**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**

**Thursday, December 7, 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 Marjorie Robertson | Southwestern Oklahoma State University –Brenda Burgess |
| Murray State College – Justin Cellum | Northern Oklahoma College – Anita Simpson |
| Seminole State College – Melanie Rinehart | Redlands Community College – Designee Kim Andrade |

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 11/1
5. **Discussion and possible action regarding Carrier Renewals and RFP –** Summer Brown, Gallagher
	1. **Empyrean**
	2. **FBA**
6. **Discussion and possible action regarding Financial update (Financial Monthly Review & Incurred but Not Reported) –** Daniel Somers, Gallagher
7. **Discussion and possible action regarding Wrap Document –** Summer Brown, Gallagher
8. **Discussion and possible action regarding HIPAA Policies and Procedures –** Pete Towne, Gallagher
9. **Discussion and possible action regarding Trust Personnel –** Mark Scott, RUSO/OKHEEI
10. **Discussion and possible action regarding Assessments to OKHEEI members for FY 2022 and FY 2023 –** Debra Lyon, RUSO
11. **Trust Status Report** – Brenda Burgess, SWOSU
12. **Chair’s Report** – Melanie Rinehart, SCC
13. **Coordinator’s Report** – Mark Scott, RUSO/OKHEEI
14. **OKHEEI Board Member’s Comments and Announcements**
15. **New Business**
16. **Adjournment**