

OKLAHOMA WORKERS' COMPENSATION COMMISSION
REGULAR MEETING MINUTES
MARCH 14, 2024 2:00 P.M.

STATEMENT OF OKLAHOMA OPEN MEETING ACT COMPLIANCE

Notice of this Regular Business Meeting was filed with the Secretary of State's office 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 at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, the Commission's principal office.

MINUTES OF THE MARCH 14, 2024, REGULAR BUSINESS MEETING OF THE
OKLAHOMA WORKERS' COMPENSATION COMMISSION

The members of the Oklahoma Workers' Compensation Commission met at 1915 N. Stiles Ave., in the En Banc Courtroom, Oklahoma City, Oklahoma, on March 14, 2024.

Members present: Chairman Jordan Russell, Commissioner Megan Tilly, and Commissioner Scott Biggs.

Others Present: Andrea Delling, WCC; Ian Steedman, WCC; Lauren Hammonds Johnson, WCC; Sharon Smith, WCC; Tava Jones, WCC; Alexander Watkins, WCC; Timmye Porter, CEC; Cindy Sims, Metropolitan Health Care Self-Insured Group; and Sam Anderson, Metropolitan Health Care Self-Insured Group.

Chairman Russell expressed appreciation for those in attendance. After the roll was taken, Chairman Russell found a quorum present and called the meeting to order at 2:00 p.m.

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

- a. The drafted minutes of the February 22, 2024, Public Hearing of the Commission were considered for approval.

Commissioner Tilly moved to approve the Minutes. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

- b. The drafted minutes of the February 22, 2024, Regular Meeting of the Commission were considered for approval.

Commissioner Tilly moved to approve the Minutes. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

2. **Discussion and Possible Action to Approve the Consent Agenda for Travel Vouchers Currently Outstanding**

Title 85A O.S. § 23 states, [a]ny Commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission.” In accordance with this section, the Commission will consider a vote to approve the currently outstanding vouchers.

All travel vouchers and one reimbursement listed within this Consent Agenda were made available to each Commissioner prior to the meeting, are considered routine, and will be enacted by one motion of the Commission. If separate discussion is desired, that item may be removed from the Consent Agenda and voted upon separately.

Commissioner Tilly moved to approve the travel vouchers presented. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

3. **Discussion and Possible Action to Approve an Application for Appointment as a Certified Workers’ Compensation Mediator**

Title 85A O.S. § 110 tasks the Commission with certifying individuals who are eligible and qualified to serve as mediators. An individual may be certified as a mediator if the applicants meet the qualifications as required by the Commission in Section 110.

The Commission considered the certified mediator application presented at the meeting, which has been vetted by the Legal Operations Director and recommended for approval.

Director Ian Steedman was recognized, presented, and answered questions of the Commission.

Commissioner Tilly moved to approve the certified mediator application. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

4. **Request to Approve the Distribution of Surplus Monies to Members of the Metropolitan Health Care Self Insured Group (#75220)**

Rule 810:25-11-10 of the Workers' Compensation Commission provides that any distributions of surplus funds back to the members of a group self-insurance association shall be subject to the prior approval of the Commission.

The Metropolitan Health Care Self Insured Group (the Group) requested to make a partial distribution in the amount of \$800,000.00. The distribution will be payable from the surplus of the fiscal fund years as follows. \$80,000.00 from each of the contract years from 2014 to 2023.

The Group submitted the most recent audited financial statements and actuarial review, as of September 30, 2023, as part of their request.

Permitting Services Director Sharon Smith was recognized, presented, and answered questions of the Commission.

Commissioner Biggs moved to approve the distribution in the total amount of \$800,000. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

5. **Discussion and Possible Action to Approve Request for Claims Information & Records Form and Setting the Effective Date**

Executive Director Lauren Hammonds Johnson was recognized, presented, and answered questions of the Commission.

Commissioner Biggs moved to approve the form with an effective date of April 1, 2024. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

6. **Discussion and Possible Action to Approve Use of Statewide Contract #SW1022C to contract with Carahsoft to provide AWS Web Hosting Services of the CaseOK**

Executive Director Lauren Hammonds Johnson was recognized, presented, and answered questions of the Commission.

Commissioner Tilly moved to approve the contract. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

7. **Discussion and Possible Action to Approve Consent Agenda Items for the Issuance of Fiscal Year 2025 Requisitions**

The following items, which concern the yearly routine issuance of requisitions, will be approved by one vote unless any Commissioner desires to have a separate vote on any or all these items.

Item	Purpose	Agency	Fund	Requisition Total	Recurring/ Non	Comments
Secretary of Commerce, Commission, Executive Director and CFO/CPO Approval (\$25,000 and Above)						
Authority Order	P-Card Non IT	86500	210	\$ 80,000.00	Recurring	Incl. \$20k increase for Conferences
Comm. of the Land Office	Tulsa Lease (2nd of 10-Year Lease)	86500	210	\$123,142.92	Recurring	\$49,257.12 Shared Cost with CEC
ISO/EDI	Annual Software License & Maintenance (Yr 4 of 5-yr Contract)	86500	210	\$ 73,064.00	Recurring	
Lowery & Associates	Court Reporter Services - OKC Only (Yr 1 of 5-yr Contract)	86500	210	\$ 45,000.00	Recurring	
OMES ISD	IT Services	86500	210	\$178,802.64	Recurring	Prel. FY2025 (Incl. \$104.5 Approp/CARESS
OMES Risk	Risk Ins. Premiums (WC, D&O/Empl, Vehicle, Property & Tort)	86500	210	\$ 35,997.44	Recurring	Estimate
OMES Risk	Comp Risk & Ins. Consulting	86500	210	\$250,000.00	Recurring	
U.S. Postal Service	Postage	86500	210	\$ 55,000.00	Recurring	
Commission, Executive Director and CFO/CPO Approval (\$10,000 - \$24,999.99)						
Authority Order	P-Card IT	86500	210	\$ 20,000.00	Recurring	
Authority Order	Tulsa Court Reporters	86500	210	\$ 13,000.00	Recurring	
Bank of America	Merchant Credit Card Fees	86500	210	\$ 23,000.00	Recurring	
Carahsoft	CASEOK/AWS Hosting	86500	210	\$ 17,640.00	Recurring	SW1022C
Dell Tech	Computer Replacement (Scheduled)	86500	210	\$ 24,782.04	N/R	Replaces Computers bought in May 2020.
Mailrun	Courier Service between OKC and Tulsa	86500	210	\$ 16,000.00	Recurring	Subject to Mileage Surcharge Charge
Meditations Inc	WCC Annual Conference Catering	86500	210	\$ 22,050.00	Recurring	
OCI	New Furniture	86500	210	\$ 12,000.00	N/R	Non-recurring Estimate
OMES HR	ABS-HR (Payroll & Benefits) - Workday@ok	86500	210	\$ 22,680.00	Recurring	
OSU Alumini Assn	WCC Annual Conference - Venue Rental	86500	210	\$ 10,000.00	Recurring	
Thomson Reuters	5-WEST LAW and 5-CLEAR Subscriptions	86500	210	\$ 20,053.20	Recurring	Subscription Count: 5 WestLaw & 6 Clear
Executive Director and CFO/CPO Approval (\$5,000 - \$9,999.99)						
Atherton Hotel	WCC Annual Conference	86500	210	\$ 6,500.00	Recurring	Staff Hotel Accommodations
Authority Order-Misc	Pay Reimbursements as required - Misc. Charges	86500	210	\$ 5,000.00	Recurring	
OMES	FICA Reimbursement (Statutory)	86500	210	\$ 6,500.00	Recurring	
PARKS COFFEE	Coffee Service (OKC & Tulsa)	86500	210	\$ 9,950.00	Recurring	
Standley	Administration Copier (Expired 3/30/23)	86500	210	\$ 6,588.64	Recurring	

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

Commissioner Biggs moved to approve the consent agenda items. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

8. **Discussion and Possible Approval of the Proposed 2024 Medical Fee Schedule**

Title 85A O.S. § 50(H)(1) states the Commission shall conduct a review of the Fee Schedule every two (2) years. The Commission has contracted with an external consultant to develop a report on the Fee Schedule and a proposed 2024 Fee Schedule for the Commission’s consideration.

The Commission discussed the draft proposed Fee Schedule and took possible action to include: approve the draft as proposed, approve the draft as amended, or other action consistent with the Commission’s authority.

The Commissioners discussed public comments received regarding the proposed 2024 Medical Fee Schedule.

Commissioner Tilly moved to continue this agenda item to the next business meeting. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

9. **Legislative Update and Discussion**

Commissioner Biggs presented and answered questions of the Commission.

No action was taken.

10. **CaseOK Update and Discussion**

Director Ian Steedman was recognized, presented, and answered questions of the Commission.

No action was taken.

11. **New Business**

“[A]ny matter not known about or which could not have been reasonably foreseen prior to the time of the posting.” 25 O.S. § 311.

There was no new business.

ADJOURNMENT.....Chairman Russell

Commissioner Tilly moved to adjourn. Commissioner Biggs seconded the motion. Those voting aye: Those voting aye: Chairman Russell, Commissioner Tilly, Commissioner Biggs.

The motion carried, and the meeting adjourned at 2:46 p.m.