

## MINUTES OF SPECIAL MEETING

PUBLIC BODY: OMMA Executive Advisory Council

DATE & TIME: December 17th, 2024 1:00 pm

ADDRESS: OKLAHOMA STATE CAPITOL-2300 N. LINCOLN OKLAHOMA CITY, OK  
73105 ROOM 535

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### **Agenda Item 1:** **Call to Order, Welcome**

Adria Berry, OMMA Executive Director and Chair of the Executive Advisory Council, called the meeting to order on December 17th, 2024, at 1:00 pm. Public notice of the special meeting was filed and posted with the Oklahoma Secretary of State. The final agenda was posted at both entrances of the Oklahoma Medical Marijuana Authority (“OMMA”) building entrance on December 12th, 2024, at 11:50 a.m.

Council members present: Nancy McCumber, Kadi Nail

Quorum was not established during roll call. The Council is currently awaiting the remaining open appointments.

### **Agenda Item 2:** **Purpose and Objectives of Council**

Chair Adria Berry expressed enthusiasm about collaborating with the members of the new Executive Advisory Council, highlighting the importance of their work in achieving shared goals for OMMA. Adria updated the group that the council is not yet fully appointed. Currently, two out of six members have been confirmed. The Council is composed of individuals appointed by elected officials, and the remaining appointments are in progress. A recording of the meeting will be shared with newly appointed members to ensure they are caught up before the next meeting.

Chair Berry provided an overview of the Executive Advisory Council, which was established by House Bill 1349 during the previous legislative session in the spring of 2024. She emphasized the statutory creation of the Council and its primary responsibilities. Chair Berry encouraged members to review the document, noting its simplicity and clarity regarding the legislative intent and Council goals.

The Council’s primary mission is to advise on recommended changes to state policy, rules, or statutes. Members are expected to gather input from outside the Council, representing a broader range of stakeholders, including patients, the cannabis industry, and the public.

Chair Berry clarified that the Council is an advisory body, meaning it provides recommendations but does not have decision-making authority. Recommendations will be made collaboratively, with

discussions and consensus-building in future meetings. Formal votes will occur to finalize recommendations.

### **Reporting Requirements**

The Council is required by statute to present a report to the Governor, President pro Tempore, and Speaker of the House by November 1, 2025, and annually thereafter. The report will summarize discussions held in meetings and any formal recommendations voted on by the Council members.

### **Member Introductions**

- **Kadie Nail** introduced herself as a family nurse practitioner representing patients in Oklahoma.
  - She holds a master's in cannabis science and therapeutics from the University of Maryland, specializing in pharmacology.
  - Kadie expressed a passion for educating patients and providers about cannabis, with an emphasis on patient advocacy and therapeutic uses.
- **Nancy McCumber** introduced herself as a representative of a cannabis processor in Oklahoma.
  - She has a background in HR and corporate management and transitioned to the cannabis industry in 2019.
  - Nancy is a certified health and wellness coach and advocates for healthy lifestyles and the benefits of cannabis.
  - She shared that her facility is the only processor in the state certified with CGMP (Current Good Manufacturing Practices), ensuring product safety and accountability throughout the manufacturing process.

### **Agenda Item 3:**

#### **Overview of the Open Meetings Act and Oklahoma Open Records Act**

Kristin Siegel, Senior Deputy General Counsel for the OMMA focused on educating the Council members about the Oklahoma Open Meeting Act (OOMA) and the Open Records Act (ORA), both of which ensure government transparency. These Acts are vital to public understanding of government processes and decision-making.

- **Purpose:** The Open Meeting Act aims to encourage and facilitate citizens' understanding of government activities and decision-making.
- **Scope:** Applies when a majority of a public body meets to conduct public business, with examples including municipal bodies, boards of education, and public commissions.
- **Quorum:** A quorum for the council's meetings is a majority of the council members.
- **Types of Meetings:**
  - **Regularly Scheduled Meetings:** These meetings are noticed annually, with agendas posted 24 hours before the meeting. Items not on the agenda cannot be addressed as "new business" unless they were foreseeable at the time of the notice.
  - **Special Meetings:** Notice must be provided 48 hours before the meeting, with agendas posted 24 hours prior.
  - **Emergency Meetings:** Held when urgent situations arise, such as risks of injury or financial loss, with as much advance notice as possible.

- **Reconvened Meetings:** For continuing discussions from a prior meeting, limited to addressing unresolved agenda items.
- **Executive Sessions:** These are closed meetings for specific purposes, such as confidential legal discussions or issues related to individual privacy.
- **Voting:** Votes must be recorded for each member, and only on items listed on the agenda.

- **Open Records Act (ORA)**

Kristin Siegel also gave an overview of the Open Records Act.

- **Purpose:** The ORA supports the public's right to access and review government records, ensuring transparency and accountability.
- **Requests:** Citizens can request access to public records, and responses are made within a reasonable timeframe. Exemptions include confidential materials such as attorney-client communications and personal health or financial information.
- **Exemptions and Exceptions:** Some documents, such as personal notes or records of executive sessions, may be exempt from disclosure.
- **Records Definition:** Public records include documents in any form (physical, electronic, video) created or received in connection with public business.

- **Procedures and Best Practices**

- **Agenda Flexibility:** The order of items can be adjusted, but items not on the agenda cannot be discussed without proper notice.
- **Minutes:** A designated person will write minutes, serving as the official summary of the meeting.
- **Remote Participation:** Must comply with OMA requirements, ensuring the public can access all locations where members are participating.
- **Electronic Communications:** Avoid using electronic communication for decision-making to ensure transparency in discussions.

**Agenda Item 4:**  
**Council to select co-chair**

Agenda item was tabled for the January 17<sup>th</sup>, 2025, meeting due to unestablished quorum.

**Agenda Item 5:**  
**Discussion of 2025 meeting dates**

The 2025 meeting dates have been filed with the Secretary of State's office.

The confirmed meeting dates for 2025 are:

- **Friday, January 17th** at 9:00 AM
- **Friday, April 11th** at 9:00 AM
- **Friday, July 11th** at 9:00 AM

- **Friday, October 10th** at 9:00 AM

Legislative sessions are typically not in session on Fridays, allowing the council to secure a room at the State Capitol. Meetings are strategically scheduled around key times in the legislative calendar:

- **January Meeting:** Prior to the start of the legislative session to discuss upcoming issues and potential legislative priorities.
- **April Meeting:** Midway through the legislative session for updates and discussions on ongoing legislative developments.
- **July Meeting:** Post-session, an opportunity to focus on rulemaking activities following the legislative session.
- **October Meeting:** Likely to occur after rules are filed, with a focus on preparing for the next legislative session.

Prior to the January 17th meeting, an email requesting agenda items for the meeting in early January will be sent to Council members. Council members are encouraged to submit agenda items via email before the January meeting.

**Agenda Item 6:**

**Closing, Adjournment and Dismissal**

As there was no quorum of the Council present, no motion to adjourn was necessary. Chair Adria Berry adjourned the meeting at 1:30 pm.

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Authorized Representative of the Council