

MINUTES

State Government
Office of Personnel Management

AFFIRMATIVE ACTION REVIEW COUNCIL

9:00 a.m.
Wednesday, January 18, 2006

*Water Resources Board
Second Floor Board Conference Room
3800 North Classen Boulevard
Oklahoma City, Oklahoma 73118*

Advance written notice of this meeting was filed with the Secretary of State on December 16, 2005. The Agenda was posted at the Office of Personnel Management, the entrance to the Jim Thorpe Building, and the entrance of the Water Resources Board. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Section 301 through 314 of Title 25.

MEMBERS PRESENT

R. Charles Smith, Chair
Peggy J. Carter, Vice-Chair
Carole Saunders Call
Representative Jabar Shumate

MEMBERS ABSENT

Glenda F. Love
Representative Opio Toure

OPM STAFF PRESENT

Brenda C. Thornton
Linda Williamson

VISITORS PRESENT

State Department of Education (Joni Younts and Linda Hall)
Department of Emergency Management (J. W. Chalmers II)
Oklahoma Educational Television Authority (OETA) (John McCarroll and Toni Matthews)
Oklahoma Conservation Commission (Ben Pollard and Steve Coffman)
Department of Mines (Elizabeth Sharon)
Horse Racing Commission (Bonnie Morris)
Department of Securities

Small Agencies

Scenic Rivers Commission
Department of Consumer Credit
Used Motor Vehicle and Parts Commission
State Board of Examiners for Nursing Home Administrators

A. CALL TO ORDER.

Chair Charles Smith called the Affirmative Action Review Council (AARC) meeting to order at 9:05 a.m.

B. INTRODUCTION OF MEMBERS AND STAFF.

Chair Smith introduced himself and council members present, Carole Call and Rep. Jabar Shumate. He also introduced OPM staff present, Brenda Thornton and Linda Williamson.

C. REVIEW OF MINUTES FROM THE DECEMBER 14, 2005, MEETING.

The minutes of December 14, 2005, were presented and reviewed. Because no quorum was present, this item was tabled until later in the meeting. Upon revisiting this item, the minutes for December 14, 2005, were approved following a motion by Carole Call; second by Peggy Carter.

D. REVIEW OF AGENCY AFFIRMATIVE ACTION PLANS FOR FY-2006.

[Vice-Chair Peggy Carter joined the meeting at 9:17 a.m. during State Department of Education's presentation.]

STATE DEPARTMENT OF EDUCATION – Joni Younts and Linda Hall represented this merit agency of 348 employees with a minority representation of 15%. There were 71 new hires during the reporting period; 14 of which were minorities. The agency submitted amended Availability Analysis and Utilization Analysis reports to the council. Chair Smith commended the agency for not having any underutilization in any area, especially when figured with both the 80% and the whole person methods. On a motion by Carole Call and second by Rep. Shumate, the council voted to recommend approval of this plan including the amended Availability Analysis and Utilization Analysis report.

DEPARTMENT OF EMERGENCY MANAGEMENT – Jeff. Chalmers represented this merit agency of 24 employees with a minority representation of 17%. There were no new hires during the reporting period. On a motion by Carole Call and second by Peggy Carter, the council voted to recommend approval pending receipt of a revised statement clarifying the acceptance of job applications and a revised Goals and Timetable report. **The agency submitted to OPM a revised statement and Goals and Timetable report.**

OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY (OETA) – Executive Director John McCarroll and Toni Matthews represented this non-merit agency of 65 employees with a minority representation of 18%. There were 14 new hires during the reporting period; 1 of which was a minority. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. The council voted to recommend approval on a motion by Rep. Shumate and second by Carole Call.

OKLAHOMA CONSERVATION COMMISSION – Ben Pollard and Steve Coffman represented this merit agency of 57 employees with a minority representation of 7%. There were 3 new hires during the reporting period; 1 of which was a minority. On a motion by Carole Call and second by Rep. Shumate, the council voted to recommend approval pending receipt of corrected statements regarding use of FEPA certificates in their Identification and Analysis of Problem Areas, and providing further explanation of their corrective action in recruitment efforts. **The agency submitted to OPM corrected statements in their Identification and Analysis of Problem Areas and provided a corrected statement of their corrective action in recruitment efforts.**

DEPARTMENT OF MINES – Caroleen Carman and Elizabeth Sharon represented this non-merit agency of 36 employees with a minority representation of 17%. There was 1 new hire during the reporting period with no minorities. Their plan meeting the mandatory requirements, OPM EOWD

advised that the council recommend approval. The council voted to recommend approval on a motion by Rep. Shumate and second by Peggy Carter.

HORSE RACING COMMISSION – Bonnie Morris represented this non-merit agency of 37 employees with a minority representation of 8%. There were 6 new hires during this reporting period with no minorities. On a motion by Rep. Shumate and second by Carole Call, the council voted to recommend approval pending receipt of revised Job Group Analysis and Availability Analysis reports. **The agency submitted to OPM revised Job Group Analysis and Availability Analysis reports.**

DEPARTMENT OF SECURITIES – There was no representative present to present this merit agency's plan showing 25 employees with a minority representation of 16%. There was 1 new hire during the reporting period with no minorities. Because there was no representative present at the scheduled review time, the council tabled this item until all other items of business had been completed in an effort to give the agency an opportunity to either arrive in person or send a message of explanation for their absence. When the council completed all other items of business, there still was no representative present or communication received from this agency. Rep. Shumate then made a motion that the council asks Mr. Jackson to review the law as stated, regarding the intended consequences of the law (this council recommending that the hiring practices of the Department of Securities be placed under OPM), if an agency was derelict in their responsibilities to both this council and OPM. Peggy Carter seconded this motion. Motion carried unanimously.

SMALL AGENCIES – OPM EOWD presented the plans of the following 4 small agencies for approval by the council:

**Scenic Rivers Commission
Department of Consumer Credit
Used Motor Vehicle and Parts Commission
State Board of Examiners for Nursing Home Administrators**

The council voted to recommend approval of these plans on a motion by Peggy Carter and second by Carole Call.

E. NEW BUSINESS.

There was no new business.

F. OLD BUSINESS.

Ms. Thornton asked the council to revisit the Health Care Authority's review section in the December 14, 2005, minutes because there appeared to have been a major misunderstanding with the agency representative regarding the recommendation the council made and the motion the council actually took about their plan. Ms. Thornton explained that the minutes reflected the motion "as stated" (recommendation to approve) and voted upon by the council (no mention of revisions to be made and submitted to OPM) during that meeting. Following Mr. Jackson's review of this plan, he determined that the agency needed to make revisions to their Job Group Analysis before he could approve it. Mr. Jackson contacted the appropriate agency representative, requested that an amended plan be submitted to OPM, and the agency complied with Mr. Jackson's request. This process, however, was not reflected in the minutes since it was not part of the AARC meeting. It was suggested for future reference that the council specifically state that agency plans will be accepted "with revisions" or pending receipt of the changes and/or corrections that the council is requesting. All items discussed and not made a part of the motion will remain simply items of discussion.

G. COMMENTS FROM VISITORS.

Ms. Thornton presented each council member with a letter from Mr. Jackson expressing genuine appreciation on behalf of OPM, the State of Oklahoma, and the citizens of our state for their contribution as a member of the AARC and their commitment to advancing equal employment opportunity and affirmative action in state government. Each member's current appointment expires later this year.

H. ADJOURNMENT.

Chair Smith adjourned the meeting at 11:06 a.m.