MINUTES OF SPECIAL PUBLIC MEETING
This special meeting of the Occupational Licensing Advisory Commission scheduled to begin at 10:00a.m. on the 4th day of October, 2018 was convened in accordance with the Oklahoma Open Meeting Act[25 O.S. § 301 et seq.]. Advance public notice was sent to the Secretary of State’s Office by electronic transmission specifying the time and place of the meeting. Notice was also prominently posted at the office of the Oklahoma Department of Labor at least twenty-four (24) hours prior to the meeting.

PUBLIC BODY: Occupational Licensing Advisory Commission

DATE: Thursday, October 4, 2018

ADDRESS: Oklahoma Department of Labor
3017 N Stiles, Suite 100
Oklahoma City, OK 73105

CONTACT PERSON: Ruth Neville TELEPHONE: 405-521-6594

Agenda Item I:
Call to order – Introductions of Commission Member
The meeting was called to order at 10:00a.m by Oklahoma Department of Labor (ODOL) Commissioner and Secretary of Education and Workforce Development, Melissa Houston.

Members present: State Representative Mark McBride, Steve Shoemaker, Ideal Homes, State Representative Mike Osburn, Renee Porter, President and CEO of Cristo Rey Oklahoma City Catholic High School, State Senator Nathan Dahn, Matt Burns, Vice President of Corporate Communications at United Health Group, State Senator Kay Floyd, Christina Foss, ODOL staff, Representative Cyndi Munson, Fonda Longston, Director of Office of Management and Enterprise Services

Agenda Item II:
Statement of Compliance with Open Meetings Act
The Statement of Compliance with the Open Meeting Act was read by Debra Grogis, ODOL staff.

Agenda Item III:
History of Occupational Licensing Review in Oklahoma
Commissioner Houston provided a review of the history of occupational licensing in Oklahoma. Commissioner Houston said in the 1950s, one (1) in fifty (50) occupations required a license; today that number is one (1) in three (3). Commissioner Houston said bi-partisan representation is on the Commission because this is an issue we can work on together for the State of Oklahoma.

Commissioner Houston said Governor Fallin issued an executive order about a year and a half ago for a group of people to come together and study the issue. Commissioner Houston said she believes Governor Fallin was hopeful that recommendations would come out of that group. Commissioner Houston said herself, Senator Osburn and Rene Porter were on the taskforce.

Commissioner Houston said the task force discovered the State is disjointed in relation to occupational licensing. Commissioner Houston said there is no single list of all occupational licenses offered in the State. Commissioner Houston said regarding occupational licensing, the task force determined the information gathered should be useable, open and transparent.
Commissioner Houston said the task force created a skeleton data base to track gathered information. Commissioner Houston said the task force determined to find objective ways for everyone to ask the same questions when determining an occupational license blueprint. Commissioner Houston said the tool the task force developed is posted on the Agency website and can be used by policy makers to determine if an occupation should require a license. Commissioner Houston said this blueprint is now being used throughout the country.

Commissioner Houston discussed the role of the blueprint and the recommendations of the task force. Commissioner Houston said the work of the task force led to the formation of this Commission by the Legislature. Commissioner Houston said this past summer, the U.S. Department of Labor opened up a grant specifically to address occupational licensing. Commissioner Houston said Oklahoma was one of seven states that received funds from the grant. Commissioner Houston said the task force report is available on the ODOL website at www.labor.ok.gov.

**Agenda Item IV.**

**State Occupational Licensing Review and Reform Grant**

Commissioner Houston asked Christina Foss to address the Commission regarding the grant. Ms. Foss said the grant will be used to fund the Commission which will work on other special projects throughout the year such as military populations. Ms. Foss said the grant is very specific in addressing reciprocity especially among military populations, criminal offenders, low income and multi-state compacts. Ms. Foss said the Commission has plans to work on all those separate issues. Commissioner Houston said the purpose of the grant is to fund the work of this commission. Commissioner Houston said the main point of the Commission is to make recommendations to the Legislature.

**Agenda Item V.**

**Work of the Commission**

Christina Foss said a senate bill that was passed last session formed this Commission. Ms. Foss said the purpose of the Commission will be to compile data for the database, utilize the blueprint and review licenses. Ms. Foss discussed how the Commission will approach reviewing occupational licenses and the time line for reviewing occupational licenses.

**Agenda Item VI.**

**Work of Commission Staff**

Commissioner Houston said the Commission staff consists of Christina Foss. Ms. Houston said Ms. Foss worked with the ODOL on public policy initiatives and was heavily involved with work of the task force, helped write the task force report and helped write the grant. Commissioner Houston said grant funds will be used to pay Ms. Foss’s salary and IT issues. Commissioner Houston said this is a three (3) year grant.

**Agenda Item VII.**

**Database**

Commissioner Houston said the task force spent an enormous amount of time on the database. Commissioner Houston said there is a licensing database currently available on the ODOL website at www.licensing.ok.gov. Commissioner Houston explained how data was gathered for the database.

Christina Foss discussed how many licenses are currently listed on the database, information that is missing in the database, how the ODOL is gathering additional information for the database and contacting agency boards. Ms. Foss said the database currently includes a downloadable excel spreadsheet. Ms. Foss discussed the current capabilities of the database and future expectations for the database.

Ms. Foss, Commissioner Houston and members of the Commission discussed the number of licenses issued by the state, compiling all licensing data into a single location, appropriated licenses, licensing fees, and additional information to be included in the database.
Agenda Item VIII.
Timeline/Plan
Christina Foss said we would like to have a second meeting before the end of the month. Ms. Foss said one purpose of the meeting today is to determine what the license review process looks like and analyze the licenses at the next meeting. Ms. Foss said it is important to have a public meeting to include licensing entities. Ms. Foss said the public meeting may be scheduled early in November. Ms. Foss said additional Commission meetings may be scheduled next spring or summer as the Commission determines. Commissioner Houston said a public meeting is required in the Statute and must be held before recommendations are presented to the Legislature.

Agenda Item IX.
License Review List
Commissioner Houston said there will be special projects on criminal justice and military, however first the Commission will address whether an occupation needs to be licensed, if the licensing requirements overly burdensome, is the ability to work too restrictive due to the licensing requirements, are anticompetitive behaviors taking place, or are there issues regarding public safety that override all those concerns. Commissioner Houston said the Commission will use the blueprint to analyze the licenses. Commissioner Houston said given the fact that there are four hundred (400) licenses to be reviewed, they must be prioritized. Commissioner Houston said this is a three (3) year project and the Commission will determine which items need to be reviewed first (1st).

Commissioner Houston, Ms. Foss and Commission members discussed prioritizing the Oklahoma Critical Occupations list, multi-state consortiums, reducing requirements for some licensing, and regulating some occupations by certificate rather than licensing. The group also discussed state growth, separating certificates from licenses in the list, targeting a specific number of licenses for review this year, dividing the list according to expertise, common framework for all licenses, reviewing most critical licenses first (1st), comparing licensing from state to state, and potentially scaling back some licensing requirements. The group also discussed the fiscal impact of repealing any licensure fees as well as the economic impact across the state.

Commissioner Houston said the Commission does not have the authority to repeal any licenses. Commissioner Houston said the role of the Commission is to make recommendations to the Legislature. The group discussed additional information to be included in the database and the public meeting to be scheduled.

Agenda Item X.
License Review Process
The group discussed dividing up the list by expertise, paring down the list, reviewing the list on the database and communicating with Ms. Foss before the next meeting. Ms. Foss said she will pare down the list, fill in as much data as possible, and send it to members for review before the next meeting. The group discussed agencies, boards and commissions for education regarding licenses in each industry, reciprocity, felony prohibitions to be added to the database and licensing for military personnel.

Agenda Item XI.
Next Steps
Christina Foss said before the next meeting, she will send action items to the members to help them walk through the blueprints. Ms. Foss said when they review the blueprints at the next meeting, they will decide who to invite to speak at the public meeting. Commissioner Houston said between today and the next meeting, she and Ms. Foss will gather as much information as we can from agencies boards and commissions. Commissioner Houston said the goal of the next October meeting will be to triage as many licenses as possible, determine which ones can be taken off the table, which ones require more information and which ones require input from the public.
Agenda Item XII.
Adjournment
Commissioner Houston adjourned the meeting at 10:10 a.m.