



STATE OF OKLAHOMA

**WORKERS' COMPENSATION COMMISSION**

M I N U T E S

of the

WORKERS' COMPENSATION COMMISSION

FOR THE STATE OF OKLAHOMA

for the

July 14, 2016

Regular Public Meeting

MINUTES OF THE MEETING OF THE WORKERS' COMPENSATION COMMISSION  
FOR THE STATE OF OKLAHOMA

The members of the Workers' Compensation Commission for the state of Oklahoma met at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, on July 14, 2016.

Members present: Chairman Gilliland, Commissioner Liotta, and Commissioner Young.

Others in attendance on behalf of the Commission: Kim Bailey, Steven Barker, Clif Cypert, Stormy Moore, and Dana Esparza.

The meeting was called to order at approximately 1:30 p.m. Chairman Gilliland thanked those in attendance.

**Approval of Minutes**

Chairman Gilliland presented the minutes of the June 28, 2016 public meeting for approval.

**Motion:** Commissioner Liotta moved to approve the minutes of the June 28, 2016 public meeting.

**Second:** Commissioner Young.

Those voting aye: Commissioner Liotta, Commissioner Young, and Chairman Gilliland.

***The motion carried.***

**1. Discussion and Consideration of Reducing or Releasing the Letter of Credit of Fintube (#16648), a Former Own Risk Employer**

*A security deposit posted with the Commission as required by 810:25-9-4 must remain in place, at its existing amount, for two years after an individual own risk employer voluntarily leaves self-insurance. A security deposit may be reduced at the Commission's discretion after the two year waiting period upon application by the employer and submission of current financial statements and workers' compensation loss runs.*

*A security deposit may be released at the Commission's discretion upon application by the employer and submission of current financial statements and a signed and notarized affidavit, from a duly authorized officer of the employer, affirming that all*

*workers' compensation claims incurred under the own risk permit of the employer have been permanently closed, and the statute of repose for reopening the claims has passed. The Commission considered approving releasing or reducing Fintube's (#16648) security deposit.*

Stormy Moore, Insurance Director, made a presentation and recommended approval of the release.

**Motion:** Commissioner Liotta moved to release the security deposit of Fintube #16648, a former Own Risk Employer.

**Second:** Commissioner Young.

Those voting aye: Commissioner Liotta, Commissioner Young, and Chairman Gilliland.

**The motion carried.**

**2. Discussion and Consideration of the Contract Renewal for Court Reporter Services between the Commission and Lowry and Associates for FY17**

The Commission discussed and considered a contract renewal for Court Reporter Services with Lowry and Associates for FY17.

Kim Bailey, Executive Director, made a presentation and recommended approval of the contract renewal.

**Motion:** Chairman Gilliland moved to approve the renewal of the contract for Court Reporter Services with Lowry and Associates for FY17.

**Second:** Commissioner Young.

Those voting aye: Commissioner Liotta, Commissioner Young, and Chairman Gilliland.

**The motion carried.**

**3. Personnel Policies**

The Human Resources Director, Clif Cypert made a report on the proposed Certified Public Manager (CPM) Program Policy and the Alternative Work Schedule Program.

Clif Cypert recommended the Commission approve both policies.

**Motion:** Commissioner Liotta moved to approve the Certified Public Manager (CPM) Program Policy.

**Second:** Chairman Gilliland.

Those voting aye: Commissioner Liotta, Commissioner Young, and Chairman Gilliland.

**The motion carried.**

**Motion:** Commissioner Liotta moved to approve the Alternative Work Schedule Policy.

**Second:** Chairman Gilliland.

Those voting aye: Commissioner Liotta, Commissioner Young, and Chairman Gilliland.

**The motion carried.**

#### **4. Consent Agenda for Travel Vouchers Currently Outstanding**

*85A O.S. §23 states any commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission. In accordance with this section, the Commission considered a vote to approve the currently outstanding vouchers.*

**Motion:** Chairman Gilliland moved to approve the travel vouchers.

**Second:** Commissioner Liotta.

Those voting aye: Commissioner Liotta, Commissioner Young, and Chairman Gilliland.

**The motion carried.**

**Announcements**

The next Regular Meeting of the Commission is scheduled for Thursday, August 11, 2016.

**Adjournment**

***Motion:*** Commissioner Young moved to adjourn.

***Second:*** Commissioner Liotta.

Those voting aye: Commissioner Liotta, Commissioner Young, and Chairman Gilliland.

**The motion carried.**

Chairman Gilliland announced the meeting was adjourned.