



OVERSIGHT COMMITTEE FOR STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)

Special Meeting Notice

Tuesday, February 22, 2022 – 3:30 p.m.
Will Rogers Building, Room C-48
2401 North Lincoln Boulevard
Oklahoma City, Oklahoma

Minutes

Notice for this special meeting was filed with the Office of the Secretary of State on February 10, 2022; the agenda was posted in the Will Rogers Building in the glass case at the west entrance at 3:00 p.m. on February 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

A. Call to order and roll call.

Chair Swearingen called the meeting to order at 3:44 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 January 12, 2022.**
Brenda Sullivan moved to approve the minutes of the January 12, 2022, regular meeting. Stacey Foster seconded the motion. All members present approved the motion.
- D. Update from United Way Representatives on the 2021 Campaign**
Ms. Ahlert stated that applications have been sent out to the federations and have a deadline of March 25, 2022.
- E. Update on the online application process**
Ms. Ahlert informed the Committee that the online application process was not used this year due to a staffing issue.
- F. Review and approve the 2022 United Way of Central OK application to serve as the 2022 SPCFRO**
It was noted that United Way of Central OK was the only applicant. After review of the application, Brenda Sullivan moved to approve the application of United Way of Central OK to serve as the 2022 SPCFRO and Jennifer Swearingen seconded the motion. All members present approved the motion.
- G. Discussion of document retention, storage, and possible destruction for previous State Charitable Campaign applications**
Tracy Osburn stated that the Document Retention Schedule published with the Department of Libraries mandates a 2 year period in which documents must be kept and after 2 years, those documents can be destroyed unless there is ongoing legal action. If there is ongoing legal action, the documents must be kept for two years after the completion of the legal action. Once the documents have been collected, Ms. Osburn will complete a destruction request form, which will then be sent to the Department of Libraries for approval.
- H. Report from Chair**
Chair Swearingen informed the Committee that the sunset bill, HB 2997, for this Committee would be heard at 3:00 p.m. on Wednesday, February 23, 2022. She and United Way Representatives will be attending. Ms. Sullivan reminded the Committee of conversations held in the past about removing the sunset schedule for the OCSECC and questioned whether it was possible to remove it or extend it

past the current 3 year mandate. It was noted that this could be a possible request in the future.

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

Items for discussion on the next agenda should include a review of the submitted applications. Members questioned the timeline of review and approval of applications. Annie Daniel will look at previous agendas to confirm.

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

No visitors.

K. Adjournment.

Chair Swearingen moved to adjourn the meeting of the Oversight Committee for State Employees Charitable Contributions at 3:55 p.m. Stacey Foster seconded the motion. All members present approved.