**Oklahoma Higher Education Employees Interlocal Group**

a/k/a OKHEEI Group

**Minutes 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 Marjorie 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.

The OKHEEI Group Board of Trustees met in regular session at 10:30 a.m., November 1, 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 August 4, 2023, and a copy of the agenda posted by 10:30 a.m. on October 31, 2023, in compliance with the Oklahoma Open Meeting Act.

1. Call meeting to order

Vice-Chair Melaine Rinehart, SCC called the meeting to order at 10:30 am

1. Roll call

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

Justin Cellum, Murray State College

Kelley Larkin, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State College

Jon Fields, Redlands Community College

Debra Lyon, RUSO Designee

Majorie Robertson, Southeastern State University

Melanie Rinehart, Seminole State College Designee

Dana Collins, East Central University Designee

Christy Landsaw, Northeastern Oklahoma State College

Brenda Burgess, Southwestern Oklahoma State University

**The following guests were present:**

Mark Scott, RUSO/OKHEEI

Pete Towne, Gallagher

Daniel Somers, Gallagher

Summer Brown, Gallagher

Kymberly Morella, BCBS

Chris Engleman, BCBS

Kim Andrade, Redlands Community College

Debbie Maness, Southeastern Oklahoma State University

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

Anita Simpson, Northern Oklahoma College

Jean Logue, Northeastern Oklahoma State University

Cheryl Ellis, Northwestern Oklahoma State College

Cynthia Alvaraz, Southeastern Oklahoma State University

Cammie Smith, Northeastern State University

Brandi Michelle Green, East Central University

LaDonna Lucus, Southwestern Oklahoma State University

Shannon Cranford, Northern Oklahoma College

1. Approval of Minutes from 9/14/2023

Christy Landsaw, NE made a motion to approve the minutes from 9/14/2023. Dana Collin, ECU seconded the motion.

**Voting for Motion:**

Kelley Larkin, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State College

Jon Fields, Redlands Community College

Majorie Robertson, Southeastern State University

Melanie Rinehart, Seminole State College Designee

Dana Collins, East Central University Designee

Christy Landsaw, Northeastern Oklahoma State College

Brenda Burgess, Southwestern Oklahoma State University

**Abstained:**

Debra Lyon, RUSO Designee

Justin Cellum, Murray State College



1. **Discussion of and possible action regarding Request for Proposal for the Retiree Benefit Administration System** – Daniel Somers & Summer Brown, Gallagher

Daniel Somers and Summer Brown, Gallagher is recommending to the Board to go-to-market to find a new Third Party Administrator for Retiree’s and asking for approval to spend $40,000 for Empyrean to implement retirees into their system.

Debra Lyon, RUSO made a motion for the Board to authorize Gallagher to move forward with the inclusion of retirees into the Empyrean system and to spend up to $40,000 to get it done. Justin Cellum, MSC seconded the motion.

**Voting for Motion:**

Kelley Larkin, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State College

Jon Fields, Redlands Community College

Majorie Robertson, Southeastern State University

Melanie Rinehart, Seminole State College Designee

Dana Collins, East Central University Designee

Christy Landsaw, Northeastern Oklahoma State College

Brenda Burgess, Southwestern Oklahoma State University

Debra Lyon, RUSO Designee

Justin Cellum, Murray State College

**Voting against Motion:**

None

Justin Cellum, MSC made a motion to move forward with RFP (Request for Proposal) and go-to market to replace FBA’s services. Melanie Rinehart, SCC seconded the motion.

**Voting for Motion:**

Kelley Larkin, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State College

Jon Fields, Redlands Community College

Majorie Robertson, Southeastern State University

Melanie Rinehart, Seminole State College Designee

Dana Collins, East Central University Designee

Christy Landsaw, Northeastern Oklahoma State College

Brenda Burgess, Southwestern Oklahoma State University

Debra Lyon, RUSO Designee

Justin Cellum, Murray State College

**Voting against Motion:**

None

1. **Discussion of and possible action regarding Financial Update (Financial Monthly Review& Incurred but Not Reported) –** Daniel Somers & Summer Brown, Gallagher

Daniel Somers, Gallagher presented the Financial Update. Gallagher was asked if they could provide individual documents for each school. Documents are included.



1. **Discussion of and possible action regarding Billing/Invoice Update –** Daniel Somers & Summer Brown, Gallagher

Summer Brown, Gallagher gave an update on billing/invoice update on efficacies with the process as it pertains to moving forward in the billing/invoice process.

1. **Discussion of and possible action regarding Wrap Document –** Daniel Somers & Summer Brown, Gallagher

Summer Brown, Gallagher gave a presentation on the Wrap Document with explanation on what it will cover.

1. **Discussion of and possible action regarding HIPAA Policies and Procedures –** Pete Towne, Gallagher

Pete Towne, Gallagher presented and reviewed the HIPAA Policies and Procedures in reference to why LTD, STD, Dependent Care Account were not listed in the HIPAA Policies and Procedures documents. They are not listed because they are not a benefit that is subject to HIPAA as defined by the law, because they do not touch a health plan. There was an update to the HIPAA Policies and Procedures, is that Zero Health needed to be added as a business associate. Will be reviewed and presented at December Board meeting with updated changes.

1. **Discussion of and possible action regarding 2024 OKHEEI Board Meeting Dates –** Mark Scott, RUSO/OKHEEI
   1. Jan. 11th, Feb. 1st, Mar. 7th, April 3rd, May 2nd, June 6th, Aug. 1st, Sept. 12th, Oct. 2nd, Nov. 7th, Dec. 5th There is no date scheduled for July.

Mark Scott, RUSO/OKHEEI presented potential dates for OKHEEI board meetings for 2024. Jan., Feb., Mar., May, Aug., Nov., Dec. will be scheduled as presented at Redlands Community College. The June meeting was cancelled because of a conflict with schools preparing their budgets. A meeting was scheduled for July 11th. The April 3rd board meeting will be in Broken Arrow, Northeastern will provide a place for the meeting. The Oct 2nd board meeting will be at Southeastern Oklahoma State University.

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

Brenda Burgess, SWOSU gave a report on the Trust account. Brenda will provide a more detailed report at the OKHEEI January Board meeting.

1. **Chair’s Report** – Melanie Rinehart, SCC

No Report given.

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

Mark Scott, RUSO/OKHEEI gave an update on OKHEEI Annual Enrollment.

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

No action taken.

1. **New Business**

No action taken.

1. **Adjournment**

Debra Lyon, RUSO made a motion to adjourn the meeting. Justin Cellum, MSC seconded the motion. The meeting adjourned at 12:35pm.