



OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY
7403 North Kelley Avenue, Oklahoma City, OK 73111

AGENDA

SPECIAL BOARD MEETING

Virtual meeting held in compliance with Open Meeting Act as amended by SB 1031

April 27, 2021, 1:00 P.M.*

Facebook Live Location: <https://www.facebook.com/OETAOK>

Chair Joy Hofmeister, Presiding

BOARD MEMBERS

Joy Hofmeister, Chair
(Videoconference)

Terri Cornett, Vice Chair
(Videoconference)

Wendy Argenbright
(Videoconference)

Richard Beck
(Videoconference)

Cheryl Evans
(Videoconference)

Lisa Greenlee
(Not attending)

Kara Hall
(Videoconference)

Burns Hargis
(Not attending)

Joseph Harroz, Jr.
(Not attending)

James Isaacs
(Videoconference)

Glen D. Johnson
(Videoconference)

Mike Martin
(Not attending)

Larry Rice
(Videoconference)

**If the meeting connection is lost, proceedings will be stopped and an attempt to reconvene will be made.*

- 1. Announcement of filing of meeting notice and posting of the agenda in accordance with the Open Meeting Act, 25 O.S. § 311(11) and 307.1(2).**
- 2. Determination of Quorum and Call to Order.**
- 3. Roll Call and Introduction of guests.**
- 4. Report from the Executive Director.**
- 5. Report from the Chair.**
- 6. Minutes of the Previous Meeting:** Possible discussion of and/or action concerning the minutes for the virtual special meeting of February 23rd, 2021.
- 7. Review and Acceptance:** Possible discussion of and/or action concerning the financial and personnel reports.
- 8. Executive Session:**
 - a. Possible discussion and vote to enter into executive session regarding a personnel matter and legal matters pursuant to Okla. Stat. tit. 25, § 307 (B) (4), for confidential communications between a public body and its attorney(s) concerning a pending investigation, claim, or action if the public body with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending, investigation, litigation, or proceeding in the public interest.
 - b. Enter into executive session.
 - c. Open session resumes.
 - d. Vote to exit executive session.
 - e. Possible voting on any action items from executive session.
- 9. Old Business.**
- 10. New Business.**
- 11. Announcement of the Next Meeting: The next regular meeting is scheduled to be held Tuesday, June 22nd at 1:00 PM at OETA.**
- 12. Adjournment.**

**Minutes of Virtual Special Meeting of the Oklahoma
Educational Television Authority**

1:00 p.m., Tuesday, February 23, 2021

Facebook Live Location: <https://www.facebook.com/OETAOK>

DIRECTORS PRESENT BY VIDEOCONFERENCE:

Joy Hofmeister, Chair
Terri Cornett, Vice Chair
Wendy Argenbright
Richard Beck
Cheryl Evans
Lisa Greenlee
Kara Hall
Burns Hargis
James Isaacs
Glen Johnson
Larry Rice

DIRECTORS ABSENT:

Joseph Harroz, Jr.
Mike Martin

VISITORS PRESENT: Special Assistant Attorney General John Settle, Judge Michael Burrage, Attorney Patricia Sawyer, HSPG independent auditor Matt Cole; and, HSPG independent auditor Shawn Randall.

STAFF PRESENT: Executive Director Polly Anderson; Vice President of Finance Shawn Black; Vice President of Production Susan Cadot; Vice President of Operations Janette Thornbrue; Vice President of Educational Outreach Curtis Calvin; Vice President of Engineering & Technology Lawson Adams; Marketing and Communications Manager Aaron Morvan; and, Executive Assistant Brandy Kennedy.

The Oklahoma Educational Television Authority Board of Directors met virtually through Zoom and Facebook Live in special session at 1:00 p.m. on Tuesday, February 23, 2021. A Notice of Meeting had been filed with the Secretary of State and copies of the Agenda and meeting documents were posted in accordance with provisions of the Open Meeting Act as amended by Senate Bill 1031.

Chair Hofmeister called the meeting to order. Anderson called the roll. It was determined that a quorum was present and the meeting was called to order at 1:14 p.m.

Item #4 (Action)

OETA's audit findings were presented to the Board by independent auditor Cole of HSPG. He indicated there were no significant issues from an accounting perspective. Seeing no questions, the Chair entertained a motion to approve the audit findings. Hargis motioned to approve the financial reports and Evans seconded. A roll call vote was conducted and the motion to approve the audit findings carried at 1:15 p.m.

Item #5

Anderson reported that during the airing of the new documentary *The Black Church: This is Our Story, This is Our Song*, OETA had the second highest viewing numbers in the country for the first airing, and the highest viewing in the country for the second airing. Regarding education, Anderson confirmed that OETA is continuing daily Learning At Home curriculum-based programming on the World channel. She emphasized that *PBS LearningMedia* use has more than doubled since the beginning of the pandemic, having gone from 11,000 accounts to over 23,000. Anderson informed the Board that OETA is working on a new program called *Oklahoma Learns!* with the Oklahoma State Department of Education that will be generating content from Oklahoma teachers to be aired on OETA daily. Anderson confirmed that OETA has received a grant for \$10,000 from the National Alliance for Mental Illness to support mental health and suicide prevention in youth. Additionally, she reported that *Back In Time* and *Gallery America* are teaming up to put together a documentary about the Tulsa Race Massacre for the one hundred year anniversary. Anderson announced that OETA is ready to roll out a datacasting pilot to be broadcast for students and teachers to use for educational resources.

Item #7 (Action)

The Board reviewed the minutes for the virtual special meeting of October 22, 2020. The Chair entertained a motion to approve the minutes. Johnson made the motion to approve and Hall seconded the motion. Seeing there were no comments or discussion requested, the Chair called for a roll call vote. Anderson conducted roll call to adopt the minutes. All were in favor and the motion carried at 1:26 p.m.

Item #8 (Action)

Black reviewed the financial and personnel reports with the Board. He informed the Board of two new employees from the period August 1, 2020 to January 31, 2021. No questions or comments were discussed. The Chair entertained a motion to approve the financial and personnel reports. Argenbright made a motion to approve the reports. Greenlea seconded the motion. A roll call vote was conducted and the motion carried at 1:40 p.m.

Item #9 (Action)

Chair Hofmeister entertained a motion to go into executive session. Johnson made the motion to enter executive session and Hargis seconded the motion. Anderson called the roll to enter executive session. The vote was unanimous and the Board entered executive session at 1:42 p.m.

At 1:55 p.m., Anderson noted there was a quorum present, so the Chair entertained a motion to come out of executive session. Cornett made a motion to exit executive session and Johnson seconded the motion. Anderson conducted a roll call vote. All were in favor and the motion passed; the Board came out of executive session at 1:56 p.m.

The Chair stated the Board had Special Assistant to the Attorney General Settle as well as outside legal counsel Judge Burrage and Sawyer attend the executive session. The Chair noted that no decisions were made or votes cast during executive session.

The Chair stated the Board has been grateful for the wise counsel and partnership with the Burrage legal counsel. The Chair entertained a motion from Johnson per recommendation of counsel to approve the settlement agreement and settlement of all quantities in Oklahoma County district court case number CJ201867717, "OETA Foundation versus Oklahoma Educational Television Authority." Hall seconded the motion. A roll call vote

was conducted and the motion carried unanimously at 2:00 p.m.

Item #12

Anderson announced the next regular meeting is set for Tuesday, April 27, 2021 at 1 p.m. at the OETA network headquarters in Oklahoma City, OK.

Adjournment

There being no further business to come before the Authority, Chair Hofmeister called for a motion to adjourn the meeting. Johnson moved to adjourn the meeting and Hargis seconded the motion. The Chair called for a roll call vote. Anderson conducted the roll call vote. All were in favor, and the meeting was adjourned at 2:02 p.m.

Adopted this day of April 27, 2021.

Joy Hofmeister, Chair

Terri Cornett, Vice Chair

FY2021 FINANCIAL REPORT
By Expenditure Code
March 31, 2021

Object of Expenditures	Fiscal 2021 Budget	Expenditures for Nine Months FY21	Encumbrances	Balance of Budget
11- Salaries	\$2,557,784	\$1,805,801	\$0	\$751,983
12- Employee Insurance, Workers Comp.	\$578,583	\$400,769	\$9,148	\$168,666
13- Retirement-Federal & State	\$623,169	\$425,868	\$0	\$197,301
15- Professional Service	\$3,000	\$242	\$0	\$2,759
21- Travel	\$1,450	\$717	\$0	\$733
22- Registration/Pike Pass Fees	\$900	\$479	\$1,765	(\$1,345)
31- Miscellaneous Administrative Expense	\$2,613,000	\$505,697	\$322,881	\$1,784,423
32- Rent Expense (Xerox, Postage, etc.)	\$148,300	\$199,472	\$75,912	(\$127,084)
33- Maintenance & Repairs	\$97,604	\$65,107	\$45,179	(\$12,682)
34- Supplies, Materials & Fuel Expense	\$9,800	\$5,254	\$14,281	(\$9,735)
36- Office Expense	\$10,600	\$7,102	\$10,430	(\$6,933)
41- Office Furniture & Equipment			\$0	\$0
55-Refunds-Overpayment Charges		\$11,173		
Totals	\$6,644,190	\$3,427,680	\$479,597	\$2,736,914

Notes:

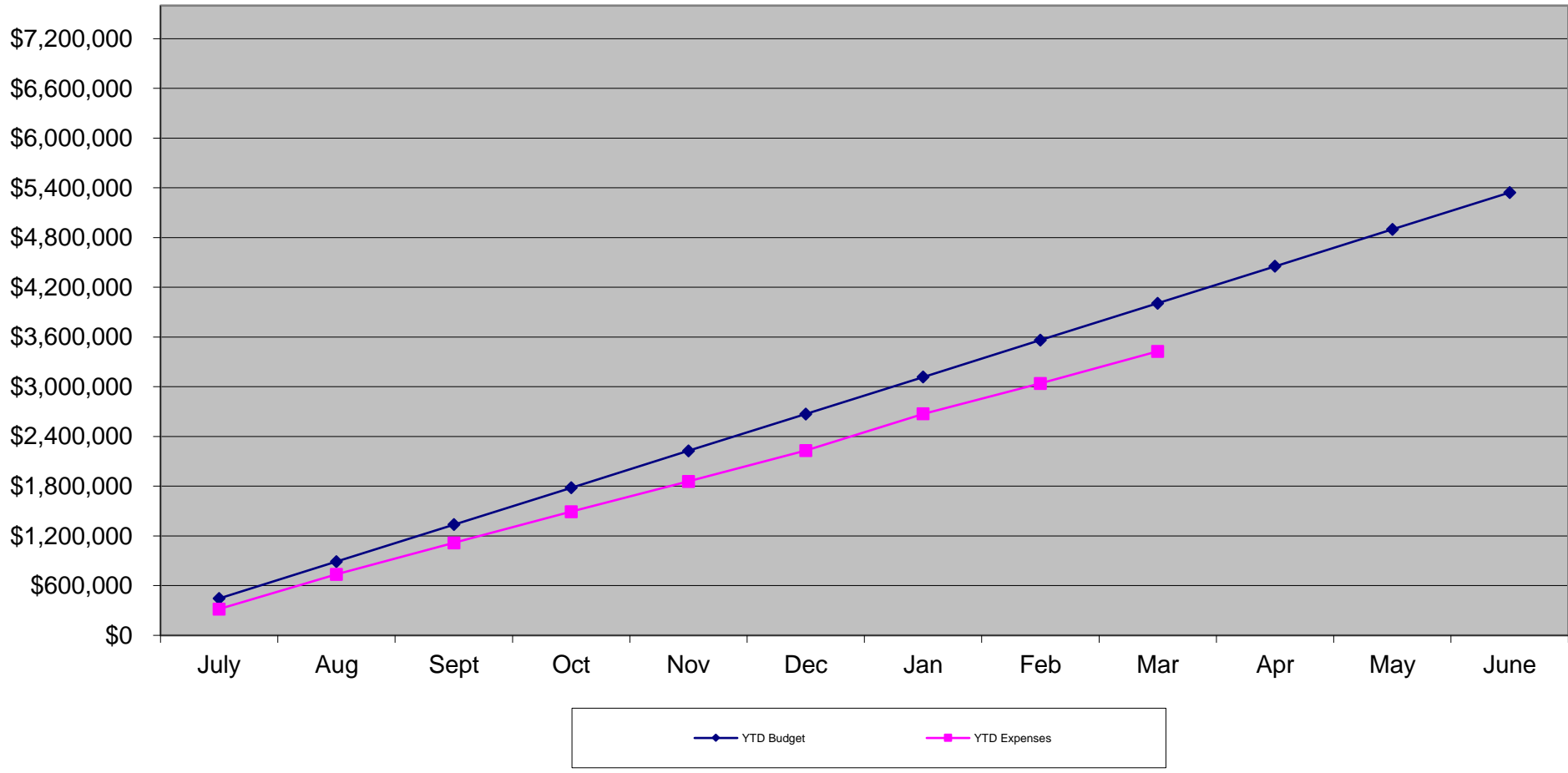
Major Expenditures (February & March):

Account code 32 -	\$11,000.00	OneNet
	\$18,030.20	American Tower - tower & electric - OKC
	\$1,884.79	American Tower - tower & electric
	\$3,000.00	Mission Broadcasting
	\$19,252.72	KJRH - tower rental - Tulsa
	\$2,000	OSU-Tulsa
	\$5,600.00	Goodwill of Central Oklahoma - OKC Facility cleaning
	\$2,360	Goodwill of Tulsa - Tulsa facility cleaning

OETA
FY-22 Budget Proposal

<u>Expenditures</u>	<u>FY21 Projected</u>	<u>FY22 Proposed</u>
Salary Expense	\$2,425,427	\$2,658,986
Insur.Prem-Hlth-Life,etc	534,506	606,744
FICA-Retirement Contributions	571,898	633,989
Professional Services	242	241
Inter/Intra Agy Pmt-Pers Svcs	6,030	6,030
Travel - Reimbursements	1,451	1,451
Travel - Agency Direct Pmts	479	479
Misc. Administrative Expenses	622,654	622,654
Rent Expense	199,472	199,472
Maintenance & Repair Expense	67,774	67,774
Specialized Sup & Mat.Expense	5,364	5,364
General Operating Expenses	11,096	7,102
	<u>\$4,446,392</u>	<u>\$4,810,286</u>
<u>Funding</u>		
General Revenue	\$2,729,004	\$2,729,004
Revolving Funds	1,960,265	2,106,925
	<u>\$4,689,269</u>	<u>\$4,835,929</u>

**OETA Financial Report
Fiscal Year 2021
As of February 28, 2021**



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YTD Budget	\$445,350	\$890,700	\$1,336,050	\$1,781,400	\$2,226,750	\$2,672,100	\$3,117,450	\$3,562,800	\$4,008,150	\$4,453,500	\$4,898,850	\$5,344,200
YTD Expenses	\$317,989	\$735,573	\$1,115,961	\$1,493,339	\$1,857,372	\$2,231,320	\$2,673,507	\$3,039,584	\$3,427,680			
Monthly Expenditures	\$317,989	\$417,584	\$380,388	\$377,378	\$364,033	\$373,948	\$442,186	\$366,077	\$388,097			

PERSONNEL REPORT
Full-time and Permanent part-time employees

For: The Period February 1, 2021 to March 31, 2021

NEW EMPLOYEES

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
None			

PROMOTIONS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Salary</u>	<u>Effective Date</u>
None				

TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
None			

RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
None			

RECOMMENDATION

That the personnel report for the period ending March 31, 2021 be approved as submitted.