

MINUTES

State Government
Office of Personnel Management

AFFIRMATIVE ACTION REVIEW COUNCIL

9:00 a.m.
Wednesday, November 8, 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.
Representative Opio Toure
Representative Jabar Shumate

MEMBERS ABSENT

None

OPM STAFF PRESENT

Brenda C. Thornton
Linda Williamson

VISITORS PRESENT

Mark Schlachtenhaufen – Staff Writer, Capitol Network News
Department of Human Services (Sherleen H. Jackson, Ph.D.)
Council on Law Enforcement Education and Training (Steven Collins and Janet Ingram)
Oklahoma Arts Council (Suzanne Tate and Jose Posa)
Office of Juvenile Affairs (Michael Heath)
Department of Mental Health and Substance Abuse Services (Joyce Ihde)
Oklahoma State and Education Employees Group Insurance Board (Gene Krier and April Story)
Grand River Dam Authority (Tom Rickner and Robin Williams)
Department of Central Services (Gale Lawrence)
Oklahoma Teachers' Retirement System (Executive Secretary Tommy C. Beavers and Kim Bold)
Oklahoma Department of Environmental Quality (Jamie Fannin and David Dyke)

A. CALL TO ORDER.

Chair Charles Smith called the Affirmative Action Review Council (AARC) meeting to order at 8:50 a.m.

B. INTRODUCTION OF MEMBERS AND STAFF.

Chair Smith introduced himself and council members present -- Rep. Opio Toure, Rep. Jabar Shumate, Carol Ainsworth, and Dr. Sherleen Jackson -- and OPM staff present -- Brenda Thornton and Linda Williamson.

C. REVIEW OF MINUTES FROM THE OCTOBER 11, 2006, MEETING.

The minutes for October 11, 2006, were approved as presented following a motion by Carol Ainsworth; second by Dr. Sherleen Jackson.

D. ELECTION OF OFFICERS.

Chair Smith opened the floor for nominations for chairperson. Rep. Opio Toure nominated Charles Smith; seconded by Carol Ainsworth. In the absence of the vice-chair, Chair Smith asked Dr. Sherleen Jackson to carry the motion. Motion carried, electing Charles Smith to serve as chairperson. Dr. Jackson turned the meeting back over to Chair Smith. On a motion by Dr. Jackson and second by Rep. Jabar Shumate, the council elected Peggy Carter to serve as vice-chair.

Rep. Toure's term as state representative will soon end, making this his last council meeting. Rep. Toure addressed the council, expressing his pleasure for having the opportunity to serve on the Affirmative Action Review Council and with each council member and OPM staff. Chair Smith, on behalf of the council, commented that Rep. Toure has been a guiding force with his wisdom and years of experience and expertise. He stated that he appreciated Rep. Toure, his commitment and dedication not only to this council but also the whole arena of civil rights and affirmative action. On behalf of the Office of Personnel Management, Brenda Thornton expressed appreciation for Rep. Toure's outstanding service to not only this body but also to the State of Oklahoma.

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

[Note: Vice-Chair Peggy Carter joined the meeting at 9:04 a.m. at the beginning of the Department of Human Services' presentation.]

DEPARTMENT OF HUMAN SERVICES – Dr. Sherleen H. Jackson represented this merit agency of 7,612 employees with a minority representation of 24%. There were 1,207 new hires during the reporting period; 394 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Rep. Toure 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.**

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING (CLEET) – Steven Collins and Janet Ingram represented this non-merit agency of 33 employees with a minority representation of 15%. There were 3 new hires during the reporting period with no minorities. On a motion by Rep. Toure and second by Carol Ainsworth, the council voted not to recommend approval based on the long-standing direction of the agency that has not reflected any positive actions toward affirmative action. Dr. Jackson and Vice-Chair Carter abstained and Chair Smith did not cast a vote. Chair Smith asked that the record reflect that the council should see some improvement from this current period under review and the next review period in 2007 with indicators of progression for meeting affirmative action. **Mr. Jackson approved the plan and included a strong encouragement to the agency to clearly document their good faith efforts to improve the utilization of ethnic minorities and females, as well as the accomplishment of affirmative action goals and objectives, in their FY-2008 affirmative action plan.**

[Note: Rep. Toure stepped out of the meeting following CLEET's presentation and did not rejoin the meeting.]

OKLAHOMA ARTS COUNCIL – Suzanne Tate and Jose Posa represented this non-merit agency of 16 employees with a minority representation of 25%. 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. On a motion by Carol Ainsworth and second by Rep. Shumate, the council voted to recommend approval.

Suzanne Tate expressed her appreciation to Brenda Thornton for her help in preparing their plan and for providing assistance with any need that they might have.

OFFICE OF JUVENILE AFFAIRS – Michael Heath represented this merit agency of 982 employees with a minority representation of 30%. There were 301 new hires during the reporting period; 101 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Rep. Shumate and second by Carol Ainsworth, the council voted to recommend approval.

DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES – Joyce Ihde represented this merit agency of 1,947 employees with a minority representation of 27%. There were 381 new hires during the reporting period; 107 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. The council requested that next year the Job Group Analysis be consolidated and placed on the standard Job Group Analysis form provided by OPM. On a motion by Rep. Shumate and second by Dr. Jackson, the council voted to recommend approval.

OKLAHOMA STATE AND EDUCATION EMPLOYEES GROUP INSURANCE BOARD (OSEGIB) – Gene Krier and April Story represented this merit agency of 167 employees with a minority representation of 16%. There were 15 new hires during the reporting period; 4 of which were minorities. Rep. Shumate made a motion not to recommend this plan for approval based on the “disconnect between what is documented (in the plan) and what is articulated today”; second by Carol Ainsworth. That motion was withdrawn by Rep. Shumate and replaced with a motion by Peggy Carter to table the recommendation of this plan until Bill Crain, Executive Director, appears before this council; second by Carol Ainsworth. The motion carried. Chair Smith voted against the tabling of this plan.

GRAND RIVER DAM AUTHORITY (GRDA) – Tom Rickner and Robin Williams represented this merit agency of 485 employees with a minority representation of 25%. There were 48 new hires during the reporting period; 9 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Rep. Shumate and second by Peggy Carter, the council voted to recommend approval.

DEPARTMENT OF CENTRAL SERVICES – Gale Lawrence represented this merit agency of 235 employees with a minority representation of 30%. There were 70 new hires during the reporting period; 20 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Peggy Carter and second by Dr. Jackson, the council voted to recommend approval.

OKLAHOMA TEACHERS' RETIREMENT SYSTEM – Executive Secretary Tommy C. Beavers and Kim Bold represented this merit agency of 50 employees with a minority representation of 28%. There were 3 new hires during the reporting period; all of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Rep. Shumate and second by Dr. Jackson, the council voted to recommend approval.

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) – Jamie Fannin and David Dyke represented this merit agency of 533 employees with a minority representation of 17%. There were 62 new hires during the reporting period; 15 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Peggy Carter and second by Dr. Jackson, the council voted to recommend approval.

OKLAHOMA MILITARY DEPARTMENT (OMD) – Due to an emergency, Diana Watkins, the representative scheduled to appear on behalf of this agency, was unable to appear and respectfully requested that OMD be rescheduled for the December meeting.

SMALL AGENCIES – OPM EOWD presented the plans of the following 11 small agencies for approval that were tabled by the council at the October 11, 2006, meeting:

Board of Dentistry
Ethics Commission
Boll Weevil Eradication
Oklahoma Funeral Board
Indian Affairs Commission
Industrial Finance Authority
Office of Handicapped Concerns
Board of Veterinary Medical Examiners
Police Pension and Retirement System
Board of Governors of the Licensed Architects and Landscape Architects
Oklahoma Capitol Complex and Centennial Commemoration Commission

On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval.

OPM EOWD additionally presented the plans of the following 5 small agencies that were also tabled from the October 11, 2006, meeting:

Wheat Commission
University Hospitals Authority
Physician Manpower Training Commission
Firefighters Pension and Retirement System
Oklahoma Law Enforcement Retirement System

Ms. Thornton expressed concerns that these agencies are stating that they have no problems in the "Identification of Problems Areas" and "Evaluation of Previous years AA/EEO Efforts" when their plan appears to indicate some problem areas. She asked for suggestions and/or recommendations from the council regarding this issue. On a motion by Peggy Carter and second by Rep. Shumate, the council requested that the small agencies include in their future plans detailed explanations of their problem areas in the Identification of Problems Areas and Evaluation of Previous years AA/EEO Efforts sections of their plan.

Ms. Thornton noted that she would have discussion with the **University Hospitals Authority, Physician Manpower Training Commission, and Firefighters Pension and Retirement System** advising them on the council's request to include in their future plans detailed explanations of their problem areas and evaluation of previous years AA/EEO efforts. On a motion by Peggy Carter and a second by Dr. Jackson, the council voted to recommend approval.

On a motion by Peggy Carter and second by Rep. Shumate, the council voted to invite the Executive Director of the **Wheat Commission** to appear before the council to discuss their good faith efforts to diversify their work force in view of the fact that they had 4 new hires in the past 2 years, none of which were minorities.

On a motion by Peggy Carter and a second by Carol Ainsworth, the council voted to invite Lawrence F. McCulloch, Executive Director of the **Oklahoma Law Enforcement Retirement System (OLERS)**, to appear before the council to address their hiring practices over the past 3 years. OLERS has made 3 new hires but currently have no minorities in their workforce.

OPM EOWD presented the plans of the following 5 small agencies for approval that were placed on the November 8, 2006, agenda:

Board of Pharmacy
Motor Vehicle Commission
Will Rogers Memorial Commission
Tobacco Settlement Endowment Trust
Used Motor Vehicle and Parts Commission

On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval.

F. ESTABLISH DATES FOR 2007 MEETINGS.

The Affirmative Action Review Council established the following meeting dates for 2007: January 10, September 12, October 10, November 14, and December 12. Each meeting is scheduled on the second Wednesday of the review month to be held at the Water Resources Board beginning at 9:00 a.m.

G. NEW BUSINESS.

There was no new business.

H. UNFINISHED BUSINESS.

Ms. Thornton reminded the council that the December meeting would be an all-day meeting. She also noted that it appears at this point that a January meeting will be necessary.

I. COMMENTS FROM VISITORS.

There were no comments.

J. ADJOURNMENT.

Chair Smith announced that at 1:30 p.m. this afternoon there would be a reception at the Department of Human Services in honor of Dr. Jackson's retirement after 28 years of state service. Chair Smith adjourned the meeting at 1:08 p.m.