

**OKLAHOMA WORKERS' COMPENSATION COMMISSION
SPECIAL MEETING MINUTES
APRIL 23, 2020, 1:30 P.M.**

STATEMENT OF OKLAHOMA OPEN MEETING ACT COMPLIANCE

Notice of this Special Business Meeting was filed with the Secretary of State's office on Monday, April 20, 2020, at 9:06 a.m. in compliance with the Open Meeting Act.

The agenda was posted at least 24 hours in advance of the meeting, in compliance with the Open Meeting Act. It was posted on the Commission website and sent to the agency distribution list.

This meeting is also being conducted under the new emergency provisions of the Open Meeting Act, as amended by SB 661 on Wednesday, March 18, 2020.

**MINUTES OF THE APRIL 23, 2020 SPECIAL BUSINESS MEETING OF THE
OKLAHOMA WORKERS' COMPENSATION COMMISSION**

The members of the Oklahoma Workers' Compensation Commission appeared remotely via Zoom teleconference, on April 23, 2020.

Members present via Zoom teleconference: Chairman Mark Liotta, Commissioner Jordan Russell, and Commissioner Megan Tilly.

Others Present: Hopper Smith, WCC; Lauren Hammonds Johnson, WCC; Collin Fowler, WCC; Andrea Delling; WCC, Ian Steedman; WCC.

Chairman Liotta expressed appreciation for those in attendance. After the roll was taken, he announced the presence of a quorum. The meeting was called to order at approximately 1:30 p.m.

1. Approval of Minutes

The drafted minutes of the April 16, 2020, Special Meeting of the Commission were considered for approval.

Motion: Commissioner Tilly moved to approve the minutes of the April 16, 2020, Special Meeting of the Commission.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

2. Discussion and Consideration of Proposed Lease for 3rd Floor Office Space for Fiscal Year 2021

The Commission discussed and considered the renewal of a lease with the Office of Management and Enterprise Services (OMES) for the 3rd Floor office space in the Denver Davison Building for FY 2021 in the amount of \$84,948.00.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to continue consideration of the Lease to the next business meeting.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

3. Discussion and Consideration of Proposed Lease for Tulsa Office Space for Fiscal Year 2021

The Commission discussed and considered renewal of a lease with the Office of Management and Enterprise Services (OMES) for the Tulsa office space in the Kerr State Office Building for FY 2021 in the amount of \$125,332.68 (\$60,327.24 net after the OK Workers' Compensation Court of Existing Claims (CEC) rent reimbursement).

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve approving the lease with OMES in the amount of \$125,332.68 (\$60,327.24 net after CEC rent reimbursement).

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

4. Discussion and Consideration of Renewal of the Shared Services Agreements between the Commission and the Office of Management Enterprise Services for Fiscal Year 2021

The Commission discussed and considered renewing the Shared Services Agreements with the Office of Management Enterprise Services for FY 2021, encumbering funds totaling \$564,128.07, as follows:

OMES ITEM	FY 2021
Risk Management	\$ 20,745.27
Information Services Division	\$ 256,062.80
Human Capital Management	\$ 24,600.00
ABS Financial Services	\$ 12,720.00
Comprehensive Risk Management & Insurance	\$ 250,000.00
TOTAL	\$ 564,128.07

The Agreement signed in 9/20/16 continues until such time as modified or terminated.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Tilly moved to approve renewal of the Shared Services Agreements between the Commission and Office of Management Enterprise Services pending Secretary of State approval for Risk Management, Human Capital Management, ABS Financial Services, and Comprehensive Risk Management & Insurance and continue approval of the portion of the contract related to Information Services Division to the next business meeting.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

5. Discussion and Consideration of Renewal of Self-insurance Guaranty Fund Board Contract for Fiscal Year 2021

Under 85A O.S. § 99 the Commission may contract with an appropriate state governmental entity, as approved by the Commission, to process, investigate, and pay valid workers' compensation claims for those self-insured companies that have become financially impaired and have monies from released securities contained in Fund 701 for that purpose.

The Commission discussed and considered approving a one-year renewal of the contract with the Self-insurance Guaranty Fund Board in the amount of \$30,880.00 for workers' compensation claims administration services dealing with the security posted by a self-insurer and released for the payment of the self-insurer's workers' compensation obligations out of Fund 701.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Tilly moved to approve the one-year renewal contract with the Self-insurance Guaranty Fund Board for FY 2021 in the amount of \$30,880.00 pending Secretary of State approval.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

6. Discussion and Consideration of Renewing the Contract between the Commission and Insurance Services Office (ISO) for Electronic Data Interchange (EDI) Services for Fiscal Year 2021

The Commission discussed and considered approving the continuation of its contract with ISO for EDI maintenance services through VERISK for FY 2021. The cost of the contract is \$67,500.00.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve renewal of the contract with ISO, in the amount of \$67,500.00.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

7. Discussion and Consideration of Renewing the State Contract between the Commission and Westlaw for the Online Legal Library and CLEAR Subscription Services for Fiscal Year 2021

The Commission discussed and considered approving renewal of its subscription pursuant to a statewide contract for Westlaw Law Library and CLEAR On-line subscription services for FY 2021. The cost of the contract is \$18,953.16.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Tilly moved to approve renewal of the contract with Westlaw via Statewide Contract SW1046A, in the amount of \$18,953.16.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

8. **Discussion and Consideration of Renewal of the Memorandum of Understanding (MOU) between the Commission and Self-Insurance Guaranty Fund (SIGF) Board for Fiscal Year 2021**

The MOU establishes the financial services performed by the Commission's Chief Financial Officer for the SIGF Board and the Board's payment for the Commission's costs in providing such services. The Commission will discuss and consider approving a one-year renewal of the MOU with the SIGF Board for FY 2021 in the amount of \$5,000.00.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Tilly moved to approve renewal of the MOU between the Commission and Self Insurance Guaranty Fund Board for FY 2021 in the amount of \$5,000.00.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

9. **Discussion and Consideration of Renewal of a Contract between the Commission and the Office of the Oklahoma Attorney General for Fiscal Year 2021**

The Commission discussed and considered a proposed contract engaging the legal services of the Office of the Oklahoma Attorney General for FY-2021. The cost of the contract is \$52,749.96.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Ian Steedman was recognized and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve the contract with the Office of the Oklahoma Attorney General in the amount of \$52,749.96 pending Secretary of State approval.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

10. Discussion and Consideration of Continuation of a Contract for Fiscal Year 2021 between the Commission and the Office of Management Enterprise Services/ISD

The Commission discussed and considered renewal of its services contract with the Office of Management Enterprise Services/ISD for IT project oversight during the development, design and deployment of the Case OK System by the IT contractor, Objectstream, for FY 2021. The annual cost of the contract is \$7,200.00.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve the contract with the Office of Management Enterprise Services/ISD in the amount of \$7,200.00.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

11. Discussion and Consideration of Renewal of State Contracts for Fiscal Year 2021 between the Commission and Standleys

The Commission discussed and considered renewal of state contracts for lease and maintenance of nine (9) copiers for FY 2021. The total annual cost of the contracts is \$29,959.30, as detailed in the following schedule:

STANDLEY	FY 2021
Records B/W Copier - Basement	\$ 5,226.84
Records Public B/W Copier - Basement	\$ 5,226.84
Compliance Color Copier - 2nd Floor	\$ 1,891.84
Docketing B/W Copier - 2nd Floor	\$ 5,227.24
Administration Color Copier - 3rd Floor	\$ 6,704.64
CFO B/W Copier	\$ 660.42
Library B/W Copier - 3rd Floor	\$ 1,999.99
Permitting B/W Copier - 2nd Floor	\$ 1,872.86
Tulsa Main B/W Copier	\$ 1,148.63
TOTAL	\$ 29,959.30

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve the contract with Standleys in the amount of \$29,959.30.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

12. Discussion and Consideration of Renewing the Contract between the Commission and R&R Express for Courier Services between the Oklahoma City and Tulsa Offices for Fiscal Year 2021

The Commission discussed and considered approving the renewal of the contract with R&R Express for courier services between the Oklahoma City and Tulsa offices for FY2021. The cost of the contract is \$16,484.79.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve renewal of the contract with R&R Express, in the amount of \$16,484.79.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

13. Discussion and Consideration of Renewing the Sole Source Contract between the Commission and Applied Computer Systems, Inc. for Fiscal Year 2021

The Commission discussed and considered renewal of a sole source contract with Applied Computer Systems, Inc. for maintenance of the WCIS data base system for FY 2021. The cost of the contract is \$91,851.60.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve the contract with Applied Computer Systems, Inc. in the amount of \$91,851.60 pending Secretary of State approval.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

14. Discussion and Consideration of Renewing the State Contract between the Commission and Quadiant Leasing (formerly MailFinance) for Fiscal Year 2021

The Commission discussed and considered renewal of a contract with Quadiant Leasing for lease and maintenance of the mail folding and postage meter equipment in the Oklahoma City and Tulsa offices for FY 2021. The cost of the contract is \$8,944.33.

Andrea Delling was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to approve the contract with Applied Computer Systems, Inc. in the amount of \$8,944.33 pending Secretary of State approval.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

15. Discussion and Possible Action Regarding Objectstream Phase II Amended Agreement

Discussion regarding the proposed amended agreement with Objectstream for implementation of Phase II of the CaseOK project. On April 2, 2020 the Commission approved the agreement and it was submitted to Objectstream. The Commission considered proposed changes made by Objectstream to the agreement.

Hopper Smith was recognized, presented, and responded to questions of the Commissioners.

Motion: Commissioner Russell moved to continue the matter to the next business meeting.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

16. Discussion and Possible Action Regarding Operation of the Workers' Compensation Commission and Agency Concerns Related to COVID-19

Chairman Liotta presented and answered questions of the Commission.

Commissioner Tilly presented and answered questions of the Commission.

Commissioner Russell presented and answered questions of the Commission.

Hopper Smith was recognized, presented, and answered questions of the Commission.

No action was taken on this item.

17. Announcements

The Commission's next special business meeting is Thursday, April 30, 2020, at 1:30 p.m. The Commission's next dual advisory meeting is Thursday, May 7, 2020, at 2:00 p.m.

ADJOURNMENT.....Chairman Mark Liotta

Motion: Commissioner Russell moved to adjourn.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly

The motion carried.

The meeting adjourned at 2:28 p.m.