Oklahoma Veterans Commission  
2132 N.E. 36th Street  
Oklahoma City, Oklahoma 73111

Notice of Meeting

Name: Oklahoma Veterans Commission

Date: February 23, 2018

Time: 10:00 a.m.

Location: Vezey Veterans Complex  
Conference Room  
2132 N.E. 36th Street  
Oklahoma City, Oklahoma 73111

Description: Oklahoma Veterans Commission

Contact Information: Belinda White  
(405) 523-4004  
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The matters to be discussed will be set forth in an agenda posted in accordance with the Open Meeting Act.

Chairman
Nov 17, 2017
Date
FRIDAY, February 23, 2018 – 10:00 A.M.

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Introduction and welcome to visitors and guests

5. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE NOVEMBER 17, 2017 OKLAHOMA VETERANS COMMISSION MEETING.

   (a) Action

6. OKLAHOMA DEPARTMENT OF VETERANS AFFAIRS

   (a) DOUG ELLIOT, EXECUTIVE DIRECTOR'S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

       (1) Introduction of Joel Kinstel, Deputy Director, Oklahoma Department of Veterans Affairs.

       (2) Staff Changes, Tamara Hodge, Warren Griffis, Lori Kennedy, Brad Ward, Lisa White, Cherri Higgs.

       (3) Addressing rumors, Facebook posts, political issues.

       (4) Update regarding the State Auditor’s ongoing Audit.

   (b) JOEL KINTSEL, DEPUTY DIRECTOR'S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

       (1) Update regarding Legislative Initiatives and Legislative Interim Studies.

   (c) SARAH LANE, ODVA LEGAL COUNSEL'S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

       (1) Update regarding resident maintenance collections.

       (2) Update regarding electronic payments.
(3) Discussion and possible action regarding amendment of OAC 770:10-3-1 Care and Maintenance Charges.

(4) Action

(d) SHANTHA VARAHAN, CHIEF FINANCIAL OFFICER’S, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

(1) Statistics regarding; FY17 Budget Projections; Expenditure Budget to Actual; FY17 Revenue Projected to Actual FY17; Revolving Fund Revenue; Basic and Service-Connected Per Diem Rates; Average Occupancy Rate; Total Days of Resident Care; Agency Special Fund; Current Awarded Capital Projects.

(e) DORITA HERD OR DESIGNEE, CONSTRUCTION ADMINISTRATOR’S, REPORT WITH POSSIBLE DISCUSSION AND/OR ACTION ON THE FOLLOWING:

(1) All construction projects concerning Ardmore, Claremore, Clinton, Lawton, Norman, Sulphur, Talihina, Central Office and agency wide projects.

(2) Discussion and possible action regarding Change Order #1 ($00.00) – DCAM #18009 – Fire Pros LLC – Lawton Veteran Center, to increase contract time as a result of Consultant Review of Fire Pros submittal package.

(3) Action

(4) Discussion and possible action regarding Change Order #1 ($9,243.87 + $69.32 CAP Fee) DCAM #18099 – Cavins Construction – Norman Veteran Center, to add two additional doors for replacement to the scope of work.

(5) Action

(6) Discussion and possible action regarding Change Order#1 ($6,429.00) DCAM #18092-01 – Renaissance Architects LLC – Clinton Veteran Center, additional fee such as permits and Fire Marshall Review by City of Clinton.

(7) Action

(8) Discussion and possible action regarding Change Order #1 ($57,145.00 + $428.58 CAP Fee) DCAM #17165 – Diversified Construction of Oklahoma Inc. – Lawton Veteran Center, to add one coat of water proofing to entire building and unit price for loose and falling cultured stone.

(9) Action

(10) Discussion and possible action regarding Change Order #2 (45,128.72 – Paid using CIP Funds) DCAM #16181 – Hunter Mechanical & Controls, Inc. – Clinton Veteran Center – 1) to extend existing dryer vents above roof parapet, 2) add hot water recirculate and tie existing hot water into the new system, 3) add 2 gas fired unit heaters to old boiler steam plant and laundry to keep water pipes from freezing and busting. Include time extension of 60 days.
(11) Action

(12) Discussion and possible action regarding Change Order #5 ($5,100.00 + $38.25 CAP Fee) DCAM #15341 – Imajenus, Inc. – Talihina Veteran Center, to install relays and program DEC 3000 to control an output going to the annunciator.

(13) Action

(f) ROB ARRINGTON, VETERANS SERVICES ADMINISTRATOR’S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

(1) Introduction of Brad Ward, ODVA Education/Employment Programs Administrator.

(2) Upcoming Vietnam Veterans Event.

(g) JACKIE WHITTEN, CLAIMS AND BENEFITS ADMINISTRATOR’S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

(1) Claims and Benefits Division.

(h) TINA WILLIAMS, CLINICAL COMPLIANCE DIRECTOR’S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

(1) Patient Status – Bed Occupancy & Rate; Total Discharged; Residents by Conflict Period; Average Age of Residents; Personnel – Authorized, Filled & Vacancies; Resident Status; Surveys Conducted – V.A., State and Federal Complaints; Sentinel Events and Training Events.

(i) MICHELLE SEXTON, SAFETY PROGRAMS ADMINISTRATOR’S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:

(1) Workers Compensation.

7. OPEN PUBLIC COMMENTS.

The Oklahoma Veterans Commission shall hear public comments limited to only matters that are listed on the current meeting agenda. Open Public Comments are limited to five minutes per person. The Board Chairman may interrupt and/or terminate any presentation during public comment, which does not conform to the procedures outlined under this section. The Board Chairman reserves and retains the right to interrupt, terminate or postpone public comments as necessary to effectuate the management of the public meeting.

8. NEW BUSINESS.

Pursuant to 25 O.S. § 311, “New Business” shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting (twenty-four hours prior to the meeting).

9. SUBMISSION OF POSSIBLE AGENDA ITEMS BY THE OKLAHOMA VETERANS COMMISSION FOR THE NEXT SCHEDULED MEETING.
10. DISCUSSION AND POSSIBLE ACTION REGARDING THE NEXT REGULAR SCHEDULED MEETING DATE.

    May 18, 2018
    Friday, 10:00 a.m.
    Conference Room
    Vezey Veterans Complex
    2132 NE 36th Street
    Oklahoma City, OK

11. ADJOURNMENT - Chairman

    (a) Action

    [Signature]
    Chairman

    [Signature]
    Date
    FEB 23, 2018
OKLAHOMA VETERANS COMMISSION MEETING MINUTES

A meeting of the Oklahoma Veterans Commission was held at the Vezey Veterans Complex, Oklahoma City, Oklahoma on February 23, 2018 at 10:00 a.m. Notice was given pursuant to O.S. Section 301 et seq. by submitting to the Secretary of State and by posting an agenda in the front door of the Commissions office building at least 24 hours prior to the meeting.

Members of the Commission and staff present were:

Mr. Tom Richey, Chairman, Paralyzed American Veterans, Yukon, Navy
Mr. Eric Tuck, Vice Chairman, The American Legion, Fort Gibson, Army
Mr. Gerry Shepherd, Secretary, Member at Large, Oklahoma City, Army
Mr. Paul Costilow, Commissioner, Member at Large, Yukon, Army, Vietnam Veteran
Mr. Marshall Fite, Commissioner, Member at Large, Hobart, Army
Mr. Gary Secor, Commissioner, Veterans of Foreign Wars, Lawton, Army
Mr. Lloyd Smithson, Commissioner, National Guard Association, Yukon, Air Force
Mr. Larry Van Schuyver, Commissioner, Military Order of Purple Heart, Edmond, Navy
Mr. Douglas Elliott, Executive Director
Mr. Joel Kintsel, Deputy Director
Ms. Sarah Lane, ODVA Legal Counsel
Ms. Shantha Varahan, Chief Financial Officer
Ms. Nisha Young, Construction Programs Assistant
Mr. Rob Arrington, Veterans Services Director
Mr. Jackie Whitten, Claims and Benefits Programs Administrator
Ms. Tina Williams, Clinical Compliance Director
Ms. Michelle Sexton, Safety Programs Administrator
Ms. Belinda White, Administrative Programs Officer

Absent: Mr. Jon Arthur, Commissioner, Disabled American Veterans, Grove, Air Force, Vietnam Veteran

1. **Call to Order**

   The meeting was called to order at 10:00 a.m.

2. **Invocation**

   The invocation was given by Commissioner Smithson.

3. **Pledge of Allegiance**

   The pledge of allegiance was led by Commissioner Shepherd.

4. **Introduction and welcome to visitors and guests**

   The Chairman welcomed the visitors and guests to the meeting.
5. **Discussion and Possible Action Regarding Approval of Meeting Minutes of the November 17, 2017 Oklahoma Veterans Commission Meeting.**

Commissioner Smithson made a motion to approve the Oklahoma Veterans Commission Meeting Minutes of November 17, 2017 as submitted.

Commissioner Secor seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson, Van Schuyver

Absent: Arthur

6. **Oklahoma Department of Veterans Affairs**

(a) **Douglas Elliott, Executive Director’s Report with Possible Discussion on the Following:**

(1) **Introduction of Joel Kintsel, Deputy Director, Oklahoma Department of Veterans Affairs.**

The Director introduced Joel Kintsel as the Deputy Director of the Oklahoma Department of Veterans Affairs and ask Mr. Kintsel to brief the Commission regarding his background.

(2) **Staff Changes: Tamara Hodge, Warren Griffis, Lori Kennedy, Brad Ward, Lisa White and Cherri Higgs.**

The Director report on the following Staff Changes:

Tamara Hodge, H.R. Director is retiring as of April 1, 2018.

Warren Griffis was appointed the H.R. Director position replacing Ms. Hodge.

Lori Kennedy has resigned her position with a possibility of taking a new position at the Norman Center.

Brad Ward is a new employee assigned the position of Veterans Education/Employment Coordinator.

Lisa White was appointed as Assistant Chief Financial Officer.

Cherri Higgs was promoted to a Fleet Manager.

(3) **Addressing Rumors, Facebook Posts and Political Issues.**

The Director addressed the Rumors, Facebook Posts and Political Issues that have been circulating with facts pertaining to each issue.

(4) **Update Regarding the State Auditor’s ongoing report.**

The Director reported that the State Audit is expected to be completed in March. The completed
audit report will go to the Attorney General’s Office. ODVA will not receive a copy of the report other than maybe the negative findings.

(b) Joel Kinstel, Deputy Director’s Report with Possible Discussion on the Following:

(1) Update regarding Legislative Initiatives and Legislative Interim Studies.

The Deputy Director reported on the following:

- Senate Bill 1347 – Creating the Oklahoma Veterans Facility Investment Act of 2018.
- Senate Bill 932 - Authorizing Administrative Leave for Certain ODVA Employees.
- Senate Bill 1053 - Authorizing the ODVA to Obtain Certain Certifications.
- Senate Bill 1029 – Clarifying the Authority of the State Accrediting Agency.
- Senate Bill 922 – Establishing the Oklahoma Women’s Veterans Program.
- House Bill 2550 - Authorizing ODVA to Accept Certain Funds & Property.
- House Bill 2549 -Authorizing ODVA to Obtain Certain Medicare & Medicare Certificates & Payments
- House Bill 2653 - Prohibiting Members of the Legislature From Being Employed to Entering Into Contracts with Certain Private Entities Contracting or That Have Contracted with ODVA.

There was nothing to report regarding the Legislative Interim Studies.

(c) Sarah Lane, ODVA Legal Counsel’s Report with Possible Discussion on the Following:

(1) Update regarding resident maintenance collections.

Ms. Lane reported to the Commission regarding maintenance collections (copies of the maintenance collections report is attached to file copies of the meeting minutes).

(2) Update regarding electronic payments.

Ms. Lane reported that the agency continues to see a positive trend with electronic payments. Currently 15% of the residents are using this method for payment.

(3) Discussion and possible action regarding amendment of OAC 770: 10-3-1 Care and Maintenance Charges.

Ms. Lane reviewed the amendment of OAC 770: 10-3-1 Care and Maintenance Charges (copies of the amendment of OAC 770: 10-3-1 Care and Maintenance Charges are attached to file copies of the meeting minutes).

The Chairman called for a break at 10:59 a.m.

The meeting was called to order at 11:15 a.m.

Commissioner Van Schuyver asked to be excused from the meeting in order to meet a prior appointment.
(4) Commissioner Smithson made a motion to approve the amendment of OAC 770: 10-3-1 Care and Maintenance Charges.

Commissioner Tuck seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson,

Absent: Arthur, Van Schuyver

(d) Shanta Varahan, Chief Financial Officer’s Report with Possible Discussion on the following:

(1) Statistics regarding; FY17 Budget Projections; Expenditure Budget to Actual; FY17 Revenue Projected to Actual FY17; Revolving Fund Revenue; Basic and Service-Connected Per Diem Rate; Average Occupancy Rate; Total Days of Resident Care; Agency Special Fund; Current Awarded Capital Projects.

Ms. Varahan reported to the Commission regarding the Financial Services Division (copies of the Financial Services Division Report is attached to file copies of the meeting minutes).

(e) Dorita Herd or Designee, Construction Administrator’s Report with Possible Discussion and/or Action on the Following:

(1) All construction projects concerning Ardmore, Claremore, Clinton, Norman, Lawton, Sulphur, Talihina, Central Office and agency wide.

Nisha Young reported for Dorita Herd regarding to the Construction Division’s Report (copies of the Construction Division report is attached to file copies of the meeting minutes).

(2) Discussion and possible action regarding Change Order #1 ($00.00) – DCAM #18009 – Fire Pros LLC – Lawton Veterans Center, to increase contract time as a result of Consultant Review of Fire Pros submittal package.

(3) Commissioner Secor made a motion to approve Change Order #1 ($00.00) – DCAM #18009 – Fire Pros LLC – Lawton Veterans Center, to increase contract time as a result of Consultant Review of Fire Pros submittal package as submitted.

Commissioner Tuck seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson

Absent: Arthur, Van Schuyver

(4) Discussion and possible action regarding Change Order #1 ($9,243.87 + $69.32 CAP Fee) DCAM- #18099 – Cavins Construction – Norman Veteran Center, to add two additional doors for replacement to the scope of work.

(5) Commissioner Smithson made a motion to approve Change Order #1 ($9,243.87 + $69.32 CAP Fee) DCAM- #18099 – Cavins Construction – Norman Veteran Center, to add two additional doors for replacement to the scope of work, as submitted.
Commissioner Secor seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson

Absent: Arthur, Van Schuyver

(6) Discussion and possible action regarding Change Order #1 ($6,429.00) – DCAM# 18092-01 – Renaissance Architects LLC – Clinton Veteran Center, additional fee such as permits and Fire Marshall Review by the City of Clinton.

(7) Commissioner Smithson made a motion to approve Change Order #1 ($6,429.00) – DCAM# 18092-01 – Renaissance Architects LLC – Clinton Veteran Center, additional fee such as permits and Fire Marshall Review by the City of Clinton as submitted.

Commissioner Secor seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson

Absent: Arthur, Van Schuyver

(8) Discussion and possible action regarding Change Order #1 ($57,145.00 + $428.58 CAP Fee) DCAM #17165 – Diversified Construction of Oklahoma Inc. – Lawton Veteran Center, to add one coat of water proofing to entire building and unit price for loose and falling cultured stone.

After discussion Commissioner Secor asked for a follow-up regarding Change Order #1 ($57,145.00 + $428.58 CAP Fee) DCAM #17165 – Diversified Construction of Oklahoma Inc. – Lawton Veteran Center.

(9) Commissioner Shepherd made a motion to approve Change Order #1 ($57,145.00 + $428.58 CAP Fee) DCAM #17165 – Diversified Construction of Oklahoma Inc. – Lawton Veteran Center, to add one coat of water proofing to entire building and unit price for loose and falling cultured stone as submitted.

Commissioner Smithson seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Smithson

Nay: Secor

Absent: Arthur, Van Schuyver

(10) Discussion and possible action regarding Change Order #2 (45,128.72 – Paid using CIP Funds) DCAM #16181 – Hunter Mechanical & Controls, Inc. – Clinton Veteran Center – 1) to extend existing dryer vents above roof parapet, 2) add hot water recirculate and tie existing hot water into the new system, 3) add 2 gas fired unit heaters to old boiler steam plant and laundry to keep water pipes from freezing and busting. Include time extension of 60 days.

(11) Commissioner Smithson made a motion to approve Change Order #2 (45,128.72 – Paid using CIP Funds) DCAM #16181 – Hunter Mechanical & Controls, Inc. – Clinton Veteran Center – 1) to extend existing dryer vents above roof parapet, 2) add hot water recirculate and tie existing hot water
into the new system, 3) add 2 gas fired unit heaters to old boiler steam plant and laundry to keep water pipes from freezing and busting. Include time extension of 60 days as submitted.

Commissioner Costilow seconded the motion and the vote is as follow:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson

Absent: Arthur, Van Schuyver

(12) Discussion and possible action regarding Change Order #5 ($5,100.00 + $38.25 CAP Fee) DCAM #15341 – Imajenus, Inc. – Talihina Veteran Center, to install relays and program DEC 3000 to Control an output going to the annunciator.

(13) Commissioner Smithson made a motion to note Change Order #5 ($5,100.00 + $38.25 CAP Fee) DCAM #15341 – Imajenus, Inc. – Talihina Veteran Center, to install relays and program DEC 3000 to Control an output going to the annunciator.

Commissioner Tuck seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson

Absent: Arthur, Van Schuyver

(f) Rob Arrington, Veterans Services Administrator’s Report with Possible Discussion on the Following:

(1) Introduction of Brad Ward, ODVA Education/Employment Programs Administrator.

Mr. Arrington introduced Brad Ward, ODVA Education/Employment Programs Administrator and ask him to give a short brief regarding his background.

(2) Upcoming Vietnam Veterans Event.

Mr. Arrington the following events:

(a) Veterans Awareness Day, March 26th at the State Capitol.

(b) Vietnam Veterans Day, March 29th at the Oklahoma History Center.

(g) Jackie Whitten, Claims and Benefits Administrator’s Report with Possible Discussion on the Following:

(1) Claims and Benefits Division.

Mr. Whitten reported to the Commission regarding the Claims and Benefits Division (copies of Claims and Benefits Division report is attached to file copies of the meeting minutes).
(h) Tina Williams, Clinical Compliance Director’s Report with Possible Discussion on the Following:

(1) Ms. Williams reported to the Commission regarding the Clinical Compliance Division (copies of the Clinical Compliance Division report is attached to file copies of the meeting minutes).

(i) Michelle Sexton, Safety Programs Administrator’s Report with Possible Discussion on the Following:

(1) Ms. Sexton reported to the Commission regarding Workers Compensation (copies of the Workers Compensation report is attached to file copies of the meeting minutes).

7. Open Public Comments.

There were no open public comments submitted.


There was no new business submitted.

9. Submission of Possible Agenda Items by the Oklahoma Veterans Commission for the Next Scheduled Meeting.

Commissioner Secor asked that a follow up regarding the loose and falling cultured stones at the Lawton Veterans Center be placed on the next scheduled meeting agenda.

10. Discussion and Possible Action Regarding the Next Regularly Scheduled Meeting Date.

May 18, 2018
Friday, 10:00 a.m.
Conference Room
Vezey Veterans Complex
2132 NE 36th Street
Oklahoma City, OK

11. Adjournment

(a) Commissioner Smithson made a motion to adjourn.

Commissioner Tuck seconded the motion and the vote is as follows:

Aye: Richey, Tuck, Shepherd, Costilow, Fite, Secor, Smithson

Absent: Arthur, Van Schuyver

The meeting adjourned at 12:09 p.m.
Oklahoma Veterans Commission Meeting Minutes
February 23, 2018
Vezey Veterans Building
Conference Room
Oklahoma City, Oklahoma

Chairman

Recording Secretary

Subscribed to on this 18th day of May, 2018

Notary Public