

**Efficiency in Licensing Task Force
Office of Management and Enterprise Services
Special Meeting Minutes
Senate Conference Room 4s.9
2300 N. Lincoln Blvd., Oklahoma City, OK 73105
Thursday, November 25, 2024, 10:30 AM**

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

MEMBERS PRESENT:

Susan Winchester, Chairwoman, Secretary of Licensing and Regulations
Amy Miller, Interim State Chief Information Officer Aleta Seaman designee
Will Milam, Secretary of State Josh Cockroft designee
Daniel Mares, Commissioner of Labor Leslie Osborn designee
Jay Doyle, Chief Executive Officer of Service Oklahoma
Rick Rose, Director of Office of Management Enterprise Services (OMES)
Jerry Moore, State Chief Transformation Officer
Senator Julie Daniels, District 29, Senate President Pro Tempore, designee [Attended remotely]
Representative Gerrid Kendrix, District 52, Speaker of the House, designee
Representative Mike Osburn, District 81, Speaker of the House, designee

MEMBERS ABSENT:

Senator Ally Siefried, District 2, Senate President Pro Tempore, designee

GUESTS:

Beverly Hicks, OMES	Mark Steinagel [Participated remotely]
Mathew LaFon, DGC, OMES	Tricia Everest [Listened remotely]
Chad Gorshing, OMES	Bonnie Campo [Listened remotely]
Danielle Burk, OMES	Tony DeSha [Listened remotely]
Steven Birkes, OMES	Cathy Kirkpatrick [Listened remotely]
David Oakley, LegisOK	
Diana Duran, LegisOK	

1. Call to order:

Secretary Winchester called the special meeting to order at 10:30 a.m. She confirmed that a meeting notice had been filed with the Secretary of State and that the agenda had been posted in accordance with the Open Meeting Act.

2. Roll Call and announcement of a quorum:

A roll call was taken, and a quorum of the task force members was established.

3. Discussion and possible action on approval of special meeting minutes from Aug. 15, 2024:

Jay Doyle moved to approve the meeting minutes of August. Jerry Moore seconded the motion. The following votes were recorded, and the motion passed:

Will. Milam, aye; Daniel Mares, aye; Amy Miller, aye; CEO Doyle, aye; Dir. Rose, aye; CTO Moore, aye; Sen. Daniels, aye; Rep. Kendrix, aye; Sec. Winchester, aye.

4. Welcome and Introductions:

Chairwoman Winchester welcomed task force members and guests in person and those attending the meeting online.

5. Presentation on the Oklahoma Open Meeting Act and Videoconference Requirements:

Task force attorney Matthew LaFon gave task force members an overview of the Oklahoma Open Meeting Act law addressing the video conference requirements.

6. Presentation by Mark Steinagel from Utah Department of Commerce, Division of Professional Licensing:

Chairwoman Winchester introduced Mark Steinagel, who joined the meeting remotely. She mentioned that he has been a valuable source of information for her over the past three years and invited him to present at this meeting. She also noted that he had previously been a presenter at the Governor's Summit on Licensing.

Mr. Steinagel is the Division Director of the Utah Division of Professional Licensing within the Utah Department of Commerce. He has held this position since June 2009. Prior to his current employment, he was the Director of the Utah Division of Real Estate and a policy analyst with the Utah State Legislature.

Mr. Steinagel has extensive expertise in professional regulation across dozens of professions in the following areas: management of a large "umbrella" professional regulatory agency, engagement in professional licensing policy with lawmakers and other stakeholders and directing professional licensing reform efforts. He has been involved in thousands of high-level discussions with the Utah State Legislature and Governor's Office addressing professional regulation.

Mr. Steinagel is also a Board Member of the Council for Licensure Enforcement Administration and Regulation (CLEAR) and participated in the NCSL/NGA/CSG National Licensing Consortium. He has served as an interstate compact commissioner for the Interstate Medical Licensure Compact and the Physical Therapy Compact. Mark has a master's degree in public administration from Brigham Young University. His passion is government improvement that benefits Utah's citizens.

Mr. Steinagel presented to the task force members on professional licensing in response to marketing needs. In response to Chairwoman Winchester's questions, he discussed the creation of

his agency, which consolidated licensing into one department. He also addressed the structure of his agency, shared any challenges he faced, and reflected on what he might do differently. Additionally, he talked about the scope of his investigators' coverage across various licensing areas and offered recommendations for Oklahoma.

Mr. Steinagel shared with task force members on the topic of creating a unified department for licensing under the Utah Department of Commerce. His presentation aimed to simplify administrative processes and enhance responsiveness to regulatory needs.

Mr. Steinagel outlined the structure of the proposed centralized agency, highlighting its advantages, including cost efficiencies and greater control over licensing practices. He acknowledged the challenges faced during implementation, such as ensuring adequate resources and authority to effectively oversee various professions.

Key discussions included the historical context of licensing in Utah, particularly the collaboration and leadership roles among professions. He referenced the importance of understanding the scope of work and the need for a comprehensive review of existing licensing positions and structures.

Mr. Steinagel also raised critical questions about enterprise solutions, emphasizing the necessity of evaluating costs and barriers in the licensing process. He encouraged task force members to consider how Utah's experiences and strategies could inform potential improvements in Oklahoma's licensing framework.

In conclusion, Mr. Steinagel's insights provided a valuable perspective on the potential for streamlined licensing practices and the importance of leadership and collaboration across professions.

Mr. Rose exited the meeting at 10:30 a.m.

7. Review of the Occupational Licensing Advisory Commission (OLAC) a. November 2024 Reference Guide by Commissioner Leslie Osborn:

Daniel Mares, Deputy General Counsel of the Department of Labor, attended the meeting on behalf of Labor Commissioner Osborn. He provided a brief synopsis of the report and presented task force members with a bound copy of the November 2024 Oklahoma Occupational Licensing Advisory Commission's (OLAC) reference guide compiled by Commissioner Osborn. The report covers the years 2016 to 2021, with the section for 2016 to 2018 compiled by former Labor Commissioner Melissa Houston. This guide serves as a comprehensive resource for licensing analysis, recommendations, and historical review.

8. Presentation on the catalog compiled as a result of Executive Order 2024-14:

Danielle Burk, an IS Systems Analyst with the Office of Management and Enterprise Services (OMES), provided task force members with a handout on the license catalog report information she compiled in response to Executive Order 2024-14.

Ms. Burk presented an overview of her report on the licensing catalog. She reported that 61 agencies in Oklahoma issue various types of licenses. OMES has received a comprehensive digital catalog from these state regulatory entities, providing valuable insights into Oklahoma's licensing landscape.

The data reveals a total of 976 distinct licenses, encompassing both professional and categories, such as those for activities like hunting and fishing. This catalog serves as a foundation resource for understanding the scope and complexity of licensing in Oklahoma. The most common term length for a license is 1 year.

Ms. Burk informed task force members that some licenses have fees associated with obtaining or renewing them. In her report, she provided a list of licenses that include additional fees.

Ms. Burk reported that some agencies have various submission methods for each license. At least 282 of these licenses can be submitted through multiple methods. In her report, she provided a graph illustrating the methods for submitting applications and renewals. The bar on the graph labeled 'electronic.' is used as an overarching label to describe submissions received through web applications, NMLS, NABP, NIPR, and other state-wide licensing solutions. Some licenses can only be renewed in person, while paper submissions can be made by phone (fax), in person, or by U.S. mail.

Ms. Burk emphasized the importance of this catalog as a foundation resource for understanding licensing requirements and processes in Oklahoma.

9. Review and discussion on subcommittee meetings and activities:

Chairwoman Winchester provided task force members with a brief overview of the notes she prepared from the subcommittee meetings for their review. She thanked the task force members who volunteered and participated in the four subcommittees.

Ms. Winchester encouraged task force members to let her know if any issues arise after they review her notes.

10. Next Steps - Preparation for the next meeting on December 17th - Final Report:

Chairwoman Winchester gave an overview of expectations for the special meeting on December 17th, which will be the task force's final meeting. The final report is due to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives by December 31, 2024.

Chairwoman Winchester asked staff to reach out to vendors and request a 30-minute video demonstration/presentation of their product for task force members to review before the next meeting.

11. Discussion on Agenda Items - Question and answers - Additional comments from Task Force members:

Ms. Winchester reiterated her appreciation for Mark Steinagel’s presentation given earlier in the meeting.

12. Adjournment:

There being no further business, CTO Moore made the motion to adjourn. Rep. Kendrix seconded the motion. The following votes were recorded, and the motion passed:

Will. Milam, aye; Daniel Mares, aye; Amy Miller, aye; CEO Doyle, aye; Dir. Rose, aye; CTO Moore, aye; Sen. Daniels, aye; Rep. Kendrix, aye; Sec. Winchester, aye

Seeing no opposition, the meeting adjourned at 11:45 a.m.