

**OKLAHOMA CAPITOL IMPROVEMENT AUTHORITY  
SPECIAL MEETING  
February 19, 2020  
1:30 p.m.  
Governor's Large Conference Room  
State Capitol Building  
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:**

Matt Pinnell, Lt. Governor  
Randy McDaniel, State Treasurer  
Steve Harpe, Executive Director of OMES  
Steven Burrage, Secretary-Member, Oklahoma Tax Commission  
Tim Gatz, Director, Oklahoma Dept. of Transportation

**MEMBERS ABSENT:** J. Kevin Stitt, Governor  
Jerry Winchester, Director, Tourism and Recreation  
Justin Brown, Director, Department of Human Services

**GUESTS:** Thomas Schneider, OAG/OCIA  
Andrew Messer, Treasurer's Office  
Alexandra Edwards, Treasurer's Office  
Jeff Peters, Lt. Gov.  
Kathy Pendarvis, COO/Gov.  
Beverly Hicks, OMES OCIA

**1. Call to order and establish a quorum.**

Lt. Governor Pinnell called the meeting to order at 1:32 p.m. Lt. Governor Pinnell was advised that notice of the meeting had been given and an agenda was posted in accordance with the Open Meeting Act.

**2. Approval of December 20, 2019, Special Meeting Minutes. [Chair and Board]**

Treasurer McDaniel moved to accept the minutes of the meeting held Dec. 20, 2019. Commissioner Burrage seconded the motion. The motion passed and the following votes recorded:

Lt. Governor Pinnell, aye; Treasurer McDaniel, aye; Director Harpe, aye; Comm. Burrage, aye; Secretary Gatz, aye.

**3. Discussion and possible action to entertain nominations for Secretary of the Authority and to hold an election for the same. [Chair and Board]**

Director Harpe moved to nominate State Treasurer Randy McDaniel for the position of Secretary of the Authority and to hold an election for the same. Secretary Gatz seconded the motion. The motion passed and the following votes recorded:

Lt. Governor Pinnell, aye; Treasurer McDaniel, aye; Director Harpe, aye; Comm. Burrage, aye; Secretary Gatz, aye.

**4. Discussion and possible action to direct the Secretary of the Authority to administer the duties of the Authority, provide staff to carry out the powers, duties and responsibilities related thereto and to enter into any agreement necessary to effectuate the administration of the Authority. [Andrew Messer]**

Director Harpe moved to direct the Secretary to administer the duties of the Authority, provide staff to carry out the powers, duties and responsibilities related thereto and to enter into any agreement necessary to effectuate the administration of the Authority. Commissioner Burrage seconded the motion. The motion passed and the following votes recorded:

Lt. Governor Pinnell, aye; Treasurer McDaniel, aye; Director Harpe, aye; Comm. Burrage, aye; Secretary Gatz, aye.

**5. Discussion and possible action to authorize OCIA staff to prepare and distribute requests for proposals (RFPs) for audit services and selecting a committee to evaluate proposals submitted for the purpose of making a recommendation to the authority for selection. [Andrew Messer]**

Mr. Messer reported the board is annually audited by an independent outside auditor. The auditor RSM, has been utilized by the Authority for the previous five years. Per state statute, auditors have to rotate every five years. The period of RSM is up and it is time to issue RFPs to get responses back from interested firms to serve in that capacity. This item authorizes staff to draft and issue those RFPs and receive those responses.

Mr. Messer requested that a subcommittee of three members of the Authority be selected to serve as the evaluation committee to make a full recommendation to the full Authority at a future meeting.

Evaluation Subcommittee: Commissioner Burrage, Treasurer McDaniel and Director Harpe.

Secretary Gatz moved to authorize OCIA staff to prepare and distribute Request for Proposals. Director Harpe seconded the motion. The motion passed and the following votes recorded:

Lt. Governor Pinnell, aye; Treasurer McDaniel, aye; Director Harpe, aye; Comm. Burrage, aye; Secretary Gatz, aye.

**6. Adjournment.**

There being no further business, Director Harpe made the motion to adjourn. Commissioner Burrage seconded the motion. Seeing no opposition, the meeting adjourned at 1:39 p.m.