

**State Governmental Technology Applications Review Board**  
**Regular Meeting Minutes**  
**August 8, 2018 – 2:00 p.m.**  
**Office of Management and Enterprise Services**  
**3115 N. Lincoln Blvd., Room 2024**  
**Oklahoma City, Oklahoma**

A meeting notice was filed with the Secretary of State and agenda posted in accordance with the Open Meeting Act.

**MEMBERS PRESENT:** Tony Mastin, Chairman  
Lynne Bajema  
Terri Watkins  
Tim Rhodes  
Derrick Silas

**MEMBERS ABSENT:** Dave O'Bannon  
Mike Patterson  
Steve Shiever

**GUESTS:** Beverly Hicks, OMES  
Susan Stout, OMES  
Hannah Butler, OMES  
Shelley Zumwalt, OMES  
Carol McFarland, OMES  
Matt Singleton, OMES  
Eric Bailey, OMES  
Sarjoo Shah, OMES  
Angela Michael, OMES  
Felicia Clark, OMES  
Todd Smith, Oklahoma Interactive (OI)  
JD Radar, OI  
Angela Walk, OK Bureau of Narcotics & Dangerous Drugs Control (OBNDCC)  
Bridgette Givens, OBNDCC  
Becki Moore, OK State Department of Health (OSDH)  
Gloria Hudson, OSDH  
Jennifer Reeves, OSDH  
Mary Frantz, OK Tax Commission (OTC)  
Lynn Morgan, OK School of Science and Math (OSSM)  
Rita Landers, OK Department of Corrections (DOC)

**I. Notice Announcement [Chairman] – None.**

**II. Meeting Called to Order [Chairman]**

Chairman Mastin called the meeting to order at 2:00 p.m. A roll call was taken and a quorum was established. Mr. Maston was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.

**III. Welcome/Introductions [Chairman]**

Mr. Mastin welcomed guest to the meeting.

**IV. Review and Possible Action on Approval of Minutes [Chair and Board]**

Ms. Watkins moved to approve the meeting minutes of June 13, 2018. Ms. Bajema seconded the motion. The motion passed and the following votes were recorded:

Lynne Bajema, yes; Tony Mastin, yes; Tim Rhodes, yes; Derrick Silas, yes; Terri Watkins, yes.

**V. Telework Certification – Review, Discussion and Possible Action [Chairman]**

**Department of Corrections, Pawhuska Pardon & Parole Office Space:**

This type of request does not require an agency representative to appear at a meeting if the job description does not require telework. The previous board voted to have the chairperson approve these type requests and come back with a report at the next meeting. In keeping with the same practice and because the Board has new members the Chairman requested that this item be placed on the September agenda to vote to give the Chairperson the authority to approve these type requests.

Ms. Bajema moved to approve. Ms. Watkins seconded the motion. The motion passed and the following votes were recorded:

Lynne Bajema, yes; Tony Mastin, yes; Tim Rhodes, yes; Derrick Silas, yes; Terri Watkins, yes.

**Department of Corrections, Kerr Building Space:**

The request is for additional space in their Tulsa building for seven new employees. Ms. Landers made known to the Board the job details of the new staff person and underscored the importance of them being able to interact and work with customers.

Mr. Rhodes moved to approve. Ms. Watkins seconded the motion. The motion passed and the following votes were recorded:

Lynne Bajema, yes; Tony Mastin, yes; Tim Rhodes, yes; Derrick Silas, yes; Terri Watkins, yes.

**Bureau of Narcotics and DDC, Southern Hills Office Building Space:**

The request is for additional space in their Tulsa office for five new employees. Ms. Givens made known to the Board the important job details of the new staff for the request.

Ms. Watkins moved to approve. Ms. Bajema seconded the motion. The motion passed and the following votes were recorded:

Lynne Bajema, yes; Tony Mastin, yes; Tim Rhodes, yes; Derrick Silas, yes; Terri Watkins, yes.

**Convenience Fee and Other Fee Proposals – Review, Discussion and Possible Action  
[Chairman]**

**Oklahoma School of Science and Mathematics:**

Mr. Morgan reported that they are in process of having the ability to take credit cards on their website and to have one machine located inside their building for the secretary to take payments from the students. There are no merchant or portal fee charges to users.

The responsibility of the Board is to approve fees that are charged by an agency to the public. In this situation there are no fees being charged and therefore does not require action taken by the Board.

The reason it came before the Board was as a courtesy to make them aware of future happenings.

No action taken.

**Oklahoma State Department of Health - AMANDA:**

Ms. Reeves' request is for an online fee for their AMANDA system that manages the national background checks related to the CNA registry. The payment portal fee is \$2.00 from the Oklahoma Interactive that covers the management payment fee compliance audit maintenance future enhancements, along with a 2.25% fee, which is an industry standard.

Ms. Bajema moved to approve. Mr. Silas seconded the motion. The motion passed and the following votes were recorded:

Lynne Bajema, yes; Tony Mastin, yes; Tim Rhodes, yes; Derrick Silas, yes; Terri Watkins, yes.

**Oklahoma State Department of Health - Medical Marijuana:**

The request is for the same online fees as stated in the prior request for medical marijuana licenses.

Mr. Maston moved to approve. Ms. Watkins seconded the motion. The motion passed and the following votes were recorded:

Lynne Bajema, yes; Tony Mastin, yes; Tim Rhodes, yes; Derrick Silas, yes; Terri Watkins, yes.

**Oklahoma State Department of Health - POS System:**

The request is to add all agency payment portal and merchant fees online to accept payments to reduce their mail intake and with the same online fees as stated in the prior request for their POS system with manual transaction fees included.

The Board made known to Ms. Reeves that the statute does not allow charging fees for manual transactions and specifically provides if authorization is granted for a convenience fee for electronic or online transactions that the State entity shall not assess a convenience fee for equivalent manual transactions.

The Board request for the applicant to resubmit and revise the application to specify approving only the convenience fee for online transactions and not manually.

Ms. Bajema moved to approve the request as to online transactions only with an amended application/document that adds language that guarantees fees will not be charged under any circumstances on manual transactions. Ms. Watkins seconded the motion. The motion passed and the following votes were recorded:

Lynne Bajema, yes; Tony Mastin, yes; Tim Rhodes, yes; Derrick Silas, yes; Terri Watkins, yes.

**VI. Oklahoma Interactive (OI) Presentation – Todd Smith**

Mr. Smith was asked by the Board to come and present what the company is about, fees and how their partnership works and interacts with the State.

The meeting adjourned due to a member having to leave that made for the lack of a quorum.

*Mr. Rhodes exited the meeting at 2:15 p.m.*

No action taken.

**VII. CIO's Comments – Bo Reese – None.**

Open Range Service Catalog – [openrange.ok.gov](http://openrange.ok.gov); <http://www.ok.gov/openrange/>

No action taken.

**VIII. Chairman Updates and Discussion – None.**

Next meeting is Wednesday, September 12, 2018 at 2:00 p.m.

No action taken.

**IX. New Business – None.**

**X. Adjournment**

2018 There being no further business, Mr. Rhodes made the motion to adjourn. Ms. Bajema seconded the motion. Seeing no opposition, the meeting adjourned at 2:15 p.m .