

MINUTES

State Government
Office of Personnel Management

AFFIRMATIVE ACTION REVIEW COUNCIL

9:00 a.m.
Wednesday, October 11, 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
Carol Ainsworth
Sherleen H. Jackson, Ph.D.

MEMBERS ABSENT

Representative Jabar Shumate
Representative Opio Toure

OPM STAFF PRESENT

Brenda C. Thornton
Linda Williamson

VISITORS PRESENT

Oklahoma State Department of Health (OSDH) (Charles Smith)
State Election Board (Secretary Michael Clingman, Fran Roach and Vada Holstein)
Office of the State Treasurer of Oklahoma (Marria Bratcher and Travis Monroe)
Alcoholic Beverage Laws Enforcement Commission (ABLE) (Karen Pilkington)
State Board of Medical Licensure and Supervision (Lyle Kelsey and Jan Ewing)
Department of Libraries (Bill Petrie)
Historical Society (Gladys Bennett)
Board of Medicolegal Investigations (Peggy Devinish)
District Attorneys Council (Lee Cohlma and Lisa Thompson)
Oklahoma Turnpike Authority (OTA) (Cheryl O'Rourke)
Department of Wildlife Conservation (Kyle Eastham)
Employees Benefits Council (EBC) (Phil Kraft)
Commissioners of the Land Office (John Rahhal)
Water Resources Board (WRB) (JaNeal Beougher)
Oklahoma Employment Security Commission (OESC) (Barbara Williams)

A. CALL TO ORDER.

Chair R. Charles Smith called the Affirmative Action Review Council (AARC) meeting to order at 9:10 a.m.

B. INTRODUCTION OF MEMBERS AND STAFF.

Chair Smith introduced himself and Vice-Chair Peggy Carter, asked her to introduce Dr. Sherleen Jackson, newly appointed council member. Chair Smith introduced Carol Ainsworth, also a newly appointed council member, and welcomed each to the council. He asked OPM staff present, Brenda Thornton and Linda Williamson, to provide self-introductions.

C. REVIEW OF MINUTES FROM THE JANUARY 18, 2006, MEETING.

Chair Smith deferred this item until after the review of the agency affirmative action plans. Upon revisiting this item, the minutes for January 18, 2006, were approved as presented following a motion by Peggy Carter; second by Dr. Jackson.

D. ELECTION OF OFFICERS.

Chair Smith set this agenda item aside and moved to the review of the agency affirmative action plans.

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

Chair Smith turned the meeting over to Vice-Chair Carter so he could step down from his position on the council, represent the Oklahoma State Department of Health, and present their affirmative action plan to the council.

OKLAHOMA STATE DEPARTMENT OF HEALTH – Charles Smith represented this merit agency of 2,230 employees with a minority representation of 20%. There were 342 new hires during the reporting period; 84 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. As the council lacked a quorum to take action at this time, the recommendation for approval was tabled. Later in the meeting (see **NEW BUSINESS**), Chair Smith asked Ms. Thornton to submit the Oklahoma State Department of Health’s affirmative action plan to Mr. Jackson for his review and approval. **Mr. Jackson approved this plan based on the review of the council and recommendation by Ms. Thornton.**

Upon completion of this presentation, Vice-Chair Carter turned the meeting back over to Chair Smith so he could resume his position on the council.

STATE ELECTION BOARD – Secretary Michael Clingman and Vada Holstein represented this merit agency of 24 employees with a minority representation of 29%. There were 2 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 Carol Ainsworth and second by Dr. Jackson.

OFFICE OF THE STATE TREASURER OF OKLAHOMA – Marria Bratcher and Travis Monroe represented this non-merit agency of 71 employees with a minority representation of 30%. There were 7 new hires during the reporting period; 4 of which were minorities. On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval pending receipt of revised Personnel Transactions report. **The agency submitted to OPM a revised Personnel Transactions report.**

ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION (ABLE) – Karen Pilkington represented this merit agency of 41 employees with a minority representation of 17%. There were no new hires during the reporting period. On a motion by Dr. Jackson and second by Carol Ainsworth, the council voted to recommend approval pending receipt of revised Personnel Transactions report. **The agency submitted to OPM a revised Personnel Transactions report.**

STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION – Executive Director Lyle Kelsey and Jan Ewing represented this merit agency of 21 employees with a minority representation of 29%. There was 1 new hire during the reporting period, which was a minority. On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval pending receipt of revised Personnel Transactions report and Identification of Problem Areas. **The agency submitted to OPM a revised Personnel Transactions report and Identification of Problem Areas.**

DEPARTMENT OF LIBRARIES – Bill Petrie represented this merit agency of 64 employees with a minority representation of 19%. There were 2 new hires during the reporting period; 1 of which was a minority. On a motion by Carol Ainsworth and second by Dr. Jackson, the council voted to recommend approval pending receipt of revised Personnel Transactions and Availability Analysis reports. **The agency submitted to OPM a revised Personnel Transactions and Availability Analysis reports.**

HISTORICAL SOCIETY – Gladys Bennett represented this merit agency of 151 employees with a minority representation of 16%. There were 35 new hires during the reporting period; 5 of which were minorities. On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval pending receipt of revised Personnel Transactions report. **The agency submitted to OPM a revised Personnel Transactions report.**

BOARD OF MEDICOLEGAL INVESTIGATIONS – Peggy Devinish represented this merit agency of 61 employees with a minority representation of 21%. There were 20 new hires during the reporting period; 2 of which were minorities. On a motion by Peggy Carter and second by Dr. Jackson, the council voted to recommend approval pending receipt of revised Goals and Timetable and Personnel Transactions reports. **The agency submitted to OPM revised Goals and Timetable and Personnel Transactions reports.**

DISTRICT ATTORNEYS COUNCIL – Lee Cohlma and Lisa Thompson represented this non-merit agency of 34 employees with a minority representation of 18%. There were 5 new hires during the reporting period with no minorities. On a motion by Peggy Carter and second by Carol Ainsworth, the council voted to recommend approval pending receipt of revised Goals and Timetable and Personnel Transactions reports. **The agency submitted to OPM revised Goals and Timetable and Personnel Transactions reports.**

OKLAHOMA TURNPIKE AUTHORITY (OTA) – Cheryl O'Rourke represented this merit agency of 546 employees with a minority representation of 23.1%. There were 66 new hires during the reporting period; 12 of which were minorities. On a motion by Carol Ainsworth and second by Dr. Jackson, the council voted to recommend approval pending receipt of revised Personnel Transactions report. **The agency submitted to OPM a revised Personnel Transactions report.**

DEPARTMENT OF WILDLIFE CONSERVATION – Kyle Eastham represented this non-merit agency of 317 employees with a minority representation of 10%. There were 14 new hires during the reporting period; 2 of which were minorities. On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval pending receipt of a revised Personnel Transactions report. **The agency submitted to OPM a revised Personnel Transactions report.**

EMPLOYEES BENEFIT COUNCIL (EBC) – Phil Kraft represented this merit agency of 29 employees with a minority representation of 17%. There were 2 new hires during the reporting period with no

minorities. On a motion by Peggy Carter and second by Carol Ainsworth, the council voted to recommend approval pending receipt of revised Goals and Timetable and Personnel Transactions reports. **The agency submitted to OPM revised Goals and Timetable and Personnel Transactions reports.**

COMMISSIONERS OF THE LAND OFFICE – John Rahhal represented this merit agency of 56 employees with a minority representation of 21%. There were 6 new hires during the reporting period; 2 of which were minorities. On a motion by Peggy Carter and second by Dr. Jackson, the council voted to recommend approval pending receipt of a revised Goals and Timetable report. **The agency submitted to OPM revised Goals and Timetable report.**

WATER RESOURCES BOARD (WRB) – JaNeal Beougher represented this merit agency of 87 employees with a minority representation of 13%. There were 10 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 Peggy Carter and second by Dr. Jackson.

OKLAHOMA EMPLOYMENT SECURITY COMMISSION (OESC) – Barbara Williams represented this merit agency of 746 employees with a minority representation of 27%. There were 106 new hires during the reporting period; 38 of which were 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 Peggy Carter and second by Dr. Jackson.

SMALL AGENCIES – OPM EOWD presented the plans of the following 16 small agencies for approval by the council:

- Board of Dentistry**
- Ethics Commission**
- Wheat Commission**
- Boll Weevil Eradication**
- Oklahoma Funeral Board**
- Indian Affairs Commission**
- Industrial Finance Authority**
- University Hospitals Authority**
- Office of Handicapped Concerns**
- Board of Veterinary Medical Examiners**
- Police Pension and Retirement System**
- Physician Manpower Training Commission**
- Firefighters Pension and Retirement System**
- Oklahoma Law Enforcement Retirement System**
- Board of Governors of the Licensed Architects and Landscape Architects**
- Oklahoma Capitol Complex and Centennial Commemoration Commission**

The council voted to table discussion of these plans on a motion by Peggy Carter; second by Dr. Jackson. Motion carried unanimously.

F. NEW BUSINESS.

Since there was not a voting quorum present to vote on a recommendation of the affirmative action plan for the Oklahoma State Department of Health, Chair Smith asked Ms. Thornton to submit the Oklahoma State Department of Health's affirmative action plan to Mr. Jackson for his review and approval. Chair Smith asked each council member present if there were any objections to this request. There were no objections noted by the council members present.

G. UNFINISHED BUSINESS.

Ms. Thornton brought to the table for discussion Rep. Shumate's request at the last meeting for Mr. Jackson to review the law regarding the actions of the Oklahoma Department of Securities at the January 18, 2006, council meeting. Peggy Carter made a motion to table this discussion until the next scheduled meeting. Dr. Jackson seconded this motion. The motion carried unanimously.

NOTE: Upon further review and conversation with Mr. Jackson, it was discovered that Chair Smith, Rep. Shumate and OPM Deputy Administrator of Programs Hank Batty met with Melanie Hall, Deputy Director of the Oklahoma Department of Securities, on February 9, 2006, and resolved the issues brought up during the January 18, 2006, AARC meeting. Because a resolution has already been reached, no further discussion is necessary.

H. COMMENTS FROM VISITORS.

There were no comments.

I. ADJOURNMENT.

Chair Smith adjourned the meeting at 12:50 p.m.