

**OKLAHOMA VETERANS COMMISSION
MEETING MINUTES
October 30th, 2020 10AM
Vezev Veterans Complex
2132 NE 36th Street
Oklahoma City, OK 73111**

NOTICE OF REGULAR MEETING:

The Oklahoma Veterans Commission held a regular meeting on **Friday, October 30th, 2020**, at 10:00 AM. This meeting was held at the Vezev Veterans Complex, 2132 NE 36th Street, Oklahoma City. A Notice of this meeting was filed with the Secretary of State's Office on July 22nd, 2020.

AGENDA:

Friday, October 30th, 2020 10:00 AM

I. CALL TO ORDER

The Chairman called the meeting to order at 10:00am

II. DETERMINATION OF QUORUM

a. ROLL CALL AND INTRODUCTION OF COMMISSIONERS

The Clerk called the roll and the roll is as follows:

Commissioner Ball: Present
Commissioner Costilow: Present
Commissioner Jackson: Present
Commissioner Kokendoffer: Present
Commissioner Lasser: Absent
Commissioner LeDay: Absent
Commissioner Secor: Present
Commissioner Smithson: Absent
Mr. Chairman: Present

The Clerk notified the Chairman that 6 Commissioners were present, with 3 absent.

b. DECLARATION OF QUORUM

The Chairman declared a quorum

III. INVOCATION

Commissioner Ball led the Invocation

IV. PLEDGE OF ALLEGIANCE

Shane Faulkner, Public Information Officer, ODVA led the Pledge of Allegiance

V. INTRODUCTION AND WELCOME TO VISITORS AND GUESTS

The Chairman acknowledged that there were no visitors or guests present.

VI. ANNOUNCEMENT REGARDING SIGN-IN FOR OPEN PUBLIC COMMENTS

Individuals requesting to speak are required to sign-in onsite at the meeting prior to the

commencement of the meeting advising of their intent to provide public comment to the Commission. Individuals must provide their name, contact information, as well as the topic on the posted Agenda of which they would like to comment.

The Chairman confirmed that there were no sign-ins for public comments.

VII. OKLAHOMA VETERANS COMMISSION

a. DISCUSSION OF AND POSSIBLE ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE AUGUST 14TH, 2020 OKLAHOMA VETERANS COMMISSION MEETING.

i. Action

Commissioner Secor made the motion to approve the August 14th, 2020 minutes.

Commissioner Ball provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye

Commissioner Costilow: Aye

Commissioner Jackson: Aye

Commissioner Kokendoffer: Aye

Commissioner Lasser: Absent

Commissioner LeDay: Absent

Commissioner Secor: Aye

Commissioner Smithson: Absent

Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent

Motion Passes

b. DISCUSSION OF AND POSSIBLE ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE SEPTEMBER 24TH, 2020 OKLAHOMA VETERANS COMMISSION MEETING.

i. Action

Commissioner Secor made the motion to approve the September 24th, 2020 minutes.

Commissioner Ball provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye

Commissioner Costilow: Aye

Commissioner Jackson: Aye

Commissioner Kokendoffer: Aye

Commissioner Lasser: Absent

Commissioner LeDay: Absent

Commissioner Secor: Aye

Commissioner Smithson: Absent

Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent
Motion Passes

c. **DISCUSSION OF AND POSSIBLE ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE SEPTEMBER 25TH, 2020 OKLAHOMA VETERANS COMMISSION MEETING.**

i. Action

Commissioner Secor made the motion to approve the September 25th, 2020 minutes.

Commissioner Ball provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye

Commissioner Costilow: Aye

Commissioner Jackson: Aye

Commissioner Kokendoffer: Aye

Commissioner Lasser: Absent

Commissioner LeDay: Absent

Commissioner Secor: Aye

Commissioner Smithson: Absent

Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent

Motion Passes

d. **DISCUSSION AND POSSIBLE ACTION REGARDING TRAVEL OF COMMISSIONERS SINCE PRIOR REGULAR MEETING ON AUGUST 14TH, 2020**

i. Written Travel Reports Filed by Commissioners

The Chairman requested that the Commission submit any written travel reports to the clerk before the end of the meeting.

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

Commissioner Ball: Had nothing to report

Commissioner Costilow: Had nothing to report

Commissioner Jackson: Had nothing to report

Commissioner Kokendoffer: Had nothing to report

Commissioner Lasser: Was absent

Commissioner LeDay: Was absent

Commissioner Secor: Stated that he had participated in two parades at the Lawton facility

Commissioner Smithson: Was absent

Mr. Chairman: Had nothing to report.

VIII. OKLAHOMA SECRETARY OF VETERANS AFFAIRS AND MILITARY

- a. **BEN ROBINSON, CABINET SECRETARY TO GOVERNOR STITT, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:**
 - i. Report from Monthly Cabinet Meeting.
Secretary Robinson was not able to attend this meeting due to a prior commitment.

IX. OKLAHOMA DEPARTMENT OF VETERANS AFFAIRS

- a. **JOEL KINTSEL, EXECUTIVE DIRECTOR, AGENCY REPORT WITH POSSIBLE DISCUSSION AND ACTION ON THE FOLLOWING:**
 - i. Travel Report
 - a. Norman
The Director stated that the Deputy Director and he had traveled to the Norman and Lawton Veterans Centers since the last scheduled meeting. He stated that due to the CDC guidelines, they had not been visiting the facilities in person prior to this point. He stated that the plan moving forward was to visit one facility a week to check in with the staff.
 - b. Lawton
 - ii. CARES Act Grant Update
The Director stated that as of now, the agency has been reimbursed for 2.1 million (August & September 2020).
 - iii. COVID Vaccinations
The Director stated that the Veterans Center Residents and Staff were top priority once a vaccine was made available. He stated that the Contractor for this would be CVS.
 - iv. TEEM Partnership and Grant Award
The Director stated that TEEM was The Education and Employment Ministry, a non-profit organization in Oklahoma City with an area of focus on individuals coming out of incarceration. He stated that they have been awarded \$100,000 grant from Boeing, and TEEM wishes to partner with ODVA to help provide these services. The Director stated that they will create a VSR position, in which the grant funds will provide ½ the funding for the salary requirements of that individual. He stated that the new VSR will be stationed within the TEEM facility.
 - v. Cemetery Groundbreaking in Ardmore
The Director stated that he anticipated that the groundbreaking would take place in early December.

vi. 2021 Legislation Requests

The Director stated that he would like to provide a deep dive into this topic at the next scheduled Commission meeting. He stated that he would like to email a list of agency priorities prior to that meeting on November 20th.

vii. USDVA Mission Act Update

The Director stated that the progress on this has been hindered by COVID-19, but that he was still meeting with them regularly, and would continue to provide updates as they became available.

b. SARAH LANE, DEPUTY DIRECTOR, REPORT WITH POSSIBLE DISCUSSION AND ACTION ON THE FOLLOWING:

i. Travel Report

- a. Norman
- b. Lawton

The Deputy Director stated that the Director had already covered their travel to the Norman and Lawton facilities. She added that the Clinton and Ardmore facilities would be next on their calendar.

ii. Biannual Women Veterans Program Report

The Deputy Director stated that the agency was about to hit the two year milestone with this program, and that a formal report was currently underway related to the progress of the Women Veterans Program. She stated that the report would be available on the website upon its completion.

iii. Introduction of Trechelle Foreman, Assistant Women's Coordinator

The Deputy Director introduced Ms. Foreman to the Commission. Ms. Foreman gave a brief background to the Commission, and stated that she was excited to get to work.

iv. Introduction of Daron Hoggatt, Veteran Owned Business Program Manager

The Deputy Director introduced Mr. Hoggatt to the Commission. Mr. Hoggatt gave a brief background to the Commission, and explained his focus at this time.

- a. Scope of Duties
- b. Veteran Owned Business Recognition Week

The Deputy Director stated that Veteran Owned Business Week will be celebrated next week.

v. VARRP State Prison Volunteer Training

The Deputy Director stated that Veterans Avoidance Recovery and Redeployment Program will be offering volunteer certification training that will take place at central office on November 6th, and December 4th, 2020.

vi. Center Morale Initiatives

The Deputy Director stated that the following morale initiatives were currently in the early planning stages:

a. Resiliency Training

The Deputy Director stated that this will be an 8 week trial period, wherein two instructors will offer classes twice a week.

b. Virtual Talent Show

The Deputy Director stated that this is in the early planning stages. She stated that she would like to encourage the members of the Commission to volunteer to be judges over this multi-facility competition.

c. Virtual Chapel Offerings

The Deputy Director stated that Aaron Ashworth has volunteered to hold virtual chapel every Tuesday.

The Deputy Director stated that the agency is also in the process of creating original agency challenge coins to recognize outstanding ODVA staff.

vii. USDVA Recognized Oklahoma Veterans Day Celebrations

The Deputy Director stated that information on the Veterans Day celebrations was slow to arrive this year. She stated that as information becomes available, she would update the Commission on the following:

a. Norman – TBD

b. Ponca City – Saturday, November 7, 2020

c. Langston – TBD

The Deputy Director also stated that there would be a celebration in Oklahoma City hosted by the Veterans Council on November 11th at 11am across from the Capitol at the memorial park. She stated that there would also be a celebration in Midwest City on the 10th, Dell City on the 11th, and Lawton on the 11th. The Deputy Director stated that there is also a Purple Heart Monument dedication in the city of Tahlequah on Saturday, November 7th.

The Chairman called for a break at 11:15am

The Chairman called the meeting back to order at 11:26am

c. **KIM HEATON, GENERAL COUNSEL, REPORT WITH POSSIBLE DISCUSSION AND ACTION ON THE FOLLOWING:**

- i. **PROPOSED EXECUTIVE SESSION PURSUANT TO TITLE 25 O.S. §307(B)(4) CONFIDENTIAL COMMUNICATIONS BETWEEN A PUBLIC BODY AND ITS ATTORNEY CONCERNING A PENDING INVESTIGATION, CLAIM, OR ACTION IF THE PUBLIC BODY, WITH THE ADVICE OF ITS ATTORNEY, DETERMINES THAT DISCLOSURE WILL SERIOUSLY IMPAIR THE ABILITY OF THE PUBLIC BODY TO PROCESS THE CLAIM OR CONDUCT A PENDING INVESTIGATION, LITIGATION, OR PROCEEDING IN THE PUBLIC INTEREST.**

a. **Action to Enter Into Executive Session**

The following was completed out of order

Commissioner Secor made the motion to enter into Executive Session
Commissioner Kokendoffer provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye

Commissioner Costilow: Aye

Commissioner Jackson: Aye

Commissioner Kokendoffer: Aye

Commissioner Lasser: Absent

Commissioner LeDay: Absent

Commissioner Secor: Aye

Commissioner Smithson: Absent

Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent

Motion Passes

The Commission entered into Executive Session at 2:19pm

b. **Litigation Update**

c. **Investigation Update**

d. **Action to Return to Open Meeting**

Commissioner Secor made the motion to return to open meeting.
Commissioner Kokendoffer provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye

Commissioner Costilow: Aye

Commissioner Jackson: Aye

Commissioner Kokendoffer: Aye

Commissioner Lasser: Absent

Commissioner LeDay: Absent

Commissioner Secor: Aye

Commissioner Smithson: Absent

Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent

Motion Passes

The Commission returned to open meeting at 2:34pm

d. **SHAWN KIRKLAND, ODVA DIRECTOR OF STATE VETERANS HOMES, REPORT WITH POSSIBLE DISCUSSION AND ACTION ON THE FOLLOWING:**

Mr. Kirkland was not able to attend this meeting due to a prior commitment. This section was presented by Deputy Director Sarah Lane.

- i. Census and Report of General Operations of Veterans Centers
- ii. PPE Supply Update
- iii. Status of Residents & Staff Testing Positive for COVID-19.
- iv. Center License Renewal
 - a. Ardmore
 - i. Action
 - b. Claremore
 - i. Action
 - c. Clinton
 - i. Action
 - d. Lawton
 - i. Action
 - e. Norman
 - i. Action
 - f. Sulphur
 - i. Action
 - g. Talihina
 - i. Action

Commissioner Secor made the motion to approve the renewal of the Ardmore, Claremore, Clinton, Lawton, Norman, Sulphur, and Talihina facilities.

Commissioner Jackson provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye
Commissioner Costilow: Aye
Commissioner Jackson: Aye
Commissioner Kokendoffer: Aye
Commissioner Lasser: Absent
Commissioner LeDay: Absent
Commissioner Secor: Aye
Commissioner Smithson: Absent
Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent
Motion Passes

- v. Center Security Staffing Plans and Needs
- vi. 2020 Election and Resident Voting
- vii. Holiday Celebrations

A digital version of this presentation is attached to these recorded minutes.

The Chairman called for a break at 12:15pm

The Chairman called the meeting back to order at 12:35pm

e. **CAMI McKINNEY, ODVA DIRECTOR OF CLINICAL COMPLIANCE, REPORT WITH POSSIBLE DISCUSSION AND ACTION ON THE FOLLOWING:**

- i. General Health Status Reports for Residents in Oklahoma Veterans Centers
- ii. Defensive Measures Taken in Oklahoma Veterans Centers for COVID-19

A digital version of this presentation is attached to these recorded minutes.

f. **DISCUSSION AND REQUESTS FOR REMOVAL OF ITEMS FROM CONSENT DOCKET.**

- i. Discussion.

The Commission requested that the Construction Report from Nanneusha Young be removed from the Consent Docket and that Ms. Young be available for questions.

g. **LUNCH BREAK.**

- i. Action

The Chairman announced that the Commission would be working through their lunch. No break was called.

h. **CONSENT DOCKET OCTOBER 30TH, 2020. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING ODVA DIVISION REPORTS:**

- i. Workers Compensation Report - Helen Sapp
- ii. Human Resources Report - Tracy Spencer
- iii. Financial Report - Lisa White
- iv. Construction Report – Nanneusha Young
- v. Claims and Benefits Report - Jackie Whitten
- vi. Women Veterans Report - Lisa Mussett
- vii. State Approving Agency Report - Brint Montgomery
- viii. Mental Health and Suicide Prevention Report - Aaron Ashworth
- ix. Education and Training Report - Jennifer Bloomfield

A digital version of this presentation is attached to these recorded minutes.

X. DISCUSSION AND POSSIBLE ACTION REGARDING THE 2021 MEETING SCHEDULE FOR THE OKLAHOMA VETERANS COMMISSION:

- i. Friday, January 29th, 2021– Quarterly Meeting, Central Office, OKC
- ii. Friday, February 26th, 2021 – Ardmore Veterans Center
- iii. Friday, March 26th, 2021 – Clinton Veterans Center
- iv. Friday, April 30th, 2021– Quarterly Meeting, Central Office, OKC
- v. Friday, May 28th, 2021 – Lawton Veterans Center
- vi. Friday, June 25th, 2021 – Sulphur Veterans Center
- vii. Friday, July 30th, 2021– Quarterly Meeting, Central Office, OKC

- viii. Friday, August 27th, 2021 – Norman Veterans Center
- ix. Friday, September 24th, 2021 – Talihina Veterans Center
- x. Friday, October 29th, 2021 – Quarterly Meeting, Central Office, OKC
- xi. Friday, November 19th, 2020 – Claremore Veterans Center
 - a. Action.
The Commission postponed action on this item until the next scheduled meeting. That meeting is scheduled for November 20th, 2020 at 10:00am.

No action was taken on this item at this time.

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:

- i. Action to Adjourn to Executive Session.
Commissioner Ball made the motion to enter into Executive Session
Commissioner Secor provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye
 Commissioner Costilow: Aye
 Commissioner Jackson: Aye
 Commissioner Kokendoffer: Aye
 Commissioner Lasser: Absent
 Commissioner LeDay: Absent
 Commissioner Secor: Aye
 Commissioner Smithson: Absent
 Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent
 Motion Passes

The Commission entered into Executive session at 1:18pm

- ii. Discussion of Performance Evaluation and Compensation of Executive Director, Joel Kintsel.
- iii. Action to Return to Open Meeting from Executive Session.
Commissioner Kokendoffer made the motion to return to open meeting
Commissioner Secor provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye
 Commissioner Costilow: Aye
 Commissioner Jackson: Aye
 Commissioner Kokendoffer: Aye
 Commissioner Lasser: Absent
 Commissioner LeDay: Absent

Commissioner Secor: Aye
Commissioner Smithson: Absent
Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent
Motion Passes

The Commission returned to open meeting at 2:09pm

XII. DISCUSSION AND POSSIBLE ACTION REGARDING PERFORMANCE EVALUATION OF EXECUTIVE DIRECTOR, JOEL KINTSEL.

i. Action.

Commissioner Kokendoffer suggested that the Commission defer to the next scheduled meeting for comments
There was no objection.

No action was taken on this item at this time.

XIII. DISCUSSION AND POSSIBLE ACTION REGARDING COMPENSATION OF EXECUTIVE DIRECTOR, JOEL KINTSEL.

i. Action.

Commissioner Kokendoffer made the motion to increase the compensation of the Executive Director by a factor of 3.22% effective November 1, 2020.
Commissioner Jackson provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye
Commissioner Costilow: Aye
Commissioner Jackson: Aye
Commissioner Kokendoffer: Aye
Commissioner Lasser: Absent
Commissioner LeDay: Absent
Commissioner Secor: Nay
Commissioner Smithson: Absent
Mr. Chairman: Aye

The vote is 5 Aye 1 Nay 3 Absent
Motion Passes

XIV. 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 advising of their intent to provide public comment to the Commission. Individuals must provide their name, contact information, as well as the topic on the posted Agenda of which they would like to comment. 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.

There were no public comments.

XV. 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.

XVI. CARRYOVER TOPICS DEFERRED TO A FUTURE AGENDA

a. None.

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

There were no submissions.

XVIII. DISCUSSION AND POSSIBLE ACTION REGARDING THE NEXT REGULARLY SCHEDULED MEETING DATE TO INCLUDE TRAVEL ARRANGEMENTS, POSSIBLE CANCELLATION OR MODIFICATION OF THE DATE, TIME, OR LOCATION.

Friday, November 20th, 2020 at 10:00AM
Claremore Veterans Center
3001 W. Blue Starr Drive
Claremore, OK 74017

a. Action

Commissioner Secor made the motion to change the meeting location from the Claremore Veterans Center to Central Office.
Commissioner Kokendoffer provided the second.

The Clerk called the vote, and the vote is as follows:

Commissioner Ball: Aye
Commissioner Costilow: Aye
Commissioner Jackson: Aye
Commissioner Kokendoffer: Aye
Commissioner Lasser: Absent
Commissioner LeDay: Absent
Commissioner Secor: Aye
Commissioner Smithson: Absent
Mr. Chairman: Aye

The vote is 6 Aye 0 Nay 3 Absent
Motion Passes

XIX. ADJOURNMENT

a. CHAIRMAN

i. Motion

The Chairman made a motion to adjourn
There were no objections.

Meeting adjourned at 2:38pm