NOTICE OF REGULAR MEETING:
The Oklahoma Veterans Commission held a regular meeting on Friday, November 16, 2018, at 10:00 AM at the Vezey Veterans Complex, 2132 NE 36th Street, Oklahoma City, OK 73111. An Amended Notice of this meeting was filed with the Secretary of State’s Office on June 21, 2018.

AGENDA:
FRIDAY, NOVEMBER 16, 2018, 10:00 AM

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

II. DETERMINATION OF QUORUM
   a. ROLL CALL AND INTRODUCTION OF COMMISSIONERS
      The clerk called the roll, and the roll is as follows:
      Arthur: Present
      Ball: Present
      Costilow: Present
      Fite: Present
      Secor: Present
      Smithson: Absent
      Thomas: 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
    The Chairman led the invocation.

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

V. INTRODUCTION AND WELCOME TO VISITORS AND GUESTS
    The Chairman welcomed the visitors and requested that all non ODVA staff introduce themselves to the Commission. Members of the gallery introduced themselves off microphone.
VI. OKLAHOMA VETERANS COMMISSION

a. DISCUSSION OF AND ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE SEPTEMBER 24, 2018 OKLAHOMA VETERANS COMMISSION MEETING.

Commissioner Thomas moved to approve the September 24th minutes
Commissioner Secor gave the second
The clerk called the vote and the vote is as follows:
Arthur: Aye
Ball: Aye
Costilow: Aye
Fite: Aye
Secor: Aye
Smithson: Absent
Thomas: Aye
Van Schuyver: Aye
Richey: Aye

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

i. Action
The minutes of the September 24th, 2018 Commission meeting are approved.

b. DISCUSSION OF AND ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE OCTOBER 26, 2018 OKLAHOMA VETERANS COMMISSION SPECIAL MEETING.

Commissioner Secor moved to approve the October 26th minutes
Commissioner Ball gave the second
Commissioner Thomas requested a correction to item X(d). He asked that the word “Requested” be changed to the word “Reminded”
Commissioner Fite requested a correction to item XII(a) that Commissioner Secor be noted as the second to the motion rather than himself.
The clerk called the vote that the minutes be adopted as amended and the vote is as follows:
Arthur: Aye
Ball: Aye
Costilow: Aye
Fite: Aye
Secor: Aye
Smithson: Absent
Thomas: Aye
Van Schuyver: Aye
Richey: Aye

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

i. Action
The minutes of the October 26th, 2018 Commission meeting are adopted as amended.
c. DISCUSSION AND ACTION REGARDING REVISION OF THE APPROVED MEETING SCHEDULE FOR 2019.

i. Previously approved scheduled dates are for the last Thursday of each calendar month, with exception for months in which the last Thursday falls on a holiday, and the month of December:
   January 31, 2019, Vezey Veterans Complex, Oklahoma City;
   February 28, 2019, OVC Ardmore;
   March 28, 2019, OVC Clinton;
   April 25, 2019, Vezey Veterans Complex, Oklahoma City;
   May 30, 2019, OVC Talihina;
   June 27, 2019, OVC Sulphur;
   July 25, 2019, Vezey Veterans Complex, Oklahoma City,
   August 29, 2019, OVC Norman;
   September 26, 2019, OVC Lawton;
   October 24, 2019, Vezey Veterans Complex, Oklahoma City, and
   November 21, 2019, OVC Claremore.

ii. Proposed schedule of dates for the last Friday of each calendar month, with the exception for months in which the last Friday falls on a holiday, and the month of December.
   January 25, 2019, Vezey Veterans Complex, Oklahoma City;
   February 22, 2019, OVC Ardmore;
   March 29, 2019, OVC Clinton;
   April 26, 2019, Vezey Veterans Complex, Oklahoma City;
   May 24, 2019, OVC Lawton;
   June 28, 2019, OVC Sulphur;
   July 26, 2019, Vezey Veterans Complex, Oklahoma City,
   August 30, 2019, OVC Norman;
   September 27, 2019, OVC Talihina;
   October 25, 2019, Vezey Veterans Complex, Oklahoma City, and
   November 22, 2019, OVC Claremore.

Commissioner Fite moved to accept the Friday schedule over the previously approved Thursday schedule.
Commissioner Arthur gave the second
The clerk called the vote and the vote is as follows:
Arthur: Aye
Ball: Aye
Costilow: Aye
Fite: Aye
Secor: Aye
Smithson: Absent
Thomas: Aye
Van Schuyver: Aye
Richey: Nay

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

iii. Action
The proposed Friday schedule will be the accepted 2019 schedule.
iv. **Discussion of desired coverage agenda for monthly meetings and meeting procedures.**

The Chairman explained that any Commissioner can request that any item be placed on the agenda for review by the Commission. The Chairman sets the agenda. Items may not be placed on the next agenda for the sake of time constraints; however a running list of items for discussion will be maintained.

d. **DISCUSSION OF TRAVEL OF COMMISSIONERS SINCE PRIOR REGULAR MEETING ON SEPTEMBER 24-25, 2018.**

i. **Travel Reports by Commissioners**

Arthur: 6, Ardmore, Claremore, Clinton, Lawton, Norman, and Sulphur
Ball: 1, Norman
Costilow: Had no travel to report to the Commission
Fite: Had no travel to report to the Commission
Secor: 2, Sulphur and Lawton
Smithson: Absent
Thomas: 7, Ardmore, Claremore, Clinton, Lawton, Norman, Sulphur, and Talihina
Van Schuyver: 7, Ardmore, Claremore, Clinton, Lawton, Norman, Sulphur, and Talihina
Richey: 1, Clinton, Oklahoma

It was noted that for all out of state travel if reimbursement will be requested, pre-approval from the Cabinet Secretary must be obtained. It was suggested that at one of the early Commission meetings in 2019, the Commission review requests for out of state travel for the 2019 year.

ii. **Travel Requests and Travel Reimbursements**

Commissioner Secor moved that this motion be moved to the January 25th Commission meeting for discussion and possible action re: all Commissioners will file written documentation of their travel, or present verbally during the Commission meetings any account of travel, regardless of whether reimbursement is requested.

Commissioner Arthur gave the second

The clerk called the vote and the vote is as follows:

Arthur: Aye
Ball: Aye
Costilow: Aye
Fite: Nay
Secor: Aye
Smithson: Absent
Thomas: Aye
Van Schuyver: Aye
Richey: Aye

The clerk counted the votes and notified the Chairman that the Motion was approved.
A. **Action**
This motion will be moved to the January 25th, 2019 Commission meeting for discussion and possible action re: all Commissioners will file written documentation of their travel, or present verbally during the Commission meetings any account of travel, regardless of whether reimbursement is requested.

e. **DISCUSSION AND ACTION OF COMMISSIONERS REGARDING MEETING WITH STATE AUDITOR**
Commissioner Thomas moved to schedule a meeting to discuss the audit with the auditing team at the January 25th, 2019 regular Commission meeting, subject to the audit teams’ availability to attend.
Vice-Chairman Van Schuyver gave the second
The clerk called the vote and the vote is as follows:
Arthur: Aye
Ball: Aye
Costilow: Aye
Fite: Nay
Secor: Aye
Smithson: Absent
Thomas: Aye
Van Schuyver: Aye
Richey: Nay

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

i. **Action**
A meeting will be scheduled to discuss the audit with the auditing team at the January 25th, 2019 regular Commission meeting, subject to the audit teams’ availability to attend. Possible Executive Session will be added to the agenda in the event that it becomes warranted.

VII. **OKLAHOMA DEPARTMENT OF VETERANS AFFAIRS**
a. **JOEL KINTSEL, DEPUTY DIRECTOR'S REPORT WITH DISCUSSION ON THE FOLLOWING:**
The Deputy Director informed the Commission that the Director was not present due to a military duty assignment.

i. **Status of Programs**
A. **Highly Rural Transportation Grant (HRTG) Update**
Deputy Director Kintsel stated that the HRTG was approved for approximately $50,000. HRTG will be used for providing transportation for veterans in rural counties; Assistance in getting to medical appointments. Counties are; Beaver, Cimarron, Dewey, Ellis, Grant, Harmon, Harper, and Roger Mills. The program will be headquartered out of the Clinton Veterans Home in Clinton, Oklahoma.

B. **Strategic Plan**
Deputy Director Kintsel stated that we need to sync with the new Governor before anything is set in stone re; Strategic Planning.

***Of Note: Commissioner Ball was excused from the meeting at 11:00AM, but is expected to return before the conclusion.***
ii. Discussion of Rumors of Privatization of Homes
   Deputy Director Kintsel stated that there is no discussion whatsoever as to the privatization of homes. He stated that this is not something Director Elliott is interested in, and that the topic is a product of rumor alone.

iii. Legislative and Regulatory Proposals
   Deputy Director Kintsel stated this list had not been shared as of the date of this meeting. He stated that the thoughts and input from the Commission was desired. He briefly detailed the following to the members of the Commission:
   A. Exemption for Military Retirement Income
   B. Inclusion of active duty time for OPERS Retirement Calculations
   C. Extension of sales tax exemption to spouses of deceased 100% service connected disabled veterans awarded ratings after death.
   D. Procurement priority for ODVA purchases from Veteran Owned Businesses.
   E. Obtain authority for food, lodging and meeting facilities to support and host events for veterans and development of Veterans’ services.
   F. Clarification of eligibility for admission to OVC of veterans with discharge status of “Dishonorable”.
   G. Broaden definition of “Veteran” for Veteran’s registry to match definition in OK statute.
   H. Broaden criteria for eligibility for reimbursement for burial expenses from Indigent Burial Fund.
   I. Exempt ODVA from OMES IT support requirements.
   J. Remove expiration of authorization for in-house counsel.

   The Chairman called for a break at 11:40AM
   The Chairman called the meeting back to order at 11:52AM

   The presentation scheduled for g. iv. Presentation by Orcutt Winslow Partnership has requested to be presented out of order due to time restrictions. There were no objections. Summary provided under g. iv. as outlined in the agenda.

   The presentation scheduled for l. i. Pete Reed, Author of the Veterans Pilot Program has requested to be presented out of order due to time restrictions. There were no objections. Summary provided under l. i. as outlined in the agenda.

   The presentation scheduled for k. Tina Williams, ODVA Compliance Officer has requested to be presented out of order due to time restrictions. There were no objections. Summary provided under k. as outlined in the agenda.

   The presentation scheduled for j. Shawn Kirkland, ODVA Director of Homes has requested to be presented out of order due to time restrictions. There were no objections. Summary provided under j. as outlined in the agenda.

   ***Of Note: Commissioner Ball returned to the meeting at 1:22PM
b. **SARAH LANE, ODVA LEGAL COUNSEL, REPORT WITH DISCUSSION ON THE FOLLOWING:**

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

   i. Delinquent Accounts
   ii. Electronic Payments
   iii. Summary Litigation Update
   iv. Potential Lawton CLO-Land Exchange
   v. Recognition for Communities for Real Property Offers for Hosting of New Center.
   vi. Update Regarding Contract for Real Property in Sallisaw, Oklahoma.

   A brief discussion among the Commission members and Ms. Lane followed the presentation.

   Commissioner Ball requested that the Commission have a discussion re; developing a construction committee consisting of current Commission members. Ms. Herd was able to discuss the process with the Commission.

c. **HELEN SAPP, ODVA SAFETY PROGRAMS, REPORT WITH DISCUSSION ON THE FOLLOWING:**

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

   i. Workers Compensation Update

d. **WARREN GRIFFIS, ODVA DIRECTOR OF HUMAN RESOURCES, REPORT WITH DISCUSSION ON THE FOLLOWING:**

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

   i. Human Resources Update
      A. Overtime
      B. Turnover
      C. Vacancies
      D. GALT
   ii. HR Director Retirement

   Mr. Griffis notified the Commissioners that he would be retiring from ODVA at the end of December 2018. His replacement will be introduced at the January 25th 2019 meeting.

   A brief discussion among the Commission members and Mr. Griffis followed.

e. **SHANTHA VARAHAAN, ODVA CHIEF FINANCIAL OFFICER, REPORT WITH DISCUSSION ON THE FOLLOWING:**

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

   i. Revolving Fund Revenue
   ii. Average Occupancy
   iii. Total Days of Care
   iv. Current Capital Projects
   v. Single Audit Status
f. **LISA MUSSETT, ODVA WOMEN'S VETERAN COORDINATOR, REPORT WITH DISCUSSION ON THE FOLLOWING:**

Ms. Mussett was out of town speaking at another event. She sent her updates for the Commission via email, and requested that the information be presented in her absence.

i. Women’s Veterans Events

ii. Veterans Employment Update

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g. **DORITA HERD, CONSTRUCTION ADMINISTRATOR, REPORT WITH DISCUSSION ON THE FOLLOWING:**

i. Review of all construction projects concerning Ardmore, Claremore, Clinton, Lawton, Norman, Sulphur, Talihina, Central Office and agency wide projects

ii. Facilities Change Orders approved by the Executive Director under the delegation of authority made pursuant to 61 O.S. §121(F) since the last regular meeting.

A. Change Order ($2,165.00) Imajenus, OVC Clinton;

B. Change Order ($1,940.00) Imajenus, OVC Clinton;

C. Change Order ($4,495.92 = $314.71 CAP Fee) EDA/MEP/LLC, OVC Sulphur;

D. Change Order ($2,870.00) Imajenus, OVC Talihina;

E. Change Order ($940.00 + $65.80 CAP Fee); and

F. Change Order ($5,921.00 + $414.47 CAP Fee) Ford Roofing & Sheet Metal, OVC Lawton.

iii. Sallisaw Veterans Center A & E Selection update

iv. Presentation by Orcutt Winslow Partnership.

This section was presented earlier in the agenda at the request of the presenter. A brief discussion among the Commission members and the presenters followed the presentation re; the possible design of the new Sallisaw Veterans Center.

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h. **JACKIE WHITTEN, CLAIMS AND BENEFITS ADMINISTRATOR, REPORT WITH DISCUSSION ON THE FOLLOWING:**

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

i. Veterans Services Report, Claims and Benefits Division

ii. 2018 Joint Service Officer Training Symposium (JSOTS)

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i. **BRADLEY WARD, VETERAN SERVICES EMPLOYMENT AND EDUCATION ADMINISTRATOR, REPORT WITH DISCUSSION ON THE FOLLOWING:**

i. Education Initiatives

ii. 2018 Governor’s Symposium

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j. **SHAWN KIRKLAND, ODVA DIRECTOR OF HOMES, REPORT WITH DISCUSSION ON THE FOLLOWING:**

This section was presented earlier in the agenda at the request of the presenter. Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.

i. Oklahoma Veterans Centers Census

ii. Service Connected Disabilities

iii. Demographics for Age, Gender, and Service Period

iv. Status of Facilities re: Direct Hire vs. Contract Physician Services

v. Telehealth Status of Facilities

A brief discussion among the Commission members and Mr. Kirkland followed the presentation.
k. **TINA WILLIAMS, ODVA COMPLIANCE OFFICER, REPORT WITH DISCUSSION ON THE FOLLOWING:**
   This section was presented earlier in the agenda at the request of the presenter. Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.
   i. CMS Progress at Talihina
   ii. Survey
   iii. Education
   iv. Clinical

   A brief discussion among the Commission members and Ms. Williams followed the presentation.

l. **PETE REED, AUTHOR OF THE VETERANS PILOT PROGRAM PROPOSAL AS DISCUSSED IN THE SEPTEMBER 24TH MEETING, REPORT WITH DISCUSSION ON THE FOLLOWING:**
   This section was presented earlier in the agenda at the request of the presenter. Documentation of the content presented has been provided as an electronic attachment to these recorded minutes.
   i. Veterans Pilot Program

   A brief discussion among the Commission members and Mr. Reed followed the presentation.

m. **SHANE FAULKNER, PUBLIC INFORMATION OFFICER, REVIEW OF VETERAN’S DAY ACTIVITIES AND STATE ISSUED EMAIL OF COMMISSIONERS WITH DISCUSSION ON THE FOLLOWING:**
   i. Email addresses
   ii. Office 365 Log in process
   iii. Discussion of email addresses to be disclosed for public use
   iv. Review of OVC Veterans Day Activities
   v. Project Assist

VIII. **OPEN PUBLIC COMMENTS**
   There were no public comments.

IX. **NEW BUSINESS**
   Commissioner Secor requested that a list of phone numbers for each facility, as well as all the names and phone numbers of Central Office staff be submitted to the Commission for easy access. There was no other new business.

X. **CARRYOVER TOPICS DEFERRED TO FUTURE AGENDA**
   a. Commissioners to File Written Documentation of Travel, *January 2019 Meeting*
   b. Discussion with Audit Team, *January 2019 Meeting*
   c. Director’s Evaluation, *February 2019 Meeting*
   d. Center Security, SOP, and Badges, *March 2019 Meeting*
   e. Capital Improvement Plans for Centers
   f. Standardization or Customization of Agency Policies and Procedures
   g. Cost Benefit Analysis for Future Outsourcing of Services
   h. Strategic Planning
XI. SUBMISSION AND DISCUSSION OF POSSIBLE AGENDA ITEMS BY THE OKLAHOMA VETERANS COMMISSION FOR THE NEXT SCHEDULED MEETING.
   The Commission would like to meet with the Audit team in January.
   The Commission would like to have access to the meeting content 7 days prior to the meeting for review.

XII. DISCUSSION REGARDING THE NEXT REGULARLY SCHEDULED MEETING DATE.

   Friday, January 25th, 2019
   10:00AM
   Conference Room
   Vezey Veterans Complex
   2132 NE 36th Street
   Oklahoma City, Oklahoma

XIII. ADJOURNMENT
   a. CHAIRMAN
      Commissioner Arthur moved to adjourn.
      Commissioner Secor provided the second.
      There were no objections.
   i. Action
      The meeting was adjourned at 3:44PM

This meeting has been transcribed from an audio recorded source November 16th, 2018 by ODVA Staff Member JGB. Transcription is not and should not be interpreted as verbatim dialog and is provided merely as a summary of and interpretation of events.