

**OKLAHOMA VETERANS COMMISSION
MEETING MINUTES
June 28, 2019
Sulphur Veterans Center
304 E. Fairlane
Sulphur, OK**

NOTICE OF REGULAR MEETING:

The Oklahoma Veterans Commission held a regular meeting on **Friday, June 28, 2019, at 10:00 AM** at the Sulphur Veterans Center, 304 E. Fairlane, Sulphur, OK. A Notice of this meeting was filed with the Secretary of State's Office on December 7, 2018.

Friday, June 28, 2019 10:00 AM

I. CALL TO ORDER

The Chairman called the meeting to order at 10:08am

II. DETETERMINATION OF QUORUM

a. ROLL CALL AND INTRODUCTION OF COMMISSIONERS

Arthur: Present
Ball: Absent
Costillow: Present
Fite: Absent
Jackson: Present
Secor: Present
Smithson: Absent
Van Schuyver: Present
Chairman Richey: Present

Commissioner Lasser was also present as a non-voting member of the Commission. The clerk notified the Chairman that there was a quorum.

b. DECLARATION OF QUORUM

The Chairman declared a quorum

III. ANNOUNCEMENT REGARDING SIGN-IN FOR OPEN PUBLIC COMMENTS (Refer to Agenda Item IX)

The Chairman made an announcement to sign in on the sheet provided if any member of the gallery wished to speak during open public comment.

IV. INVOCATION

Former Commissioner Thomas Howell, who was seated in the gallery was asked by the Chairman to lead the invocation. Former Commissioner Howell was recently named Chaplin for the State of Oklahoma Disabled American Veterans, and was introduced as such by the Chairman.

V. PLEDGE OF ALLEGIANCE

Commissioner Secor led the Pledge of Allegiance

VI. OKLAHOMA VETERANS COMMISSION

a. DISCUSSION OF AND POSSIBLE ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE MAY 24th, 2019 OKLAHOMA VETERANS COMMISSION MEETING.

Discussion: Commissioner Secor requested that line item VIII.iii (*on page 5 of the drafted minutes from May 24th, 2019*) be changed to read “*Excused*” rather than “*Absent*” by his name on the recorded vote.

Commissioner Secor made a motion to amend as stated above. Commissioner Arthur provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye
Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

Discussion: Commissioner Arthur requested that line item XI.i (*on page 6 of the drafted minutes from May 24th, 2019*) be changed to redact “*Overwhelming consensus*”.

Commissioner Arthur made a motion to amend as stated above. There was not a second.

Motion is denied

Commissioner Secor moved to approve the minutes as amended. Commissioner Van Schuyver provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Nay
Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

b. DISCUSSION AND POSSIBLE ACTION REGARDING TRAVEL OF COMMISSIONERS SINCE PRIOR REGULAR MEETING ON May 24th, 2019.

- i. Written Travel Reports Filed by Commissioners
- ii. Presentation of Summary Travel Reports by Commissioners in Lieu of Written Reports

Commissioner Arthur reported visits to the Ardmore and Norman facilities

Commissioner Ball was absent

Commissioner Costillow had nothing to report

Commissioner Fite was absent

Commissioner Jackson had nothing to report

Commissioner Secor reported visits to the Lawton and Sulphur facilities

Commissioner Smithson was absent

Commissioner Van Schuyver reported visiting all seven facilities

Chairman Richey had nothing to report

VII. INTRODUCTION AND WELCOME TO VISITORS AND GUESTS

The Chairman welcomed the visitors and guests

VIII. OKLAHOMA DEPARTMENT OF VETERANS AFFAIRS

a. DOUG ELLIOTT, EXECUTIVE DIRECTOR'S REPORT WITH POSSIBLE DISCUSSION AND ACTION ON THE FOLLOWING:

- i. Agency Program Updates

The Director updated the Commission on the status of the Sallisaw Veterans Center. He stated that a design was established, and the building was to be a single story structure located on a numerus acre property. The Director stated that Orcutt Winslow was the design company that had been selected, and had been attending weekly meetings at ODVA for the past six weeks. He stated that the next scheduled meeting will be to meet with the Fire Marshal. The Director stated that the design must be approved by the Fire Marshall before any further progress can be made. He stated that we are still in the process of obtaining the clear title to the land, which he hoped would take place on the Monday following this meeting.

With regard to the Mock Survey for the CMS Certification of the Talihina facility, the Director stated that it had been completed. He stated that Tina Williams, Director of Compliance was in the room if the Commission had any questions as to the details of that survey. The Director stated that the next step in the process was the completion of the Federal Survey, which he expected to be within the coming days.

The Director stated that a new Employee Recognition program was currently in the beginning stages of development. He stated that Administration as a whole was working together to bring forth a recognition program that would fully recognize the best facility within our inventory. The Director stated that the Deputy Director was working with Oklahoma's leaders to discuss the possibility of a meet and greet with the top performers from that facility. He stated that he expected to initiate this program within the next sixty days.

The Director stated that with regard to Resident Surveys, the agency as a whole was looking to get feedback directly from the facilities. He expected to begin reviewing survey results by mid-July. The Director stated that once the feedback is reviewed, a meeting with the Residents and families of our facilities will be scheduled within a few weeks.

A brief question and answer period took place between the Director and the Commission before each of the following action items.

ii. Veterans Healthcare Advocacy Initiative

A. Action

Commissioner Jackson moved to approve the hiring of four qualified individuals to assist with the development of the Veterans Healthcare Advocacy Program. Commissioner Van Schuyver provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye

Ball: Absent

Costillow: Aye

Fite: Absent

Jackson: Aye

Secor: Aye

Smithson: Absent

Van Schuyver: Aye

Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

iii. Establishment of Float Pool System for Nursing Staff

A. Action

Commissioner Costillow moved to approve the creation of a Float Pool System consisting of PRN Staffing. Commissioner Van Schuyver provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye

Ball: Absent

Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

iv. Veteran Owned Business Contract Staffing Services

A. Action

Commissioner Secor moved to allow ODVA to priority contract with Veteran Owned Businesses. Commissioner Arthur provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye
Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

v. Priority List for Facility Maintenance and Repairs for Claremore, Lawton, and Norman Veterans Centers

A. Action

Commissioner Van Schuyver moved to approve the 13 item priority list for the Claremore, Lawton, and Norman facilities. Commissioner Secor provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye
Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

vi. Creation of Roof Repair and Replacement Fund

A. Action

Commissioner Arthur moved to establish a Roof and Replacement Fund in the amount of \$85,000 per month. Commissioner Jackson provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye
Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.

b. **JOEL KINTSEL, DEPUTY DIRECTOR'S REPORT WITH POSSIBLE DISCUSSION AND ACTION ON THE FOLLOWING:**

i. Legislative Status Report

The Deputy Director spoke to the Commission re: the continued discussion on the parameters of membership to the Oklahoma Veterans Commission. He stated that the draft was still in the discussion phase.

ii. Draft Bill for Commission Membership

A. Action

Commissioner Arthur moved to take no action at this time. Commissioner Secor provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye
Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.

- c. **RANDY REYNOLDS, VETERANS SERVICES, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:**
 - i. Proposed Veterans Healthcare Advocacy Initiative
Mr. Reynolds was not available to speak on this topic, however the information was discussed during the Executive Directors presentation.

- d. **PAMELA ARMS, SULPHUR ADMINISTRATOR, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:**
 - i. Administrator Acknowledgements
 - ii. Human Resources Update
 - iii. Overtime
 - iv. Vacancies
 - v. GALT
 - vi. Workers Compensation Update
 - vii. Census
 - viii. Average Occupancy
 - ix. Total Days of Care
 - x. Demographics
 - xi. Construction Projects

Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.

IX. 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.

A Resident of the Sulphur Veterans Center requested permission to speak to the board. The Chairman approved. The Resident spoke to the observation of the LPN staff performing many duties. She wanted to recognize that they were very good employees.

The Chairman announced a break for lunch at 12:10pm
The Chairman called the meeting back to order at 1:00pm

X. OKLAHOMA VETERANS COMMISSION

a. DISCUSSION AND POSSIBLE ACTION REGARDING THE ELECTION OF OFFICERS TO THE OKLAHOMA VETERANS COMMISSION

i. Chairman

Commissioner Arthur nominated Commissioner Ball
Commissioner Secor nominated Commissioner Van Schuyver

The Chairman called for a show of hands vote. Commissioner Van Schuyver was elected as the new Chairman of the Oklahoma Veterans Commission.

ii. Vice Chairman

Commissioner Van Schuyver nominated Commissioner Costillow
There were no other nominations

The Chairman called for a show of hands vote. Commissioner Costillow was elected as the new Vice Chairman of the Oklahoma Veterans Commission.

iii. Secretary

Commissioner Van Schuyver nominated Commissioner Secor
There were no other nominations

The Chairman called for a show of hands vote. Commissioner Secor was elected for another term as Secretary of the Oklahoma Veterans Commission.

XI. PROPOSED EXECUTIVE SESSION PURSUANT TO TITLE 25 O.S. § 307(B)(1) DISCUSSION REGARDING THE EMPLOYMENT, HIRING APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF ANY INDIVIDUAL SALARIED EMPLOYEE:

a. Possible Discussion and Action to Adjourn to Executive Session.

Commissioner Secor moved that the Commission recess to Executive Session.
Commissioner Costilow provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye

Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved. The Commission entered Executive session at 1:15pm.

- b. Discussion of Compensation of Executive Director.
- c. Action to Return to Open Meeting from Executive Session.
Commissioner Arthur moved that the Commission return to open session
Commissioner Secor provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Aye
Ball: Absent
Costillow: Aye
Fite: Absent
Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved. The Commission entered open session at 2:10pm.

XII. DISCUSSION AND POSSIBLE ACTION REGARDING COMPENSATION OF EXECUTIVE DIRECTOR, DOUG ELLIOTT.

- a. Action.
Commissioner Secor moved that the Commission approve a \$15,000 pay increase for the Director. Commissioner Costillow provided the second.

The clerk counted the votes, and the vote is as follows:

Arthur: Nay
Ball: Absent
Costillow: Aye
Fite: Absent

Jackson: Aye
Secor: Aye
Smithson: Absent
Van Schuyver: Aye
Chairman Richey: Aye

The clerk notified the Chairman that the Motion was approved

XIII. 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).

The Chairman presented Commissioner Arthur with a certificate recognizing his Service with the Oklahoma Veterans Commission.

XIV. CARRYOVER TOPICS DEFERRED TO FUTURE AGENDA

There are no carryover items.

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

There were no possible Agenda items proposed.

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

Friday, July 26th, 2019
10:00AM
Vezey Veterans Complex
Oklahoma City, Oklahoma

Commissioner Secor reminded the Commission that he would not be present for the August Commission meeting.

XVII. ADJOURNMENT

a. CHAIRMAN

i. Action

Commissioner Arthur moved to adjourn
Commissioner Costilow provided the second.

Outgoing Chairman Richey passed his gavel to newly elected Chairman Van Schuyver.

The meeting was adjourned at 2:20pm by Chairman Van Schuyver.