

**SPECIAL MEETING OF THE  
OKLAHOMA WORKERS' COMPENSATION COMMISSION**

Thursday, April 23, 2020  
1:30 p.m.

via Zoom Teleconference  
<https://zoom.us/j/99680117423>  
or  
1 (346) 248-7799

Meeting ID: 996 8011 7423

**AGENDA**

**CALL TO ORDER..... Commissioner Liotta**

**ROLL CALL..... Commissioner Liotta**

Chairman Liotta will appear remotely via Zoom teleconference.  
Commissioner Russell will appear remotely via Zoom teleconference.  
Commissioner Tilly will appear remotely via Zoom teleconference.

**Open Meeting Act Statement..... Commissioner Liotta**

*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.*

**THE FOLLOWING MATTERS ARE PRESENTED FOR CONSIDERATION AND ACTION, IF ANY, DEEMED APPROPRIATE BY THE COMMISSION.**

**1. Discussion and Possible Vote to Approve Minutes**

The minutes of the April 16, 2020, Special Meeting of the Commission will be considered for approval.

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

The Commission will discuss and consider 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.

**Possible Action:**

Possible action may include, but is not limited to: taking no action, continuing the matter, approving the lease with OMES in the amount of \$84,948.00, or not approving the lease.

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

The Commission will discuss and consider 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).

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving the lease with OMES in the amount of \$125,332.68 (\$60,327.24 net after CEC rent reimbursement), or not approving the lease.

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 will discuss and consider renewing 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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving renewal of the Shared Services Agreements with the Office of Management Enterprise Services for FY 2021 and encumbering funds in the amount of \$564,128.07.

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 will discuss and consider 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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving the one-year renewal contract with the Self-insurance Guaranty Fund Board for FY 2021 in the amount of \$30,880.00.

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 will discuss and consider 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.

**Possible Action:**

Possible action may include, but is not limited to: taking no action, continuing the matter, approving or not approving renewal of the contract with ISO, in the amount of \$67,500.00.

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 will discuss and consider 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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving renewal of the contract with Westlaw via Statewide Contract SW1046A, in the amount of \$18,953.16.

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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving renewal of the MOU between the Commission and Self Insurance Guaranty Fund Board for FY 2021 in the amount of \$5,000.00.

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 will discuss and consider 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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving the contract with the Office of the Oklahoma Attorney General in the amount of \$52,749.96.

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 will discuss and consider 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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving the contract with the Office of Management Enterprise Services/ISD in the amount of \$7,200.00.

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

The Commission will discuss and consider 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

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving the contract with Standleys in the amount of \$29,959.30.

**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 will discuss and consider 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.

**Possible Action:**

Possible action may include, but is not limited to: taking no action, continuing the matter, approving or not approving the renewal of the contract with R&R Express, in the amount of \$16,484.79.

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

The Commission will discuss and consider 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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving the contract with Applied Computer Systems, Inc. in the amount of \$91,851.60.

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

The Commission will discuss and consider renewal of a contract with Quadient 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.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving or not approving the contract with Applied Computer Systems, Inc. in the amount of \$8,944.33.

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 will consider proposed changes made by Objectstream to the agreement.

**Possible Action:**

Possible action may include, but is not limited to: taking no action, approving the amended agreement as presented to submit to Objectstream; approving the amended agreement as modified in the meeting to submit to Objectstream; continuing the matter, or taking other appropriate action within the Commission’s authority.

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

**Possible Action:**

Possible action may include, but is not limited to: taking no action, continuing the matter, approving a plan(s) regarding operations of the Workers’ Compensation Commission in response to the threat of COVID-19.

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**