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**OVERSIGHT COMMITTEE FOR  
STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)**

**Special Meeting Minutes**

Wednesday, April 14, 2021 – 10:00 a.m.

WEBEX VIDEOCONFERENCE MEETING

Public Access Link

<https://omes.webex.com/omes/onstage/g.php?MTID=ef8d13c1ba1c0e77daf0d38f515e67aa8>

EVENT PASSWORD: OCSECC

AUDIO CONFERENCE: UNITED STATES TOLL FREE 1-844-621-3956

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ACCESS CODE: 187 073-5492

Notice for this special meeting was filed with the Office of the Secretary of State; the Agenda was posted in the Will Rogers Building in the glass case at the west entrance. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Sections 301 through 315, Title 25.

Members Present

Jennifer Swearingen  
Stacey Foster  
Katrina Conrad-Legler  
Brenda Sullivan  
Russell Boyd

Members Absent

Emily Giles  
Margell Newbold

Tracy Osburn, OMES/HCM Legal Representative

Anita Rhea, OMES/HCM Secretary

SPCFRO Representatives

Will Richardson, United Way of Central Oklahoma

Ashleigh Sorrell-Rose, United Way of Central Oklahoma

**A. Call to order and roll call.**

Chair Swearingen called the meeting to order; roll was called.

**B. Notice of Compliance with Open Meeting Act.**

Anita Rhea read the Statement of Compliance with the Oklahoma Open Meeting Act. The statement was signed after the reading.

**C. Review, discussion and possible action on Approval of Minutes from the special meeting on March 2, 2021.**

Brenda Sullivan made the motion to approve the Minutes of the March 2, 2021, special meeting. Katrina Conrad-Legler seconded the motion. All other members present approved.

**D. Committee discussion concerning the appointment of this year's State Charitable Contributions (SCC) Chair.**

Ashleigh reported that they will reach out to the Governor's office.

**E. Discussion and possible action on the addition of credit card payments to the 2021 State Charitable Campaign pledge card.**

Will Richardson explained the different issues with adding credit card payments to the pledge card:

- The United Way has about 1,000 hard copies of pledge cards from last year
- Security verification will need to be done by OMES IS
- 3<sup>rd</sup> party processor needs to be in place
- Handling of processing fees
- Handling of administrative fees

Tracy Osborn stated that it will take OMES IS a few weeks to conduct a software review. A disclaimer may need to be added to the pledge card stating that this is a 3<sup>rd</sup> party processor that the employee acknowledges that by using a 3<sup>rd</sup> party processor it is outside the scope of OMES, the State or the Oversight Committee.

Tracy could not find anything in the Statutes and Rules regarding credit card payments and therefore there is no legal reason not to add credit card payment option to the pledge card.

Ashleigh stated that on the pledge form that is Central Oklahoma United Way uses, the statement reads that the United Way will contact the employee for the credit card information and that the United Way will not retain the credit card information.

Ashleigh continued stating that with virtual pledging, the credit card option would route to the 3<sup>rd</sup> party processor. On the paper side, the United Way would contact the donor for the credit card information and enter this information on the 3<sup>rd</sup> party website and not retain the credit card information.

Administrative fees were discussed. Ashleigh explained that a 3 % fee is charged and the way they have handled this in their district is that the donor is asked how they would like to be charged for the transaction fee: the donor can cover the admin fee or United Way will take out the admin fee directly from the pledge.

One of the board members asked the following questions:

- Will not having a credit card option prevent people from donating?
- and the 3% fee that people are charged is this good use of someone's money when they are trying to donate to a charitable cause?
- Credit card breaches, will this be a concern?

Ashleigh explained that they receive requests to pay by credit card every year. Young donors are not interested in payroll deduction. It's up to the committee to decide whether or not to choose to add credit card option. Identified are six (6) vendors to process credit card payments that are under review by OMES' security team.

All LPCFROs can offer credit card options, not all of them can offer virtual pledging, each is independent.

When donors receive the phone call from the United Way to pay with credit card over the phone, the United Way enters the information on the 3<sup>rd</sup> party website. Mobil cause is the vendor that the United Way uses and PayPal is their back up. This past year the United Way sent every agency information regarding mobile pledge included a link to Mobil Cause's website and information to pledge over the phone using Mobil Cause.

Old paper pledge cards will be recycled.

Ashleigh discourages to offer the credit card option to only one state agency and/or one district. It would cause too many problems.

**F. Review, discussion and possible action on the 2021 State Charitable Campaign pledge card.**

Chair Swearingen made the motion to approve credit card payments through a 3<sup>rd</sup> party processor verified by OMES. Katrina Conrad-Legler seconded the motion. All other members present approved. Further discussion will resume at the May meeting.

**G. Review, discussion and possible action on the 2021 application review process of Federations, Local Principal Combined Fundraising Organizations (LPCFROs), and Charities/Member Agencies.**

Will Richardson stated that this year the review process is going more quickly and is more organized. A few things to note: Lake Area United Way has not applied.

Last year they were at zero dollars and this means that the LPCFROs and their member agencies will not be able to participate. Tulsa Area United Way, only half of their member charities applied to be in the campaign this year. Neighbor to Nation federation applied as part of Community Health Care.

Ashleigh showed on the map that Eastern Oklahoma, District 13, is no longer represented. How can we bring them back? Is there a way to contact state employees?

**H. Report from chair.**

No report.

**I. Discussion of possible Agenda items for next meeting.**

- Update from OMES IS regarding the review of the 3<sup>rd</sup> party vendors.
- Discussion concerning the appointment of this year's State Charitable Contributions (SCC) Chair.
- Review, discussion, and possible action on the 2021 State Charitable Campaign Pledge card.
- Discussion on how to get other districts in eastern Oklahoma on-board.
- Committee review and discussion of Federation and Local Principal Combined Fund Raising Organization (LPCFRO) Applications submitted for participation in the 2021 campaign. Possible vote to approve those applications that meet the legal requirements for participation as established by statute and administrative rules.
- Committee review and discussion of Charity/Member Agency Applications submitted for participation in the 2021 campaign. Possible vote to approve those applications that meet the legal requirements for participation as established by statute and administrative rules.

**J. Comments from visitors limited to Agenda items (5 minutes per person).**

Sandy Wilder, Global Impact, (SCC participating federations) contacted us after the meeting to let us know that she was able to listen during the meeting. However, she was not able to communicate with anyone during the meeting.

**K. Adjournment.**

Chair Swearingen moved to adjourn the special meeting of the Oversight Committee for State Employees Charitable Contributions. Katrina Conrad-Legler seconded the motion. One member abstained and all members present approved.