

**OKLAHOMA WORKERS' COMPENSATION COMMISSION  
SPECIAL MEETING MINUTES  
APRIL 30, 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 Thursday, April 23, 2020, at 9:54 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 30, 2020 SPECIAL BUSINESS MEETING OF THE  
OKLAHOMA WORKERS' COMPENSATION COMMISSION**

The members of the Oklahoma Workers' Compensation Commission each appeared remotely via Zoom teleconference, on April 30, 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; Judge Shane Curtin, WCC; James Lawson, WCC; Alexander Watkins, 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 23, 2020, Special Meeting of the Commission were considered for approval.

***Motion:*** Commissioner Russell moved to approve the minutes of the April 23, 2020, Special Meeting of the Commission.

***Second:*** Commissioner Tilly.

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

***The motion carried.***

**2. NOTICE OF ASSESSMENT RATE – July 1, 2020 through June 30, 2021 – MULTIPLE INJURY TRUST FUND ASSESSMENT per 85A O.S. § 31.**

The Commission discussed and considered approval of the Multiple Injury Trust Fund (MITF) assessment rate to be charged in accordance with 85A O.S. § 31 for the four-quarter period of July 1, 2020 through June 30, 2021, is seven percent (7.00%).

James Lawson was recognized, presented, and responded to questions of the Commissioners.

***Motion:*** Commissioner Russell moved to approve the assessment rate of 7% for the purposes only as set forth in Section 31 “The Obligations of the Multiple Injury Trust Fund”.

***Second:*** Commissioner Tilly.

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

***The motion carried.***

**3. 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 Tilly moved to approve 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.

***Second:*** Commissioner Russell.

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

***The motion carried.***

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

The Commission discussed and considered renewing IT Shared Services Agreement with the Office of Management Enterprise Services for FY 2021, encumbering funds totaling \$235,138.64, as follows:

OMES ISD		FY2021			
IT Service	Unit	Quantity	Rate Basis	FY21 Price	Unit FY2021*
ERP - Financial Services	Per Employee	5	Annual	\$0.00	\$0.00
ERP - HCM	Per Employee	48	Annual	\$78.00	\$3,744.00
Essential Desk-Desk or Laptop	Per Employee	48	Annual	\$680.00	\$32,640.00
Essential Network-100Mb	Per Employee	48	Annual	\$120.00	\$5,760.00
Essential Voice-Standard Phone	Per Employee	48	Annual	\$240.00	\$11,520.00
Maintenance - Application Maintenance	IT Rate	12	Month	\$11,756.82	\$141,081.84
Plus Desk-Additional Devices	Per Employee	28	Annual	\$680.00	\$19,040.00
Plus Network - Site Connectivity		1.5	Annual	\$3,528.00	\$5,292.00
Plus Network - WAP Management	WIFI Access	9	Month	\$168.00	\$1,512.00
Plus Network-100Mb	Bandwidth Per Computer	58	Annual	\$120.00	\$6,960.00
Plus Voice - Addition Std Phone		30	Annual	\$240.00	\$7,200.00
Plus Voice-Conference Phone	Number of Units	1	Annual	\$345.60	\$345.60
Plus Voice-Expansion Module		1	Annual	\$43.20	\$43.20
Plus-Adobe Acrobat Pro	Number of Subscriptions	2	Annual	\$0.00	\$0.00
Physical Midrange Server		2.66	Annual	\$0.00	\$0.00
Virtual Midrange Server		1.5	Annual	\$0.00	\$0.00
Maintenance - Storage (per GB) (From App Maint)		0	Annual	\$3.36	\$0.00
<b>Grand Total</b>					<b>\$235,138.64</b>

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 Russell moved to approve renewing IT Shared Services Agreement with the Office of Management Enterprise Services for FY 2021, encumbering funds totaling \$235,138.64 subject to Secretary of State's approval.

**Second:** Commissioner Tilly.

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

**The motion carried.**

**5. 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 will consider proposed changes made by Objectstream to the agreement.

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

**Motion:** Commissioner Tilly moved to take no action.

**Second:** Commissioner Russell.

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

**The motion carried.**

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

Andrea Delling was recognized, presented, and answered questions of the Commission.

Administrative Law Judge Shane Curtin was recognized, presented, and answered questions of the Commission.

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

Commissioner Russell presented and answered questions of the Commission.

**Motion:** Commissioner Russell moved that the Commission adopt the Supreme Court's Order 2020-36 as it pertains to filing deadlines and statutes of limitations for Commission cases and appeals, ending on May 15, 2020, the tolling period previously in effect

adopted by the Commission and beginning or reinstating counting of days toward deadlines and statutes of limitations in cases and appeals May 16, 2020.

**Second:** Commissioner Tilly.

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

**The motion carried.**

**7. Announcements**

The Commission's next special business meeting is Thursday, May 7, 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 Tilly moved to adjourn.

**Second:** Commissioner Russell.

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

**The motion carried.**

**The meeting adjourned at 2:28 p.m.**