



**STATE OF OKLAHOMA  
BOARD OF TESTS FOR ALCOHOL AND DRUG INFLUENCE**

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Dr. Kenneth E. Blick, Ph.D.  
Chairman

Joshua Smith  
Interim Director

The agenda for this meeting was posted in accordance with Title 25 Section 311.A.9, at the Administrative Offices of the Board of Tests for Alcohol and Drug Influence, 3600 North Martin Luther King Avenue, Building 9, Oklahoma City, OK, 73111.

**Regular Meeting AT OKLAHOMA CITY, OKLAHOMA  
Of the Board of Tests for Alcohol and Drug Influence  
Oklahoma Department of Public Safety Complex,  
W.C. Sarg Smith Classroom  
3600 North Martin Luther King Avenue, Oklahoma City, OK, 73111**

**Tuesday August 13, 2019  
10:00 A.M. CDT**

**MINUTES**

**BOARD MEMBERS PRESENT:**

Charles Gerhart, CLEET  
Chief Curt Terry, Woodward PD  
Major Todd Blish, OHP  
Dr. Jarrad Wagner, OSU Health Science  
Dr. Terence Dunn, Department of Health  
Sheriff Chris West, Canadian County  
Kevin Kramer, OSBI

**STAFF PRESENT:**

Josh Smith, Interim Director  
Jenifer Martin, Office Manager  
Magan Stow, Admin Technician  
David Barnett, Interlock Administrator

**BOARD MEMBERS ABSENT:**

Dr. Kenneth Blick, OUHSC

**1. Call Meeting to Order**

**Action Taken:** Dr. Wagner called the meeting to order at 10:00 a.m. Roll was taken; seven members were present representing a quorum.

**2. Statement of Compliance with the Open Meeting Act**

Dr. Wagner gave statement of compliance

3. **Approval of Minutes for the following meetings:**

a. **June 12, 2019 Special Meeting**

**Action Taken:** Sheriff West moved to approve minutes, Major Blish seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart abstained, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry abstained

b. **May 14, 2019 Regular Meeting**

**Action Taken:** Major Blish moved to approve minutes, Kevin Kramer seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West abstained, Chief Terry abstained

c. **June 12, 2018 Regular Meeting**

**Action Taken:** Sheriff West moved to approve minutes, Charles Gerhart seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry abstained

d. **February 27, 2018 Regular Meeting**

**Action Taken:** Major Blish moved to approve minutes, Charles Gerhart seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart abstained, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry abstained

e. **August 15, 2017 Regular Meeting**

**Action Taken:** Major Blish moved to approve minutes, Kevin Kramer seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn abstained, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry abstained

4. **Election of Chair and Vice-Chair in accordance with 47 O.S. § 759**

**Action Taken:** Dr. Wagner nominated Dr. Blick as Chair, Sheriff West seconded the nomination. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

**Action Taken:** Kevin Kramer nominated Dr. Wagner as Vice-Chair, Charles Gerhart seconded the nomination. A roll call vote was taken with the following Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

5. **Interim Director's Report**

- a. **Interim Director's progress report**
- b. **Report on Dubowski-Essary Conference in Tulsa, OK**
- c. **Update of Rulemaking**
- d. **Program Updates**

Interim Director Smith gave updates on the training he has attended and is scheduled to attend in the next several weeks. There were 62 people who attended the 2019 Dubowski-Essary Conference in Tulsa, OK and the conference went over well. Interim Director Smith plans on starting the rule making process in September. The program managers have been extremely busy. Vince Barnard has trained and helped with training over 400 officers since May of 2019. David Barnett has been busy keeping up with the new fees that were rolled out and working through that launch. Maintenance Program is still trucking along with regular maintenance and setting up gateways. There are 95 of the 135 gateways installed and working properly.

**Action Taken:** Charles Gerhart moved to approve the Interim Director's Report, Kevin Kramer seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

6. **Proposed executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation for consideration and approval of pay schedules for the following:**

- a. **Jenifer Martin, Office Manager**
- b. **Magan Stow, Administrative Technician**
- c. **Vince Barnard, Training Program Administrator/Statewide Impaired Driving Training Coordinator**
- d. **David Barnett, Ignition Interlock Program Administrator**
- e. **Josh Smith, Interim Director/Breath Alcohol Testing Program Administrator**

**Action Taken:** Kevin Kramer moved to enter executive session, Major Blish seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

**Action Taken:** Kevin Kramer moved to exit executive session, Dr. Dunn seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

7. **Discussion and possible action on the proposed executive session regarding pay schedules pursuant to 25 O.S. § 307(E)(3) for the following**

**Action Taken:** Major Blish motioned to increase salaries for Jenifer Martin, Magan Stow, Vince Barnard, and David Barnett by the percentage discussed in the executive session as well as schedule another salary review at the February 2020 regular board meeting, Charles Gerhart seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

8. **Discussion and possible action modifying scope of committee adopted May 14, 2019 regarding blood testing rules and statutes. Committee members are Dr. Blick, Major Blish, Kevin Kramer and Dr. Wagner**

**No Action Taken**

9. **Chairman's Report:**

Dr. Wagner thanked everyone for attending the board meeting. He went on to let Josh know that he and Dr. Blick are very appreciative of the job Josh has done as interim director.

**Action Taken:** Sheriff West moved to approve the Chairman's Report, Kevin Kramer seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

10. **Public Comments:**

Public Comments given by:  
Tom Hosty  
Kevin Behrens

11. **New business as defined and in accordance with 25 O.S. § 311**

**No new business**

12. **Adjournment**

**Action Taken:** Kevin Kramer moved to adjourn, Chief Terry seconded the motion. A roll call vote was taken with the following results Dr. Wagner voted yes, Major Blish voted yes, Charles Gerhart voted yes, Dr. Dunn voted yes, Kevin Kramer voted yes, Sheriff West voted yes, Chief Terry voted yes

Respectfully submitted,



Chairman Kenneth Blick  
Board of Tests for Alcohol and Drug Influence