



OVERSIGHT COMMITTEE FOR STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Meeting Notice

Wednesday, January 12, 2022 – 2:00 p.m.
Will Rogers Building, Room C-48
2401 North Lincoln Boulevard
Oklahoma City, Oklahoma

Minutes

Notice for this meeting was filed with the Office of the Secretary of State on December 13, 2021; the agenda was posted in the Will Rogers Building in the glass case at the west entrance at 2:30 p.m. on January 10, 2022. 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
Brenda Sullivan
Russell Boyd

Members Absent

Margell Newbold
Emily Giles

Tracy Osburn, OMES/HCM Legal Representative
Annie Daniel, OMES/HCM Secretary

SPCFRO Representatives

Allison Ahlert United Way of Central Oklahoma
Kirsten Pierce, United Way of Central Oklahoma

A. Call to order and roll call.

Chair Swearingen called the meeting to order at 2:05 p.m.; roll was called.

B. Notice of compliance with the Open Meetings Act.

Annie Daniel read the Statement of Compliance with the Oklahoma Open Meetings Act. The statement was signed after the reading.

- C. Review and approve minutes from the special meeting on December 1, 2021.**
Vice Chair Stacey Foster made the motion to approve the minutes of the December 1, 2021, special meeting. Jennifer Swearingen seconded the motion. Brenda Sullivan abstained. Russell Boyd approved the motion.
- D. Update from United Way Representatives on the 2021 Campaign**
Kirsten Pierce provided copies of a document detailing the final results of the 2021 Campaign, noting that the 2021 Campaign's total pledge finished higher than previous years'. No action was taken.
- E. Review Affidavit of Publication showing proof of publication regarding application process for State Principal Combined Fund Raising Organization (SPCFRO)**
Kirsten Pierce provided copies of the affidavit of publication, showing that the solicitation for applications was published in the January 9, 2022, edition of The Oklahoman. No action was taken.
- F. Review, discussion and possible action on 2022 State Charitable Campaign Application format**
Kirsten Pierce then provided copies of the 2022 application for the Committee's review, stating that the only changes she made were to the dates throughout the application. Kirsten then requested the Committee's approval to provide an online submission option for applicants. Ms. Osburn informed the Committee that no statutory language exists that would prevent them from introducing an online submission option and that the online option is necessitated by the times. Mr. Boyd emphasized the need to have everything accessible online to avoid unnecessary printing, scanning, etc. While the applicants will still have to scan in some documents, the application will be a fillable form online. After review and discussion, a motion to approve the application as presented with an online submission option was made by Brenda Sullivan and seconded by Russell Boyd. All members present approved the motion.
- G. Review, discussion and possible action on deadline for turning in 2022 State Charitable Campaign Application**
Kirsten Pierce then asked the Committee to approve the deadline of March 25, 2022, for application submission. A motion to approve the deadline of March 25,

2022, was made by Brenda Sullivan and seconded by Jennifer Swearingen. All members present approved the motion.

H. Discussion of document retention, storage, and possible destruction for previous State Charitable Campaign applications

Kirsten Pierce stated that document storage is becoming an issue within their office and would like permission to cycle out older documents by scanning and then shredding the hard copies. Ms. Osburn indicated that she will help facilitate the execution of this and that while older documents will be cycled out, she will ensure they are still in compliance with the records retention act.

I. Report from Chair

Nothing to report.

J. Discussion of possible agenda Items for the next meeting.

Items for discussion on the next agenda should include an update on the online application process. Chair Swearingen inquired about plans to address the areas that failed to bring any pledges for the campaign. Kirsten and Allison indicated they are aware of the need for training in those more rural areas and plan on addressing that in the future, but with Kirsten leaving the SCC, Allison will not have adequate time to prepare anything for an update by the next OCSECC meeting.

K. Comments from visitors limited to agenda Items (5 minutes per person).

No visitors.

L. Adjournment.

Chair Swearingen moved to adjourn the meeting of the Oversight Committee for State Employees Charitable Contributions at 2:25 p.m.. Brenda Sullivan seconded the motion. All members present approved.