

Oklahoma Higher Education Employees Interlocal Group
a/k/a OKHEEI Group

Minutes of Regular Meeting held at
Rose State College
Professional Training & Education Center
1720 Hudiburg Dr, Room 114
Midwest City, OK 73110

Thursday, October 3, 2019
10:45 am

Video Conferencing Site:

East Central University

Administration Building, Room 163
1100 E 14th Street
Ada, OK 74820
(580) 559-5791
Attendee: Dawn Thurber, Designee

1. Announcement of Filing Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act.

The OKHEEI Group Board of Trustees met in regular session at 10:45 a.m., October 3, 2019, at Rose State College, Professional Training & Education Center, 1720 Hudiburg Dr., Room 114, Midwest City, Oklahoma 73110. Notice of the meeting had been properly filed with the Secretary of State on December 5, 2018, and a copy of the Agenda posted by 10:45 a.m. on October 2, 2019, in compliance with the Oklahoma Open Meeting Act.

a. Call meeting to order

Tony Crouch (SSC) called the meeting to order at 10:46 a.m.

b. Attendance

The following Trustees of the OKHEEI Board of Trustees were present:

Designee Dawn Thurber, East Central University (ZOOM)
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
David Pecha, Northwestern Oklahoma State University
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administration Offices
Tony Crouch, Seminole State College
Brenda Burgess, Southwestern Oklahoma State University (arrived at 10:50 a.m.)
Melissa McMahon, Western Oklahoma State College

The following Trustees were absent:

Dennis Westman, Southeastern Oklahoma State University

The following guests were present:

Cheryl Ellis, Northwestern Oklahoma State University
Phyllis Chappelle, Northeastern Oklahoma State University
Jean Logue, Northeastern Oklahoma State University
Brooke Folsom, Northeastern Oklahoma State University
Kym Morella, BCBSOK
Debbie Maness, Southeastern Oklahoma State University
Angela Williams, MetLife
Kim Andrade, Redlands Community College
Kelley Larkin, Northern Oklahoma College
Jamie Collins, Southwestern Oklahoma State University
Rachel Kanady, NFP
Camie Cox, NFP
Misty Treas, Murray State College

c. Approval of minutes of 8.1.19 Regular Meeting

Melissa McMahon (WOSC) made a motion, seconded by Jena Marr (RCC), to approve the minutes of the August 1, 2019 Regular Meeting.

Voting for the motion:

Designee Dawn Thurber, East Central University (ZOOM)
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
David Pecha, Northwestern Oklahoma State University
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administration Offices
Tony Crouch, Seminole State College
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Motion carried

d. Approval of minutes of 8.29.19 Special Meeting

Christy Landsaw (NSU) made a motion, seconded by Melissa McMahon (WOSC), to approve the minutes of the August 28, 2019, Regular Meeting.

Voting for the motion:

Designee Dawn Thurber, East Central University (ZOOM)
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
David Pecha, Northwestern Oklahoma State University

Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administration Offices
Tony Crouch, Seminole State College
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Motion carried

2. **MetLife Annual Report and Presentation** – No action taken.
3. **Discussion and possible action regarding 790 Funding Analysis** – No action taken.

Specific guidance with regard to the review of individual 790 accounts for expense consistency when preparing the 2019 plan year audit will be given to auditors.

Murray State College, Seminole State College and Western Oklahoma State University expressed concern over weekly payments of upcoming claims. Southwestern Oklahoma State University agreed to be responsible for weekly allocations on an as needed basis for these members.

Brenda Burgess (SWOSU) will provide to the Group an expense classification reference guide to ensure members are consistent in processing expenses through the individual 790 accounts.

4. **Discussion and possible action regarding approval to submit to Attorney General for approval of Third Amended Interlocal Agreement for OKHEEI.**

Designee Debra Lyon (RUSO) made a motion, seconded by Jena Marr (RCC) to request approval of the Third Amended Interlocal Agreement for OKHEEI from the Attorney General.

Voting for the motion:

Designee Dawn Thurber, East Central University (ZOOM)
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
David Pecha, Northwestern Oklahoma State University
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administration Offices
Tony Crouch, Seminole State College
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Motion carried

5. **Discussion and possible action regarding coverage for domestic partnerships** –No action taken

Guidance was provided by Debra Lyon (RUSO) regarding domestic partnerships, legal spouse, and common law marriage definitions and OKHEEI's coverage of them.

6. **Discussion and possible action regarding 2020 FSA Contribution Limit per IRS Guidelines**

Jena Marr (RCC) made a motion, seconded by Tony Crouch (SSC) that the OKHEEI FSA contribution limit reflect the IRS contribution limit increase to \$2,750 for the 2020 plan year.

Voting for the motion:

Designee Dawn Thurber, East Central University (ZOOM)
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
David Pecha, Northwestern Oklahoma State University
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administration Offices
Tony Crouch, Seminole State College
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Motion carried

7. **Chair's Report**

No report presented.

8. **OKHEEI Board Member's Comments and Announcements**

None to report.

9. **New Business**

No new business.

10. **Adjournment**

Melissa McMahon (WOSU) made a motion to adjourn, seconded by Designee Shannon Crawford (NOC).

Voting for the motion:

Designee Dawn Thurber, East Central University (ZOOM)

Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Desiginee Shannon Cranford, Northern Oklahoma College
David Pecha, Northwestern Oklahoma State University
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Desiginee Debra Lyon, RUSO Administration Offices
Tony Crouch, Seminole State College
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Motion carried

Tony Crouch (SSC) adjourned the meeting at 11:52 a.m. on October 3, 2019.