

Regular Meeting Agenda

January 23, 2014

1:30 – 3:30 p.m.

Bethany Children's Center

6800 NW 39th Expressway, Bethany OK 73008

- I. Call to Order
- II. Roll Call
- III. Women's History Moment
- IV. Minutes of November 21, 2013 and December 12, 2014 meetings
- V. Presentation, Bethany Children's Center
- VI. Tour, Bethany Children's Center
- VII. Reports:
 - Chair
 - Vice-Chair
 - Executive Director
 - Finance Report
 - Secretary
 - Advisory Council
- VIII. Kate Barnard Event – Adeline Yerkes
- IX. Summit Report – Valeska Littlefield
- X. New Business – Nominating Committee
- XI. Announcements
- XII. Next Meeting: February 27, 2014, State Capitol Building
- XIII. Adjournment

Minutes

Oklahoma Commission on the Status of Women

1:30 p.m. - January 23, 2014

The Children's Center, Bethany Oklahoma

COMMISSION MEMBERS PRESENT: Rita Aragon, Brenda Barwick, Beverly Binkowski, Mary Louise Binning, Patty Bryant, Denise Castelli, Catherine Haynes, Denise Kinzie, Lou Kohlman, Jean Lehr, Valeska Littlefield, Shondra McCage, Bernice Mitchell, Nancy Smith, Karen Sneary, Karla Wallace, Nikki Watters, Adeline Yerkes

COMMISSION MEMBERS EXCUSED: Lee Denney, AJ Griffin, Joyce Horton-Sanders, Chris Morris, Jadine Nollan, Devon Shannon, Victoria Woods

COMMISSION MEMBERS ABSENT: Theresa Baxter, Amy McCord, Holly Shelton, Peggy Thompson, Valerie Thompson

ADVISORY COUNCIL MEMBERS PRESENT: Kitti Asberry, Pam Emmons, Jo Ann Bullard

GUESTS: Heidi Russell, Heather Walker

STAFF PRESENT: Kitti Asberry

Call to Order and Determination of Quorum

The meeting was called to order by OCSW Chair Kohlman. The roll was taken and it was ascertained that a quorum was present.

Chair Kohlman introduced and welcomed Beverly Binkowski, who was appointed to the Commission by Speaker of the House, T.W. Shannon.

Chair Kohlman stated the Women's History Moment report, as listed on the agenda, would not be given at this meeting.

Chair Kohlman announced the continuation of the OCSW business would occur after the presentation and tour by Commissioner Mary Louise Binning with the assistance of the Bethany Children's Center representatives, Heidi Russell and Heather Walker.

Presentation, Bethany Children's Center

Mary Louise Binning spoke on behalf of the Bethany Children's Center. Heidi Russell and Heather Walker, from the Center's Communications and Development Services, presented a slideshow and history of the Center. The physicians and staff at the hospital provide qualified and comprehensive help to patients who are disabled due to birth defects or complications, traumatic accidents, and illnesses.

The Commissioners were invited to take a tour of the hospital.

Discussion and possible action on Minutes of the November 21, 2013 and December 12, 2013 meetings

The minutes of November and December 2013 will be discussed. **On a motion by Karla Wallace, seconded by Patty Bryant, the minutes were approved.**

Reports

Chair- Lou Kohlman reported attending the Leadership Oklahoma Human Trafficking Awareness Seminar in Sand Springs.

She announced that March 27, 2014 is the date for the tour of the Mable Bassett prison in McCloud, Oklahoma. Commissioners are to arrive at 1:00 pm. Before February 17, 2014, for security purposes, Commissioners attending the March tour will need to forward to Chair Kohl their name, address, social security number, and driver license number. **Due to the lack of space at the Mabel Bassett facility, and on a motion by Adeline Yerkes, seconded by Valeska Littlefield, the Commissioners approved no meeting in March before or after the tour.**

Chair Kohlman reminded everyone about the 11:00 a.m. Kate Barnard Award and Luncheon prior to the February 27th regular meeting at the Capitol . She also stated the April meeting will be in Sulphur, Oklahoma for the Chickashaw

Tribal Center Tour. In May the meeting will again be at the Capitol in conjunction with the Guardian Award presentation.

The Commissioners were informed that the Department of Correction Leadership class is now accepting enrollees. For additional information contact Lou Kohlman.

Vice-Chair- Karla Wallace reminded everyone attending the Mabel Bassett tour in March to bring a children's book to the facility's Christmas project.

She also discussed the OCSW book that will be shared with the appointing authorities at the end of the year. She will be adding current year pictures and events.

Ex. Director- Kitti Asberry reported uploading numerous documents and files on the computer on a daily basis to get OCSW records organized. She has also updated all Commissioner's files and created folders.

She announced receiving hardware and coordinated installation with OMES on the OCSW archiving project.

The office needs another monitor (discussed and approved at a previous meeting) and a new computer that will handle an Adobe Suite Package. **On a motion by Denise Castelli, seconded by Rita Aragon, the Commissioner's approved authorizing the budget amount to purchase a new computer for the OCSW office.**

The Executive Director worked on the Kate Barnard event with Commissioner Yerkes. Purchase orders have been filled out and submitted.

She attended the Human Trafficking 101 event in Oklahoma City.

Next the Executive Director announced the March 1, 2014 Girl Rising, United Nations Event. This will be held in the Oklahoma Contemporary Center at the State Fairgrounds. OCSW Chair, Lou Kohlman, is their keynote speaker. Girl Rising is a groundbreaking feature film about the Strength of the human spirit and the power of education to transform societies. The storytelling documentary stresses Educating Girls and you will Change the World.

Finance- Mary Louise Binning reiterated that purchase orders were being completed in a timely manner.

Secretary- Nancy Smith noted a new format for the minutes was started so the information would be easier to download to the OCSW website. She invited comments and ideas for continuing to improve the format.

Advisory Council- Catherine Haynes reported there are three recommendations for new members: Deanna Gallavan, Julia Jernigan, and Erica Mattingly.

NACW

Bernice Mitchell announced NACW associate membership dues are \$50.00. Commissioners can renew or apply for NACW membership 2014 online or contact her.

The theme for this years' summer conference in Sarasota, Florida is Waves of Change and Oceans of Opportunity.

Kate Barnard Event

Adeline Yerkes reminded the Commissioners that Thursday, February 27, 2014 is the Kate Barnard Award event. The award ceremony will be held at 1:00 p.m. in the Oklahoma Capitol Blue Room, with the luncheon immediately following on the 2nd floor rotunda. The first Kate Barnard award winner, Vicki LaGrange, along with last year's award recipient, Penny Williams along with the 2014 recipient, Terry White, will be recognized.

Adeline Yerkes is also the OCSW history committee chair and she announced for consideration a September 2014 OCSW 20th Year Anniversary celebration. She recommended expending \$5,000 in budget for a video of the past 20 years from Oklahoma State University archives division. The history committee, along with volunteers Mary Louise Binning and Patty Bryant, will present in February the final 20th anniversary information for approval.

Summit Report

Valeska Littlefield reported the progress being made in reference to the July 17, 2014 Summit. The Solutions Groups in Oklahoma City and Tulsa have begun meeting. These groups will put together the Oklahoma State Action Plan to assist state legislators, policy makers, and anti-trafficking entities in improving Oklahoma's strategy to fight human trafficking.

The Summit will be by invitation, and an open conference. Commissioners are welcome to let the Summit committee know the names and addresses of specific invites they would like OCSW to contact. The Senate, Legislators, Governor's office and other state agencies will receive invitations. A Save-the-Date card will be sent out in April, with invitations going out in May.

The Summit will be held at the Sheraton Hotel, downtown Oklahoma City. OCSW Chair, Lou Kohlman, will confirm the location and payment to the hotel.

Valeska Littlefield gave an update to the partners and sponsorships for the Summit. The Oklahoma City Junior League will help with volunteers. Lou Kohlman stated as OCSW Chair, she will make the final contact for sponsors and partners by the end of February.

Nancy Smith reviewed the Summit Marketing Plan as recommended by the OCSW communications committee.

New Business

Chair Kohlman clarified the by-law changes that were approved last year. The Nominating committee was to be elected the second meeting of the OCSW fiscal year. Due to the oversight, the Chair stated in the February meeting two Commissioners will be elected and the Chair will appoint the third commissioner to that committee. The Nominating committee will present a slate of officers in the March meeting.

Announcements

The Executive Director stated she will be emailing the Kate Barnard invitations. This will include Terry White's organizations and other professional and personal contacts. Terry White is the 2014 Kate Barnard recipient. She is Commissioner of the Oklahoma Department of Mental Health and Substance Abuse Services.

Next Meeting

The February 27, 2014 meeting will be at the Capitol at 1:30 p.m. following the Kate Barnard Award ceremony and luncheon.

Adjournment - With no additional business, the meeting was adjourned.

Regular Meeting

February 27, 2014

1:30 PM – 3:30 PM

Oklahoma State Capital Bldg

Conference RM 419C

2300 N. Lincoln Blvd.

Oklahoma City, OK 73105

- I. Call to Order
- II. Roll Call
- III. Minutes of November 21, 2013 and December 12, 2014 meetings
- IV. Presentation, IT Representative
- V. Reports:
 - Chair
 - Vice-Chair
 - Executive Director
 - Finance Report
 - Secretary
 - Advisory Council
- VI. Summit Report – Valeska Littlefield
- VII. Nominating Committee Election
- VIII. Commission History Video – Adeline Yerkes
- IX. New Business/Unfinished Business
- X. Announcements
- XI. Next Meeting: April 24, Chickasaw Cultural Center, 867 Cooper Memorial Drive, Sulphur OK 73086
- XII. Adjournment

Minutes

Oklahoma Commission on the Status of Women

1:30 p.m. - February 27, 2014

Oklahoma State Capitol

COMMISSION MEMBERS PRESENT: Brenda Barwick, Patty Bryant, Catherine Haynes, Denise Kinzie, Lou Kohlman, Jean Lehr, Valeska Littlefield, Shondra McCage, Bernice Mitchell, Nikki Watters, Adeline Yerkes

COMMISSION MEMBERS EXCUSED: Rita Aragon, Beverly Binkowski, Mary Louise Binning, Denise Castelli, Lee Denney, AJ Griffin, Joyce Horton-Sanders, Chris Morris, Jadine Nollan, Nancy Smith, Karen Sneary, Karla Wallace, Victoria Woods

COMMISSION MEMBERS ABSENT: Theresa Baxter, Amy McCord, Peggy Thompson, Valerie Thompson

ADVISORY COUNCIL MEMBERS PRESENT: Deanna Gallavan, Uganda Jones, Pat Martin, Erica Mattingly, Penny Quinnelly, Lilly D’Ross, Yolanda Viewins

GUESTS: Marchell Chapel, Deena Fischer, Pat Snodgrass, Katie Ward, Kay Montgomery

STAFF PRESENT: Kitti Asberry

Call to Order and Determination of Quorum

The meeting was called to order by OCSW Chair Kohlman. The roll was taken and it was ascertained that a quorum was present.

Adeline Yerkes gave a brief history report on Kate Barnard.

Discussion and possible action on Minutes of the January 23, 2014 Meeting

The minutes of January 23, 2014 were discussed. **On a proper motion and second, the minutes with correction of the Kate Barnard ceremony time at 11:30 a.m. were approved.**

Presentation, IT Representative

Jack Lowery, Web Content Manager for OMES explained the information system department and its informational sources division. He discussed the issues with websites, the process of changes that are made, and the overall ok.gov content management system. The OCSW website is an ongoing challenge to keep updated due to the OMES process for the changes and the OCSW current computer issues.

Reports

Chair- Lou Kohlman announced a new Commissioner has been appointed to OCSW.

She reminded Commissioners that March 27, 2014 is the date for the tour of the Mable Bassett prison in McCloud, Oklahoma. There will not be a regular meeting on this day. Further information about the tour will be emailed out.

She also stated the April meeting will be in Sulphur, Oklahoma for the Chickasaw Tribal Center Tour. In May the meeting will again be at the Capitol in conjunction with the Guardian Award presentation. And the June meeting place will be announced. Guest Speaker will be Amy Welsh of the Oklahoma Society of CPA's. Other meetings and events were mentioned.

The Commissioners were informed that the Oklahoma Bureau of Narcotics will be a partner with the OCSW Human Trafficking Summit.

OCSW has been asked to publicize a graduate student's study about university faculty member's experiences who were diagnosed with cancer and continued working.

Vice-Chair- Karla Wallace stated she is continuing to work with the Oklahoma City Junior League for Summit volunteers.

Ex. Director- Kitti Asberry reported on some computer dilemmas she has experienced at the OCSW office and the help received from the OMES IT department.

She also discussed attending a human trafficking solutions meeting, completing purchase orders, worked with Adeline Yerkes on the Kate Barnard event, attended a finance meeting with Chair Kohlman, coordinated a speaking engagement for Chair Kohlman, attended Legislative Open Session, and represented OCSW at numerous Black History Month events.

Finance- Chair Kohlman presented the report. She stated the Governor's budget has proposed a 5% decrease across the board. OMES does not know exactly how this will affect OCSW. She discussed the use of the carry over funds, appropriation funds and the revolving fund.

Secretary- No Report

Advisory Council- Catherine Haynes reported recommendations for new Council members: Deanna Gallavan, Julia Jernigan, Erica Mattingly and Kay Montgomery. **On a motion by Bernice Mitchell, seconded by Patty Bryant, the Commissioners approved four new Advisory Council members.**

NACW

Bernice Mitchell announced that the Commission had 17 NACW associate members. She stated the film, "The Invisible War", which is a product of NACW, is available for rent. She is involved in the preparation for the July national conference in Sarasota, Florida.

Summit Report

Valeska Littlefield reported the progress being made in reference to the July 17, 2014 Summit.

Nominating Committee Election

The nominating committee will meet during the month of March. Commissioners have to be involved at least 2 years with a 60% attendance record on meetings and events for an officer position. **On a proper motion and second, the Commissioners elected Patty Bryant and Bernice Mitchell to serve on the nominating committee.**

Chair Kohlman appointed Rita Aragon to the nominating committee.

Commission History Video

Adeline Yerkes reported the committee is interested in preparing a 10 to 20 minute video for the OCSW 20th year anniversary luncheon. They will have a cost estimate to present before the Commission soon. OSU will be contacted for help. Bob Blackburn and the Oklahoma

History Center along with the Oklahoma City Community College communications staff may also be helpful. The next history committee conference call meeting will be April 7th at 10 a.m.

New Business - None

Announcements - None

Next Meeting

Next Meeting: March 26, 2015, University of Oklahoma (location to be announced)

Adjournment - With no additional business, the meeting was adjourned.



The Commission participated in a site visit to Mable Basset Correctional Center for the month of March. No agenda or minutes were used. The Commission would like to thank the Department of Corrections all arrangements made pertaining to the visit.