

**Oklahoma Higher Education Employees Interlocal Group**  
a/k/a OKHEEI Group

**Minutes of Regular Meeting held at  
Rose State College  
Learning Resource Center Room 230  
6420 SE 15<sup>th</sup> St  
Midwest City, OK 73110**

**Thursday, April 7, 2022  
10:30 am**

**Video Zoom Site:**

<https://zoom.us/j/5264974351>

Phone # - 1 669 900 6833

Toll Free # - 1 833 548 0282

Meeting ID: 526 497 4351

East Central University – Jessica Kilby	Northeastern Oklahoma State University – Christy Landsaw
Seminole State College – Holly Wilson Byrd	RUSO Board Office – Designee Debra Lyon
Southeastern Oklahoma State University – Dennis Westman	Northern Oklahoma College – Anita Simpson
Murray State College – Justin Cellum	Redlands Community College – Designee Kim Andrade
Rose State College – Krista Norton	Southwestern Oklahoma State University – Brenda Burgess via Zoom

**1. Announcement of Filing Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act.**

The OKHEEI Group Board of Trustees met in regular session at 10:30 a.m., April 7<sup>th</sup>, 2022, at Rose State College, Learning Resource Center Room 230, 6420 SE 15<sup>th</sup> St., Midwest City, OK 73110. Notice of the meeting had been properly filed with the Secretary of State on December 9<sup>th</sup>, 2021, and a copy of the agenda posted by 10:30 a.m. on April 6<sup>th</sup>, 2022, in compliance with the Oklahoma Open Meeting Act.

**a. Call meeting to order**

Chair Jessica Kilby called the meeting to order at 10:32 a.m.

**b. Attendance**

**The following Trustees of the OKHEEI Board of Trustees were present:**

Jessica Kilby, East Central University  
Justin Cellum, Murray State College  
Anita Simpson, Northern Oklahoma College  
Kim Andrade, Designee Redlands Community College  
Krista M. Norton, Rose State College  
Designee Debra Lyon, Designee RUSO Board Office  
Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University via Zoom  
Christy Landsaw, Northeastern Oklahoma State University  
Holly Wilson-Byrd, Designee Seminole State College

**The following trustees were absent:**

David Pecha, Northwestern Oklahoma State University

**The following guests were present:**

Brittany Ramer, MSC  
Kym Morella, BCBS  
Khris Beckwith, BCBS  
Shannon Cranford, Northern Oklahoma College  
Debbie Maness, Southeastern Oklahoma State University  
Ladonna Lucas, Southwestern Oklahoma State University  
Kamryn Stout, East Central University  
Lauren Nettleton, NFP  
Kelley Larkin, Northern Oklahoma College  
Kathy Dunn, Rose State College  
Cheryl Ellis, Northwestern Oklahoma State University  
Jennifer Moore, Southeastern Oklahoma State University  
Jean Logue, Northeastern Oklahoma State University  
Jamie Collins, Southwestern Oklahoma State University  
Ty Anderson, East Central University  
Carrie Cox, NFP

**c. Approval of minutes of 3/3/2022 Regular Meeting**

Dennis Westman (SEOSU) made a motion to approve the minutes of the Regular Meeting held March 3<sup>rd</sup>, 2022, as presented. The motion was seconded by Krista Norton (RSC).

**Voting For Motion:**

Jessica Kilby, East Central University  
Justin Cellum, Murray State College  
Anita Simpson, Northern Oklahoma College  
Kim Andrade, Designee Redlands Community College  
Krista M. Norton, Rose State College  
Designee Debra Lyon, Designee RUSO Board Office  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University via Zoom  
Christy Landsaw, Northeastern Oklahoma State University  
Holly Wilson-Byrd, Designee Seminole State College

**Voting Against Motion:**

None

- 2. Discussion and possible action regarding 2023 dental carrier renewal – Carrie Cox, NFP**  
Errors were discovered in the presentation. Carrie will correct errors and present again at the next meeting on May 5<sup>th</sup>, 2022.

Jessica Kilby left the meeting at 10:55 a.m., returned at 10:58 a.m.

Debra Lyon left the meeting at 10:55 a.m., returned at 10:59 a.m.

**3. Discussion and possible action regarding broker RFP currently in process – Jessica Kilby, OKHEEI Chair**

A recap of the RFP process was provided by Brenda Burgess (SWOSU). Brenda will send the RFP response tally sheets on April 15<sup>th</sup> to each Board member to review and evaluate the presentations. Tally sheets are due back to Brenda by 12:00 on April 21<sup>st</sup>. A motion was made by Anita Simpson (NOC), seconded by Dennis Westman (SEOSU) authorizing Brenda to contact finalists based on tally sheet totals and invite each finalist to present to the Board at a Special Board Meeting on April 26<sup>th</sup>.

**Voting For Motion:**

Jessica Kilby, East Central University  
Justin Cellum, Murray State College  
Anita Simpson, Northern Oklahoma College  
Kim Andrade, Designee Redlands Community College  
Krista M. Norton, Rose State College  
Designee Debra Lyon, Designee RUSO Board Office  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University via Zoom  
Christy Landsaw, Northeastern Oklahoma State University  
Holly Wilson-Byrd, Designee Seminole State College

**Voting Against Motion:**

None

**4. Discussion and possible action regarding OKHEEI audit – Crystal Chavez, OKHEEI Coordinator**

Anita Simpson (NOC) made a motion to authorize Jessica Kilby to engage Hinkle & Associates to perform an audit of OKHEEI for 2020, 2021 and 2022. The motion was seconded by Justin Cellum (MSC).

**Voting For Motion:**

Jessica Kilby, East Central University  
Justin Cellum, Murray State College  
Anita Simpson, Northern Oklahoma College  
Kim Andrade, Designee Redlands Community College  
Krista M. Norton, Rose State College  
Designee Debra Lyon, Designee RUSO Board Office  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University via Zoom  
Christy Landsaw, Northeastern Oklahoma State University  
Holly Wilson-Byrd, Designee Seminole State College

**Voting Against Motion:**

None

**5. Chair's Report – Jessica Kilby, OKHEEI Chair**

**6. Coordinator's Report – Crystal Chavez, OKHEEI Coordinator**

## 7. OKHEEI Board Member's Comments and Announcements

## 8. Executive Session

- a. Action to convene in Executive Session pursuant to 25 O.S. §307(B)(1) to discuss the following:
  1. Discussion regarding the employment of the OKHEEI Benefits Coordinator.

A motion was made by Debra Lyon (RUSO) at 11:49 to enter into executive session. The motion was seconded by Krista Norton (RSC).

### **Voting For Motion:**

Jessica Kilby, East Central University  
Justin Cellum, Murray State College  
Anita Simpson, Northern Oklahoma College  
Kim Andrade, Designee Redlands Community College  
Krista M. Norton, Rose State College  
Designee Debra Lyon, Designee RUSO Board Office  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University via Zoom  
Christy Landsaw, Northeastern Oklahoma State University  
Holly Wilson-Byrd, Designee Seminole State College

### **Voting Against Motion:**

None

## 9. Reconvene in Public Session

- a. **Consideration and possible action to implement matters discussed in Executive Session.**

The meeting reconvened at 12:51 p.m. A motion was made by Anita Simpson to accept Crystal Chavez' offer to stay on in a part time role until June 15<sup>th</sup> at the salary of \$2,000 per month, prorated as necessary, to handle trust reporting and support Empyrean integration needs. Additionally, the motion included authorization to create a committee to review respondents to the job posting for a coordinator and to approve a salary range of \$60,000 to \$75,000 annually. Committee members are to be Jessica Kilby, Justin Cellum, and Debra Lyon. Motion was seconded by Justin Cellum.

### **Voting For Motion:**

Jessica Kilby, East Central University  
Justin Cellum, Murray State College  
Anita Simpson, Northern Oklahoma College  
Kim Andrade, Designee Redlands Community College  
Krista M. Norton, Rose State College  
Designee Debra Lyon, Designee RUSO Board Office  
Dennis Westman, Southeastern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University via Zoom  
Christy Landsaw, Northeastern Oklahoma State University  
Holly Wilson-Byrd, Designee Seminole State College

**Voting Against Motion:**

None

**10. New Business**

Anita Simpson requested that the State of Oklahoma Insurance Division present to the Board at the May 5<sup>th</sup> meeting the details of the state insurance plan. Crystal Chavez will reach out to begin the conversation and include Jessica to continue arranging the details.

**11. Adjournment**

The meeting was adjourned at 1:22 p.m.