regular meeting minutes. Vice Chairman David Otwell seconded the motion. Chairman Jason Holt voted yes. Vice Chairman David Otwell voted yes. Secretary Shawn Ward voted yes. Member Joel Franks voted yes. Member Cliff Fielding voted yes. Motion carried 5-0.

5. Review, discussion, and possible action concerning Intern Specification Review(s) / Applications for licensure / Late Renewal(s) / Applications for licensure by reciprocity.

A. Suzannahe Smith – Duncan Police Department (Sponsor – Joe Shoemake) completed Polygraph School at Texas Department of Public Safety Law Enforcement Polygraph School – Polygraph Training Program 11/15/2024. Testing done by David Otwell 11/18/2024 – Passed.

Action Taken: Vice Chairman David Otwell made a motion to approve 9 specification exams for a total of 35 exams and approved Suzannahe Smith for her official Polygraph Licensure. Member Joel Franks seconded the motion. Chairman Jason Holt voted yes. Vice Chairman David Otwell voted yes. Secretary Shawn Ward voted yes. Member Joel Franks voted yes. Member Cliff Fielding voted yes. Motion carried 5-0.

6. Review, discussion, and possible action regarding 2026 meeting dates. Committee will review and vote on the following proposed meeting dates and select locations of meetings:

January 16, 2026 at Edmond Police Department at 10:00 a.m.

April 17, 2026 at CLEET in Ada, OK at 10:00 a.m.

July 17, 2026 at Edmond Police Department at 10:00 a.m.

October 16, 2026 at Edmond Police Department at 10:00 a.m.

Action Taken: Vice Chairman David Otwell made a motion to approve the 2026 meeting dates. Secretary Shawn Ward seconded the motion. Chairman Jason Holt voted yes. Vice Chairman David Otwell voted yes. Secretary Shawn Ward voted yes. Member Joel Franks voted yes. Member Cliff Fielding voted yes. Motion carried 5-0.

7. Public Comments

None.

8. New Business, if any. The reference is 25 O.S. §311(A)(10) and provides that “new business” means “any matter not known about, or which could not have been reasonably foreseen prior to the time of the posting.”

Chairman Holt made mention that Member Joel Frank’s appointment date expires May of next year. Mr. Frank’s will get with the Governor’s office for an appointment.

8. Adjournment

Action Taken: Vice Chairman David Otwell made a motion to adjourn. Member Joel Franks seconded the motion. Chairman Jason Holt voted yes. Vice Chairman David Otwell voted yes. Secretary Shawn Ward voted yes. Member Joel Franks voted yes. Member Cliff Fielding voted yes. Motion carried 5-0.

Chairman Jason Holt adjourned the meeting at 10:20 am.