

MINUTES

OF THE STATE ELECTION BOARD AT ITS MEETING

May 14, 2021

The State Election Board met in a Virtual Special meeting at 3:00 P.M. in a virtual meeting. This Virtual Special meeting was held consistent with the amendments to the Open Meeting Act, 25 O.S. 2011, § 307.1 et seq., signed into law by Gov. J. Kevin Stitt on Wednesday, February 10, 2021. See 2021 O.S.L. 1, Senate Bill No. 1031.

Advance notice of the Virtual Special meeting was performed by filing a written notice with the Secretary of State on May 10, 2021, at 4:12 P.M.

The Virtual Special meeting was made available for viewing by the press and the general public online at the following Live Broadcast Link: <https://oklahoma.gov/elections/media/livestream.html>.

Meeting was called to order by Chairman Montgomery

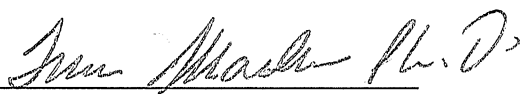
ROLL CALL: THOMAS MONTGOMERY-	Present Via Videoconference
TIM MAULDIN-	Present Via Teleconference
HEATHER CLINE-	Present Via Videoconference

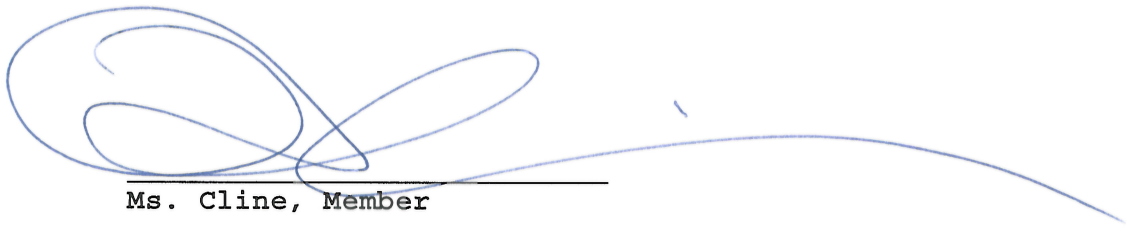
BUSINESS CONDUCTED AT THE MEETING

1. BUSINESS CONDUCTED: Discussion and possible action regarding the minutes of the meeting held on April 27, 2021. ACTION TAKEN: Dr. Mauldin moved that the minutes of the meeting held on April 27, 2021, be approved. Ms. Cline seconded the motion. ROLL CALL VOTE: Mr. Montgomery-aye; Dr. Mauldin-aye; Ms. Cline-aye; Motion passed, 3-0.
2. BUSINESS CONDUCTED: Possible Executive Session pursuant to 25 O.S. 2011, §307(B)(1), to discuss the appointment of Karen Ford as the Secretary of the Latimer County Election Board, effective June 1, 2021. ACTION TAKEN: No Board Member made a motion to enter into Executive Session. Ms. Cline made a motion to appoint Karen Ford as the Secretary of the Latimer County Election Board, effective June 1, 2021. Dr. Mauldin seconded the motion. ROLL CALL VOTE: Mr. Montgomery-aye; Dr. Mauldin-aye; Ms. Cline-aye; Motion passed, 3-0.
3. BUSINESS CONDUCTED: Discussion regarding the scheduling of future meetings and requests for items to be placed on future agendas. ACTION TAKEN: It was discussed that a Special Meeting may need to be scheduled later this summer to fill a potential County Election Board Secretary vacancy, as well as potential County Election Board member and Alternate Board member vacancies. Rachel Rogers, In-House Counsel and Director of Policy and Legal Affairs, noted that pending any new legislation this would be the board's last virtual meeting.
4. BUSINESS CONDUCTED: Motion to adjourn. ACTION TAKEN: Dr. Mauldin moved to adjourn. Ms. Cline seconded the motion. ROLL CALL VOTE: Mr. Montgomery-aye; Dr. Mauldin-aye; Ms. Cline-aye; Motion passed, 3-0.

STATE ELECTION BOARD

  
Mr. Montgomery, Chairman

  
Dr. Mauldin, Vice-Chairman

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Ms. Cline, Member

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Mr. Gerald Buchanan, Republican Alternate

Ms. Debi Thompson, Democrat Alternate

# Oklahoma State Senate

**Warren Hamilton**  
Senator

State Capitol Building  
2300 North Lincoln Boulevard  
Oklahoma City, OK 73105



**District 7**

(405) 561-5604  
Warren.Hamilton@oksenate.gov  
www.oksenate.gov

April 29, 2021

RECEIVED

APR 28 2021

STATE ELECTION  
BOARD

Mr. Paul Ziriak  
State Election Board Secretary  
State Capitol Building, Rm. G-41  
2300 N. Lincoln  
Oklahoma City, OK 73105

Dear Mr. Ziriak:

I have been informed by Mrs. Barbara Helmert, Latimer County election Board Secretary, of her resignation effective May 31, 2021.

I respectfully request the appointment of Mrs. Karen Ford as the Latimer County Election Board Secretary. Mrs. Ford has served in a variety of clerical, administrative, and supervisory positions throughout her career and has received numerous accolades from her employers for her work and dedication to duty. I believe she is very well suited for this position.

Should you have questions about Mrs. Ford or this appointment, I would be happy to visit with you at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Warren Hamilton".

Warren D. Hamilton  
State Senator  
USMA 1993

# KAREN S. FORD

## WORK EXPERIENCE

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1/23/2017- Present      The Community State Bank      Wilburton, OK

**New Account/Vault Teller**

- Customer Service,
- Open New Accounts
- Created Forms
- Balance Vault 100% 4 years
- Order and sell money to Federal Reserve
- Audit Teller drawers monthly
- Balance drawer 100% 3 years
- Proficient in AS400, Jax2020, Experience

12/11- 05/18      Wilburton Drug Testing      Wilburton, OK

**Owner**

- Collect urine samples send to lab, alcohol testing, accounts receivable and payable, taking care of day to day business.

04/10/09 -08/11      Integrity Energy Services      McAlester, OK

**HR Administrator**

- Payroll, Insurance, DOT and personnel records, performed drug and alcohol testing, new employee orientation, type invoices and input into open invoice, attaining MVR's for drivers reporting new hires to state of AR and OK, attaining water permits from the state to haul water, handle all miscellaneous duties.

03/07 -04/09      Farmers Insurance Group      Hartshorne, OK

**Insurance Agent**

- Writing Insurance Policies, Office Management, Sales, Marketing, Account payable/receivable

05/28/02 - 02/15/07      Country Style Mgmt. Corp.      Wilburton, OK

**Billing Coordinator**

- Medicaid Billing, overseeing sister offices making sure their billing balances

## EDUCATION

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2006      Eastern Oklahoma State College      Wilburton, OK

**Nursing**

2001 - 2002      Kiamichi Technology Center      McAlester, OK

**Business and Computer Technology/ Certified Medical Adm. Asst.**

2001 - 2002      Oklahoma State University      Okmulgee, OK

**Business /Certified Medical Adm. Asst.**

1993 - 1994      Eastern Oklahoma State College      Wilburton, OK

**Business**

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## ACCREDITATIONS

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Notary Public Commissioned  
Intoxilyzer 400 Breathalyzer Certified  
Certified in Drug Testing  
CMAA (Certified Medical Administrative Assistant)  
Administrative Asst. I & II  
Business Technology Core  
Accounts Receivable Clerk  
Accounts Payable Clerk  
Full Charge Bookkeeper  
Dragon Speaking  
Competency for Business and Computer Technology  
Medical Terminology  
Health Science Core  
Achievement for 100% on Medical Terminology Test

## PROFESSIONAL MEMBERSHIPS

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BPA President  
Business Professionals of America

## VOLUNTEER EXPERIENCE

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**Wilburton Main Street Board**  
**Advisory Board Member for Kiamichi Technology Center** – 4 Years  
**Select Realty** – Data Entry, Built Website  
**Arrowhead Waste Mgmt.** – Input data for new customers  
**Youths in Action** – Built Website for Jessie Harris  
**Isle of Capri** – Built Website  
**Little Digger Cheerleaders** – Sponsor for 4 years  
**Wilburton Police Dept.** – Repairing Computers for Police Officers

## AWARDS RECEIVED

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### Employment

Going Above and Beyond the Call of Duty (Country Style)  
Flexibility Awards (Country Style)  
Employee of the Quarter (Country Style)  
Blue Vase Award (Farmers Insurance)

### School

2001-2002 Perfect Attendance for Semester  
2001-2002 Outstanding Student for the year  
2001-2002 Outstanding Student  
2001-2002 Perfect Attendance

## REFERENCES

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George Kennedy	Realtor/Broker Wilburton, OK	(918) 465-6590
April Martin	New Accounts TCSB Red Ok, OK	(918) 448-0143
Cindy Long	Asst. Branch Manager Wilburton, OK	(479) 234-1152

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