

**State Governmental Technology Applications Review Board**  
**Regular Meeting Minutes**  
**Nov. 14, 2018 – 2:00 p.m.**  
**Office of Management and Enterprise Services**  
**3115 N. Lincoln Blvd., Room 2024**  
**Oklahoma City, Oklahoma**

A meeting notice was filed with the Secretary of State and agenda posted in accordance with the Open Meeting Act.

**MEMBERS PRESENT:** Tony Mastin, Chair  
Terri Watkins, Vice-Chair  
Lynne Bajema  
Sec. Patterson  
Tim Rhodes

**MEMBERS ABSENT:** Dave O'Bannon  
Steve Shiever  
Derrick Silas

**GUESTS:** Bo Reese, CIO  
Lauren Kelliher, OMES Deputy General Counsel  
Beverly Hicks, OMES  
Susan Stout, OMES Legal  
Shelley Zumwalt, OMES Director of Public Affairs  
Lindsey Kanaly, OMES IS  
Ami Layman, OSRHE-OneNet  
Mei-Lin Yang, OSRHE  
Mary Frantz, OTC  
JC Radar, OI  
Todd Smith, NIC, Oklahoma Interactive (OI)

- I. **Notice Announcement:** None.
- II. **Meeting Called to Order:** Chairman Mastin called the meeting to order at 2:10 p.m. A roll call was taken and a quorum was established. Mr. Mastin was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.
- III. **Welcome/Introductions:** Mr. Mastin welcomed guest to the meeting.
- IV. **Review and Possible action to approve the minutes if October 22, 2018:**  
Terri Watkins moved to approve the meeting minutes of October. Lynne Bajema seconded the motion. The motion passed and the following votes were recorded:

Ms. Bajema, yes; Mr. Mastin, yes; Sec. Patterson, yes; Mr. Rhodes, yes; Ms. Watkins, yes.

**V. Discussion and report on approved telework certifications:**

- i. **Department of Corrections, Okmulgee Probation & Parole Office Space**
- ii. **Department of Corrections, Pryor Probation & Parole Office Space**

Report only. No action taken.

**VI. Convenience Fee and Other Fee Proposals – Review, Discussion and Possible Action.**

- i. **Oklahoma State Regents for Higher Education – Pay Port and AppEngine:**

Lynne Bajema moved to approve. Tony Mastin seconded the motion. The motion passed and the following votes were recorded:

Ms. Bajema, yes; Mr. Mastin, yes; Sec. Patterson, yes; Mr. Rhodes, yes; Ms. Watkins, yes.

**VII. Discussion and possible action related to the statutory duties and responsibilities of the State Government Technology Applications Review Board:**

A handout of GTARB statutory duties were provided to members for review and to ensure the Board is fulfilling their responsibilities set forth.

Chairman Mastin asked the Chief Information Officer (CIO) to give an update to the new members of when charges to state agencies for shared services were reviewed and approved in past, per O.S. 62, § 34.27 E.5 as defined in Section 35.3 of this title and a summation of the process.

Chairman Mastin asked the Director of Public Affairs to add past statewide social media policies to the new website. Ms. Zumwalt informed that an updated version is currently being reviewed by a policy committee and will come before the Board for final approval and posted on the website in 2019.

There was discussion on the telework policy that appears to apply specifically to OMES employees, which was not the intention of the agency and was meant to follow as a guideline for other agencies. The Board will review a draft at the next meeting for possible approval of a telework policy for other agencies to follow and use as a guideline.

There was much discussion amongst the members on the status of performance metrics and guidelines, as to clarification of the Board (GTARB) and agency (OMES) involvement.

Chairman Mastin asked this be a standing agenda item until all items have been reviewed to show that they have been completed or are a work in progress, and to assist agency end-users with their request or need to be able direct them to where they can find the information on the GTARB website.

Terri Watkins moved to approve to continue this as an agenda item, as a report from staff through the CIO at next meeting, in which he will explain information sets. Tony Mastin seconded the motion. The motion passed and the following votes were recorded:

Ms. Bajema, yes; Mr. Mastin, yes; Sec. Patterson, yes; Mr. Rhodes, yes; Ms. Watkins, yes.

**VIII. CIO's Comments – Bo Reese:**

**i. NASCIO Update**

Update only. No action taken.

**IX. Chairman Updates and Discussion: Wednesday, December 12, 2018 at 2:00 p.m., next meeting.**

Update only. No action taken.

**X. New Business: None.**

**XI. Adjournment: There being no further business, Ms. Watkins made the motion to adjourn. Ms. Bajema seconded the motion. Seeing no opposition, the meeting adjourned at 2:46 p.m.**