OKLAHOMA VETERANS COMMISSION
MEETING NOTICE AND MINUTES
February 22, 2019
Ardmore Veterans Center
1015 South Commerce Street
Ardmore, OK

NOTICE OF REGULAR MEETING:
The Oklahoma Veterans Commission held a regular meeting on Friday, February 22, 2019, at 10:00 AM at the Ardmore Veterans Center, 1015 South Commerce Street, Ardmore, OK. A Notice of this meeting was filed with the Secretary of State’s Office on December 7, 2018.

AGENDA:
Friday, February 22, 2019 10:00 AM

I. CALL TO ORDER
   The Chairman called the meeting to order at 10:00 AM

II. DETECTION OF QUORUM
   a. ROLL CALL AND INTRODUCTION OF COMMISSIONERS
      The clerk called the roll, and the roll is as follows:
      Arthur: Absent
      Ball: Present
      Costilow: Absent
      Fite: Present
      Secor: Present
      Smithson: Present
      Van Schuyver: Present
      Richey: Present
   b. DECLARATION OF QUORUM
      The clerk notified the Chairman that the Commission had a quorum. The Chairman declared a quorum.

III. INVOCATION
    Commissioner Van Schuyver led the invocation

IV. PLEDGE OF ALLEGIANCE
    Commissioner Smithson led the Pledge of Allegiance

V. INTRODUCTION AND WELCOME TO VISITORS AND GUESTS
   The Chairman welcomed the visitors and guests. The Chairman requested that anyone wishing to address the Commission in public comment sign in on the sheet provided.

VI. OKLAHOMA VETERANS COMMISSION
   a. DISCUSSION OF AND POSSIBLE ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE JANUARY 25th, 2019 OKLAHOMA VETERANS COMMISSION MEETING.
      i. Action
         Commissioner Ball moved to approve the January 25th minutes
         Commissioner Van Schuyver gave the second
         The clerk called the vote and the vote is as follows:
         Arthur: Absent
Ball: Aye  
Costilow: Absent  
Fite: Aye  
Secor: Aye  
Smithson: Abstain  
Van Schuyver: Aye  
Richey: Aye

The clerk counted the votes and notified the Chairman that the Motion was approved.

b. DISCUSSION AND POSSIBLE ACTION REGARDING TRAVEL OF COMMISSIONERS SINCE PRIOR REGULAR MEETING ON JANUARY 25th, 2019.
   i. Written Travel Reports Filed by Commissioners  
   ii. Presentation of Summary Travel Reports by Commissioners in Lieu of Written Reports  
       Arthur: Absent  
       Ball: Had nothing to report  
       Costilow: Absent  
       Fite: Had nothing to report  
       Secor: Reported a visit to the Ardmore and Lawton Facilities  
       Smithson: Had nothing to report  
       Van Schuyver: Reported that he had been to five of the seven Veterans facilities  
       Richey: Reported a visit to the ****** facility (The name of the facility to which the Chairman visited was not heard. Pending clarification from the Chairman for revision.)

VII. OKLAHOMA DEPARTMENT OF VETERANS AFFAIRS

a. DOUG ELLIOTT, EXECUTIVE DIRECTOR’S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Cabinet Secretary and Commission Membership Update  
      The Director notified the Commission that the Governor had appointed Brian Brurud as the Secretary of Veterans Affairs and the Military.
      The Director stated that at this time the new member of the Commission had yet to be selected.
   ii. Status of Programs  
      The Director notified the Commission that legislation had passed the House and would go to the Senate on Tuesday re: the SAA.
      The Director stated that the GALT program was continuing to see a large turnover rate.
      The Director stated that in regard to Medicare/Medicaid, the agency is torn between hiring consultants or employees to kick start the program. He stated that part of the delay was that we were required to have Medicare Residents before the Health Department could perform a survey for certification.
The Director stated that Senator Simpson has been in discussion with the city leaders of Ardmore for location options re: the Ardmore replacement facility.

iii. Cost Benefit Analysis for Outsourced Services
The Director presented a cost benefit analysis to the Commission. An electronic copy of that report has been provided as an electronic attachment to these recorded minutes.

b. SARAH LANE, ODVA LEGAL COUNSEL, REPORT WITH DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:
   Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.
   i. Legislative Update
   ii. Sallisaw Project Update
   iii. Review of Proposed Revisions to Maintenance Charge Regulation Oklahoma Administrative Code 770:10-3-1

c. SHAWN KIRKLAND, ODVA DIRECTOR OF HOMES, ARDMORE ADMINISTRATOR, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.
   i. Human Resources Update
   ii. Overtime
   iii. Vacancies
   iv. GALT
   v. Workers Compensation Update
   vi. Census
   vii. Average Occupancy
   viii. Total Days of Care
   ix. Demographics

d. TIM WILLIAMS, ARDMORE MAINTENANCE, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Review of all construction projects concerning Ardmore

Food Williams, ODVA COMPLIANCE DIRECTOR, REPORT WITH POSSIBLE DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:
   Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.
   i. Education
   ii. Clinical Outliers
   iii. CMS and Survey Progress

The meeting was recessed for lunch at 12 noon.
The Chairman called the meeting back to order at 1:00pm

h. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTIVE SESSION PURSUANT TO 25 O.S. §307(B)(7) AND 25 O.S. § 307(B)(1).
a. **PROPOSED EXECUTIVE SESSION PURSUANT TO TITLE 25 O.S. §307(B)(7) DISCUSSION OF ANY MATTER WHERE DISCLOSURE OF INFORMATION WOULD VIOLATE CONFIDENTIALITY REQUIREMENTS OF STATE OR FEDERAL LAW – REQUEST FOR REDUCTION OF MAINTENANCE CHARGE PURSUANT TO OAC 770:10-3-1(l)(3).**

i. **Action to move into Executive Session.**
   
   Commissioner Secor moved to go into Executive Session
   Commissioner Van Schuyver gave the second
   The clerk called the vote and the vote is as follows:
   Arthur: Absent
   Ball: Aye
   Costilow: Absent
   Fite: Aye
   Secor: Aye
   Smithson: Aye
   Van Schuyver: Aye
   Richey: Aye

   The clerk counted the votes and notified the Chairman that the Motion was approved.

ii. Discussion of Requested Maintenance Charge reduction for Talihina resident.

iii. **Action to Return to Open Meeting from Executive Session.**
    
    Commissioner Ball moved to return to open session
    Commissioner Smithson gave the second
    The clerk called the vote and the vote is as follows:
    Arthur: Absent
    Ball: Aye
    Costilow: Absent
    Fite: Aye
    Secor: Aye
    Smithson: Aye
    Van Schuyver: Aye
    Richey: Aye

    The clerk counted the votes and notified the Chairman that the Motion was approved.

b. **DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTIVE SESSION REQUEST FOR REDUCTION OF MAINTENANCE CHARGE PURSUANT TO OAC 770:10-3-1(l)(3).**

i. **Action.**
   
   Commissioner Fite moved to deny action at this time
   Commissioner Van Schuyver gave the second
   The clerk called the vote and the vote is as follows:
   Arthur: Absent
   Ball: Aye
   Costilow: Absent
   Fite: Aye
   Secor: Aye
   Smithson: Aye
   Van Schuyver: Aye

   The clerk counted the votes and notified the Chairman that the Motion was approved.
Richey: Aye

The clerk counted the votes and notified the Chairman that the Motion was approved.

c. PROPOSED EXECUTIVE SESSION PURSUANT TO TITLE 25 O.S. § 307(B)(I) DISCUSSION REGARDING THE EMPLOYMENT, HIRING APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF ANY INDIVIDUAL SALARIED EMPLOYEE:

i. Action to move into Executive Session.

Commissioner Fite moved to go into Executive Session
Commissioner Secor gave the second
The clerk called the vote and the vote is as follows:
Arthur: Absent
Ball: Aye
Costilow: Absent
Fite: Aye
Secor: Aye
Smithson: Aye
Van Schuyver: Aye
Richey: Aye

The clerk counted the votes and notified the Chairman that the Motion was approved.

ii. Discussion of Performance Evaluation of Executive Director, Doug Elliott.

iii. Action to Return to Open Meeting from Executive Session.

Commissioner Fite moved to return to open session
Commissioner Van Schuyver gave the second
The clerk called the vote and the vote is as follows:
Arthur: Absent
Ball: Aye
Costilow: Absent
Fite: Aye
Secor: Aye
Smithson: Aye
Van Schuyver: Aye
Richey: Aye

The clerk counted the votes and notified the Chairman that the Motion was approved.

d. DISCUSSION AND POSSIBLE ACTION TO REGARDING PERFORMANCE EVALUATION OF EXECUTIVE DIRECTOR, DOUG ELLIOTT.

Commissioner Fite relayed the Commissions’ desire to have the Director complete a self-performance appraisal to be reviewed prior to the April 2019 meeting.

i. Action.

There was no action taken at this time.
i. OPEN PUBLIC COMMENTS
The Oklahoma Veterans Commission shall hear public comments limited to only matters that are listed on the current meeting Agenda. Topics that are outside the scope of the present agenda will not be recognized. Individuals requesting to speak are required to sign-in onsite at the meeting prior to the commencement of the meeting. Speakers must provide the speaker’s name, address, email or phone number, and the subject on which they wish to speak. Open public comments are limited to not more than five minutes per person. The Board Chairman may interrupt and/or terminate any presentation during public comment which is disruptive to the meeting or 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.

Dorothy Kirkwood of Ardmore signed in to speak during public comments. She spoke of her satisfaction with current programs at the Ardmore facility.

Commissioner Van Schuyver announced to the Commission that Oklahoma was to officially be named a Purple Heart State.

j. 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).

There was no new business.

k. CARRYOVER TOPICS DEFERRED TO FUTURE AGENDA
a. Director’s Evaluation, April 2019 Meeting
b. Center Security, SOP, and Badges, March 2019 Meeting
   Commissioner Ball moved to table the topic
   Commissioner Smithson gave the second
   Discussion: Discussion was made that given recent information, the implementation of a higher level of security at the Oklahoma Veterans Homes was not likely, as increased security would limit current freedoms.
   The clerk called the vote and the vote is as follows:
   Arthur: Absent
   Ball: Aye
   Costilow: Absent
   Fite: Aye
   Secor: Nay
   Smithson: Aye
   Van Schuyver: Nay
   Richey: Aye

   The clerk miscounted the votes and notified the Chairman that there was not a majority. After recounting, it was noted that there was in fact a majority, and the motion was approved. The item will be removed from carryover topics.
c. Long-term Planning
   i. Strategic Plan
   ii. Capital Improvement Plans April 2019 Meeting

d. Standardization or Customization of Agency Policies and Procedures April 2019 Meeting
   The Commission agreed that this topic had been completed and could be removed from the list.

e. Survey and Appraisals for Property Considered for Exchange through OMES in Norman and Lawton

i. SUBMISSION AND DISCUSSION OF POSSIBLE AGENDA ITEMS BY THE OKLAHOMA VETERANS COMMISSION FOR THE NEXT SCHEDULED MEETING.

   i. Review of Maintenance Charge Regulation Oklahoma Administrative Code 770:10-3-1

m. DISCUSSION AND POSSIBLE ACTION REGARDING THE NEXT REGULARLY SCHEDULED MEETING DATE.

   Friday, March 29th, 2019
   10:00AM
   Clinton Veterans Center
   1701 S 4th St
   Clinton, Oklahoma

n. ADJOURNMENT
   a. CHAIRMAN
      i. Action
         Commissioner Ball moved to adjourn
         Commissioner Smithson provided the second
         Meeting adjourned at 3:30pm

**********Please note that these drafted minutes are subject to review, revision, and approval of the Commission at the April 26th 2019 meeting in Clinton, Oklahoma. Note that these minutes are not fully complete at this time, and items in red are pending clarification**********