

**Oklahoma Higher Education Employees Insurance Group**  
a/k/a OKHEEI Group

**Minutes of Special Meeting**  
University of Central Oklahoma  
100 N. University Drive  
Lillard Administration, Room 101B  
Edmond, Oklahoma

Video Conferencing Sites:

**East Central University**

Science Hall, Room 309  
1100 E 14th St  
Ada, OK 74820  
(580) 559-5539

Attendees: Rhonda Kinder, Susie Shockey,  
Rob Thompson, Jessica Kilby

**Southeastern OK State University**

SE President's Conference Rm  
Admin Building, Room 211  
425 W University Blvd  
Durant, OK 74701  
(580) 745-2523

Attendees: Marjorie Robertson, Dorothy  
Owens, Debbie Maness, Jennifer Moore, Kay  
Lynn Roberts, Crystal Cheek, Misty Treas

**Redlands Community College**

Ray Porter Building, Room N108-R3  
1300 S Country Club Rd  
El Reno, OK 73036  
(405) 262-2552

Attendees: Kim Andrade, Jena Marr

**Northwestern OK State University**

Herald Hall, Regents Conference Room,  
709 Oklahoma Blvd  
Alva, OK 73717  
(580) 327-1700

Attendees: David Pecha, Whitney Popchoke

**Thursday, October 27, 2016**

**10:00 a.m.**

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

The OKHEEI Group Board of Trustees met in special session at 10:00 a.m., October 27, 2016, at the University of Central Oklahoma. 100 N. University Drive, Lillard Administration, Room 101B, Edmond, Oklahoma 73034. Notice of the meeting had been properly filed with the Secretary of State by October 25, 2016 and a copy of the Agenda posted by 10:00 a.m., in compliance with the Open Meeting Act.

**a. Call meeting to order**

Chair Dennis Westman (MSC) called the meeting to order at 10:06 a.m.

**b. Attendance**

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

Jessica Kilby, East Central University – via iTV  
Dennis Westman, Murray State College  
Designee Christy Landsaw, Northeastern Oklahoma State University

Anita Simpson, Northern Oklahoma College  
David Pecha, Northwestern Oklahoma State University - via iTV  
Jena Marr, Redlands Community College – via iTV  
Kent Lashley, Rose State College  
Sheridan McCaffree, RUSO Administrative Office  
Braden Brown, Seminole State College  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University  
Patti Neuhold, University of Central Oklahoma  
Tricia Latham, Western Oklahoma State College

**The following Trustees were absent:**

None

**The following guests were present:**

Nancy Gerrity, RUSO  
Shannon Cranford, Northern Oklahoma College  
Lee Camargo-Quinn, University of Central Oklahoma  
Lisa Harper, University of Central Oklahoma  
Susan Nicewander, Oklahoma State Treasurer’s Dept  
Jennie Pratt, OMES  
Lynne Bajema, OMES  
Whitney Popchoke, OKHEEI/RUSO – via iTV at NWOSU  
Misty Treas, Murray State College – via iTV at SE  
Marjorie Robertson, Southeastern Oklahoma State University – via iTV  
Dorothy Owens, Southeastern Oklahoma State University – via iTV  
Debbie Maness, Southeastern Oklahoma State University – via iTV  
Jennifer Moore, Southeastern Oklahoma State University – via iTV  
Kay Lynn Roberts, Southeastern Oklahoma State University – via iTV  
Crystal Cheek, Southeastern Oklahoma State University – via iTV  
Kim Andrade, Redlands Community College – via iTV  
Rhonda Kiser, East Central University – via iTV  
Susie Shockey, East Central University – via iTV  
Rob Thompson, East Central University – via iTV

2. Tricia Latham, WOSC, discussed the State Treasurer’s Opinion that OKHEEI cannot set up an Agency Special Account (ASA) and the 2-year schools cannot set up a trust. OKHEEI is not considered a state agency, just an interlocal agreement, which is why it cannot set up the ASA.
  - a. Lynne Bajema (OMES), Jennie Pratt (OMES), and Susan Nicewander (OST) gave the suggestion for each institution to set up a 790 fund. Each institution will go through payroll to create a voucher and put funds into the 790 fund from the 789 account. The 790 fund would then pay BCBS, SunLife, and ZeroCard. Each 790 fund would need to be budgeted by each institution.

Lynne will put together an outline of the steps to set up the 790 account and send to Dennis for distribution to the group.

For Pharmacy Claims during the first month of the plan year, Jennie stated that institutions could put funds from the 290 account to the 790 account and then do a voucher correction to put the funds back in the 290 account. This would need to be an exception, not a regular process.

- b. According to Lynne Bajema (OMES), Jennie Pratt (OMES), and Susan Nicewander (OST), each institution is able to set up an Agency Special Account 790.

Patti Nuehold (UCO) made the motion, seconded by Anita Simpson (NOC) to rescind the OKHEEI Board's vote to implement a trust and, instead, set up a 790 account at each institution.

**Voting for the motion:**

Jessica Kilby, East Central University – via iTV  
Dennis Westman, Murray State College  
Designee Christy Landsaw, Northeastern Oklahoma State University  
Anita Simpson, Northern Oklahoma College  
David Pecha, Northwestern Oklahoma State University - via iTV  
Jena Marr, Redlands Community College – via iTV  
Kent Lashley, Rose State College  
Sheridan McCaffree, RUSO Administrative Office  
Braden Brown, Seminole State College  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University  
Patti Neuhold, University of Central Oklahoma  
Tricia Latham, Western Oklahoma State College

**Voting against the motion:** None

**Abstaining:** None

- 3. Lynne Bajema (OMES), Jennie Pratt (OMES), and Susan Nicewander (OST) stated that 3a and 3b would be handled the same way as 2a and 2b.
- 4. Whitney Popchoke, RUSO/OKHEEI, provided an update on how stop-loss coverage through SunLife would be affected by each institution having its own account. SunLife mentioned that this would be difficult to accommodate, but USI is working with them on a work around since OKHEEI cannot legally have one account/trust.

Lee Camargo-Quinn, UCO, brought up the idea of having SunLife pay BCBS directly for claims to make everything potentially easier. Whitney Popchoke is having Justin with USI look into this option.

- 5. Nancy Gerrity, RUSO, gave an update on the Second Amended OKHEEI Interlocal Agreement. The agreement has been approved by the attorney general's office, with the new name, and will be posted with the appropriate agencies.

- 6. **Chair's Report**  
None

**7. OKHEEI Board Member’s Comments and Announcements**

None

**8. Adjournment**

Patti Neuhold (UCO) made a motion, seconded by Anita Simpson (NOC) to adjourn the meeting.

**Voting for the motion:**

Jessica Kilby, East Central University – via iTV  
Dennis Westman, Murray State College  
Designee Christy Landsaw, Northeastern Oklahoma State University  
Anita Simpson, Northern Oklahoma College  
David Pecha, Northwestern Oklahoma State University - via iTV  
Jena Marr, Redlands Community College – via iTV  
Kent Lashley, Rose State College  
Sheridan McCaffree, RUSO Administrative Office  
Braden Brown, Seminole State College  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University  
Patti Neuhold, University of Central Oklahoma  
Tricia Latham, Western Oklahoma State College

**Voting against the motion:** None

**Abstaining:** None

**Chair Dennis Westman (MSC) adjourned the meeting at 3:45 p.m.**