**Oklahoma Higher Education Employees Interlocal Group**

a/k/a OKHEEI Group

**Agenda of Regular Meeting to be held at**

**Redlands Community College**

**Ray Porter Building**

**Regents Room**

**1300 South Country Club Road**

**El Reno, OK 73036**

**Wednesday, November 1, 2023**

**10:30 am**

<https://zoom.us/j/98075699703?pwd=bVlrWFRMOXNaVHd5RTVCQjNkaEFvQT09>

Meeting ID: 980 7569 9703   
Passcode: 575516

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| East Central University – Designee Dana Collins | Northeastern Oklahoma State University – Christy Landsaw |
| Northwestern Oklahoma State University –  David Pecha | RUSO Board Office – Designee Debra Lyon |
| Southeastern Oklahoma State University – Designee Majorie Robertson | Southwestern Oklahoma State University –  Brenda Burgess |
| Murray State College – Justin Cellum | Northern Oklahoma College – Designee Kelley Larkin |
| Seminole State College – Melanie Rinehart | Redlands Community College – Jon Fields |

1. Announcement of Filing Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act.
2. Call meeting to order
3. Roll call
4. Approval of Minutes from 9/14/2023
5. **Discussion of and possible action regarding Request for Proposal for the Retiree Benefit Administration System** – Daniel Somers & Summer Brown, Gallagher
6. **Discussion of and possible action regarding Financial Update (Financial Monthly Review& Incurred but Not Reported) –** Daniel Somers & Summer Brown, Gallagher
7. **Discussion of and possible action regarding Billing/Invoice Update –** Daniel Somers & Summer Brown, Gallagher
8. **Discussion of and possible action regarding Wrap Document –** Daniel Somers & Summer Brown, Gallagher
9. **Discussion of and possible action regarding HIPAA Policies and Procedures –** Pete Towne, Gallagher
10. **Discussion of and possible action regarding 2024 OKHEEI Board Meeting Dates –** Mark Scott, RUSO/OKHEEI
    1. Jan. 11th, Feb. 1st, Mar. 7th, April 4th, May 2nd, June 6th, Aug. 1st, Sept. 5th, Oct. 3rd, Nov. 7th, Dec. 5th There is no date scheduled for July.
11. **Trust Status Report** – Brenda Burgess, SWOSU
12. **Chair’s Report** – Dennis Westman, SE
13. **Coordinator’s Report** – Mark Scott, RUSO/OKHEEI
14. **OKHEEI Board Member’s Comments and Announcements**
15. **New Business**
16. **Adjournment**