

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

Minutes of Special Meeting held at

Rose State College
1720 Hudiburg Dr
Training Resource Center, Rm 114
Midwest City, OK 73110

Wednesday, February 19, 2020
10:45 am

Video Zoom Site:

<https://zoom.us/j/5264974351>

Northwestern Oklahoma State University

Regents Conference Room, Herod Hall
709 Oklahoma Blvd
Alva, OK 73717

Attendee: Designee Cheryl Ellis

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 special session at 10:45 a.m., February 19, 2020, at Rose State College, Training Resource Center, 1720 Hudiburg Dr., Room 114, Midwest City, Oklahoma 73110. Notice of the meeting had been properly filed with the Secretary of State on February 10, 2020 and a copy of the Agenda posted by 10:45 a.m. on February 18, 2020, in compliance with the Oklahoma Open Meeting Act.

A. Call meeting to order

Dennis Westman (SEOSU) called the meeting to order at 10:45 a.m.

B. Attendance

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

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

The following Trustees were absent: None

The following guests were present:

Carol Sides, Southwestern Oklahoma State University
Jamie Collins, Southwestern Oklahoma State University
April Nelson, Western Oklahoma State College
Paul Pustmueller BOK Financial
Michael Sweeney, BOK Financial
Evan Walter, BOK Financial
David Spencer, NFP
Carrie Cox, NFP
Marjorie Robertson, Southeastern Oklahoma State University
Debbie Maness, Southeastern Oklahoma State University
Kim Andrade, Redlands Community College

C. Approval of minutes of 12.05.19 Regular Meeting

Christy Landsaw (NSU) made a motion, seconded by Melissa McMahon (WOSC) to approve minutes of the December 5, 2019, Regular Meeting.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

D. Approval of minutes of 01.09.20 Regular Meeting

Designee Debra Lynn (RUSO) made a motion, seconded by Jessica Kilby (ECU) to approve minutes of the January 9, 2020 Regular Meeting.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

2. **Presentations and Possible Action on Selection of a Trust Administration Provider –**

Paul Pustmueller (BOK) presented the BOK response to the request for proposal for trust administration. BOK was available for and responded to several additional questions presented by the audience.

After the question and response period, Brenda Burgess (SWOSU) made a motion, seconded by Jena Marr (Redlands) to approve BOK as the OKHEEI Trust Administration Provider and proceed with the set up of a working committee to develop trust processes and policies.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Jessica Kilby left the meeting at 11:47 a.m., returned at 11:52 a.m.

Krista Norton left the meeting at 1:48 a.m., returned at 11:52 a.m.

Dennis Westman left the meeting at 11:51 a.m., returned at 11:54 a.m.

3. **Discussion and Possible Action Regarding NFP Premium PEPM Illustration –**

Carrie Cox (NFP) and David Spence (NFP) presented an overview of fees and expenses included in the premium equivalent for the 2020 plan year.

Designee Debra Lyon (RUSO) made a motion, seconded by Jessica Kilby to include in the premium equivalent for 2021 NFP fees as well as HIPAA compliance costs, based on a positive recommendation from NFP.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University

Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Melissa McMahon (WOSC) made a motion, seconded by Tony Crouch (SSC), to include costs for required audits in the PEPM, based on a positive recommendation by NFP.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Jena Marr left the meeting at 12:20 pm., returning at 12:23 p.m.

Dennis Westman declared a break at 12:28 p.m.

The meeting resumed at 1:03 p.m.

4. Discussion and Possible Action Regarding Retiree Billing and FSA/HSA Administration RFP

Carrie Cox (NFP) provided an update regarding the RFP progress for a retiree benefit, HSA and FSA administrator.

No action taken.

5. Discussion and Possible Action Regarding Vision Benefit Renewal and RFP

Carrie Cox (NFP) provided an initial RFP for review for vision benefit services for the 2021 plan year.

No action taken.

6. Discussion and Possible Action Regarding Classification of Expenses per Amended Chart of Expenses

Brenda Burgess presented to the Board a revised OKHEEI Guide for Deposits and Payments for discussion.

Designee Debra Lyon (RUSO) made a motion, seconded by Jessica Kilby (ECU), to approve as presented, the OKHEEI Guide for Deposits and Payments, as a reference tool for 790 account deposits as well as trust policy and process creation.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

7. Discussion and Possible Action Regarding Allowed Retiree Benefit Change

Krista Norton (RSC) presented for discussion current retiree processes. Crystal Chavez will conduct a survey of each school and present to the Board at a later date for discussion and clarification of processes and policies.

No action taken

8. Discussion and Possible Action Regarding Crawford & Associates preparation of FY19 internal work papers.

Designee Debra Lyon (RUSO) made a motion and seconded by Brenda Burgess (SWOSU) to engage Crawford & Associated for preparation of FY19 internal work papers.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Designee Cheryl Ellis, Northwestern State University (ZOOM)
Jena Marr, Redlands Community College

Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

9. Chair's Report

10. Coordinator's Report

11. OKHEEI Board Member's Comments and Announcements

Designee Cheryl Ellis (NWOSU) left at 2:11 p.m.

12. Executive Session

A. Pursuant to 25 § Section 307(B)(1) to discuss the following:

I. Discuss the employment including compensation of the OKHEEI Benefits Coordinator.

Jessica Kilby (ECU) made a motion and seconded by Brenda Burgess (SWOSU) to enter into executive session.

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

The Board convened in Executive Session at 2:13 p.m.

The Board reconvened in public session at 2:47 p.m.

13. Adjournment

Jessica Kilby (ECU) made a motion to adjourn, seconded by Melissa McMahon (WOSC).

Voting for Motion:

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University
Designee Shannon Cranford, Northern Oklahoma College
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College

Voting against the motion: None

Abstaining: None

Dennis Westman adjourned the meeting at 2:49 p.m. on February 19, 2020.