**Oklahoma Higher Education Employees Interlocal Group**

a/k/a OKHEEI Group

**Minutes of Regular Meeting held at**

**Redlands Community College**

**Ray Porter Building**

**Regents Room**

**1300 South Country Club Road**

**El Reno, OK 73036**

**Thursday, August 3, 2023**

**10:30 am**

[https://zoom.us/j/96904728239?pwd=dTZNbzdLZ1BzNE9BdkMvVGc3UkE0dz09](https://www.google.com/url?q=https://zoom.us/j/96904728239?pwd%3DdTZNbzdLZ1BzNE9BdkMvVGc3UkE0dz09&sa=D&source=calendar&ust=1690993313714013&usg=AOvVaw3yXRCAQ3BoDzYMjCfHSyGK)

Meeting ID: 969 0472 8239  
Passcode: 569905

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| --- | --- |
| East Central University – Darrell Morrison | Northeastern Oklahoma State University – Designee Jean Logue (on zoom, non voting) |
| 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., August 3, 2023, at Redlands Community College, Ray Porter Building Regents Room, 1300 South Country Club Road El Reno, OK 73036. Notice of the meeting has been properly filed with the Secretary of State on November 30, 2022, and a copy of the agenda posted by 10:30 a.m. on August 2, 2023, in compliance with the Oklahoma Open Meeting Act.

1. Call meeting to order.

Chair Justin Cellum, MSC called the meeting to order at 10:35am.

1. Roll call.

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

David Pecha, Northwestern Oklahoma State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, RUSO Designee

Melanie Rinehart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

**The following guests were present:**

Mark Scott, RUSO/OKHEEI

Summer Brown, Gallagher

Suhani Lageman, Gallagher

Kymberly Morella, BCBS

Kelley Larkin, Northern Oklahoma College

Shannon Cranford, Northern Oklahoma College

Ronnie Jobe, Bank of Oklahoma

Sean Chitwood, Bank of Oklahoma

**The following guests were present via Zoom:**

Jean Logue, Northeastern Oklahoma State University

Dana Collins, East Central University

Cheryl Ellis, Northwestern Oklahoma State College

Debbie Maness, Southeastern Oklahoma State University

Cammie Smith, Northeastern State University

Brandi Michelle Green, East Central University

Rhonda Kinder, East Central University

Carol Sides, Southwestern Oklahoma State University

Jamie Collins, Southwestern Oklahoma State University

LaDonna Lucus, Southwestern Oklahoma State University

1. Approval of Minutes from 4/6/2023 & 5/4/2023 –

No Action Taken

1. **Discussion and possible action regarding the OKHEEI Trust Status Report** – Bank of Oklahoma Representative, Brenda Burgess, SWOSU

Ronnie Jobe Sr., BOK and Sean Chitwood, BOK gave a report on the Trust. Documentation was provided.



No action taken.

10:38am Justin Cellum, MSC stepped out of the meeting.

10:46 am Justin Cellum, MSC rejoined the meeting.

1. **Discussion and possible action regarding 2020 Audited Financial Statements** – Hinkle and Company Representative

No Discussion or Action Taken.

1. **Discussion and action regarding Flex Access Program Election** – Summer Brown, Gallagher

Summer Brown, Gallagher presented the Flex Access Program Election. Documentation was provided. Debra Lyon, RUSO moved to opt into the Flex Access program. Anita Simpson, NOC seconded the motion.

**Voting for Motion:**

David Pecha, Northwestern Oklahoma State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, RUSO Designee

Melanie Rinehart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

**Voting Against:**

None

 

1. **Discussion and possible action regarding Financial Monitoring Review –** Summer Brown, Gallagher

Summer Brown, Gallagher presented on the Financial Monitoring Review. Documents provided.



No Action Taken.

1. **Discussion and possible action regarding Renewal and Open Enrollment** – Suhani Lageman, Gallagher

Suhani Lageman, Gallagher gave an update on renewal and open enrollment. The Open Enrollment dates are 10/16 to 10/27.

No Action Taken.

1. **Discussion and possible action with Catapult regarding** **Implementation** – Kymberly Morella, BCBS

Kymberly Morella, BCBS presented information on Catapult and implementation. Documentation presented.

   

No Action Taken.

1. **Discussion and possible action regarding Trust personnel –** Justin Cellum, MSC

Justin Cellum, MSC presented the possibility of keeping Brenda Burgess, SWOSU on at a contractor with the Trust after retirement.

The Board went into Executive Session at 11:35 am.

1. **Executive Session**

Debra Lyon, RUSO made a motion to go into Executive Session. Anita Simpson, NOC seconded the motion.

**Voting for Motion:**

David Pecha, Northwestern Oklahoma State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, RUSO Designee

Melanie Rinehart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

**Voting Against:**

None

Lori Boyd, SWOSU was invited to stay in the Executive session.

Mark Scott RUSO/OKHEEI was invited to stay to review the last year of his position.

* 1. Action to convene in Executive Session pursuant to 25 O.S. §307(B)(1) to discuss the following:
     1. Discussion and possible action regarding the employment/salary of the OKHEEI Benefits Coordinator.

The Board came out of Executive Session at 12:19pm.

1. **Reconvene in Public Session**
   1. Consideration and possible action to implement matters discussed in Executive Session.

Jena Marr, RCC made a motion to give Justion Cellum, MSC authority to conduct an annual evaluation of Mark Scott. Anita Simpson, NOC second the motion.

**Voting for Motion:**

David Pecha, Northwestern Oklahoma State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, RUSO Designee

Melanie Rinehart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

**Voting Against:**

None

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

None.

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

Mark Scott, RUSO/OKHEEI gave an update on the Wrap Document and HIPAA project. We were waiting on the company that wrote the Wrap Document to send it back completed. We are waiting on the HIPAA documents to be sent back to be reviewed.

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

The next OKHEEI Board meetings will be Thursday, September 14th, Tuesday, Oct. 10th, Wednesday, Nov. 1st.

1. **New Business**

None.

1. **Adjournment**

Anita Simpson, NEOSU made a motion to adjourn the meeting at 12:33 pm. Debra Lyon, RUSO seconded the motion.

**Voting for Motion:**

David Pecha, Northwestern Oklahoma State College

Anita Simpson, Northern Oklahoma College

Jena Marr, Redlands Community College

Debra Lyon, RUSO Designee

Melanie Rinehart, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

**Voting Against:**

None

Meeting Adjourned.