

REGULAR MEETING

This public meeting is being held consistent with the Oklahoma Open Meeting Act, 25 O.S. §§ 301-314.

**OKLAHOMA COMMISSION ON CHILDREN AND YOUTH
CAMERON BUILDING
2915 N. CLASSEN SUITE 300
OKLAHOMA CITY, OK 73106**

Zoom Meeting Link: <https://zoom.us/j/92846349816?pwd=N3dDMUxyWk1oazFEUU1PaTR1VFZ6QT09>

Meeting ID: 928 4634 9816

Phone: 346-248-7799 Passcode: 837862

The following Commissioners may be attending via Zoom:

Brad Wilson
Mordy, Mordy, Pfrehm & Wilson, P.C.
110 W. Main
Ardmore, Oklahoma 73402
(580) 223-4384

Secretary Kevin Corbett
Oklahoma Health Care Authority
4345 N. Lincoln Blvd.
Oklahoma City, OK 73105
(405) 522-7417

Secretary Justin Brown
Oklahoma Human Services
2400 N. Lincoln Blvd.
OKC, OK 73105
(405) 521-2779

Judge Mike Warren
Harmon County Courthouse
114 W. Hollis St.
Hollis, OK 73550
(580) 688-3617

Public Comment: Please sign up to speak by contacting Cherra Taylor **no later than 8:00 p.m. on Thursday, June 16, 2022 (405-606-4900)** or Cherra.Taylor@occy.ok.gov if you plan to speak virtually. Those who are speaking in person at the meeting **must sign up on the public comment sheet prior to the initiation of the meeting.** Please provide your name (and spelling of your name if attending virtually by telephone call), the organization you represent (if applicable), and the subject matter of your remarks. Public comments will be limited to three minutes per person. Should you wish to provide documents to the Commissioners, please send them to their individual emails listed on the OCCY website.

Meeting Etiquette: To provide the best connectivity for all virtual attendees, we ask that only the Commissioners use the video option when attending the meeting. The only exception will be when a presenter or guest attendee is speaking. All others should join the meeting by audio connection only. Thank you for your cooperation.

**June 17, 2022
9:00 a.m.**

AGENDA

- I. Welcome, Introductions, and Determination of Quorum
 - *Introduction of Commissioners*
 - *Introduction of Guests*
 - *Determination of Quorum*

Chairperson Lindsay Laird

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|-------|---|--|
| II. | Review of the Minutes from the March 25, 2022 Special Commission Meeting
<i>Discussion and possible vote to modify and/or approve the minutes</i> | <i>Chairperson Lindsay Laird</i> |
| III. | Report from the OCCY Parent Partnership Board (PPB)
<i>Discussion</i> | <i>Delena Sullivan, PPB Member</i> |
| IV. | Presentation and Approval of the Finance Report
<i>Discussion</i> | <i>Brandy Bahm, OMES, Financial Manager</i> |
| V. | Presentation of the Proposed State Fiscal Year 2023 OCCY Budget
<i>Discussion and possible vote to modify and/or approve the SFY 2023 OCCY Budget</i> | <i>Mark James, OCCY Assistant Director</i> |
| VI. | OCCY Commission Officer Elections
<i>Discussion and possible vote to elect the following officers:</i> <ul style="list-style-type: none">• <i>Chair</i>• <i>Vice-Chair</i>• <i>Secretary</i> | <i>Chairperson Lindsay Laird</i> |
| VII. | Public Comment | <i>Public</i> |
| VIII. | Presentation on the Oklahoma Parent Child Assistance Program | <i>Erin J. Maher, PhD, Associate Professor, OU Department of Sociology</i> |
| IX. | Presentation on the OCCY Juvenile Competency Evaluation Project
<i>Discussion</i> | <i>Mark James, Assistant Director, OCCY</i> |
| X. | Legislative Update
<i>Discussion</i> | <i>Marcia Johnson, OCCY Legislative Liaison</i> |
| XI. | Director's Report
<i>Discussion</i> | <i>Annette Wisk Jacobi, Director, OCCY</i> |
| XII. | Announcements
<i>Report only; No Discussion</i> | <i>Commissioners</i> |
| XIII. | Chairperson Comments | <i>Chairperson Lindsay Laird</i> |
| XIV. | Adjournment | <i>Chairperson Lindsay Laird</i> |

NEXT MEETING: FRIDAY, AUGUST 5, 2022 AT 9:00 a.m.

Note: The Commission may vote to table an agenda item or change the sequence of the agenda.

COMMISSION MEETING MINUTES

**Special Meeting
March 25, 2022
9:00 a.m.**

Commissioners present in person: Rachel Holt, Kalie Kerth, Lindsay Laird, Jackie Aaron, Ginarie Harrington, Keith Reed, Brad Wilson, Justin Brown, Brenda Myers, and John Schneider.

Commissioners present virtually: Mike Warren and Jason Hicks

Guests present: Sandra Balzer, Gabrielle Jacobi, Doris Fransein,Carolynn MacAllister, Amber Adams, Brandy Bahm, Donna Glandon, Constanzia Nizza, Lauren Gardner, Carrie Williams, and Joe Dorman

Staff present: Annette Wisk Jacobi, Mark James, Amanda Jett, Cherra Taylor, Rob Agnew, Lisa Rhoades, Joseph McGrath, Elizabeth Kaup, Makala Pittman, Brooke Laws, Ellen Lohrenz, Marcia Johnson, Jimmy Widdifield Jr, Tina Pendergraft, and Danielle Dill

Welcome, Introductions, and Determination of Quorum

– *Chairperson Lindsay Laird*

Chairperson Laird called the special meeting to order at 9:03 a.m.

Review of the Minutes from the June 25, 2021, Regular Commission Meeting

– *Chairperson Lindsay Laird*

A handout was provided.

Director Holt moved to approve the minutes as written. Dr. Kerth seconded the motion. The majority of members present voted in the affirmative except for Interim Commissioner Reed, and District Attorney Hicks, who abstained. Judge Warren was absent during the vote.

Review of the Minutes from the November 19, 2021, Regular Meeting

– *Chairperson Lindsay Laird*

A handout was provided.

Commissioner Wilson moved to approve the minutes as written. Commissioner Aaron seconded the motion. The majority of members present voted in the affirmative except for District Attorney Hicks, who abstained. Judge Warren was absent during the vote.

Judge Warren arrived virtually to the meeting at 9:11am.

Update on House Bill 3468 regarding the “Parent Representation Act”

-- Judge Doris Fransein (ret)

Judge Fransein provided an overview of House Bill (HB) 3468, the Parent Representation Act, authored by Representative Mark Lawson. She stated that it was suggested that OCCY house the program. After some consideration, the bill was amended to name the Administrative Office of the Courts as the agency to house the program.

The bill has passed the House floor and has been sent to the Senate for approval. Senator Paul Rosino is the author.

A handout was provided.

Presentation on “Child Wellbeing in Oklahoma”

– Gabrielle Jacobi

Ms. Jacobi, the Child Well-Being Policy Analyst and the Kids Count Coordinator with the Oklahoma Policy Institute, provided an overview on the well-being of children in Oklahoma. Some of the information presented include:

- In 2021, Oklahoma ranked 33rd in economic well-being, 45th in education, 42nd in health, and 41st in family and community, with an overall ranking of 42nd in the U.S.
 - One in five children in Oklahoma live in poverty.
 - Seventeen percent of children have access to locations and services that encourage overall development.
 - Children’s ACE scores in Oklahoma are disproportionately high compared to the rest of the U.S.
 - Families in Oklahoma lack health insurance at higher rates than the rest of the U.S.
 - Some of the possible solutions proposed were increasing the minimum wage, invest in reliable public transportation, raise the reimbursement rate for childcare providers, fully fund public educations, and protect Medicaid expansion.
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Presentation and Approval of the Finance Report

– Brandy Bahm

Ms. Bahm provided an overview of the financial report through February 28, 2022, and responded to questions.

A handout was provided.

Director Holt moved to approve the finance report. Commissioner Wilson seconded the motion. The majority of members present voted in the affirmative except Commissioner Aaron who left the meeting.

Presentation of OCCY Expenditures State Fiscal Year (SFY) 2022

– Mark James, Assistant Director

Assistant Director James provided an overview of the budget for State Fiscal Year (SFY) 2022 and the proposed budget for SFY 2023. Some of the information presented include:

- 88% of the total appropriations to date for SFY2022 provided for the personnel’s salaries.
- 8% of the total appropriations to date paid for rent of office space and contracts for professional services.

- A staff member will be hired with the use of a grant from the Oklahoma State Department of Health. This staff member will manage the Parent Partnership Board and coordinate all activities that will be funded with this grant.
- It was proposed to use remaining unencumbered carryover funds for community development grants, juvenile competency support, and technological support for various OCCY board meetings.

A handout was provided.

Presentation of Proposed OCCY Staff Salary Adjustments

– *Mark James, Assistant Director*

Assistant Director James reported that OCCY had eliminated two unfilled positions and reallocated the funds for salary increases for all current staff except the executive director. He also reported that OCCY reallocated some of the funds from budgeted line items toward the salary increases.

A handout was provided.

Executive Director Appointment

– *Chairperson Lindsay Laird*

Commissioner Schneider moved to enter into executive session. Commissioner Wilson seconded the motion. All members present in the room voted in the affirmative. Judge Warren and District Attorney Hicks who were not able to vote due to virtual attendance.

Commissioners entered executive session at 10:36am.

Commissioner Aaron left the meeting at 11am.

Commissioners exited executive session at 11:03am after vote was counted.

Commissioner Schneider moved to reappoint executive director, Annette Jacobi, for another two-year term. Commissioner Harrington seconded the motion. All members present in the room voted in the affirmative. Judge Warren and District Attorney Hicks who were not able to vote due to virtual attendance.

Director Holt left the meeting at 11:15am.

Presentation regarding Board of Child Abuse Examination Administrative Rules

– *Danielle Dill*

Ms. Dill provided an update on the adoption process of the Board of Child Abuse Examination administrative rules. She reported that:

- No written notification of disapproval from the Governor or Cabinet Secretary was received by the 30-day deadline from submission.
- No public comment was received during the designated period of February 1 – March 3, 2022.
- No public comment was received during a public hearing held on March 4, 2022.

A handout was provided.

Dr. Kerth moved to approve the proposed administrative rules for the Board of Child Abuse Examination. Commissioner Myers seconded the motion. All members present voted in the affirmative.

Presentation on House Bill 2992, “Child Witness Bill”

– *Dr.Carolynn MacAllister*

Dr. MacAllister provided an overview of House Bill 2992 and the history leading to the creation of the bill. Some of the information provided include:

- The Oklahoma Child Abuse Prevention Working Group reviewed statutes relating to age limitation regarding testifying in court and approached Representative Carol Bush and Senator Kay Floyd to author a bill to realign child witness age specifications with the definition of a “child” as specified in Title 10A.
- House Bill (HB) 2992 would revise the age limitation of child witnesses to allow alternative methods of testimony after the age of 12 years.
- The American Academy of Pediatrics Child Witness Policy Statement says that alternative methods of testimony are less stressful for children and provides for more accurate and detailed information.
- The current status of the bill is that it has passed the House Floor, been sent to the Senate, and awaiting assignment to a committee.

A handout was provided.

Dr. Kerth moved to support House Bill 2992. Commissioner Myers seconded the motion. The majority of members present voted in the affirmative except Interim Commissioner Reed, Director Fruendt, and Commissioner Wilson, who abstained.

Presentation on Senate Bill 1408 the Oklahoma Partnership for School Readiness (OPSR) and the Oklahoma Child Care Resource and Referral Association

– *Carrie Williams*

Carrie Williams, executive director of OPSR, presented on the history and the restructuring process of OPSR. OPSR was created in 2003 as a source of collaboration for early childhood programs and services. In 2021, OPSR began restructuring the program to include the Oklahoma Clearinghouse for Early Childhood Success. In November 2021, OPSR began negotiations to merge with Oklahoma Childcare Resource and Referral Association (OCRRA) to better streamline services. Senate Bill (SB)1408 will update Statutes regarding OPSR to reflect the current changes taking place. SB1408 passed the Senate and has moved to the House for consideration.

OCCY Parent Partnership Board (PPB) Report

– *Amber Adams*

Public Comments

Public comments were given by:

- Joe Dorman, Executive Director of the Oklahoma Institute for Child Advocacy (OICA), announced that OICA

Presentation on the Child Death Review Board Process, Barriers, and Improvement Strategies

– *Lisa Rhoades*

Lisa Rhoades, program manager of the Child Death Review Board (CDRB), provided an overview of the program, barriers faced, and ideas for improvement. Some of the information provided include:

- Child Death Review Board Act was created in 1991 and the board began reviewing case in 1993.
- CDRB currently employs three full time staff, the most employed in the history of the program.
- Minimum records needed include death certificate, chief medical examiner’s report, and law enforcement and child welfare records.
- Some of the barriers mentioned include repeated requests for records, security of reports, ensuring quorum at meetings, and no formal tracking system for recommendations.
- Some of the strategies mentioned include additional staff, direct records access, process evaluation, member recruitment, and logic models.
- Some recommendations were in the areas of abusive head trauma, unsafe sleep, and suicide.

Ms. Rhoades stated that a new database system is being created that will further streamline the data collection process.

Chairperson Laird left the meeting at 11:41am.

Director’s Report

– *Annette Jacobi, Executive Director*

Director Jacobi gave a report on activities occurring within OCCY. Director Jacobi reported that

A handout was provided.

Announcements

– *Commissioners*

No announcements were given.

Chairperson Comments

– *Chairperson Lindsay Laird*

No comments were given.

Adjournment

– *Chairperson Lindsay Laird*

Commissioner Reed moved to adjourn the Commission meeting. Dr. Kerth seconded the motion. The Commission meeting adjourned at 11:52 a.m.

Future Meeting Dates

May 20, 2022

June 17, 2022

August 5, 2022

September 16, 2022

November 18, 2022

Comm on Children and Youth
 Business Unit - 12700 - Sub-Major
 FY-2022 Operating Budget Comparison Summary by Business Unit/Account
 as of May 31, 2022

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12700 - Comm on Children and Youth
 Department: 0100002 - 8800001

Account Description	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	1,589,526	1,457,065	1,282,357.38	0.00	0.00	1,282,357.38	307,168.62	174,707.90	80.68	88.01
512 Insur.Prem-Hlth-Life,etc	353,376	323,928	251,972.30	232.15	0.00	252,204.45	101,171.55	71,723.22	71.37	77.86
513 FICA-Retirement Contributions	382,980	351,064	300,605.37	0.00	0.00	300,605.37	82,374.63	50,458.86	78.49	85.63
515 Professional Services	1,358,887	1,245,645	649,430.08	468,300.25	0.00	1,117,730.33	241,156.67	127,914.84	82.25	89.73
519 Inter/Intra Agy Pmt-Pers Svcs	10,100	9,258	2,504.20	15.80	0.00	2,520.00	7,580.00	6,738.15	24.95	27.22
521 Travel - Reimbursements	67,938	62,275	6,260.88	0.00	0.00	6,260.88	61,677.12	56,014.41	9.22	10.05
522 Travel - Agency Direct Pmts	159,715	146,405	6,115.05	5,711.37	0.00	11,826.42	147,888.58	134,578.41	7.40	8.08
531 Misc. Administrative Expenses	51,499	47,207	39,482.53	11,179.32	0.00	50,661.85	837.15	-3,454.91	98.37	107.32
532 Rent Expense	136,282	124,925	91,849.31	14,340.67	0.00	106,189.98	30,092.02	18,734.93	77.92	85.00
533 Maintenance & Repair Expense	5,700	5,225	1,888.21	3,831.91	0.00	5,720.12	-20.12	-495.12	100.35	109.48
534 Specialized Sup & Mat.Expense	2,050	1,879	1,173.26	765.21	0.00	1,938.47	111.53	-59.45	94.56	103.16
536 General Operating Expenses	14,900	13,658	12,570.66	2,271.95	0.00	14,842.61	57.39	-1,184.57	99.61	108.67
537 Shop Expense	0	0	75.88	0.00	0.00	75.88	-75.88	-75.88	~	~
541 Office Furniture & Equipment	51,540	47,245	9,874.56	0.00	150.96	10,025.52	41,514.46	37,219.26	19.45	21.22
542 Library Equipment-Resources	0	0	431.30	0.00	0.00	431.30	-431.30	-431.30	~	~
552 Scholar.,Tuition,Incentive Pmt	0	0	14.00	0.00	0.00	14.00	-14.00	-14.00	~	~
554 Program Reimb,Litigation Costs	1,176,661	1,078,606	1,047,769.72	56,693.42	0.00	1,104,463.14	72,198.30	-25,857.04	93.86	102.40
601 AFP Encumbrances	0	0	0.00	12,111.14	0.00	12,111.14	-12,111.14	-12,111.14	~	~
Totals	5,361,154	4,914,385	3,704,374.69	575,453.19	150.96	4,279,978.84	1,081,175.58	634,406.57	79.83	87.09

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19111 Carryover	733,818	672,666	452,783.82	235,610.35	0.00	688,394.17	45,423.81	-15,728.11	93.81	102.34
19201 Duties	2,509,414	2,300,294	1,870,492.44	116,028.99	150.96	1,986,672.39	522,741.61	313,621.21	79.17	86.37
20000 Okla. Comm On Children & Youth	1,122,951	1,029,369	410,220.87	199,720.43	0.00	609,941.30	513,009.70	419,427.37	54.32	59.25
21000 CAMTA Revolving Fund	994,971	912,057	970,877.56	24,093.42	0.00	994,970.98	0.46	-82,913.90	100.00	109.09
Totals	5,361,154	4,914,385	3,704,374.69	575,453.19	150.96	4,279,978.84	1,081,175.58	634,406.57	79.83	87.09



State of Oklahoma
 Allotment Budget and Available Cash
 As Of May 31,2022

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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
12700										
	190									0.00
	19001	01	20	1,360,235.44	.00	.00	.00	1,360,235.44	.00	
	19001	88	20	90,679.00	.00	.00	.00	90,679.00	.00	
	19011	01	21	877,141.56	.00	.00	.00	877,141.56	.00	
	19011	88	21	63,000.00	.00	.00	.00	63,000.00	.00	
				<u>2,391,056.00</u>				<u>2,391,056.00</u>		
	191									281,034.16
	19101	01	21	1,491,710.74	.00	.00	103,209.67	1,388,501.07	.00	
	19101	88	21	69,885.28	.00	.00	(337.48)	70,222.76	.00	
	19111	01	22	200,000.00	.00	.00	161,779.99	.00	38,220.01	
	19111	88	22	533,817.98	.00	235,610.35	291,003.83	.00	7,203.80	
				<u>2,295,414.00</u>		<u>235,610.35</u>	<u>555,656.01</u>	<u>1,458,723.83</u>	<u>45,423.81</u>	
	192									429,805.56
	19201	01	22	2,421,203.00	.00	84,505.19	1,814,044.14	.00	522,653.67	
	19201	88	22	88,211.00	150.96	31,523.80	56,448.30	.00	87.94	
				<u>2,509,414.00</u>	<u>150.96</u>	<u>116,028.99</u>	<u>1,870,492.44</u>		<u>522,741.61</u>	
	200									598,247.99
	20000	01	20	396,428.00	.00	.00	9,613.50	126,584.34	260,230.16	
	20000	01	21	1,019,357.00	.00	360.00	30,648.85	.00	988,348.15	
	20000	01	22	1,061,451.00	.00	181,208.75	380,151.53	.00	500,090.72	
	20000	88	20	235,000.00	.00	.00	.00	471.85	234,528.15	
	20000	88	21	235,000.00	.00	1,182.90	10,726.10	.00	223,091.00	
	20000	88	22	61,500.00	.00	18,511.68	30,069.34	.00	12,918.98	



State of Oklahoma
 Allotment Budget and Available Cash
 As Of May 31,2022

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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
12700										
	200									598,247.99
				<u>3,008,736.00</u>		<u>201,263.33</u>	<u>461,209.32</u>	<u>127,056.19</u>	<u>2,219,207.16</u>	
	210									24,093.56
				<u>3,434,281.44</u>		<u>24,093.42</u>	<u>1,080,434.15</u>	<u>2,152,798.33</u>	<u>176,955.54</u>	
	21000	01	20	1,500,000.00	.00	.00	.00	1,428,253.60	71,746.40	
	21000	01	21	935,310.00	.00	.00	109,556.59	720,910.61	104,842.80	
	21000	01	22	994,971.44	.00	24,093.42	970,877.56	.00	.46	
	21000	88	21	<u>4,000.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>3,634.12</u>	<u>365.88</u>	
				<u>3,434,281.44</u>		<u>24,093.42</u>	<u>1,080,434.15</u>	<u>2,152,798.33</u>	<u>176,955.54</u>	
Business Unit Totals				<u>13,638,901.44</u>	<u>150.96</u>	<u>576,996.09</u>	<u>3,967,791.92</u>	<u>6,129,634.35</u>	<u>2,964,328.12</u>	<u>1,333,181.27</u>



State of Oklahoma
 Allotment Budget and Available Cash
 As Of May 31,2022

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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
Grand Totals				13,638,901.44	150.96	576,996.09	3,967,791.92	6,129,634.35	2,964,328.12	1,333,181.27



State of Oklahoma
 Summary of Receipts and Disbursements
 From Business Unit 12700 To Business Unit 12700
 For the Month of May, 2022

6/1/2022
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BUSINESS UNIT 12700
CLASS 191

Acctg Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables Incr (Decr) 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100 and 631150	Transfers Out Debit 621000,621150, 631200, and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Beg			(8,283.59)	0.00				0.00	844,973.76
1-Jul	0.00	78,354.00	(974.91)	0.00	0.00	0.00	0.00	0.00	767,594.67
2-Aug	0.00	33,215.36	9,258.50	0.00	0.00	0.00	0.00	0.00	725,120.81
3-Sep	0.00	(8,968.32)	0.00	0.00	0.00	0.00	0.00	0.00	734,089.13
4-Oct	0.00	268.23	0.00	0.00	0.00	0.00	0.00	0.00	733,820.90
5-Nov	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	733,820.90
6-Dec	0.00	14,890.10	0.00	0.00	0.00	0.00	0.00	0.00	718,930.80
7-Jan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	718,930.80
8-Feb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	718,930.80
9-Mar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	718,930.80
10-Apr	0.00	146,876.09	0.00	0.00	0.00	0.00	0.00	0.00	572,054.71
11-May	0.00	291,020.55	0.00	0.00	0.00	0.00	0.00	0.00	281,034.16
12-Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	281,034.16
Column Totals:	<u>0.00</u>	<u>555,656.01</u>	<u>8,283.59</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
Current Ledger Balance:			<u>0.00</u>	<u>0.00</u>					
Class/Fund Balances:							<u>0.00</u>	<u>281,034.16</u>	
							Current Ledger Balance-Liabilities:	0.00	
							*Budgeted Cash Balance:	<u>281,034.16</u>	

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.



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 For the Month of May, 2022

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BUSINESS UNIT 12700
CLASS 192

Acctg Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables (Incr) (Decr) 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100 and 631150	Transfers Out Debit 621000,621150, 631200, and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Beg			0.00	0.00				0.00	-0.00
1-Jul	0.00	175,163.54	(14,187.79)	0.00	0.00	(209,118.00)	0.00	0.00	48,142.25
2-Aug	0.00	170,861.31	13,474.26	0.00	0.00	(209,118.00)	0.00	0.00	72,924.68
3-Sep	0.00	187,614.13	655.99	0.00	0.00	(209,118.00)	0.00	0.00	93,772.56
4-Oct	0.00	142,672.74	(676.37)	0.00	0.00	(209,118.00)	0.00	0.00	160,894.19
5-Nov	0.00	195,483.80	190.84	0.00	0.00	(209,118.00)	0.00	0.00	174,337.55
6-Dec	0.00	185,619.30	543.07	0.00	0.00	(209,118.00)	0.00	0.00	197,293.18
7-Jan	0.00	196,172.39	(152.97)	0.00	0.00	(209,118.00)	0.00	0.00	210,391.76
8-Feb	0.00	188,882.10	(1,048.15)	0.00	0.00	(209,118.00)	0.00	0.00	231,675.81
9-Mar	0.00	188,749.60	202.99	0.00	0.00	(209,118.00)	0.00	0.00	251,841.22
10-Apr	0.00	58,504.42	470.87	0.00	0.00	(209,118.00)	0.00	0.00	401,983.93
11-May	0.00	180,769.11	527.26	0.00	0.00	(209,118.00)	0.00	0.00	429,805.56
12-Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	429,805.56
Column Totals:	0.00	1,870,492.44	(0.00)	0.00	0.00	(2,300,298.00)	0.00		
Current Ledger Balance:			(0.00)	0.00					

Class/Fund Balances:

<u>0.00</u>	<u>429,805.56</u>
Current Ledger Balance-Liabilities:	(0.00)
*Budgeted Cash Balance:	429,805.56

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.



State of Oklahoma
 Summary of Receipts and Disbursements
 From Business Unit 12700 To Business Unit 12700
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BUSINESS UNIT 12700
CLASS 200

Acctg Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables Incr (Decr) 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100 and 631150	Transfers Out Debit 621000,621150, 631200, and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Beg			0.00	0.00				0.00	888,047.98
1-Jul	0.00	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00	885,797.98
2-Aug	(22,387.40)	3,085.95	0.00	0.00	0.00	0.00	0.00	0.00	905,099.43
3-Sep	(10,578.89)	39,878.79	0.00	0.00	0.00	0.00	0.00	0.00	875,799.53
4-Oct	(394.27)	91,750.22	(3,610.55)	0.00	0.00	0.00	0.00	0.00	788,054.13
5-Nov	(13,250.68)	26,198.68	1,918.45	0.00	0.00	0.00	0.00	0.00	773,187.68
6-Dec	(42,964.81)	51,962.86	1,692.10	0.00	0.00	0.00	0.00	0.00	762,497.53
7-Jan	(6,539.34)	70,268.41	0.00	0.00	0.00	0.00	0.00	0.00	698,768.46
8-Feb	(24,398.91)	43,436.17	(1,250.00)	0.00	0.00	0.00	0.00	0.00	680,981.20
9-Mar	0.00	39,147.00	1,102.50	0.00	0.00	0.00	0.00	0.00	640,731.70
10-Apr	0.00	56,889.61	(3,763.93)	0.00	0.00	0.00	0.00	0.00	587,606.02
11-May	(50,895.03)	36,341.63	(10,338.57)	0.00	0.00	0.00	0.00	0.00	612,497.99
Column Totals:	(171,409.33)	461,209.32	(14,250.00)	0.00	0.00	0.00	0.00		
Current Ledger Balance:			(14,250.00)	0.00					

Class/Fund Balances:

0.00	612,497.99
Current Ledger Balance-Liabilities:	(14,250.00)
*Budgeted Cash Balance:	598,247.99

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.



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BUSINESS UNIT 12700
CLASS 210

Acctg Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables Incr (Decr) 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100 and 631150	Transfers Out Debit 621000,621150, 631200, and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Beg			0.00	0.00				0.00	109,556.59
1-Jul	0.00	109,556.59	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
2-Aug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
3-Sep	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
4-Oct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
5-Nov	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
6-Dec	(816,331.32)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	816,331.32
7-Jan	(75,125.36)	843,269.70	0.00	0.00	0.00	0.00	0.00	0.00	48,186.98
8-Feb	(93,766.76)	24,093.42	0.00	0.00	0.00	0.00	0.00	0.00	117,860.32
9-Mar	(9,747.68)	103,514.44	0.00	0.00	0.00	0.00	0.00	0.00	24,093.56
10-Apr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,093.56
11-May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,093.56
Column Totals:	(994,971.12)	1,080,434.15	0.00	0.00	0.00	0.00	0.00		
Current Ledger Balance:			<u>0.00</u>	<u>0.00</u>					

Class/Fund Balances:

<u>0.00</u>	<u>24,093.56</u>
Current Ledger Balance-Liabilities:	0.00

***Budgeted Cash Balance: 24,093.56**

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.



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BUSINESS UNIT 12700
CLASS 79901

Acctg Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables Incr (Decr) 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100 and 631150	Transfers Out Debit 621000,621150, 631200, and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Beg			0.00	0.00				0.00	-0.00
1-Jul	(22,387.40)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,387.40
2-Aug	11,808.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,578.89
3-Sep	10,184.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	394.27
4-Oct	(12,856.41)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,250.68
5-Nov	(846,045.45)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	859,296.13
6-Dec	852,756.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,539.34
7-Jan	(111,626.33)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118,165.67
8-Feb	117,837.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	327.98
9-Mar	273.98	54.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
10-Apr	(50,895.03)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,895.03
11-May	50,895.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
12-Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
Column Totals:	(54.00)	54.00	0.00	0.00	0.00	0.00	0.00		
Current Ledger Balance:			<u>0.00</u>	<u>0.00</u>					
Class/Fund Balances:								<u>0.00</u>	<u>(0.00)</u>
								Current Ledger Balance-Liabilities:	0.00
								*Budgeted Cash Balance:	(0.00)

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.



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BUSINESS UNIT 12700

CLASS

Acctg Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables Incr (Decr) 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100 and 631150	Transfers Out Debit 621000,621150, 631200, and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
Column Totals:	(1,166,434.45)	3,967,845.92	(5,966.41)	0.00	0.00	(2,300,298.00)	0.00		
Prior Year AP BU Balance:			(8,283.59)	0.00					
Current AP Business Unit Balance:			(14,250.00)	0.00					
Business Unit Balances:							0.00	1,347,431.27	



APPROPRIATIONS

The FY 23 appropriation for the Commission was unchanged from the previous year at \$2.5 million. Total appropriations for agencies in the Human Services cabinet was \$893 million, an increase of 5.2% over the previous year.

SB 1458 (Thompson/Hilbert,) as introduced, deleted the \$3.00 fee assessed on each person convicted of certain offenses that was credited to the Child Abuse Multidisciplinary Account. This would have required an increase in appropriations to the Commission to fully fund the 37 Freestanding Multidisciplinary Teams. **However, in conference, the original language was stripped out of the bill and replaced with something unrelated to OCCY.**

COMMISSION REQUEST BILL

SB 537 (Haste/Miller) authorized OCCY to use existing funds to compensate members of the Parent Partnership Board for their time and to reimburse child care and travel expenses. The Governor **vetoed** the measure and stated in the veto message that "... reimbursement for expenses of this kind would create a slippery slope for which... taxpayers would become responsible."

SCHOOLS

HB 4106 (Vancuren, Lawson/Pemberton) directs each school district to develop a protocol for identifying and responding to students experiencing a mental health crisis. The bill was amended in the Senate to require school districts to provide written notice to parents of students who will be given the Oklahoma Prevention Needs Assessment Survey and requires the Department of Mental Health and Substance Abuse Services to submit a copy of the survey in advance to House and Senate leadership for their review. **Signed into law.**

SB 1307 (Coleman/Vancuren, Dollens) requires school districts and charter schools that serve students in the 7th through 12th grade, and that issue I.D. cards, to include the numbers of the National Suicide Prevention Lifeline and the Crisis Text Line on the cards. **Signed into law.**

EARLY CHILDHOOD / CHILD CARE

SB 1280 (Daniels/Lepak) deletes the requirement that the Governor's appointments to the Oklahoma Partnership for School Readiness (OPSR) Board be from a list of names submitted by professional associations. **Signed into law.**

SB 1286 (Stanley/Miller) exempts from the Oklahoma Child Care Facilities Licensing Act family child care providers licensed by a branch of the U.S. military. **Signed into law.**

SB 1408 (Rosino/Lawson) provides that the OPSR Board will serve as the administrator of the statewide child care resource and referral network and the state clearinghouse for early childhood education and development programs. **Signed into law.**

CHILD ABUSE / NEGLECT

HB 2992 (Bush/Floyd) Makes the statutory provision allowing a child in a deprived case to testify outside of the courtroom applicable to all children under 18. It also allows a guardian ad litem for the child to be present for the testimony. **Signed into law.**

HB 2351 (Tally, Lawson/Dugger) Required the court to conduct a hearing within 60 days of a child being placed in a qualified residential treatment program to determine if it provides the most appropriate level of care for the child in the least restrictive environment. **Not heard on the Senate floor.**

HB 3190 (Williams, Conley/Merrick) Authorized the court to impose sanctions against an attorney appointed to represent a child in a deprived action the attorney fails to carry out the responsibilities outlined in statute. **Not heard in Senate Committee.**

HB 3468 (Lawson/Rosino) Created the Parent Representation Program within the Administrative Office of the Courts to create a network of training and support for legal counsel appointed by the court to represent indigent parents in deprived actions. **Not heard in Senate Committee.**



JUVENILES

SB 217 (Howard/Moore) Modifies provisions of the Youthful Offender Act. Requires OJA to complete a certification study, as ordered by the court, to assist in determining if a child should be certified as a juvenile or as an adult. The certification study will take into account the circumstances surrounding the offense, resulting injuries, history of the child in the juvenile justice system and a psychological evaluation. The measure directs OJA to prepare and file with the court a written rehabilitation plan for a youthful offender placed in its custody. The court is required to determine if the parent or guardian of the youth has the ability to pay for the certification study and must schedule a review hearing at least every 6 months. **Signed into law.**

SB 1282 (Haste/Lawson) Would have required OJA to approve a risk assessment screening tool to be used when a child is taken into custody. The Governor **vetoed** the measure stating that it “. . . would seemingly remove from judges the ability to make independent and informed determinations about whether children should be taken into and/or remain in custody. . .”

GENERAL GOVERNMENT

HB 3422 (Osburn/Thompson) Directs OMES to commission a study to examine the compensation of state employees and an analysis of the workforce and make recommendations for increases or decreases in specific areas. The agency is also required to fund a study to examine the human resources functions throughout the state and make recommendations on consolidation of those functions. **Signed into law.**

HB 3415 (Pae, Phillips/Howard) Would have required a public entity that maintains a website and has immediate access to high-speed internet to stream its meeting live on the website and be available until minutes of the meeting are available. **The Conference Committee Report (CCR) was not heard in the House.**

HB 3671 (Wolfley, Fugate/Montgomery) Would have provided a 3% salary increase for certain state employees. **Not heard on the Senate floor.**

SB 4190 (Echols/David) Would have given full-time state employees one personal holiday each year. **The CCR was not heard in the Senate.**





**OKLAHOMA COMMISSION ON CHILDREN & YOUTH
HOMELESS CHILDREN AND YOUTH
STEERING COMMITTEE**

STRATEGIC PLANNING SESSION REPORT

2022 Strategic Planning Session

The Oklahoma Commission on Children and Youth (OCCY) provides joint planning and service coordination while advancing policy solutions to improve child and family serving systems in Oklahoma.

As part of this effort members of the OCCY Homeless Children & Youth Steering Committee met on April 20th, 2022, for a strategic planning session to develop priorities and goals to reduce child and youth homelessness.

At the meeting **73** stakeholders from diverse sectors and professions brought their experiences and expertise to identify the strengths and weaknesses in services to homeless children and youth in our state and discuss solutions.

Falen LeBlanc, Assistant Program Director and Amanda Aunko, Housing Navigator from the University of Oklahoma National Resource Center for Youth Services facilitated the one-day event.



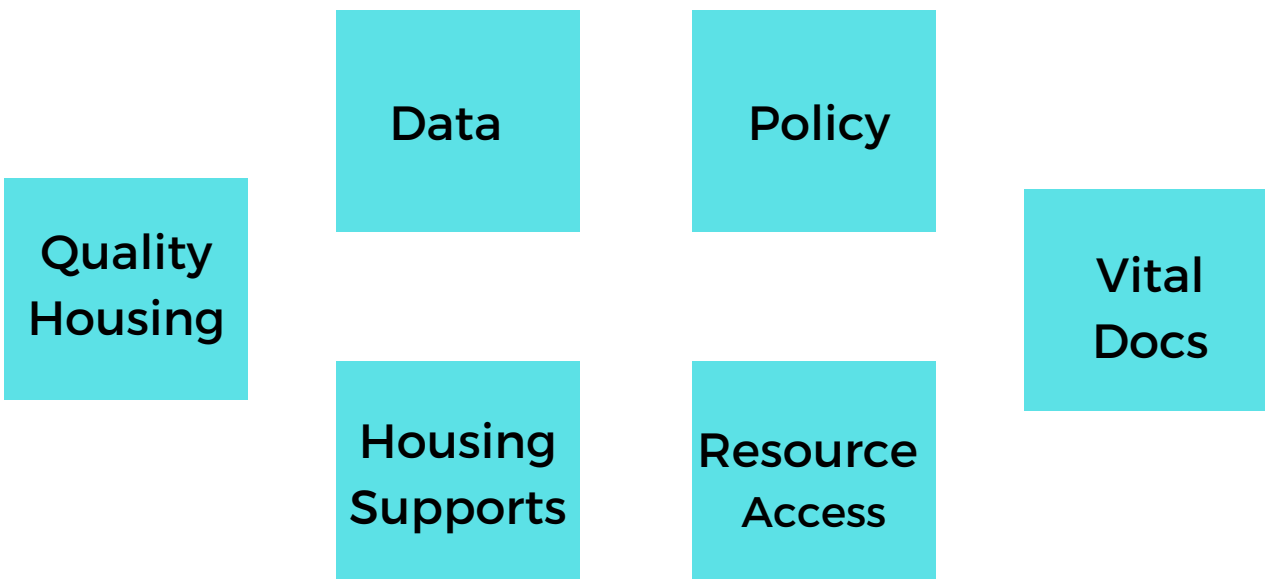
Planning Process

Focus Question(s)

What types of supports, resources, and policies are needed to support existing programs in preventing, reducing, and ending children and youth homelessness?

What supports, resources, or programs are not currently available to prevent, reduce, and end children and youth homelessness?

In the first half of the session, the participants were asked to brainstorm their responses to the focus question. The responses were grouped by similarity and six categories emerged.



Gaps in Services & Resources

Data	Quality Housing Availability	Housing Supports	Resource Accessibility	Policy	Centralized Access to Vital Docs
Getting everyone on the same system and funding to support this	Build capacity for Public Supported Housing (PSH), group homes, and recovery housing	Peer mentors	Drop-in centers inclusive to parenting youth	Accurate count via funded positions in schools to identify unhoused students	Reduce barriers to essential documents for families, children, and youth
Connecting data to bottom line	Turn abandoned buildings into affordable housing	Housing agreement with landlords	Judgement free space that encourages success	Supporting and funding McKinney Vento liaisons better so they can collaborate and collect accurate data	Overcoming identification barriers for homeless youth
Better Data Sharing statewide		Affordable housing	Affordable childcare with expanded hours so youth can attend school and work	Expand expectations of homeless liaisons and provide funds to do so	Pressure social service providers to allow alternative forms of ID to access services
Digital pathways for data to be shared		Relationships with landlords	Changing the assessment tool (VI-SPDAT) to be more accurate	More YAB involvement/planning and funding for projects for homeless youth	Detailed simple directions streamlined application process
		Changing how we access HUD funding	Address benefits cliff: transition steps, discharge planning	YAB should know relevant policy makers and vice versa	Currently require case managers not everyone has access
		Participate in planning activities of other state or city agencies such as transportation to housing	Increase post adoption support: support for those 18+	Stronger source of income protection Laws: Housing, landlord discrimination, incentives	Finding easier ways to get ID's
			Statewide resource guide	Access to services: issues with underage students accessing mental health and medical services	Finding meaningful employment
			One stop shop resource center		McKinney Vento level support for higher education and tech schools
			Central referral system: One location to access resources		

Action Planning

For the Action Planning phase of the session, participants identified the top 3 priorities from the previous list. Using the priority areas participants divided into work groups based on their interest to create an action plan. Below are the action plans for the three groups.

Workgroups:

1. Policy
2. Data
3. Resource Availability

Action Plans

Data

Goal 1: Update legislature with data report by 2023

Key People: OCCY, Governor's Interagency Council on Homelessness (GICH), Oklahoma Institute for Child Advocacy (OICA), Regional Food Bank, Hunger Free Oklahoma, Pardon & Parole Board

Implementation Steps

- Coordinate with OCCY Commissioners
- Create data collection plan

Goal 2: Create centralized data collection system for accompanied and unaccompanied youth

Key People: Homeless Youth Alliance, Keith HMIS (hmis@isok.biz)

Implementation Steps

- Research data systems and integration capabilities (HMIS, MVL, WAVE, SINGLE SIGN ON)

Action Planning

Resource Access

Goal 1: Prepare families and transition age youth for benefits cliff

Implementation Steps

- Research existing resources with higher or no income thresholds
- Identify when benefits cliff begins (food, housing, childcare, healthcare)
- Create road maps to provide a pathway to available resources

Goal 2: Increase resource accessibility for special populations e.g. parenting youth

Implementation Steps

- Identify and define special populations
- Identify top 3-5 support needs
- Identify and coordinate with providers currently serving special populations
- Educate service providers on special population needs
- Work with existing providers to extend services to special populations

Goal 3: Improve resource availability

Key People: DHS, Public Transit, Work Ready/Force, Goodwill, 211

Resources: DHS-identification docs, DHS-food stamps, DHS- child care, Public Transit-understanding how to use public transportation, Work Ready/Force-employment, education, job training

Implementation Steps

- Coordinate with 211
- Needs Assessment: YAB, McKinney Vento Liaisons, community
- Connect with OU resources (get guidance from MSW program)
- Research what is working - local communities, nation wide
- Create a maintained list of available resources with up to date information
- Identify DHS contacts by county (resource liaison)
- Create workshops, classes, or forums to share information

Action Planning

Policy

Goal 1: Require all state boards and commissions to incorporate lived experience voice in state planning and policy development

Key People: Youth Action Boards (YAB), State Agencies, Legislature, OCCY

Implementation Steps

- Pass legislation to provide stipends and to require inclusion of those with lived experience
- State Homeless Children and Youth Day at the Capitol
- Education on how to increase lived experience voice
- Target efforts to rural areas

Goal 2: Use Homeless Liaisons more effectively to identify needs, capture data and improve funding

Implementation Steps

- Identify homeless children
- Identify needed resources
- Coordinate with liaisons to identify improvements in legislation
- Improve data captured through data collection resources
- Work with legislator on interim study

Goal 3: Updating Landlord Tenant Act to strengthen protections for vulnerable tenants

Implementation Steps

- Identify current law and practices
- Partner with existing advocacy groups
- Work with legislator to conduct interim study

Action Planning

Policy

Goal 4: Access to mental health and medical resources for underage students

Key People: Medical schools, Oklahoma Department of Health, Department of Health: Community Health workers, OCCY, state medical groups

Implementation Steps

- Identify scope of need
- Review other states
- Develop education plan for physicians' clinics
- Coordinate with Oklahoma Health Care Authority

Goal 5: Increase district homeless liaison capacity/funding. McKinney Vento funding based on homeless student count

Key People: Advocates, McKinney Vento Liaisons, Legislators, State Homeless Coordinators (SHC), Superintendents

Resources: Schoolhouse Connection, School districts, U.S. Department of Education (USDE), District Homeless Liaisons (DHLS)

Implementation Steps

- Public and legislative education
- Develop legislation to strengthen effectiveness of McKinney Vento including allocating funding through a competitive grant based on per student homeless census
- Identify homeless students annually and receive funding to support those identified

Next Steps

Now that needs have been identified and goals created for the action plans the process of refining, prioritizing, and mobilizing begins. Committee members will be able to begin on next steps at our upcoming meeting **June 22, 2022 10am-11:30am**.

PRIORITIZING

Order your goals by priority. Some goals are dependent on others, which ones need to be accomplished first. Put shorter term goals or low barrier goals first to create easy wins and build on momentum.

REFINING

Review the goals and implementation steps. Are they SMART(IE) - specific, measurable, attainable, relevant, timebound, inclusive and equitable? Create tasks and objectives for each implementation step.

MOBILIZING

Each priority area defined (data, resources access, policy) will have a corresponding workgroup. Committee members will choose with which workgroup they would like to participate. Workgroup members will meet in intervening months from the regular bimonthly meetings to accomplish the tasks and objectives for each goal.





**OKLAHOMA
COMMISSION ON
CHILDREN AND YOUTH**



EMPLOYEE HANDBOOK

WELCOME TO OCCY!

We are thrilled that you have chosen to work with us for the betterment of Oklahoma's children, families, and the systems that serve them. I want to let you know that you will now be serving alongside some of the most knowledgeable, dedicated, and caring professionals in our state. We believe that your expertise and skills will enhance our agency and we will work hard to see that you succeed here at OCCY.

You will find that our employees are in many ways diverse. Please know that we want, no we need, you to bring your true self to work. Everyone is welcome here. Your thoughts, opinions, and viewpoints will be valued and useful to our progress.

As you may guess, working for a small state agency has its challenges. However, it also has tremendous benefits. You will have access to every level of staff in a real and meaningful way. You won't have to work through layers upon layers to seek approval to innovate. All of us can be together in the same room as we learn new information or share ideas. We hope that you will quickly adapt to our agency's culture.

We expect that while you are here, you will develop new skills, make new connections, and feel a strong sense of accomplishment. As you transition into your new role, please let us know if there is anything we can do for you. We look forward to working with you for many years to come.

Sincerely,

Annette Wisk Jacobi, JD
Executive Director





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INDEPENDENT OVERSIGHT AND THE CREATION OF EFFECTIVE SERVICES FOR OKLAHOMA'S CHILDREN AND YOUTH.

In the early 1980s, a lawsuit was brought forward by seven teenage plaintiffs in the custody of the Department of Human Services known as the "Terry D. Case." The lawsuit alleged instances of abuse and generally horrific conditions faced by Oklahoma children in state custody and cared for by institutions. Along with the lawsuit, local Gannett news aired a series of reports called 'Oklahoma's Shame,' which helped lead to a massive change in the child welfare system.

As part of these changes, in 1982, Oklahoma House Bill 1468 was signed into law and the Oklahoma Commission on Children and Youth (OCCY) was created to bring accountability and oversight into the child and youth service systems of Oklahoma. Programs within OCCY include the Oklahoma Child Death Review Boards, the Post Adjudication Review Boards, Freestanding Multidisciplinary Teams, the Office of Planning and Coordination, and the Office of Juvenile System Oversight.

For more than 39 years, OCCY has successfully worked for the establishment of effective services, has been instrumental in the remediation or elimination of substandard services, and has helped create quality systems for children, youth, and families.

Our Commissioners

OCCY is fortunate to have 18 commissioners who represent numerous facets of Oklahoma's child-serving systems. OCCY Commissioners meet to approve strategic plans, coordinate efforts between agencies, and make recommendations to the governor, legislature, and child-focused agencies. They serve without compensation for up to four terms of two years each. [Click here to learn more about our commissioners.](#)





One of the most important ideas we want to communicate is that every employee makes distinctive contributions to OCCY. Your role in our work absolutely matters. We want you to succeed at OCCY. To help you be the best version of your professional self, we offer the following tips:



BRING YOUR GENUINE SELF

Here at OCCY, we strive to create a workplace that reflects the citizens of Oklahoma and where everyone feels empowered to bring their whole, authentic selves to work. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our coworkers and those we impact. Our commitment to inclusion crosses gender identity or expression, race, age, religion, sexual orientation, ethnicity, neurodiversity, disability status, and any other aspect which makes you unique. We welcome all.



TAKE CARE

While we expect you'll find your work meaningful and satisfying, we recognize that there will be days you will struggle with your physical, mental, emotional, and/or spiritual health. Fortunately, we know that self-care is a proven way to stay healthy, counteract stress, and reduce burnout. ***We value you and we encourage you to take great care of yourself.*** Please make and keep those doctor appointments. Schedule vacation time with loved ones. Talk with your supervisor about managing your workload. Use your lunchtime to disconnect from work, eat a nutritious meal, and perhaps catch up with a friend. These are but a few examples of self-care. We are always learning, so feel free to share your favorite self-care practices with us.



MAKE CONNECTIONS

OCCY may be a relatively small state agency, but we have many, many partners and connections. Please make use of our network in furtherance of your work goals. Reach out to local, state, and national colleagues to learn or share ideas. Join trade associations. Attend conferences. We even encourage you to commiserate with others in similar jobs about challenges. You can find support and innovations from a variety of individuals and places. Take advantage of those different points-of-views. We are happy for you to expand your and our horizons!



KEEP CONFIDENCES

OCCY has access to, and keeps, very sensitive personal information. It is crucial, and in some instances a legal requirement, that OCCY keep such information confidential. It is imperative that you take great precautions to ensure that confidential information is kept secure and away from others' view. Paper copies of personal information should be kept in a locked drawer or box when not in use. Always lock your computer screen when you walk away from your workspace. Never perform work tasks that include personal information at a public location such as a coffee shop or airport gate area. And, while it may seem obvious, do not discuss cases or work situations involving confidential information with anyone other than necessary work colleagues. Should a breach of confidentiality occur, it's best to be honest and report the breach immediately.



BE TRAUMA-INFORMED AND HOPEFUL

We recognize that so much of what we do at OCCY involves trauma – trauma-related to children, their parents, the professionals associated with their situations, and our own secondary trauma. For that reason, OCCY is adopting a “trauma-informed approach” to our work. A trauma-informed approach begins with understanding the physical, social, and emotional impact of trauma. We must recognize the prevalence of trauma, appreciate its effects, and respond to it with best practices.

And while trauma is powerful, we know that it can be mitigated. One of the best mitigation practices is incorporating hope into your mindset and responsibilities. As hope expert Dr. Chan Hellman says, “Hope is the belief that your future can be brighter and better than your past and that you actually have a role to play in making it better.” Join us as we learn more about tending to trauma and building hope into our office culture by becoming one of Oklahoma's hope agencies.



TAKE INITIATIVE

John Wooden, one of basketball's most revered coaches in history, once said, "things work out best for those who make the best of how things work out." There is very little routine work at OCCY - which means that those who like a challenge, or like to create, will find many opportunities. Being a self-starter, resilient, motivated, dependable, and inquisitive will serve you well. You can demonstrate these qualities by volunteering for team tasks, embracing discomfort, being a problem solver, learning new skills, and seeing tasks through to the bitter end. Please let your supervisor know about your work goals and freely share your ideas on how to achieve them.



CONTINUALLY LEARN

Lifelong learning is an indispensable tool for every professional. You will need to stay up-to-date with the latest knowledge, skills, and best practices within the child wellbeing arena while working at OCCY. Doing so will keep you fresh and relevant. You will find many learning opportunities are offered within, and outside of, our agency - trainings, conferences, webinars, book clubs, etc. We just ask that you attend and participate with an open and enthusiastic mind set. Never hesitate to bring to your supervisor's attention trainings that would benefit you in areas that you are seeking to develop while also benefiting the agency - a true "win-win."

“

IF YOU THINK YOU ARE TOO SMALL TO MAKE A DIFFERENCE, TRY SLEEPING WITH A MOSQUITO.

– DALIA LAMA



Ellen Lohrenz and Danielle Dill from the Office of Planning and Coordination.



MISSION

Every day, OCCY works to improve, protect, and collaborate with systems that care for Oklahoma's children, youth, and families.

VISION

Children, youth, and families are served and supported by caring and competent individuals that allow them to develop their full potential.

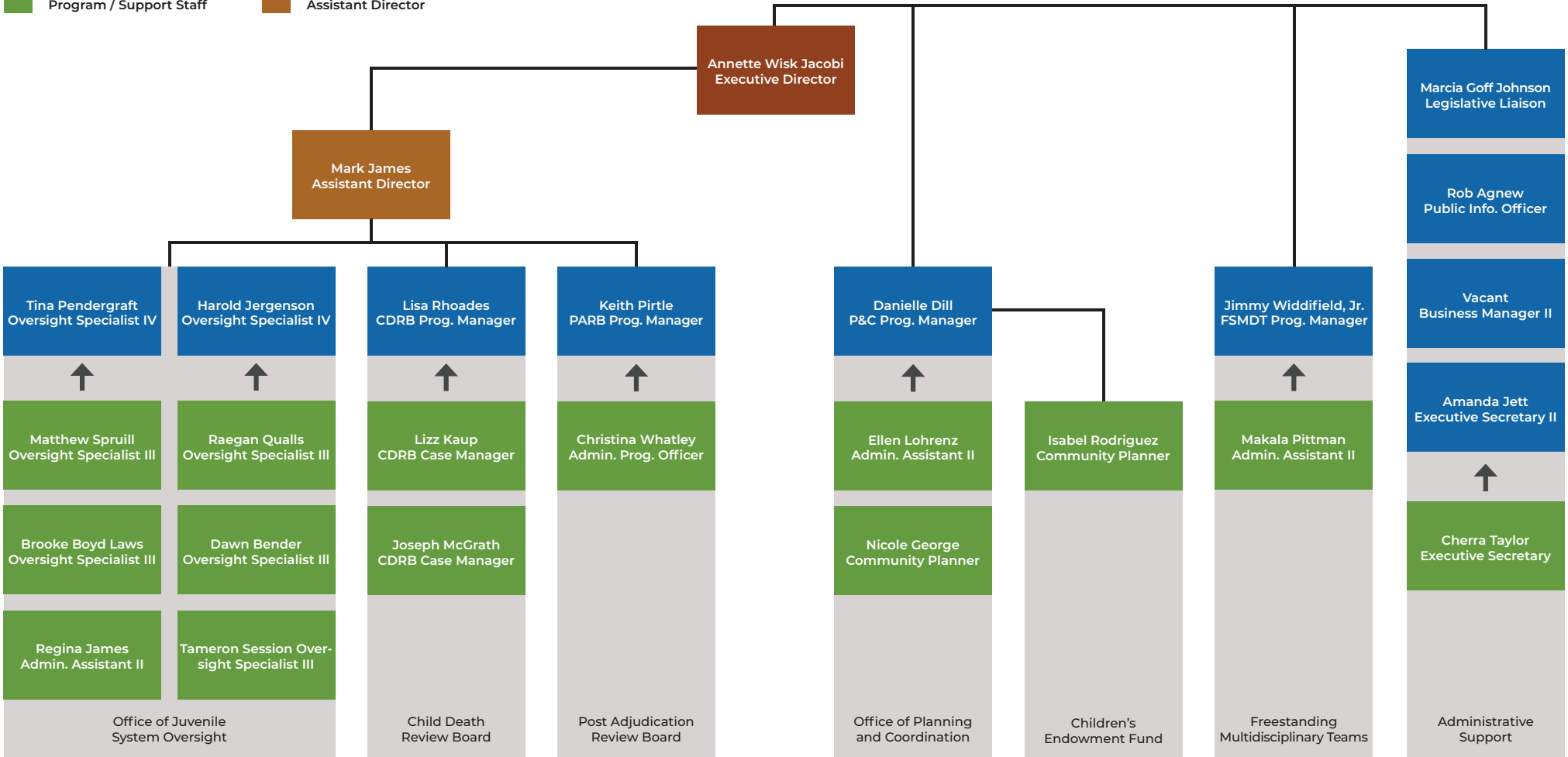




ORGANIZATIONAL CHART

Version: March 31, 2022

- Managers & Administration
- Executive Director
- Program / Support Staff
- Assistant Director





OCCY and partners tour the Life Ready Center in Lawton, Oklahoma.



Betty Hawkins-Emery and Annette Jacobi at the Tulsa Dream Center.



WHEN WILL I GET PAID?

OCCY is a pay-by-month agency - meaning you are paid once a month. Paychecks are direct deposited to your checking or savings account. If the regularly scheduled payday falls on a holiday, your paycheck will be deposited on the last business day before the holiday. [Click here](#) to view a calendar of pay dates.



WHEN DO MY BENEFITS BEGIN?

Insurance coverage begins the first day of the month following your hire date. From your date of hire, you also have 30 days to make changes to the plan you selected. After that, you may only make changes during the Option Period in October -OR- if you have a qualifying event (e.g. marriage, divorce, birth or adoption of a child). For more information on benefits, please contact Amanda Jett and/or visit: <https://oklahoma.gov/omes/careers1/benefits.html>.



WHAT ARE THE STATE HOLIDAYS OBSERVED?

State offices are closed and employees receive pay for 11 official state holidays throughout the calendar year. You may find the list at <https://oklahoma.gov/omes/services/human-capital-management/state-holidays.html>.



WHAT IS LONGEVITY PAY?

After working for the State of Oklahoma for two consecutive years, you are eligible to be paid a longevity payment of \$250. The amount paid increases based on your years of service and is paid as a lump sum during your anniversary month. Learn more by visiting <https://oklahoma.gov/omes/services/employee-benefits/longevity-payment.html>.



WHAT ARE MY WORK HOURS?

The OCCY office is open Monday through Friday from 8:00am to 5:00pm. However, with your supervisor's permission, your work hours may deviate from these work hours. You may choose to start your day as early as 6:00 a.m. and end your day as late as 6:00 p.m. Assuming it is not a burden to the agency and you obtain permission from your supervisor, you may choose to work a compressed workweek schedule. You will be asked to consistently work the hours and days you choose.



DO I HAVE THE OPTION TO TELEWORK?

Some OCCY positions are amenable to teleworking. Generally, this option will be posted with the job description. Please discuss this matter with your supervisor.



Jimmy Widdifield Jr. (FSMDT) and Matthew Spruill (OJSO) at an OCCY training retreat.



Makala Pittman (FSMDT) decorates for Child Abuse Prevention Month.



HOW MUCH SICK LEAVE/VACATION TIME DO I GET?

As a new state employee, you begin accruing 15 days a year of both sick and annual leave. Annual (vacation) leave accrues based on your years of state service and increases after 5 years. After leave has accrued, you may be eligible to use it. Please visit with your supervisor about your program's leave procedures. To view the accrual rate chart, visit <https://oklahoma.gov/content/dam/ok/en/omes/documents/LeaveAccrualRatesCY2022Monthly.pdf>.



WHAT IS THE BREAK ROOM/ KITCHEN ETIQUETTE?

Everyone has access to the items offered in the break room. If you use it, clean it, and place it back in its original home (in its original condition). If you do not wish to share your food or beverage stored in the refrigerator, please place your name and date on it. While it may go without saying, don't take or use other's food, drink, or condiments without permission. Generally, items left on the counter are for all to share. Any items left in the refrigerator at 5:00 p.m. on Friday, will be discarded (unless the item has a note on it stating "do not discard").



IS THERE A DRESS CODE?

Most days, it's business casual. When attending meetings and functions external to OCCY, business attire is required. When on site at the OCCY agency offices or representing OCCY virtually (video conferences), appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater and loafers or dress shoes that cover all or most of the foot. Exceptions may be made for special days or agency functions. See your supervisor for clarification.



NEED A HELPFUL COMPUTER TIP?

It's good practice to restart your computer at least once a week. Most people restart their computer at the close of business on Friday. This practice will clear the cache of your computer.



EMPLOYEE RIGHTS

OCCY is committed to providing our employees a safe and comfortable working environment. If you require a reasonable accommodation, please contact your supervisor and notify Amanda Jett, OCCY ADA Coordinator at (405) 606-4913 / amanda.jett@occy.ok.gov.

If you need to speak to someone about a situation involving an adverse employment action, discrimination, or a hostile work environment, please contact your supervisor and / or call Brooke Boyd-Laws, OCCY Grievance Officer at (405) 606-4900 / brooke.boyd@occy.ok.gov.



NOTE TO SELF: TAKE CARE OF YOU

In this [interactive course](#), employees will explore eight dimensions of wellness: physical, intellectual, emotional, social, financial, spiritual, environmental, and professional. You will also learn why self-care is so important as well as how it reduces stress and burnout.

To learn about Thrive and additional services / resources, go to: <https://thrive.ok.gov/about-us>.



CAFÉ CONNECTION

A virtual or face-to-face support group for employees across organizations come together for sharing and support. Join an existing Café Connection group or request that a new one be developed today! Learn more at <https://oklahoma.gov/odmhsas/about/employee-assistance-program.html>.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP provides short-term, professional, confidential interventions and resource assistance for state employees and their immediate family members struggling with mental health issues, substance use, gambling, marital or family relations, finances, work-related issues, stress, grief / loss or other personal problems. You do not need a referral and can simply make an appointment. EAP will provide up to five sessions free of charge.

EAP Hotline - For All State Employees and Immediate Family
(405) 248-9007
EAP@odmhsas.org



THRIVE PROGRAMS

Pause Button - Increased desk or screen time? Trying to figure out the remote workplace balance? Want help incorporating fresh strategies to help prevent burnout, loneliness, and future health issues? This virtual program is a daily 15-25-minute scheduled break for stretching, deep breathing, and sharing wellness tips. Learn more at thrive.ok.gov.



SELF-CARE IS HEALTH CARE

Learn simple, everyday activities that will help you improve your physical and mental health as well as keep you healthier, happier, and more in-tuned with your life. The six-part series runs about 25 minutes in total. Learn more at www.selfcareis.healthcare.



The following items listed in the checklist includes tasks that are part of your on-boarding process. If you have questions, contact your supervisor or Amanda Jett.

EMPLOYEE INFORMATION

- OPERS: Handbook, 2.5% Step Up, Overview
- Handbook / Policies with Acknowledgement
- **LEARN Password (Follow up with Cherra within 30 days)
- Access to LinkedIn Learning
- PeopleSoft ID / Login Training
- Ethics Commission Guardian System ID (If Applicable)

HEALTH INSURANCE INFORMATION

- **Newly Eligible Form
- **Opt-Out Form / Proof of Insurance Form
- **Spousal Exclusion Form
- **Common Law Spouse Form (If Applicable)
- **Birth Certificate / Marriage Certificate

RETIREMENT FORMS

- **OPERS Beneficiary Form
- **SoonerSave Beneficiary Form (If Applicable)
- **Sooner Save Login Link (If Applicable)
- **PathFinder Beneficiary 401(a) & 457 (If Applicable)
- **Empower Login

INFORMATION NEEDED FOR OCCY

- **State Gas Card PIN (Follow up with Cherra within 30 days)
- Performance Mgmt. Plan (Follow up with supervisor within 30 days.)
- Order Adobe Account
- Order Zoom Account
- Provide Access to OCCY Policies
- Provide List of Required Trainings

LIFE INSURANCE INFORMATION

- **EGID Application
- **EGID Beneficiary

INFORMATION NEEDED FOR OCCY

- Order Business Cards
- Order Name Plate (If Working in Office)
- Provide Office Door Code
- Provide Book Club Book
- Assign Office (If Working in Office)
- Provide Office Furniture
- Provide Standing Desk (If Requested)

**Indicates this task must be completed within 30 days.



Regina James (OJSO) and Nicole George (P&C) pose for a 'buddy' photo.



Cherra Taylor (Administration) and Rob Agnew (OCCY PIO) pose for a 'buddy' photo.

When you join our team, we don't expect you to know everything about working at OCCY (and not everything can be defined in our policies or in a training manual). For that reason, you will be paired with an OCCY "Buddy" to support you and enhance your orientation.

Your Buddy will guide you through your first weeks at OCCY by sharing tips, knowledge, and insights so you can quickly gain confidence and feel like you're a part of our team. They will also assist you by bridging social connections as well as helping you learn about OCCY's culture and shared values.

Your Buddy will schedule regular check-ins with you. The check-ins are meant to be casual and private. Feel free to grab coffee with your Buddy at one of our many nearby coffee shops or go out to lunch. Your check-ins will decrease over time, but we hope you will have made a quick friend out of your new co-worker.



OCCY COMPLAINT PROCESS

(405) 606-4936 / www.oklahoma.gov/occy

The OCCY Complaint Process is available for those who are worried about a child in the care of a public or private entity. Examples of complaints include complaints against a youth residential facility, childcare service, or treatment center. OCCY also accepts complaints concerning children and youth being served by Oklahoma child welfare and juvenile justice systems. We will accept any type of complaint regarding the well-being of a child who resides in Oklahoma. And if necessary, we will forward the case to a more appropriate authority.



OKLAHOMA FOSTER YOUTH MATTERS

www.okfosteryouthmatters.org

In November 2018, the Oklahoma Department of Human Services (OKDHS) Office of Client Advocacy developed a grievance system for foster children. The Oklahoma Foster Youth Matters Grievance Program operates in partnership with the OCCY Office of Juvenile System Oversight (OJSO).



CHILD ABUSE HOTLINE (24/7 STATEWIDE)

1 (800) 522-3511 or 9-1-1

Every person in Oklahoma who has reason to believe that a child under 18 has been abused or neglected (or is in danger of being abused or neglected) is required by law to promptly make a report. If you suspect abuse or neglect, contact the Oklahoma Child Abuse hotline at 1-800-522-3511. If the child is in imminent danger, contact 9-1-1.



HEARTLINE

www.heartlineoklahoma.org

Heartlines mission is to connect Oklahomans to help, healing, and information 24-hours-a-day.

- Resource Referrals: Call 2-1-1.
- Suicide Prevention Lifeline: Call 1-800-273-8253
- Youth Crisis Mobile Response (for those under the age of 24): Call 1-833-885-2273



OKLAHOMA INSTITUTE FOR CHILD ADVOCACY

(405) 236-5437 / www.oica.org

OICA was established to create a strong advocacy network that would provide a voice for the needs of children and youth in Oklahoma - particularly those in the state's care and those growing up amid poverty, violence, abuse, neglect, or other situations that put their lives and future at risk.



OKLAHOMA FOSTER PARENT VOICES

• Complaint System •

1 (866) 335-9288/www.okfosterparentvoices.org

In November 2014, the OKDHS Office of Client Advocacy developed a grievance program to address issues that Oklahoma foster parents have with OKDHS employees or with child-placing agency employees. The Foster Parent Grievance Program operates in partnership with the OCCY's OJSO.

