

OKLAHOMA VETERANS COMMISSION MEETING MINUTES

A meeting of the Oklahoma Veterans Commission was held at the Vezey Veterans Complex, Oklahoma City, Oklahoma on May 18, 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 on the front door of the of the Commissions office building at least 24 hours prior to the meeting.

Members of the Commission and staff present were:

Mr. Larry Van Schuyver, Acting Chairman, Military Order of Purple Heart, Edmond, Navy
Mr. Jon Arthur, Commissioner, Disabled American Veterans, Grove, Air Force, Vietnam Veteran
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. Gaylord Thomas, Commissioner, Member at Large, Guthrie, Air Force
Mr. Douglas Elliott, Executive Director
Mr. Joel Kintsel, Deputy Director
Ms. Sarah Lane, General Counsel
Ms. Shantha Varahan, Chief Financial Officer
Ms. Dorita Herd, Construction Administrator
Mr. Jackie Whitten, Claims and Benefits Programs Administrator
Mr. Brad Ward, Veterans Education/Employment Services Director
Mr. Casey Branscum, Clinical Compliance
Ms. Belinda White, Administrative Programs Officer

Absent: Mr. Tom Richey, Chairman, Paralyzed American Veterans, Yukon, Navy
Mr. Eric Tuck, Vice Chairman, The American Legion, Fort Gibson, Army

1. Call to Order.

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

2. Roll Call.

Roll was called by Belinda White. A quorum was present.

3. Invocation.

The invocation was given by Commissioner Arthur.

4. Pledge of Allegiance.

The pledge of allegiance was led by Commissioner Smithson.

5. Introduction and Welcome to Visitors and Guest.

Commissioner Van Schuyver, Acting Chairman welcomed the visitors and guest to the meeting.

6. **Discussion and Possible Action Regarding Approval of Meeting Minutes of the February 23, 2018 Oklahoma Veterans Commission Meeting.**

OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018

PAGE 2

- (a) Commissioner Secor made a motion to approve the Oklahoma Veterans Commission Meeting Minutes of February 23, 2018 as submitted.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Van Schuyver

(Gaylord Thomas is a new member therefore was abstained from the vote)

7. **Oklahoma Department of Veterans Affairs**

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

(1) Introduction of newly appointed Commission Members; Gaylord Thomas, At-Large Member and Jerry Ball, American Legion Member.

Mr. Elliott introduced Gaylord Thomas, At Large Member, appointed beginning April 25, 2018 replacing Gerald Shepherd, who resigned and Jerry Ball, American Legion, appointment beginning July 2, 2018, who will be succeeding Eric Tuck.

(2) Re-Appointment of Gary Secor, Veterans of Foreign Wars Member and Lloyd Smithson, National Guard Association of Oklahoma Member.

Mr. Elliott reported that Gary Secor, Veterans of Foreign Wars Member and Lloyd Smithson, National Guard Association of Oklahoma Member were both re-appointed for a three year term.

(3) Staffing Changes: Robert Arrington, Ken Praytor, Brad Ward, Lisa Mussett, Michelle Sexton, Helen Sapp, Sharon Mooney, Deputy General Counsel.

The Director reported on the following:

Ken Praytor, Administrator, Norman Veterans Center has resigned effective June 1, 2018.

Rob Arrington will replace Ken Praytor as the Administrator of the Norman Veterans Center effective June 1, 2018.

Brad Ward has assumed Rob Arrington's duties with Veterans Services to include employment and education.

Lisa Mussett will be assuming the duties of the (legislative mandated) Women's Veterans Coordinator position on August 1, 2018.

Michelle Sexton has retired to take a position with OFMQ.

Helen Sapp will be assuming some of Michelle Sexton's duties.

Sharon Mooney will be joining ODVA as the Galt Liaison. She will assist with providing information between ODVA and Galt that will streamline invoicing, payments, etc.

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 3

Deputy General Counsel – the agency is currently in the process of hiring a Deputy General Counsel to assist Sarah Lane with Merit Protection Cases, Risk, and Investigation. This person will also work with Helen Sapp on regulatory items.

(4) Update on State Accrediting Agency.

Update on State Accrediting Agency was discussed in the Review of Outcomes on Legislative Initiatives at State Legislature (Item 7 – b).

(5) Update and Possible Discussion Regarding the Audit Progress.

Mr. Elliott reported that there are still no updates regarding the Audit. He has heard that it has been submitted the Attorney General’s Office; however, there are no indications of wrong/right doing.

(6) Update and Possible Discussion Regarding Budget Saving Initiatives and Liabilities.

Mr. Elliott reported to the Commission regarding the current progress of the cost saving initiatives to include: The Galt Program; Savings from the proactive stance on workers comp; vigilant observation of excessive overtime, which has resulted in a very positive budget savings.

The Director also reported on the Budget Liabilities to include: the lack of approximately 75 residents at the Talihina Center reducing per diem approximately 3.5 million dollars per year; the recent Legislative mandated state employee pay increase will create a 2 million dollar liability as only 2 million was appropriated; making the total cost 4 million dollars. The capital improvement budget will need to be curtailed significantly to adjust to these liabilities.

Mr. Elliott stated that the agency is looking at the possibility of obtaining a 60 bed facility in Hugo that was utilized as a LTAC Center. This option would get per diem started and hopefully be able to move directly into receiving Medicaid funding. This is a possibility; however, it is still in the idea stage.

(7) The Director reported that Point Click Care is not as far along as he would like; however, they are making significant strides. The Norman Center is the first Center to go live with the pharmacy module. The business office module is still a work in progress.

Mr. Elliott also discussed the possibility of using contract physicians in the future as well as outsourcing X-Rays. OMES is in the process of providing specific vendor information.

(8) Mr. Elliott reported that Mr. Wilkie, Acting Secretary of United States Department of Veterans Affairs will be visiting Oklahoma in June and he has an opportunity to visit with him. He plans to discuss CPRS Access, Entitlement of VOC Rehab Benefit and the Ardmore Cemetery.

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

- (1) Mr. Kinstel reported to the Commission regarding Outcome of Legislative Initiatives at State Legislature to include:

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 4

House Bill 3042 – Relocation of the Talihina Veterans Center – Passed
Senate Bill 922 – Establishing the Oklahoma Women's Veterans Program – Passed
Senate Bill 931 – Authorizing the Oklahoma Department of Veterans Affairs to Accept Certain Gifts – Passed
Senate Bill 932 – Authorizing Administrative Leave for Certain Employees for Volunteer Services; Criteria for Leave - Passed
Senate Bill 1053 – Authorizing the Oklahoma Department of Veterans Affairs to Obtain Certain Certifications (Medicare/Medicaid through CMS) – Passed

- (2) Citation by House of Representatives Issued to Director Elliott on May 3, 2018.

Mr. Kinstel reported to the Commission regarding a Citation by the House of Representatives issued to Director Elliott on May 3, 2018 (a copy of Director Elliott's Citation is attached to the file copy of the meeting minutes).

(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 resident maintenance collections (a copy of the Resident Maintenance Collections Report is attached to the file copy of the meeting minutes).

- (2) Update Regarding Electronic Payments.

Ms. Lane reported to the Commission regarding Electronic Payments (a copy of the Electronic Payment Report is attached to the file copy of the meeting minutes).

- (3) Workers Compensation Report.

Ms. Lane reported to the Commission regarding the Workers Compensation Report (a copy of the Workers Compensation Report is attached to the file copy of the meeting minutes).

(d) Shantha Varahan, Chief Financial Officer's Report with Possible Discussion on the Following:

- (1) Statistics regarding: FY18 Budget Projections; Expenditure Budget to Actual; FY18 Revenue Projected to Actual FY18; 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.

Ms. Varahan reported to the Commission regarding the Chief Financial Report (a copy of the

Chief Financial Officer's Report is attached to the file copy of the meeting minutes).

(2) Overview of FY19 State Appropriation.

Ms. Varahan reported to the Commission regarding the Overview of FY19 State Appropriation (a copy of the Overview of FY19 State Appropriation is attached to the file copy of the meeting minutes).

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 5

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

(1) Review of All Construction Projects Concerning; Ardmore, Claremore, Clinton, Lawton, Norman, Sulphur and Talihina, Central Office and agency wide projects.

Ms. Herd reported to the Commission regarding the Construction Projects Concerning; Ardmore, Claremore, Clinton, Lawton, Norman, Sulphur and Talihina, Central Office and agency wide projects (a copy of the Construction Administrator's Report is attached to the file copy of the meeting minutes).

(2) Pursuant to 61 O.S. Section 121 (F) the following Change Orders were executed under the authority delegated to the Executive Director following the most recent Oklahoma Veterans Commission Meeting:

(a) Change Order #1 (\$00.00) – DCAM CAP# 17175 – Ford Roofing, Inc. – Lawton Veteran Center, to increase contract time by 112 days as a result of material delays, inclement weather, and to accommodate other ongoing work around the nursing care facility.

(b) Change Order #1 (\$1,200.00 + \$9.00 CAP Fee) DCAM# 18002L2 – William C. Crain Construction – Clinton Veteran Center, to add metal screen to fence near retaining wall on the SNU Courtyard so that residents cannot scale the fencing.

(c) Change Order #2 (\$2,800.00 + \$196.00 CAP Fee) DCAM# 17036-01 – EDA/MEP/LLC – Ardmore, Lawton, & Norman Veteran Centers, to additional fee to rebid of the generator Projects for 40-458.

(d) Change Order #1 to PO6509026882 (\$3,841.11) – National Office Furniture, Inc. – ODVA Central Office, to add additional office furniture in various locations.

Ms. Herd reported and discussed with the Commission the need for the Change Orders listed above.

(3) Additional Information Request by Commission:

(a) Justification for Change Order #1 (\$57,145.00 + \$428.558 CAP Fee) DCAM #17165 – Diversified Construction of Oklahoma, Inc. – Lawton Veteran Center, to add one coat of water proofing to all cultured stone and unit price allowance amount for reinstallation of

loose and/or falling off cultured stone. At the time of the request 220 cultured stone needed to be reinstalled and this change order established an allowance for reinstallation of approximately 300 cultured stones at \$65.15 each.

Ms. Herd reported and discussed with the Commission regarding the 220 to 300 cultured stone re-installment project at the Lawton Center.

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

(1) Claims and Benefits Division.

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 6

Mr. Whitten reported to the Commission regarding the Claims and Benefits Division (a copy of the Claims and Benefits Division Report is attached to the file copy of the meeting minutes).

The Chairman called for a break at 11:04 a.m. The meeting reconvened at 11:15 a.m.

(g) Tina Williams, Compliance Director's Report with Possible Discussion on the Following:

(1) Mr. Elliott reported to the Commission regarding the Compliance Director's Report (a copy of the Compliance Director's Report is attached to the file copy of the meeting minutes).
Ms. Williams did not attend the meeting.

(2) Discussion and Possible Action Regarding the Oklahoma Veterans Commission Licensing of the Oklahoma Veterans Center, Lawton Division.

(3) Commissioner Arthur made a motion to approve licensing of the Oklahoma Veterans Center, Lawton Division.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

(4) Discussion and Possible Action Regarding the Oklahoma Veterans Commission Licensing of the Oklahoma Veterans Center, Sulphur, Division.

(5) Commissioner Smithson made a motion to approve licensing of the Oklahoma Veterans Center, Sulphur Division.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

- (6) Discussion and Possible Action Regarding the Oklahoma Veterans Commission Licensing of the Oklahoma Veterans Center, Norman Division.
- (7) Commissioner Smithson made a motion to approve licensing of the Oklahoma Veterans Center, Norman Division.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

- (8) Update Regarding Point Click Care – Casey Branscum.

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 7

Mr. Branscum updated the Commission regarding Point Click Care. The program kickoff at the Norman Center went well. He commended the staff at the Norman Center for their cooperation and hard work in getting the program started. The next Centers to go live will be Claremore on June 9th and Ardmore on June 12th.

Mr. Branscum also reported to the Commission regarding the Electronic Medical Administration Record (EMAR) Program and he explained the purchase of the QS1 Program which is a Pharmacy Prescription Program that communicates with the Point Click Care Program.

8. Bradley Ward, Veterans Education/Employment Services Director's Report with Possible Discussion on the following:

- (a) Update with possible discussion regarding Veterans Education/Employment and Future Initiatives.

Mr. Ward reported to the Commission regarding Education. He has visited 14 of the 25 Institutions throughout Oklahoma and 3 of the Career Techs, since he became employed with the agency in order to make sure ODVA has representation and connection with the students and Veteran population as well as the leadership.

This year there were 22,000 Military Connected Students in Higher Education. This count was through G.I. Bill or self-identification, the number could possibly be more, due to some choosing not to self-identify. In 2017 the Institution of Higher Education, Post 911, Chapter 333 contributed 44 million dollars in tuition fees to Oklahoma Higher Education.

There are 2 conferences scheduled one being the State Regents, Oklahoma Military Connecting Conference in February, 2019 at the State Regents Building on Lincoln Blvd. and the other is the Value of Veterans and Student Veterans of America's Southwest Regional Conference. Oklahoma was selected for the location and the date is October 27th. ODVA will be partnering and participating in these conferences.

Mr. Ward and John Wilson attended the SAMPSA Conference in Washington, D.C. to represent

The State of Oklahoma and ODVA. Oklahoma was one of the seven states selected to participate. SAMPSA has created the Mayors challenge. Those seven states will reach out to their Mayors to participate in making their communities Military Healthy Communities.

The Oklahoma Governors Veteran Services Symposium is scheduled for October 22, 2018 at the University of Central Oklahoma.

- (b) Scott Smith, Career Tech 4 Vets – Presentation with Possible Discussion.

Mr. Smith reported to the Commission regarding Career Tech 4 Vets (a copy of the Career Tech 4 Vets Presentation is attached to the file copy of the meeting minutes).

9. Proposed Executive Session Pursuant to Title 25 O.S. § Section 307 B (3) Discussion Regarding Purchase of Real Property.

- (a) Action to Adjourn to Executive Session.

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 8

Commissioner Secor made a motion to adjourn to executive session.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

The meeting adjourned to executive session at 11:54 a.m.

- (b) Discussion of Purchase of Real Property and Selection of Successor Location for Oklahoma Veterans Center, Talihina Division.

- (c) Action to Return to From Executive Session.

Commissioner Thompson made a motion to return from executive session.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

The meeting returned to open session at 12:39 p.m.

10. Discussion and Possible Action Regarding the Executive Session.

- (a) Sarah Lane, ODVA Legal Counsel called for discussion.

Ms. Lane reported regarding the executive session and concerning House Bill 3042, Section 2C – Directs ODVA to develop a long-term care facility to replace the Oklahoma Veterans Center,

Talihina Division and authorizes location and site of the facility to be determined by the Oklahoma Veterans Commission. The Oklahoma Veterans Commission may consider any and all criteria in which, in its sole directive, furthers the interests of Oklahoma Veterans.

The Oklahoma Veterans Commission has considered and developed the criteria for site selection of the successor location or locations for the Oklahoma Veterans Center, Talihina Division.

The Major category and weights will be announced here. Details and sub proponents of those published with the request for the proposals will be published on the intranet and copies will be available upon request.

The approximate timeline for the due date as anticipated will be early August.

The categories to be considered are as follows:

- (1) Workforce and Services – 30%
- (2) Real Property and Location – 30%
- (3) General Economic Indicators of Community and Surrounding Area – 25%

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 9

- (4) Continuity of Operation during Transfer – 5%
- (5) Price Being Reasonable and Affordable within the Budget Including Consideration of all Operational Factors – 10%

Four Bonus Categories are as follows:

- (1) Turn Key Property – 100 Bonus Points
- (2) Donated an Additional – 100 Bonus Points
- (3) Locality Incentive – 100 Bonus Points
- (4) Community Organizations and Activities that Contribute to Veterans Quality of Life – Bonus 50 Points

Commissioner Thomas made a motion to adopt the criteria for the site selection for the relocation of the Oklahoma Veterans Center, Talihina division as discussed in executive session.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

11. Oklahoma Veterans Commission Election of Officers for the Period of July 1, 2018 – June 30, 2019.

- (a) Discussion and possible action regarding the nomination and election of Chairman.
- (b) Commissioner Secor made a motion to nominate Tom Richey as Chairman of Oklahoma Veterans Commission.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

(c) Discussion and possible action regarding the nomination and election of Vice Chairman.

(d) Commissioner Secor made a motion to nominate Larry Van Schuyver as Vice Chairman of Oklahoma Veterans Commission.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

(e) Discussion and possible action regarding the nomination and election of Secretary.

Commissioner Van Schuyver made a motion to nominate Gary Secor as Secretary of the Oklahoma

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 10

Veterans Commission.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

12. Presentation of Appreciation Plaque for the Outgoing Chairman of the Oklahoma Veterans Commission, Tom Richey.

Tom Richey did not attend the meeting; therefore, the appreciation plaque will be presented at a later date.

13. Presentation of Appreciation Certificate for the Outgoing Vice Chairman of the Oklahoma Veterans Commission.

Eric Tuck did not attend the meeting; therefore, the appreciation certificate will be presented at a later date.

14. Presentation of Appreciation Certificate for the Outgoing Secretary of the Oklahoma Veterans Commission.

Gerry Shepherd did not attend the meeting; therefore, the appreciation certificate will be presented at a later date.

15. Open Public Comments.

Mike Miller with the City of Muskogee expressed their interest in the process and to understand the process of the relocation of the Oklahoma Veterans Center, Talihina Division.

Ms. Janette Sims, spouse of a resident currently at the Oklahoma Veterans Center, Norman Division expressed her concerns regarding the Gault Program/Staffing and the need of familiarity for the special needs units residents. She also expressed concerns regarding the R.N.'s, Nurse Practitioner and Medical Director leaving employment at the Center and the flooring at the Center.

Mr. Elliott asked Ms. Sims if he could visit with her regarding her concerns after the meeting.

Jeff Shockley, Mayor of Poteau expressed their interest in Oklahoma Veterans Center being located in Poteau. He stated that Poteau is the 9th City in Oklahoma to be named a Purple Heart City and he thanked everyone for their service and their service to Veterans.

16. New Business.

There was no new business submitted.

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

**OKLAHOMA VETERANS COMMISSION MEETING MINUTES
MAY 18, 2018**

PAGE 11

The following items were submitted to be placed on the next scheduled meeting:

Commissioner Secor – Courtesy Techs

Commissioner Smithson - Ms. Sims, Norman Resident Spouse's Concerns.

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

August 24, 2018
Friday, 10:00 a.m.
Conference Room
Vezey Veterans Complex
2132 NE 36th Street
Oklahoma City, OK

19. Adjournment.

(a) Commissioner Arthur made a motion to adjourn.

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

Aye: Arthur, Costilow, Fite, Secor, Smithson, Thomas, Van Schuyver

Absent: Richey, Tuck

The meeting adjourned at 1:05 p.m.

This meeting has been transcribed from an audio recorded source by ODVA Staff Member BW. Transcription not noted to be in quotation is not and should not be interpreted as verbatim dialog and is provided merely as a summary of events.

OKLAHOMA VETERANS COMMISSION EXECUTIVE SESSION MEETING MINUTES

A meeting of the Oklahoma Veterans Commission Executive Session was held at the Vezey Veterans Complex, Oklahoma City, Oklahoma on May 18, 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 on the front door of the of the Commissions office building at least 24 hours prior to the meeting.

Members of the Commission and staff present were:

Mr. Larry Van Schuyver, Acting Chairman, Military Order of Purple Heart, Edmond, Navy
Mr. Jon Arthur, Commissioner, Disabled American Veterans, Grove, Air Force, Vietnam Veteran
Mr. Paul Costilow, Commissioner, Member at Large, Yukon, Army, Vietnam Veteran
Mr. Marshal Fite, Commissioner, Member at Large, Oklahoma City, Army
Mr. Gary Secor, Commissioner, Veterans of Foreign Wars, Lawton, Army
Mr. Lloyd Smithson, Commissioner, National Guard Association, Yukon, Air Force
Mr. Gaylord Thomas, Commissioner, Member at Large, Guthrie, Air Force
Mr. Doug Elliott, ODVA Executive Director
Mr. Joel Kinstel, ODVA Deputy Director
Ms. Sarah Lane, ODVA Legal Counsel

Absent: Mr. Tom Richey, Chairman, Paralyzed American Veterans, McLoud, Navy
Mr. Eric Tuck, Vice Chairman, The American Legion, Fort Gibson, Army

9. Proposed Executive Session Pursuant to Title 25 O.S. § Section 307 B (3) Discussion Regarding Purchase of Real Property.

- (a) The meeting entered into executive session at 11:50 p.m.
- (b) Discussion of purchase of real property and selection of successor location for Oklahoma Veterans Center, Talihina Division.

There was discussion regarding the purchase of real property and selection of successor location for Oklahoma Veterans Center, Talihina Division.

- (c) Action was taken in Open Session.

The meeting returned to open session at 12:35 p.m.

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