

MINUTES

State Government
Office of Personnel Management

AFFIRMATIVE ACTION REVIEW COUNCIL

9:00 a.m.
Wednesday, December 13, 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 Jabar Shumate

MEMBERS ABSENT

None

OPM STAFF PRESENT

Brenda C. Thornton
Linda Williamson

VISITORS PRESENT

Erin Boeckman – Staff Writer, Capitol Network News
Joyce Rogers – NAACP, Tulsa, Oklahoma
Jan Preslar – Assistant Attorney General, Office of the Attorney General of Oklahoma
John Dutton – Department of Agriculture, Food and Forestry
State and Education Employees Group Insurance Board (Bill Crain, Gene Krier, and April Story)
Oklahoma Law Enforcement Retirement System (Kristi Nelson)
Board of Nursing (Kim Glazier and Dana Edminsten)
Oklahoma Public Employees Retirement System (Brad Holt)
Office of State Finance (Kristin Griffin and Jim McGoodwin)
Department of Career and Technology Education (Megan Moody)
Tourism and Recreation Department (Jasmin Manchel)
Department of Mines (Suzen Rodesney and Elizabeth Sharon)
Department of Commerce (LaRonda Molina and Christina Hamilton)
Oklahoma Real Estate Commission (Anne Woody and Lisa Hays)
CompSource Oklahoma (Sharon O'Connor)
Military Department (Diana Watkins)
Oklahoma Tax Commission (Larry Shropshire and Ron Henry)
Department of Emergency Management (Fred W. Liebe and J. W. Chalmers II)

Office of Personnel Management (Oscar B. Jackson, Jr. and Terri Berry)
Lottery Commission (Jim Bratkovich)
Department of Rehabilitation Services (Ray Turner and Gregory Pringle)
School of Science and Mathematics (Lynn Morgan, Karen Johnson, and Sharon Smoot)
Indigent Defense System (Angie Cole and Jessica Adams)
Insurance Department (Kathy Haney)
Office of the Attorney General of Oklahoma (Trent Corken)
Conservation Commission (Steve Coffman)
State Bureau of Narcotics and Dangerous Drugs Control (Mark Woodward and Tina Tate)
Wheat Commission (Mark Hodges)

A. CALL TO ORDER.

Chair 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 council members present -- Carol Ainsworth, Peggy Carter, and Dr. Sherleen Jackson -- and OPM staff present -- Brenda Thornton and Linda Williamson.

C. REVIEW OF MINUTES FROM THE NOVEMBER 8, 2006, MEETING.

The minutes for November 8, 2006, were approved as presented following a motion by Dr. Sherleen Jackson; second by Carole Ainsworth.

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

[Note: Rep. Jabar Shumate joined the meeting at 9:17 a.m. at the beginning of the OSEEGIB presentation.]

STATE AND EDUCATION EMPLOYEES GROUP INSURANCE BOARD – Executive Director Bill Crain, 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. The council tabled the recommendation of this plan at the last meeting until Executive Director Crain appeared before the council to address the disconnect between what was documented in the plan and what was articulated by the agency's representatives. On a motion by Rep. Shumate and second by Peggy Carter, the council voted to recommend approval.

OKLAHOMA LAW ENFORCEMENT RETIREMENT SYSTEM – Kristi Nelson, on behalf of Executive Director Lawrence F. McCulloch who was unable to attend, represented this non-merit agency of 5 employees with no minority representation. There was 1 non-minority new hire during the reporting period. The council tabled the recommendation of this plan at the last meeting and invited Executive Director McCulloch to appear before the council to address the hiring practices of this agency over the past three years. On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval.

BOARD OF NURSING – Executive Director Kim Glazier and Dana Edminsten represented this non-merit agency of 22 employees with a minority representation of 45%. There were 4 new hires during the reporting period; 3 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Carol Ainsworth and second by Dr. Jackson, the council voted to recommend approval.

PUBLIC EMPLOYEES RETIREMENT SYSTEM – Brad Holt represented this merit agency of 52 employees with a minority representation of 19%. There were 4 non-minority new hires during the reporting period. On a motion by Rep. Shumate and a second by Carol Ainsworth, the council voted to table the recommendation of this plan until the next meeting and invite Tom Spencer, Executive Director, and Diana Byrd, Executive Assistant/Human Resources Specialist, to appear before this council. Rep. Shumate made this motion because he was unable to identify “that there is an effort to understand, to understand the sensitivities behind being underutilized or an approach to recognize those things.”

[Note: Ms. Williamson stepped out of the meeting after OPER’s began their presentation and rejoined the meeting at 10:18 a.m..]

OFFICE OF STATE FINANCE – Kristin Griffin and Jim McGoodwin represented this merit agency of 139 employees with a minority representation of 22%. There were 29 new hires during the reporting period; 7 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.

[Note: Rep. Shumate stepped out of the meeting at the beginning of the Department of Career and Technology Education’s presentation and rejoined the meeting at 10:52 a.m.]

DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION – Megan Moody represented this non-merit agency of 360 employees with a minority representation of 8%. There were 44 new hires during the reporting period; 5 of which were minorities. Chair Smith suggested that they revisit their weight factors on the Availability Analysis (Professionals). Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval.

TOURISM AND RECREATION DEPARTMENT – Jasmin Manchel represented this merit agency of 569 employees with a minority representation of 15%. There were 86 new hires during the reporting period; 17 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.

DEPARTMENT OF MINES – Suzen Rodesney and Elizabeth Sharon represented this non-merit agency of 35 employees with a minority representation of 17%. There were no new hires during the reporting period. On a motion by Peggy Carter and second by Dr. Jackson, the council voted to recommend approval pending receipt of a revised Availability Analysis using the 2000 census data statistics, Utilization Analysis, and Goals and Timetable reports. **The agency submitted to OPM a revised Availability Analysis, Utilization Analysis, and Goals and Timetable reports.**

DEPARTMENT OF COMMERCE – LaRonda Molina and Christina Hamilton represented this merit agency of 148 employees with a minority representation of 21%. There were 24 new hires during the reporting period; 7 of which were minorities. 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.

OKLAHOMA REAL ESTATE COMMISSION – Executive Director Anne Woody and Lisa Hays represented this merit agency of 14 employees with a minority representation of 14%. There were no new hires during the reporting period. 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.

COMPSOURCE OKLAHOMA – Sharon O'Connor represented this merit agency of 361 employees with a minority representation of 17%. There were 45 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 Dr. Jackson and second by Rep. Shumate, the council voted to recommend approval.

[Note: Peggy Carter stepped out of the meeting during CompSource Oklahoma's presentation at 12:10 p.m. and returned at 12:12 p.m.]

MILITARY DEPARTMENT – Diana Watkins represented this merit agency of 361 employees with a minority representation of 20%. There were 123 new hires during the reporting period; 39 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 Carol Ainsworth, the council voted to recommend approval.

OKLAHOMA TAX COMMISSION – Larry Shropshire and Ron Henry represented this merit agency of 924 employees with a minority representation of 22%. There were 125 new hires during the reporting period; 33 of which were minorities. On a motion by Rep. Shumate and second by Carol Ainsworth, the council voted to recommend approval pending receipt of a revised Goals and Timetable report. **The agency submitted to OPM a revised Goals and Timetable report.**

[Note: In the absence of Chair Smith, Vice Chair Carter called the meeting to order following the lunch break at 1:31 p.m. Rep. Shumate was also absent. Both rejoined the meeting at 1:33 p.m.]

DEPARTMENT OF EMERGENCY MANAGEMENT – Deputy Director Fred Liebe and Jeff Chalmers represented this merit agency of 24 employees with a minority representation of 4%. There were 4 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 Dr. Jackson and second by Peggy Carter, the council voted to recommend approval.

OFFICE OF PERSONNEL MANAGEMENT – OPM Administrator and Cabinet Secretary Oscar Jackson and Terri Berry represented this merit agency of 61 employees with a minority representation of 34%. There were 16 new hires during the reporting period; 5 of which were minorities. On a motion by Dr. Jackson and second by Rep. Shumate, the council voted to recommend approval pending receipt of a revised Goals and Timetable report. **The agency submitted to OPM a revised Goals and Timetable report.**

LOTTERY COMMISSION – Jim Bratkovich represented this non-merit agency of 39 employees with a minority representation of 15%. There were 40 new hires during the reporting period; 8 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 policy statement with affirmation of AA/EEO. **The agency submitted to OPM a revised policy statement with affirmation of AA/EEO.**

DEPARTMENT OF REHABILITATION SERVICES – Ray Turner and Gregory Pringle represented this merit agency of 881 employees with a minority representation of 21.5%. There were 91 new hires during the reporting period; 22 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Dr. Jackson and second by Carol Ainsworth, the council voted to recommend approval.

SCHOOL OF SCIENCE AND MATH – Lynn Morgan, Karen Johnson and Sharon Smoot represented this merit agency of 68 employees with a minority representation of 18%. There were 8 non-minority new hires during the reporting period. 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.

INDIGENT DEFENSE SYSTEM – Angie Cole and Jessica Adams represented this non-merit agency of 125 employees with a minority representation of 17%. There were 18 new hires during the reporting period; 4 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.

INSURANCE DEPARTMENT – Kathy Haney represented this non-merit agency of 127 employees with a minority representation of 27%. There were 27 new hires during the reporting period; 2 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval.

OFFICE OF THE ATTORNEY GENERAL OF OKLAHOMA – Trent Corken represented this non-merit agency of 168 employees with a minority representation of 12%. There were 29 new hires during the reporting period; 4 of which were minorities. Their plan meeting the mandatory requirements, OPM EOWD advised that the council recommend approval. On a motion by Dr. Jackson and second by Carol Ainsworth, the council voted to recommend approval.

CONSERVATION COMMISSION – Steve Coffman represented this merit agency of 56 employees with a minority representation of 7%. There were 4 non-minority new hires during the reporting period. On a motion by Peggy Carter and second by Carol Ainsworth, the council voted to table the recommendation of this plan until the next meeting and request that Mike Thralls, Executive Director, be invited to appear before the council to answer concerns about the agency's minority representation and recruitment efforts.

STATE BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL – Tina Tate and Mark Woodward represented this merit agency of 89 employees with a minority representation of 29%. There were 6 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 Dr. Jackson and second by Rep. Shumate, the council voted to recommend approval.

WHEAT COMMISSION – Executive Director Mark Hodges represented this non-merit agency of 5 employees with no minority representation. There were 3 non-minority new hires during the reporting period. The council tabled the recommendation of this plan at the last meeting and invited Executive Director Hodges to appear before the council to discuss their good faith efforts to diversify their work force. On a motion by Peggy Carter and second by Carol Ainsworth, the council voted to recommend approval.

SMALL AGENCIES – OPM EOWD presented the plans of the following 11 small agencies for approval by the council:

Bond Advisor
Accountancy Board
Board of Psychologists
State Board of Cosmetology
Chiropractic Examiners Board
Office of the Lieutenant Governor
Board of Private Vocational Schools
Commission for Teacher Preparation

**Engineers and Land Surveyors Board
Liquefied Petroleum Gas Administration
Oklahoma Space Industry Development Authority**

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

OPM EOWD additionally presented the plan of the **Merit Protection Commission** for approval upon receipt by OPM of a revised policy statement with affirmation of AA/EEO:

On a motion by Dr. Jackson and second by Peggy Carter, the council voted to recommend approval pending receipt of a revised policy statement with affirmation of AA/EEO:. **The agency submitted to OPM a revised policy statement with affirmation of AA/EEO.**

E. NEW BUSINESS.

There was no new business.

F. UNFINISHED BUSINESS.

There was no unfinished business.

G. COMMENTS FROM VISITORS.

Ms. Joyce Rogers thanked the council for the opportunity to observe a council meeting and witness the challenges that the council has before them at the state level. She also commended them for their efforts and the work that they are doing.

Rep. Shumate thanked Ms. Williamson for the awesome job that she does in organizing the council meetings.

Ms. Thornton expressed her appreciation for the work that Ms. Williamson does and announced that Ms. Williamson had just been awarded OPM's Employee of the Quarter.

H. ADJOURNMENT.

Chair Smith adjourned the meeting at 4:25 p.m.