SERVICE OKLAHOMA

SERVICE OKLAHOMA OPERATOR BOARD

Oct. 14, 2026, Meeting Minutes

Notice of the Service Oklahoma Operator Board meeting was posted with the Oklahoma Secretary of State on Dec. 12, 2025, and posted on the door of 6015 N. Classen Blvd., Oklahoma City, OK 73118, on Oct. 12, 2026, at 8:30 a.m.

1. The Service Oklahoma Operator Board meeting was called to order at 3:30 p.m.

2. After taking roll of the members present, it was determined that a quorum was present. The following members were in attendance:

Amber Brock	Meloney Brown	Jay Doyle	Lex Gaylord
John Maile	Yvette Martin	Jeff Mize	Kerry Siegfried

   The following members were absent:

   Baxter Lewallen

3. A motion to approve the Aug. 12, 2026, regular meeting minutes was made by Jeff Mize, seconded by Lex Gaylord and approved unanimously by the Board.

4. Kerry Siegfried made a motion to appoint Barry Stevenson to the Licensed Operator Advisory Committee to fill the vacancy representing counties with populations of fewer than 30,000 and John Hoop to fill the vacancy representing counties with populations exceeding 100,000. Jay Doyle seconded the motion and the Board passed without objection.

5. Discussion was held over the 2027 licensed operator contract renewal process. As there are no changes to the licensed operator contract, it will automatically renew on Jan. 1, 2027, for licensed operators in good standing. Jay Doyle moved to approve the 2027 licensed operator contract renewal process. The motion was seconded by Yvette Martin and the Board approved unanimously.

   - Nov. 9, 2026: Send notification to licensed operators of no change to the contract.

- Nov. 9, 2026: Send notification to licensed operators in good standing, as there are no changes to the contract, no action is required and renewals will be automatic.

- Nov. 9, 2026: Send notification to non-compliant licensed operators giving guidance on achieving compliance. If the licensed operators remain non-compliant, a recommendation will be made to the board for further action.

- Dec. 2, 2026: Deadline for licensed operators in good standing to submit non-renewal notices

- Feb. 10, 2027: The board will decide on actions against licensed operators not in good standing.

6. A motion was made to reaffirm the definition of "in good standing" to mean: "All licensed operator accounts are current and up to date, the licensed operator does not have any outstanding balances owed to the state, the licensed operator's errors and omissions is current, and there are no outstanding audit or compliance issues" by Jeff Mize. John Maile seconded the motion and the Board approved unanimously.

7. Discussion was held over the 2027 operator board regular meeting schedule. The motion to approve the dates for the 2027 regular meeting schedule was made by Meloney Brown. The motion was seconded by Lex Gaylord and the Board unanimously approved the following schedule:

    - Feb. 10, 2027, at 1:30 p.m.

    - April 14, 2027, at 1:30 p.m.

    - June 9, 2027, at 1:30 p.m.

    - Aug. 11, 2027, at 1:30 p.m.

    - Oct. 13, 2027, at 1:30 p.m.

    - Dec. 8, 2027, at 1:30 p.m.

8. Meloney Brown motioned to enter executive session to consider confidential licensed operator matters, pursuant to 25 O.S. §307(B)(7). The motion was seconded

by Jay Doyle and passed unanimously. The Board entered executive session at 3:43 p.m.

9. The Board resumed open session at 4:03 p.m.

10. A motion was made to interview Dennis Zimmerman for a designated Service Oklahoma location in the town of Beaver, Oklahoma, by Lex Gaylord. Jeff Mize seconded the motion and the Board approved unanimously.

11. Jeff Mize motioned to approve the application to sell or transfer the existing license for the Jenks designated Service Oklahoma location from Vicki Green to Crystal Mann contingent upon the office meeting the Service Oklahoma brand standards square footage requirement and presenting the square footage options to the Board for approval. Jay Doyle seconded the motion and the Board passed without objection.

12. Seeing no other business, a motion to adjourn was made by Lex Gaylord, seconded by Meloney Brown and approved unanimously by the Board.

13. The meeting adjourned at 4:07 p.m.