**aOklahoma 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, January 11, 2023**

**10:30 am**

<https://teams.live.com/meet/931402183651>

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| East Central University – Designee Ron Bussert | Northeastern Oklahoma State University – Rebecca Hodgson |
| Northwestern Oklahoma State University –  David Pecha | RUSO Board Office – Designee Debra Lyon |
| Southeastern Oklahoma State University – Dennis Westman | Southwestern Oklahoma State University –  Brenda Burgess |
| Murray State College – Justin Cellum | Northern Oklahoma College – Anita Simpson |
| Seminole State College – Melanie Rinehart | Redlands Community College – Jena Marr |

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 10:30 a.m., January 11, 2023, at Redlands Community College, Ray Porter Building Regents Room, 1300 South Country Club Road El Reno, OK 73036. Notice of the meeting had been properly filed with the Secretary of State on December 6, 2022, and a copy of the agenda posted by 10:30 a.m. on January 10, 2023, in compliance with the Oklahoma Open Meeting Act.

1. **Call meeting to order.**

President Justin Cellum (MSC) called the meeting to order at 10:31am

1. **Roll call.**
   1. **The following Trustees of the OKHEEI Board of Trustees were present:**

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| Ron Bussert | ECU |
| David Pecha | NWOSU |
| Dennis Westman | SE |
| Justin Cellum | MSC |
| Phyllis Chappelle (not voting) | NSUOK |
| Debra Lyon (via Teams, not voting) | RUSO |
| Jena Marr | RCC |
| Anita Simpson | NOC |
| Melanie Rinehart | SCC |
| Brenda Burgess | SWOSU |

**The following Trustees of the OKHEEI Board of Trustees were absent:**

Christy Landsaw, Northeastern State Oklahoma State University

**The following guest were present:**

Jamie Collins, Southwestern Oklahoma State University (Via Teams)

Carol Sides, Southwestern Oklahoma State University (Via Teams)

Jean Logue, Northeastern Oklahoma State University (Via Teams)

Kim Andrade, Redlands Community College

Kym Morella, BCBS

Chris Engelman, BCBS

Shannon Cranford, Northern Oklahoma College

Cheryl Ellis, Northwestern Oklahoma State University (Via Teams)

Debbie Maness, Southeastern Oklahoma State University (Via Teams)

Kelley Larkin, Northern Oklahoma College (Via Teams)

Brittany Ramer Murray State College (Via Teams)

Cynthia Stroker Murray State College (Via Teams)

Dennis Coon, Gallagher

Pete Towne, Gallagher

Suhani Lageman, Gallagher

Holly Wilson-Byrd, Seminole State College

1. **Approval of Minutes from 10/5 & 12/1**

Minutes for Board meetings of 10/5 and 12/1 were presented and voted to be approved. Motion made by Dennis Westman (Southeastern), motion was 2nd by Brenda Burgess, (SWOSU).

**Voting for Motion:**

Ron Bussert, Designee East Central University

Justin Cellum, Murray State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, Designee RUSO Board Office

Melanie Rineheart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Christy Landsaw, Northeastern Oklahoma State University

**Voting Against Motion:**

None

1. **Discussion about Empyrean** – Mark Scott, RUSO/OKHEEI

Mark Scott, RUSO explained the costs of bringing Empyrean employees physically to the meetings, but they will be joining via web meetings. Mark Scott, RUSO asked if any Board Member, Coordinators or HR staff at the schools have questions or issues that they are experiencing with Empyrean to email them to him. Justin Cellum, MSC asked that the questions/issues be emailed out to all schools.

No action necessary

1. **Discussion and possible action regarding Stillwater Medical Center** – Shannon Cranford, NOC

Shannon Cranford, NOC brought up to the board that there was no communication from BCBS about SMC (main hospital in the area) was going to be out-of-network. Kymberly Morella, BCBS explained that contracts are negotiated every two to three years. They send notifications in the 60-to-90-day period of end of contract. SMC contracts goes until May 1, 2023.

No Action necessary

1. **Discussion and possible action of PCORI Fees** – Dennis Coon, Gallagher

Dennis Coon, Gallagher recommends filing as quickly as possible to stop the penalty fees. Totals of $55,612.55 in PCORI fees. Does not include penalties for years (2017-2020). Documentation was sent to all members in attendance. Debra Lyon, RUSO recommended that checks cut separately for each year. It was explained that they are always due July 31st after the year that just recently past.

A motion was made by David Pecha, NWOSU to make the payments as recommended by Gallagher. Seconded by Jenna Marr, Redlands.

**Voting for Motion:**

Justin Cellum, Murray State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, Designee RUSO Board Office

Melanie Rineheart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Christy Landsaw, Northeastern Oklahoma State University

**Voting Against Motion:**

None

**Abstaining:**

Ron Bussert, Designee East Central University

1. **Discussion regarding Pre-65 to Post-65 Retiree’s Rules for Dependents** – Dennis Coon, Gallagher

A discovery was made by Dennis Coon, Gallagher that when a pre-65 retiree moves to post, their dependents were being loaded as members of OKHEEI and provided BCBS insurance without limits.

If was discovered by Dennis Coon, Gallagher that FBA has no way of tracking the number of people because those individuals are loaded as members in the system.

No Action necessary

1. **Discussion and possible action regarding Intercollege Transfer Policy** – Dennis Coon, Gallagher

Dennis Coon, Gallagher discussed the language and rules that will go into the policies and bring them forward to the Board once they are written.

No Action necessary

1. **Discussion of Financial Update and Consulting Update** – Pete Towne, Gallagher

Financial Reports were emailed out to all attending Board Members and Guest attending in person and via Teams.

No Action necessary

1. **Discussion and possible action regarding Audit of the OKHEEI Trust** – Brenda Burgess, SWOSU

Brenda Burgess, SWOSU stated last audit was in 2019. Crawford is working on the self-insured plan but would like to engage them to audit the full plan. Brenda Burgess, SWOSU is seeking approval to hire Crawford & Associates to audit the full trust. Brenda Burgess, SWOSU has propose that we create an audit and finance committee of three board members. Brenda Burgess, SOWSU recommended the name be the Audit and Finance Committee.

Brenda Burgess, SWOSU proposed that a charter be written for the committee with specific tasks. Selecting auditor, performing audit functions, prepare quarterly financial reports, develop internal controls for payments and deposits, determine best practices and formatting of the reports from the member institutions.

Brenda Burgess, SWOSU made a motion to hire Crawford to audit all trusts. The motion was second by Ron Bussert (ECU).

**Voting for Motion:**

None

**Voting Against Motion:**

Justin Cellum, Murray State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, Designee RUSO Board Office

Melanie Rineheart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Christy Landsaw, Northeastern Oklahoma State University

Brenda Burgess, SWOSU made a motion to hire Crawford to do a trust audit with a cap on fees do not exceed $25,000. 2nd by Ron Bussert, ECU.

**Voting for Motion:**

Justin Cellum, Murray State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, Designee RUSO Board Office

Melanie Rineheart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Christy Landsaw, Northeastern Oklahoma State University

**Voting Against Motion:**

None

1. **Trust Status Report** – Brenda Burgess, SWOSU

All documents were emailed to all Board Members and guest attending in person and via Teams.

No Action necessary

1. **Chair’s Report** – Justin Cellum, MSC

None presented.

1. **Coordinator’s Report** – Mark Scott, RUSO

Mark Scott (RUSO) informed all Board members that if they are unable to attend and would like a Designee, Mark Scott will need to be notified by the Monday before the scheduled meeting. This notification is needed for a school to have a voting member attending the meeting.

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

Anita Simpson (NOC) received an open records request that asks for the last employee renewal. It was stated that schools do not have to adhere to the open records request because, they have no access to Insurance Information.

1. **New Business**

None

1. **Adjournment**

Anita Simpson (NOC) made a motion to adjourn the meeting at 12:17 p.m. David Pecha (NWOSU) seconded the motion.

**Voting for Motion:**

Ron Bussert, Designee East Central University

Justin Cellum, Murray State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, Designee RUSO Board Office

Melanie Rineheart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Christy Landsaw, Northeastern Oklahoma State University

**Voting Against Motion:**

None