State of Oklahoma
County of Oklahoma

The above mentioned minutes of the Oklahoma Veterans Commission were submitted to and approved by the members of the Oklahoma Veterans Commission by majority vote in open meeting on August 30th, 2019. These minutes are a true and correct representation of the happenings that took place on the above mentioned meeting date.

[Signature of Chairman]
Larry Van Schuyver
Oklahoma Veterans Commission

[Signature of Recording Clerk]
Jennifer Bloomfield
Oklahoma Department of Veterans Affairs

The foregoing instrument was subscribed to me on this 30th day of August, 2019 by Commissioner Larry Van Schuyver as Chairman of the Oklahoma Veterans Commission.

[Notarial Signature]
Upon my Seal and Signature
Notarial Officer
OKLAHOMA VETERANS COMMISSION
MEETING MINUTES
July 26, 2019
Vezey Veterans Complex
2132 NE 36th Street
Oklahoma City, OK 73111

NOTICE OF REGULAR MEETING:
The Oklahoma Veterans Commission held a regular meeting on Friday, July 26, 2019, at 10:00 AM at the Vezey Veterans Complex, 2132 NE 36th Street, Oklahoma City, OK 73111. A Notice of this meeting was filed with the Secretary of State’s Office on December 7, 2018.

AGENDA:
Friday, July 26, 2019 10:00 AM

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

II. DETEETERMINATION OF QUORUM
    a. ROLL CALL AND INTRODUCTION OF COMMISSIONERS
       Ball: Present
       Costill: Present
       Jackson: Present
       Lasser: Present
       LeDay-Mauney: Late (Arrived at 10:44am)
       Richey: Present
       Secor: Present
       Smithson: Present
       Van Schuyver: Present

    b. DECLARATION OF QUORUM
       The Chairman declared a quorum

III. INVOCATION
    Commissioner Richey 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

VI. ANNOUNCEMENT REGARDING SIGN-IN FOR OPEN PUBLIC COMMENTS
    The Chairman announced that the sign in sheet for public comment was available

VII. OKLAHOMA VETERANS COMMISSION
    a. DISCUSSION OF AND POSSIBLE ACTION REGARDING APPROVAL OF MEETING MINUTES OF THE JUNE 28th, 2019 OKLAHOMA VETERANS COMMISSION MEETING.
       i. Action
          Commissioner Secor made the motion to accept the June 28th 2019 minutes
          Commissioner Jackson provided the second
The clerk called the vote and the vote is as follows:

Ball: Abstain
Costillow: Aye
Jackson: Aye
Lasser: Aye
LeDay-Mauney: Not present for the vote
Richey: Aye
Secor: Aye
Smithson: Abstain
Van Schuyver: Aye

The vote was 6 Aye, 0 Nay, 2 Abstain with one Commissioner not present for the vote.

Motion carries

b. DISCUSSION AND POSSIBLE ACTION REGARDING TRAVEL OF COMMISSIONERS SINCE PRIOR REGULAR MEETING ON JUNE 28th, 2019.
   i. Written Travel Reports Filed by Commissioners
      The Commissioners submitted their written travel reports to the clerk

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

      The Commissioners verbally reported the following travel:

      Ball: Commissioner Ball reported travel to the state American Legion Convention in Shawnee. He also wanted to inform the Commission that Representative Mike Sanders (R) District 59 was presented with “Representative of the Year” on behalf of the American Legion.
      Costillow: Had nothing to report
      Jackson: Had nothing to report
      Lasser: Had nothing to report
      LeDay-Mauney: Was not present for the report
      Richey: Had nothing to report
      Secor: Commissioner Secor reported visits to the Lawton facility
      Smithson: Had nothing to report
      Van Schuyver: Chairman Van Schuyver reported visits to the Ardmore, Claremore, Clinton, Lawton, Norman, and Sulphur facilities. The Chairman wanted to remind everyone about the Purple Heart Day Celebration at the Norman facility on August 7th at 1300

VIII. OKLAHOMA DEPARTMENT OF VETERANS AFFAIRS

a. DOUG ELLIOTT, EXECUTIVE DIRECTOR'S REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Status of Programs
      A. CMS Certification and Survey at Talihina
         The Director stated that the information regarding the CMS Certification and Survey status at the Talihina facility would be briefed by the Director
of Compliance, Tina Williams. The Director stated that all seven facilities had submitted an application to be CMS Certified.

B. Resident/Family Survey Results & Town Hall Meetings
The Director presented the Commission with the Survey results from the Resident/Family survey. 1342 surveys were sent out, 517 were completed and submitted. The Director stated that the overall satisfaction rate from the facilities was 85.8%. The Director stated that the main areas of dissatisfaction were with the staffing numbers related to the Nursing department, both during the week, as well as on the weekends. The Director stated that this was actively being addressed and staffing numbers are being increased via an offering of 12 hours shifts for weekends.

An electronic copy of this survey is attached to these recorded minutes.

The director let the Commission know that all seven town hall meetings had been scheduled. The Commissioners were asked to inform of their intent to attend the upcoming town hall meetings so as to insure there would not be a quorum.

The Commissioners reported as follows:

Commissioners Ball and Richey will plan to attend the Ardmore town hall meeting on August 5th, 2019.

Commissioner Secor will plan to attend the Clinton town hall meeting on August 6th, 2019.

Commissioners Costilow and Secor will plan to attend the Lawton town hall meeting on August 20th, 2019.

Commissioner Richey will plan to attend the Talihina town hall meeting on August 23rd, 2019.

Commissioner Ball will plan to attend the Norman town hall meeting on August 26th, 2019.

Commissioners Jackson and Secor will plan to attend the Sulphur town hall meeting on September 3rd, 2019.

Commissioners Ball and Costilow will plan to attend the Claremore town hall meeting on September 9th, 2019.

C. Veterans Healthcare Advocacy Initiative
The Director stated that an ODVA representative had been sent down to Texas to look at their healthcare initiative. He stated that they would be meeting with the Directors of both Veterans Hospitals on the 30th of July to discuss the details.

D. Float Pool System for Nursing Staff
The Director stated that the float pool system was previously discussed, and referenced the 12 hour weekend shifts.

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

The Director stated that Legal Counsel Sarah Lane would be speaking more to this topic as there were some issues with the contract.

F. OMES-IT Distributive Services Unit

On the topic of OMES, the Director stated that when inquiring about the redesign process for the ODVA website as directed by the Commission, OMES had presented a quote for an online version of a form in the amount of $23,000. The Director stated that the decision had been made to hire an independent web designer who could accomplish the desired end goal for a more reasonable amount. The new web designer has been hired and will begin working for ODVA September 1st with compensation of 61.5k/year.

The Director stated that ODVA continues to have difficulties with OMES and their ability to meet the agency needs. He went on to state that the agency had recently signed a 2.8m DPR with OMES that would allow ODVA to hire individuals who were able to meet that need. He further stated that currently, ODVA is required to pay OMES 60 days of vacancy rate even if there is nobody in that position.

The Director stated that when OMES first sent the bill for this FY DSU, he found it to be double what it was for the previous year. He stated that after reviewing the charges and breakdown, Applications Maintenance was a substantial portion of that bill. He stated that after further review of the applications charges, many of those charges were doubled from the previous year on applications that the agency was no longer using. The Director stated that they had also increased Phone Services by 800% from $263/6mo to $8,000/6mo. The Director stated that he was told by OMES leadership to expect a significant increase next year as well.

The Director stated that the payment last FY was 1.2m. The payment this year will be 2.4m with the DSUs.

b. SARAH LANE, ODVA LEGAL COUNSEL, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Commissioner Orientation Update
   ii. Legislative Regulatory Update
   iii. Litigation Update
   iv. Delinquency and Electronic Payments
       A. Comments by Claremore Administrator
       The Claremore Administrator was not available to comment
   v. In-House Mediation Program
   vi. Volunteer Veterans Guardianship Program

An electronic copy of this presentation is attached to these recorded minutes.

c. HELEN SAPPP, ODVA WORKERS COMPENSATION PROGRAM ADMINISTRATOR, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Workers Compensation Update

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d. **TRACY SPENCER, ODVA DIRECTOR OF HUMAN RESOURCES, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:**
   i. Human Resources Update
      A. Overtime
      B. Turnover
      C. Vacancies
      D. GALT

The Human Resources portion of this meeting was presented by Director Doug Elliott and Legal Counsel Sarah Lane. Mr. Spencer was unavailable to present.

An electronic copy of this presentation is attached to these recorded minutes.

e. **LISA WHITE, ODVA CHIEF FINANCIAL OFFICER, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:**
   i. Revolving Fund Revenue
   ii. Average Occupancy
   iii. Total Days of Care
   iv. Current Capital Projects
   v. Roof Repair and Replacement Fund
   vi. Veteran Owned Business Initiative

An electronic copy of this presentation is attached to these recorded minutes.

f. **DORITA HERD, CONSTRUCTION ADMINISTRATOR, REPORT WITH POSSIBLE 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. Pursuant to 61 O.S. Section 121 (F) the following Change Orders were executed under the authority to the Executive Director since the last Oklahoma Veterans Commission meeting:
      a. **Change Order ($2,570.00) – Sawatzky Construction, LLC – Clinton Veteran Center - OMES CAP# P-19073-3,** Increase cost based on the change in scope for the pad requirement for the Howitzer.
      b. **Change Order ($0.00) – Johnson Controls, Inc. – Claremore Veteran Center – OMES CAP# 19149,** Increase contract time/calendar days due to quarantine in the 1D wing back in May 2019.
   iii. Change Order for review and approval by the Commission
      a. **Change Order ($80,500.00) – Orcut-Winslow – Sallisaw (Talihina) Veteran Center - OMES CAP#19273AE,** Increase purchase order to include proposal for additional services – Phase 1 & 2 Environmental Assessment.

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Commissioner Lasser made the motion to approve the $80,500.00 change order. Commissioner Ball provided the second.

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

Ball: Aye
Costillow: Aye
Jackson: Aye
Lasser: Aye
LeDay-Mauney: Aye
Richey: Aye
Secor: Was not in the room during the vote
Smithson: Aye
Van Schuyver: Aye

The vote was 8 Aye, 0 Nay, 0 Abstain with one Commissioner not present for the vote.

Motion carries

iv. Sallisaw Design Update

An electronic copy of this presentation is attached to these recorded minutes.

LUNCH BREAK
The lunch break was taken out of order from the original agenda. Lunch began at 11:57am, and ended at 1pm

g. JACKIE WHITTEN, CLAIMS AND BENEFITS ADMINISTRATOR, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Veterans Services Report, Claims and Benefits Division
   ii. Emergency Grant Update

An electronic copy of this presentation is attached to these recorded minutes.

h. LISA MUSSETT, ODVA WOMEN VETERANS COORDINATOR, PRESENTED BY JACKIE WHITTEN, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Women Veterans Events
   ii. Veterans Employment Outreach

An electronic copy of this presentation is attached to these recorded minutes.

i. SHAWN KIRKLAND, ODVA DIRECTOR OF HOMES, REPORT WITH POSSIBLE DISCUSSION ON THE FOLLOWING:
   i. Oklahoma Veterans Centers Census
   ii. Oklahoma Veterans Centers Demographics Update

An electronic copy of this presentation is attached to these recorded minutes.

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j. **TINA WILLIAMS, ODVA COMPLIANCE DIRECTOR, REPORT WITH POSSIBLE DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**
   i. Clinical
   ii. CMS Medicare Medicaid Update
   iii. Survey
   iv. Education
   An electronic copy of this presentation is attached to these recorded minutes.

k. **BRINT MONTGOMERY, STATE APPROVING AGENCY ADMINISTRATOR, REPORT WITH POSSIBLE DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**
   i. Program Status for Transfer of Functions
   ii. Fielding New Technology
   An electronic copy of this presentation is attached 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.

Mrs. Earlene Neuschafer addressed the Commission, the Compliance Director, and the Education and Training Programs Administrator with questions pertaining to the Relias education program.

**X. 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

**XI. CARRYOVER TOPICS DEFERRED TO FUTURE AGENDA**

a. Employee Recognition Program
b. Commission Meeting Schedule for 2020

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

a. Chairman Van Schuyver would like to discuss the admittance of the clerk into future Executive Sessions for record keeping intentions.

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

Friday, August 30th, 2019
10:00AM
Norman Veterans Center
Norman, Oklahoma

Commissioners Secor and Lasser will not be present for the August meeting in Norman.

XIV. RECOGNITION OF OUTGOING CHAIRMAN
Former Chairman Richey was presented with an award for his years of service to the Oklahoma Veterans Commission as Chairman.

XV. ADJOURNMENT
a. CHAIRMAN
Commissioner Secor made a motion to adjourn
Commissioner Smithson provided the second.

The meeting was adjourned at 2:15pm