

**OKLAHOMA SILVER HAired LEGISLATURE ALUMNI ASSOCIATION EXECUTIVE COMMITTEE
MEETING FRIDAY, JUNE 11, 2021, NOON UNTIL 2:30 PM – DEPT OF HUMAN SERVICES –
Room C-47 - SEQUOYAH BUILDING LOCATED ATT 2400 N LINCOLN BLVD IN OKC 73111**

AGENDA ~ A light lunch will be served. Therefore, please RSVP trish.lou7@gmail.com.

1. Call to Order
2. Roll Call:
 - Jewell Dietsche
 - Walker Davis
 - Erma Willis-Alford
 - Bill Hickson
 - Trish Emig
 - Roberta Dake
 - Tom Lucas
 - Carolyn McGhay
 - Cathy Howard
 - Ruth Tatyrek
 - Bo Fallon
 - John Kusel
 - Gloria Stearns

GUESTS: Esther Houser, Rowena Scott, Mardi Dixon, Possibly Others

SUPPORT: Barbara Gwinn, Community Living – Aging and Protective Services (CAP)

3. Approval of Minutes of March 19, 2021 Meeting – Carolyn McGhay
4. Treasurer’s Report – Cathy Howard
 - Approval of any Outstanding Invoices
 - Other with Possible Action
5. Nominations Committee Report and Possible Action – Rowena Scott-Johnson and Mardi Dixon
6. Ongoing OSHLAA/OSHL Meetings (Executive Committee and OSHLAA Annual Meeting)
 - Discuss and take Possible Action on Potential Locations – Trish Emig
7. OSHLAA Annual Meeting Report – September 15th – Planning Committee
 - Approve changing date to either Sept. 14th or Sept. 21st
 - Potential Speakers – Someone from Broadband Width Expansion Council, Rep. Tammy West, and Community Living – Aging and Protective Services Director – Jeromy Buchanan
 - Catered Lunch - ? Approve for Committee to provide payment
 - Approval for reimbursement for either Mileage or Overnight Stay up to \$100.
 - Approve Budget of \$ 4,500.
 - 2019 OSHLAA Annual Meeting Minutes Problem
 - OSHL Carry Over Bills – Esther Houser
8. Offer to provide file storage – Trish Emig
9. Discuss and take Possible Action on the Notes from the Cathy Howard/Trish Emig Meeting with CAP regarding the OSHLAA Revolving Fund Withdrawals – Cathy and Trish
10. Discuss and Approve the Community Living – Adult and Protective Services Memorandum of Understanding (MOU) – Trish Emig and Barbara Gwinn
11. Discuss and Approve the OSHLAA State Fiscal Year Budget for 2021-2022 (July 1, 2021-June 30, 2022)
12. Review and Approve Policy Changes and Bylaw Changes which will be voted on at the September 15, 2021 OSHLAA Annual Meeting – Trish Emig
13. Legislative Update **and Possible Action** – the High Points – Esther Houser
14. Old Business
15. New Business
16. Adjourn

**OKLAHOMA SILVER HAired LEGISLATURE ALUMNI ASSOCIATION
EXECUTIVE COMMITTEE MEETING MINUTES**

FRIDAY, MARCH 19, 2021

12:30 - 2:30 PM

ZOOM TELECONFERENCE & VIDEOCONFERENCE MEETING

1. Meeting Called to Order: By Trish Emig, President at 12:30pm.

2. Roll Call: Members Present by Zoom Videoconference or Teleconference

Jewell Dietsche	“
Trish Emig	“
Carolyn McGhay	“
Cathy Howard	“
Bo Fallon	“
Gloria Stearns	“
Ruth Tatyrek	“

“Quorum Declared”

Also, Present: Shirley Cox, Legal Advisor, Esther Houser, OSHL Legislative Liaison, Haljean Gillespie, Miranda Kieffer and Marty Dixon.
Members Absent: Walker Davis, Erma-Willis Alford, Roberta Dake, John Kusel and Tom Lucas

3. Approval of Minutes - Trish Emig: Minutes of the November 9, 2020 Executive Committee Meeting approved by motion from Cathy Howard and second from Ruth Tatyrek.

4. Introduce Miranda Kieffer: Miranda will replace Shirley Cox in her support role, of SCOA, OSHL and OSHLAA, upon Shirley’s retirement. The position will be filled at a later date.

5. Discuss and Take Possible Action on the OSHLAA Annual Meeting Preparations (09/15/21) – Trish Emig: After discussion on the issues of attendance and finding a location equipped to handle both a virtual and in-person format, the Virtual Meeting appeared to be the logical decision.
 - The options for choosing a meeting Platform will need to be explored, as well as agenda topics for training, a speaker and a theme. There will be no legislative session and the meeting length may be two hours or less.
 - The 2021 Annual Meeting Committee will consist of Trish Emig, Cathy Howard, Carolyn McGhay and Bo Fallon. We will meet via conference call or Zoom to begin planning.

6. Appointment of OSHLAA Nominating Committee – Trish Emig: Two important agenda items to be on the 9-15-21 OSHLAA Annual Meeting Agenda are:
 - 1) To Nominate and Vote on three new Officer positions, so a Nominating Committee is needed. Rowena Scott -Johnson has volunteered and will need help. Marty Dixon volunteered to help if Rowena will call her. Trish Emig will contact Rowena to call Marty Dixon and also contact John Kusel, as a possible addition to the Nominating Committee.
 - The three Officer positions are President, Trish Emig, First Vice President, Bo Fallon and Second Vice President, Roberta Dake.

2) To Discuss and make necessary Amendments to the New OSHLAA Policy Manual.

- The necessary amendments need to be in the hands of the membership 30 days prior to the Annual Meeting.
- We will need to vote on the New OSHLAA Policy Manual.

7. Utility Assistance – Ruth Tatyrek

The main concern is for Propane Assistance for individuals depending on propane. Propane users have no voice to negotiate prices. ONG has a complete list of propane users. Reaching out to the legislators is one option. However, individuals depending on propane need to be part of that discussion and have more options to stay informed on how to access available assistance, when needed. Catholic Charities will have a plan and 211 is a resource.

8. Aging Services Update Discussion with Possible Action – Trish Emig

- **REBRANDING:** Adult Protective Services was merged with Aging Services; thus, Aging Services has taken on a new name that better describes what they do – **COMMUNITY LIVING, AGING AND PROTECTIVE SERVICES**. Community Living, Aging and Protective Services provides support to Older Oklahomans in all settings in their communities - in their homes, and in institutional settings. The organization's focus is one of protecting the independence of Older Oklahomans, as well as protecting the safety of vulnerable adults.
 - The services provided include: The State Plan Personal Care (a Medicaid service) that helps persons, from children through aging adults, with daily living activities at home, as well as the Respite Voucher Program, which allows caregivers of Older Oklahomans to have occasional breaks. The organization's charge also includes the services provided through the Older Americans Act, which include both congregate (currently mostly drive-through) and home delivered meals, transportation, and other programs, provided through contracts with 11 Area Agencies on Aging, to provide the services free of charge to Oklahomans 60 years of age and older. Additional services include the ADvantage Waiver Program to help persons receive services so that they can remain in their homes, rather than going to a long-term care facility, financial support for Medicare medications, and providing support to Residents in long-term-care facilities through the State's Long-Term-Care Ombudsman Program.
- **COMMUNITY HOPE CENTERS:** About 30 Community Hope Centers were established across Oklahoma through the federal CARES ACT money and partnerships between DHS and community organizations, and private donations. It was thought these were especially needed when schools became virtual, to assist kids with school, support parents who had jobs, and continue placing Oklahoma's foster kids in homes. At some point, it was discussed that these Centers would expand their services to serve more needs of the populations whom DHS serves . . . including Older Oklahomans. So, these centers continue to remain on the SCoA's radar. Since many of the DHS brick and mortar facilities have closed throughout the State, and many DHS employees are working out of their homes, it was the Council's hope that Older Oklahoman services, or referrals to services, could also be made in these Community Hope Centers.
- ***ACTION ITEM ASSIGNMENT:**
Trish Emig has found two of these Community Hope Centers in Stillwater. Both Centers focus on the foster care system. Your assignment is to research your area for existing Community Hope Centers and report back to Trish Emig and the Executive Committee.

- **CARES ACT FUNDING:**
 - Community Living, Aging and Protective Services are rebuilding their staff, hence, service capacity. Community Living combined staffs were reduced over 30% during the budget emergencies, which were declared for two consecutive years. Therefore, services and outreach suffered.
 - Community Living is also creating Memorandums of Understanding with different Tribal Nations across Oklahoma.
 - Contracts were signed so that more complicated Older Oklahoman exploitation cases could be addressed under forensic accounting.
 - Contracts also were signed to address more reported Older Oklahoma Neglect cases, which often result in simply connecting Older Oklahomans with the appropriate support services.
 - The Long-Term Care Ombudsman Program received \$15,000, which provided an 18-month part-time person to help with the intake and coordination process in the State Office. This is a temporary position.

9. Treasurer's Report with Possible Action – Cathy Howard

- OSHLAA Bank Account Balance: \$4,468.44
- OSHLAA Membership Dues/OSHL Filing Fees Collection Status: Several outstanding. Cathy has a list of names and will continue to follow-up. It would be helpful if those of you who have OSHL'ers in your respective SHL to reach out to them to let them know their filing fees are due, and to please send a check to Cathy. (5880 E 590 Road; Hennessey, OK 73742)
- Approve Any Outstanding Invoices/Statements – Senior Day at the Capitol: APPROVED: The Oklahoma Alliance on Aging Annual Dues, of \$100.00, passed with a motion from Ruth Tatyrek and a second from Bo Fallon. MOTION PASSED.
- Discuss and Take Possible Action on the 2020 OSHL State Income Tax Form Check-Off: Cathy Howard will contact Jenean Arnold, Program Administrator of DHS Aging Services, regarding the Check-Off form needed to 1. Determine what process the OSHLAA is to use to access the funds, and 2. When will the funds be deposited into the DHS Account.
- Status of Registered Agent Change to Jeromy Buchanan, Director of Aging: Has been resolved.
- Treasurer's Report Received and Accepted.

10. Legislative Update – Discussion and Possible Action – Esther Houser/Ruth Tatyrek/Trish Emig

- Update on Bills Impacting Older Oklahomans: See OAP First Legislative Letter, below with comments, in parenthesis, from the 3-19-21 OSHLAA Executive Committee Meeting. (ADVOCACY IS NEEDED ON THESE BILLS.) Advocacy is especially needed to pass the current version of HB 1794. Senator Jessica Garvin has attempted to change the language so that the Oklahoma State Department of Health's oversight would be diluted. Also, if Senator Garvin is

successful, Older Oklahomans and their family members would not have specific information on staff to Resident ratios which currently is information required on the form.



Oklahoma Aging Partnership

Oklahoma Alliance on Aging

Oklahoma Silver Haired Legislature Alumni Association

Oklahoma State Council on Aging

2021 Letter to Legislators

March 03, 2021

Dear Legislator,

The Oklahoma Aging Partnership (OAP) is a non-partisan coalition comprised of the Oklahoma Alliance on Aging, the Oklahoma Silver-Haired Legislature Alumni Association and the Oklahoma State Council on Aging. Collectively, the OAP has identified key pieces of proposed legislation that will positively or negatively impact older Oklahomans. The collective decision to support or oppose legislation was made based on the current version of the bills as of March 2, 2021. We will appreciate your support of the Aging Partnership's positions and welcome your questions.

- OKLAHOMA AGING PARTNERSHIP SUPPORTS

- **House Bill 1019 (Rep. Rande Worthen)** – Requires insurance carriers to cap copayments for a 30-day supply of any type of insulin at an amount not to exceed \$100, regardless of the amount or type of insulin needed. The bill also authorizes insurance carriers to reduce copayment amounts below the cap. The measure requires the Insurance Commissioner to enforce compliance of the cap on copayments and authorizes the Commissioner to promulgate rules, as necessary. **(HB 1019 SHOULD SURVIVE AND WAS AMENDED FOR THE CAP NOT TO EXCEED \$90. THE BILL WILL ATTEMPT TO HELP INDIVIDUALS GET CONTROL OF INSULIN COSTS.)**
- **House Bill 1794 (Rep. Nicole Miller and Sen. Adam Pugh)** – Directs that any long-term care provider or retirement community that advertises care or treatment of people with Alzheimer's Disease or other forms of Dementia to disclose the nature of that care on a **Tis widely supported by aging advocates and is a priority bill for the Oklahoma Chapter of the Alzheimer's Association and the OAP. (HB 1794 IS MOST IMPORTANT, AN SHL INITIATIVE, AND IS ABOUT "DISCLOSURE". THE BILL IS AIMED AT THE STATE HEALTH DEPARTMENT TO ENFORCE A LAW ALREADY IN PLACE BY USING THE STATE HEALTH DEPARTMENT FORM 613 TO INFORM THE PUBLIC OF THE SPECIFIC NATURE OF CARE THAT WILL BE PROVIDED TO INDIVIDUALS WITH ALZHEIMERS AND OTHER TYPES OF DEMENTIA. THIS BILL HAS BEEN ASSIGNED TO THE SENATE HEALTH AND HUMAN SERVICES COMMITTEE.)**
- **House Bill 1845 (Rep. Andy Fugate and Sen. J.A. Dossett)** – Requires a vehicle's headlamps to be on at all times during inclement weather, **This bill continues to be a priority issue of the**

Oklahoma Silver-Haired Legislature Alumni Association and is strongly supported by the OAP. Older Oklahomans need this extra safety measure. (HB 1845 DID NOT GET DID NOT GET A HEARING ON THE HOUSE FLOOR AND IS NOW DORMANT.)

- **House Bill 1877 (Rep. Tammy West and Sen. Bill Coleman) – Modifies the criteria for use of an anti-psychotic drug for a resident of an Assisted Living facility. (ANTI-PSYCHOTIC DRUGS MAY AT TIMES BE USED FOR CONTROL OF A RESIDENT DESCRIBED AS A CHEMICAL RESTRAINT. HB 1877 PASSED THE HOUSE AND HAS BEEN REFERRED TO THE SENATE HEALTH AND HUMAN SERVICES COMMITTEE.)**
- **House Bill 2544 (Rep. Preston Stinson and Sen. Darcy Jech) – Modifies the crimes for which persons shall be required to serve not less than 85% of their sentence to include abuse of any vulnerable adult, not just those who are nursing home facility residents. (HB 2544 PASSED WITHOUT OPPOSITION. THE AMENDED VERSION STRIKES “RESIDENT” SO THAT MURDER AND ABUSE OF VULNERABLE ADULTS INCLUDES ALL VULNERABLE ADULTS.)**
- **House Bill 2649 (Rep. Jon Echols and Sen. Tom Dugger) – Creates the OK Durable Medical Equipment Licensing Act which requires providers of durable medical equipment to be licensed. (HB 2649 IS IMPORTANT BECAUSE IT CREATES A LICENSING ACT FOR DURABLE MEDICAL EQUIPMENT PROVIDERS SO THAT STANDARDS CAN BE ESTABLISHED.)**
- **HB 2644 (Rep. Jon Echols and Sen. Kim David) – Would allow Virtual meetings of public bodies until March 31, 2024. This bill is supportive of Older Oklahomans who serve on public bodies, even when there is not a public health emergency. (HB 2644 PASSED THE HOUSE AND IS REFERRED TO THE SENATE JUDICIARY COMMITTEE. IF HB 2644 PASSES AND IS APPROVED BY THE GOVERNOR, BODIES, LIKE THE OSHLAA EXECUTIVE COMMITTEE, MAY CONTINUE TO MEET VIRTUALLY WITHOUT THE DECLARATION OF A PUBLIC HEALTH EMERGENCY. IT HAS A SUNSET OF 2024 WHICH CAN BE EXTENDED BY THE LEGISLATURE AND EXPANDS THE OPTIONS IN GENERAL.)**
- **Senate Bill 58 (Sen. Dave Rader and Rep. Jon Echols) – Exempts practitioners from the electronic prescription requirements when ordering a controlled, dangerous substance to be administered through the hospice program.**
- **Senate Bill 198 (Rep. Paul Rosino and Rep. Mark Lawson) – Relates to determining the “least restrictive alternative” in the OK Guardianship and Conservatorship Act, in order that fewer rights of the ward are restricted than would be restricted if a guardian or conservator were appointed to the person. (SB 198 IS ABOUT WHETHER A GUARDIANSHIP IS NEEDED AND ABOUT RESTRICTING THE LEAST NUMBER OF RIGHTS FOR A RESIDENT OR WARD. THERE ARE TWO OTHER GUARDIANSHIP BILLS, SB 1029 AND SB 300.)**
- **Senate Bill 388 (Sen. Paul Rosino and Rep. Josh West) – Adds Advanced Practice Registered Nurse to the practitioners who can administer care in home settings. (THIS WOULD MAKE IT POSSIBLE FOR APRNS TO WRITE ORDERS RATHER THAN WAITING FOR A PHYSICIAN TO WRITE THE ORDERS.)**

- OKLAHOMA AGING PARTNERSHIP OPPOSES

- **Senate Bill 42 (Sen. Dave Rader and Rep. Sheila Dills)** – This bill expands exemptions in the Home Care Act to allow more home care agency staff to work **without Oklahoma certification/licensure**. Such an exemption would place more frail, vulnerable Older Oklahomans at risk of neglect and other harm from loosely supervised personnel sent to their homes to provide “care”. Training and certification of staff who work in elders’ homes is vital for the protection of these vulnerable Oklahomans. **(SB 42 PASSED THE SENATE AND PLACES MORE INDIVIDUALS IN DANGER OF HARM. SB 42 CREATES LESS OVERSIGHT AND A CRIMINAL BACKGROUND CHECK WOULD NO LONGER BE REQUIRED.)**
- **Senate Bill 689 (Sen. Adam Pugh and Rep. Marcus McEntire)** – Modifies membership of the Advisory Committee on Medical Care for Public Assistance Recipients (MAC) at the Oklahoma Health Care Authority. This bill **deletes Consumer representation from organizations for the Elderly, Children, persons with Developmental Disabilities, specific others, and one of the two Nursing Home associations (profit or non-profit?) from membership.** The OAP strongly opposes this bill. **(THE BILL HAS PASSED THE SENATE.)**
- **Senate Bill 820 (Sen. Adam Pugh and Rep. Marcus McEntire)** – This bill “declassifies” multiple State Department of Health positions, including those personnel who are categorized as “Investigators”. **The Oklahoma Aging Partnership organizations oppose the removal from Classified (protected) service of ANY State employee who investigates complaints or crimes, inspects facilities, agencies or businesses that are licensed by the State, or advocates for the rights of vulnerable Oklahomans of any type.** Such positions in any State Agency should not be subject to removal of an incumbent for political reasons, or due to political pressure, or for any reason other than Cause. The Merit System provides protections for State Employees whose jobs involve protection of Oklahoma Citizens. Those Employee Protections should not be removed. OAP also opposes similar bills, including Senate Bills 232 and 876. Those of us who lived under a “patronage” system in the past know we should not return to those times. **(THE OKLAHOMA GOVERNOR HAS FULL CONTROL OVER THIS AGENCY. SB 820 IS OPPOSED BECAUSE THIS IS ONE MORE KICK IN THE GUT FOR CONSUMER PROTECTION. THE BILL HAS PASSED THE SENATE)**
- **Senate Bill 913 (Sen. Julie Daniels and Rep. Tom Gann)** – Provides for the Legislature to repeal an agency rule by joint resolutions and removes the Governor’s authority to repeal agency rules by declaration. The measure also directs the President Pro Tempore and Speaker of the House to establish a Joint Committee on Administrative Rules. The Joint Committee shall consider proposed rules, amending rules, and repeal requests submitted by an agency. Those rules approved by the Committee shall be presented to the Legislature for final approval for repeal. Emergency rules must be sent to the Chairs of the Joint Committee in addition to the other recipients outlined in current law. The measure creates a new section of law in the Act by providing for the expedited repeal of rules beginning September 1, 2021. **(THE BILL HAS PASSED THE SENATE, AND IS ON THE HOUSE ADMINISTRATIVE RULES COMMITTEE AGENDA FOR WED., MARY 24TH AT 3PM. THERE HAS BEEN AN EMPHASIS ON REDUCING MUCH NEEDED REGULATION AND RULES WHICH SENIOR ADVOCATES HAVE FOUGHT HARD TO CREATE. THIS BILL WOULD MAKE IT EASIER FOR THE LEGISLATURE TO REPEAL SUCH RULES AND REGULATION.)**

BILLS OF CONCERN

o House Bill 1677 (Rep. Marilyn Stark and Sen. Darrell Weaver) and

o House Bill 2566 (Rep. Chad Caldwell and Sen. Greg McCortney)

- o These bills both attempt to address the important issue of social isolation that many residents of Long-Term Care Facilities have experienced during the past year, due to COVID-19 restrictions on visitation. They both attempt to address access issues for family and friends of residents and contract services hired to support residents in such facilities. But each bill raises concerns related to “assigning” care-giving responsibilities to “compassionate caregivers” without reaffirming the facility’s responsibility to provide staff adequate in training and numbers to meet the needs of ALL the residents. In addition, both bills allow a Resident’s designated representative to prohibit the Resident to receive a visitor even though such a restriction of visitation can only be made by the Resident, herself, or by a Judge in a guardianship, under Oklahoma law. **Restriction of visitors by family members can lead to extreme emotional suffering for residents, including in situations involving stepfamilies and family feuds. Please do not permit that language to remain in these bills. (THESE BILLS GIVE A NOD TO PROTECTIVE EQUIPMENT SUBJECT TO THE RESIDENTS RIGHTS BUT THE ADDITION OF A RESIDENT’S PERSONAL REPRESENTATIVE BEING ABLE TO DENY VISITORS RAISES CONCERNS. ALSO, CONCERS ABOUT NOT ADDRESSING THE FACILITY’S RESPONSIBILITY TO PROVIDE ADEQUATE STAFFING AND ADDRESS THE NEEDS AND RIGHTS OF ALL RESIDENTS RATHER THAN HAVING FAMILY MEMBERS PROVIDE BASIC CARE NEED TO BE ADDRESSED. BOTH BILLS WILL BE HEARD IN THE SENATE HEALTH AND HUMAN SERVICES COMMITTEE. THE OK AGING PARTNERSHIP CONTINUES TO WORK WITH THE BILL AUTHORS TO AMEND THE LANGUAGE.)**

END OF OAP LETTER

• SENIOR DAY AT THE CAPITAL UPDATE WITH POSSIBLE ACTION

- We will be doing a Virtual Event via Zoom and Phone
- **Mark your calendars for Monday, April 12th, 10:30AM till Noon.**
- **The Oklahoma Alzheimer’s Association is providing their Zoom Platform for the Virtual Event.**
- **Leading Age Oklahoma is providing the Registration Site.**
- **The AAAs are broadcasting the event.**
- **Rebekah Williams will emcee – She is a Long-Term Care Ombudsman Supervisor from SODA, out of Durant, who has a relationship with the Governor and many State Legislators.**
- **Our Theme this year is - Better Together.**
- **We will invite several Legislators to talk 5-7 minutes each on their bills, or about issues they see facing Older Oklahomans. We will also invite the Governor to speak.**
- **Esther Houser and/or others will provide a brief summary of any bills on which we’ll request advocacy.**
- **There is not enough time to distribute the blue cards. However, we will have these printed for next year, when we hope we can have a Senior Day at the Capital with present participants.**
- **Please promote the event however you can. As soon as the flyer is created, Trish Emig will send it everyone.**

ACTION: Trish Emig will send information out to the Health and Human Services Committee with a brief statement regarding HB 1794.

11. PUBLIC COMMENT LIMITED TO 2 MINUTES PER PERSON – Trish Emig

- None

12. ADJOURN - NEXT MEETING – JUNE 11, 2021

- Meeting adjourned at 2:40PM, with no objections. Motion from Trish Emig and a second from Bo Fallon.

Respectfully Submitted by Carolyn J. McGhay, OSHLAA Secretary

OSHLAA EXECUTIVE COMMITTEE MEETING ROLL CALL VOTE FOR 3/19/2021

<u>ROLL CALL TOPICS</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
JEWELL DIETSCHKE	Y	Y	Y							
TRISH EMIG	Y	Y	Y							
CAROLYN MCGHAY	Y	Y	Y							
CATHY HOWARD	Y	Y	Y							
BO FALLON	Y	Y	Y							
GLORIA STEARNS	Y	Y	Y							
RUTH TATYREK	Y	Y	Y							

ALSO PRESENT: Shirley Cox, Legal Adviser, Esther Houser, OSHL Legislative Liaison, Miranda Kieffer, Haljean Gillispie and Marty Dixon.

ROLL CALL VOTE TOPICS

- 1. ROLL CALL - DETERMINE QUORUM**
- 2. APPROVAL OF THE EXECUTIVE COMMITTEE MINUTES OF NOVEMBER 9, 2020 BY TRISH EMIG**
- 3. APPROVAL TO PAY OKLAHOMA ALLIANCE ON AGING ANNUAL DUES INVOICE OF \$100.**

END OF MARCH 19 2021, OSHLAA EXECUTIVE COMMITTEE MEETING NOTES TO BE APPROVED AT THE JUNE 11 MTG.

BEGINNING OF DOCUMENTS FOR THE JUNE 11, 2021 OSHLAA EXECUTIVE COMMITTEE MEETING

OSHLAA ANNUAL MEETING PLANNING COMMITTEE NOTES

05/03/21 – Bo Fallon, Carolyn McGhay, Cathy Howard, Trish Emig with Shirley Cox a Zoom Host

**NOTE: Governor Stitt’s emergency executive order ends on June 3, 2021. If House Bill 2644 passes the final review of the House (the House is reviewing the Senate Amendment), the bill will be sent to the Governor for his consideration. If the Governor signs the bill, organizations falling under the Open Meetings Act can continue to have virtual meetings, regardless of any emergency executive order being declared, until March 31, 2024. At that time, the Legislature can consider extending the sunset date. In all likelihood, HB 2644 will be approved by the Governor. Therefore, we need to prepare for a virtual OSHLAA Annual Meeting on September 15th. Also, I continue to plan for an OSHLAA Executive Committee meeting on Friday, June 11th
Here are a few items we decided on our planning meeting call:**

- **Virtual Meeting since the feeling is there would be a greater attendance**
ACTION: Bo will check with Kris Manriquez, ASCOG AAA Director, to determine ASCOG's ability to host the Annual Meeting. If Kris indicates ASCOG is unable to support the request, Trish will follow-up with Blair Schoeb, Areawide Aging Agency Director to determine their capability. Kris agreed, but the OSHLAA can no longer meet virtually, so the meeting will have to be an in-person meeting. A location in OKC will be identified.
- The OSHLAA Annual Meeting will be scheduled on September 15th from 1PM until 4PM – **Begin with Lunch - ?**
- An agenda could include the following:
 1. Welcome and introduction of ALL attendees, including speakers
 2. **Kick Off by Jeromy Buchanan**, the Community Living – Aging and Protective Services Executive Director and his five-year vision of his organizations and the ongoing support, including the MOU with the OSHLAA
 3. Business Meeting:
 - a. Approval of OSHLAA 2019 Annual Meeting Minutes – Carolyn McGhay
 - b. Treasurer's Report – Cathy Howard
 - To include OSHLAA State Income Tax Check Off Status and **SFY 2021-2022 OSHLAA Budget**
 - c. 2nd V.P Membership Report – Roberta Dake
 - d. First V. President/Legislative Report – Bo Fallon and Esther Houser
 - To include brief summary of 2021 State Legislative Successes
 - To include brief summary of carry-over OSHL bills into 2022 State Legislative Session
 - To include Accolades for Representative Tammy West, and a **brief message from Representative Tammy West**, if accepts invitation to speak
 4. Break in Business Meeting
 5. **Introduction of Speaker** on Impact of Oklahoma's Broadband Width Expansion Project on Older Oklahomans (Possibly Senator James Leewright, Co-Chair of Council, or Mr. Roger Neal – COO of Duncan Hospital)
 6. Resume Business Meeting
 7. Possible approval of OSHLAA Bylaw Amendments
 - To include brief overview – Trish Emig
(Remove virtual meeting amendments made in 2018 and add younger OSHL Associate Members)
 8. Possible approval of OSHLAA Policy Revised Manual
 - To include brief overview – Trish Emig
 9. Election of new OSHLAA Officers – Nominating Committee (Currently, Rowena and Mardi)
 - a. Trish Emig – *Outgoing* OSHLAA President (Term Limited)
 - b. Bo Fallon – *Resigned effective Sept. Annual Mtg.*; OSHLAA – Legislative Liaison 1st V. President Position
 - c. Roberta Dake – *Outgoing* OSHLAA 2nd V. President- Membership Liaison (Term Limited)
 - d. Cathy Howard – Treasurer – *Resigned from* Treasurer Position Effective September, 2021 Annual Mtg.
 - e. Carolyn McGhay – Secretary – *Continues* in Position
 10. Set dates for the 2022 OSHL Legislative Session and OSHLAA Annual Meeting

Memorandum of Understanding

Between Oklahoma Human Services and
Oklahoma Silver Haired Legislature
Alumni Association

To ensure adequate support of the Oklahoma Silver Haired Legislature Alumni Association (OSHLAA), a non-profit membership corporation, Oklahoma Human Services (OKDHS) and OSHLAA agree to this Memorandum of Understanding

(MOU) and the following provisions.

Section A - General

1. The OSHLAA Executive Committee provides administrative and business oversight of the Oklahoma Silver Haired Legislature (OSHL) and OSHLAA

2. Within the limitation of statutes governing a public entity, the OSHLAA Executive Committee shall have sole discretion of management, administrative and oversight decisions required to accomplish the duties and responsibilities of the OSHLAA and OSHL
3. OSHLAA Executive Committee shall have, but not be limited to, sole discretion as follows:
 - a) OSHLAA is to be a self-governing organization independent from the OKDHS
 - b) OSHLAA will be responsible for all events, meetings, sessions, business, and activities related to the work of the OSHL and OSHLAA
 - c) OSHLAA shall be responsible for the preparation, execution and retention of all minutes, records, documents, papers, materials, and accounts of the OSHLAA and the OSHL.

Section B - Administration of Funds

1. As provided in the Oklahoma Statutes in Section 2368.4 of Title 68 and Section 2368.3a of Title 68, OKDHS is required to administer funds accruing to the "Oklahoma Silver Haired Legislature-Excellence in State Government Revolving Fund."
2. To assure the fulfillment of OKDHS obligations, OKDHS and OSHLAA agree to the following provisions:
 - a) Community Living, Aging and Protective Services shall be OSHLAA's designated contact point within OKDHS.
 - b) OKDHS shall use monies authorized by Section 2368.4 of Title 68 for the following purposes:
 - 1) To fund all reasonable expenses of:
 - i. Oklahoma Silver Haired Legislature legislative sessions
 - ii. Oklahoma Silver Haired Legislature training sessions,
 - iii. Silver Haired Legislature interim studies, and
 - iv. Silver Haired Legislature advocacy activities approved by the Oklahoma Silver Haired Legislature Alumni Association Executive Board.
 - c) Monies authorized may only be used for expenses incurred by Silver Haired Legislators and alternates and other members of the Oklahoma Silver Haired Legislature Alumni Association as approved by the Oklahoma Silver Haired Legislature Alumni Association Executive Board for reasonable expenses incurred in activities described in 2b of this section.
 - d) All payments for travel related costs, including per diem, shall be by reimbursement only and shall be in accordance with the rates set forth in the State Travel Reimbursement Act, 74 O.S. 500.1 et.seq.
 - e) OKDHS and OSHLAA shall not use monies authorized by Section 2368.4 for salaries or other administrative costs, or any programs or services not authorized by this Statute.
 - f) OSHLAA shall maintain adequate and separate accounting and fiscal records and accounts for all funds received. All such records, procedures and accounts shall be made available for audit and/or examination upon request by representatives of the OKDHS. Further, all books, records, documents, accounting procedures, practices, or any other items relevant to this MOU are subject to examination by OKDHS and the State Auditor and Inspector.
 - g) OSHLAA shall furnish program reports, statistical reports and financial reports in the format and at such times as may be required by OKDHS.
 - h) OSHLAA shall retain all books, documents, papers, records and transactions for at least three (3) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later, or as otherwise required by law. OSHLAA shall, as often as OKDHS deems necessary, permit authorized representatives of OKDHS and the State of Oklahoma to have full access to and the right to fully examine all such materials.
 - i) Monies generated pursuant to this section shall be paid to the State Treasurer and placed to the credit of the Oklahoma Silver Haired Legislature - Excellence in State Government Revolving Fund.

Section C- Technical Assistance

1. Except as provided above for fiscal oversight, OKDHS shall have no management, administrative or oversight responsibilities for the activities of OSHLAA and OSHL.
2. OKDHS shall assist OSHLAA leadership in understanding the leadership roles necessary to effectively administer the organization.
3. OKDHS shall provide only technical expertise and support to the OSHLAA as follows:
 - a) provide information and guidance on relevant legal issues, including information on the requirements of the Open Meeting Act, or other laws to assist OSHLAA in complying with laws in the operation of OSHLAA and the OSHL;
 - b) provide technical advice and assistance in the execution of the legislative session of OSHL, including assistance in facilitating representative legislative committee meetings and general sessions each year;
 - c) provide technical advice and assistance in following parliamentary procedure for OSHLAA meetings;
 - d) offer legislative trainings, as needed, for the OSHL legislators; and
 - e) as requested, review submitted OSHL legislative bills and provide comments on the bills for review by the OSHL legislators.

The terms of this memorandum of understanding shall begin _____, 2021 and shall be automatically renewed for successive one-year terms unless subsequent legislation changes the above-mentioned statutes, or the MOU needs to be modified.

Trish Emig, President
Oklahoma Silver Haired Legislature
Alumni Association
DATE _____

Justin Brown, Director
Oklahoma Human Services
DATE _____

NOTES FROM THE OSHL STATE INCOME TAX CHECKOFF REQUISITION PROCESS/RULES

DATE AND LOCATION: May 20, 2021; DHS – SEQUOYAH BUILDING. CAPITOL COMPLEX

PRESENT: Jeromy Buchanan, Director Community Living – Aging and Protective Services (CAP); Barbara Guinn, Legal Development, CAP; Jenean Arnold, Finance Supervisor, CAP; Cathy Howard, OSHLAA Treasurer; and Trish Emig, OSHLAA President.

The document we used as the basis for our discussion was the Memorandum of Understanding (MOU) draft document between DHS (Director, Justin Brown) and the OSHLAA. The OSHLAA executive committee has been asked to review and sign the document.

The OSHLAA Income Tax Refund Check Off funds will be held in a revolving fund, Oklahoma Silver Haired Legislature – Excellence in State Government Revolving Fund located in the State Treasurer’s Office.

Oklahoma State Statute, Title 68, Section 2368.4 and Section 2368.3a provides definition and direction as to the criteria the funds must meet in order to qualify to be spent for the purpose of the OSHLAA and the OSHL:

To fund all reasonable expenses of:

- OSHL legislative sessions
- OSHL training sessions
- OSHL legislative interim studies
- OSHL advocacy activities approved by the OSHLAA executive board

When the OSHLAA – Excellence in State Government Revolving Fund was reactivated, it was discovered there was a balance of \$17,578. Jenean estimated approximately \$500 has been collected resulting from the 2020 state income tax fiscal year, thus far.

The state fiscal year runs July 1 through June 30.

The revolving fund will become active July 1, 2021. However, no funds can be requested unless the funds meet the above criteria as well as are contained in an OSHLAA pre-approved annual budget. Janine directed Cathy and Trish to submit a budget for State Fiscal Year (SFY) 2022, as soon as possible. The budget will be reviewed by CAP and amended, in concert with Trish and Cathy, before final approval is provided.

The OSHLAA executive committee must submit a budget in subsequent state fiscal years by April 1st of each year to continue requesting funds from the OSHL Revolving Fund.

Jenean indicated a requisition (Request to Purchase) will be created for the OSHLAA to use to request the funds. Any amount over \$5,000 will require the OSHLAA to conduct a Request for Proposal (RFP) process, in which the OSHLAA must provide the scope of work and the expected deliverable, for contractors/vendors to bid on. All vendors must be told that it will take up 45 days to receive payment. No payment can be made the day of the service, or the day an item is purchased. The vendor/contractor must be established (set up) as a vendor of the State of Oklahoma. Usually the vendor/contractor will be paid by a wire transfer after a vendor/contractor invoice is submitted for any services or purchases rendered. The OSHLAA will be required to approve the invoice prior to the invoice being paid by DHS.

Jenean said the OSHLAA needs to consider continuing their independent checking account where membership fees, personal contributions, and filing fees are deposited. These funds can be used for incidentals and administrative costs which require immediate purchase.

All travel related expenses, including per diem and lodging, will be by reimbursement only. Revolving fund monies cannot be used for salaries or other administrative costs, or for any programs and services not authorized by State Statute.

The OSHLAA must maintain separate accounting and fiscal records and accounts for any funds received from the revolving fund. And the records must be available for auditing purposes as requested by DHS. Additionally, reports may be requested.

The OSHLAA will be required to retain all fiscal records related to the expenditure of the revolving funds for at least three (3) years.

Submitted by Cathy Howard and Trish Emig

OKLAHOMA SILVER HAired LEGISLATURE ALUMNI ASSOCIATION BUDGET STATE FISCAL

YEAR 2022 BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

4 OSHLAA Executive Committee Meetings	\$4,000 if In-Person
For OSHLAA Executive Committee Members ONLY	
- \$1,000 per Meeting	
- Printing and Mailing documents for Meeting	
- Lunch, Beverages and Snacks for In-Person Meetings	
- Mileage Reimbursement at \$.40/mi up to \$100 Total Reimbursement as well as, \$25 per diem payment for those traveling 100 miles or more one-way	
Currently there is one meeting scheduled for the remainder of 2021 on November 19 th .	
OSHLAA Annual Meeting on September 15th, 2021	\$1,500 if Virtual
- Speaker - \$500.00	(Currently, not planning for a virtual meeting since HB2644 is not moving.)
- Printing documents for Meeting and Mailing Documents - \$1,000	
OSHLAA Annual Meeting on September 15th, 2021	\$4.500 if In-Person
- \$25 per diem payment and 1 night lodging reimbursement, or \$.50 mileage reimbursement up to \$100 for those traveling 100 miles or more one-way	
- Lunch, Snacks and Beverages - \$1,250 \$25/Attendee (Plan for 50 Attendees)	
- Speaker - \$500.00 – Broadband Width Expansion in Oklahoma	
- Printing/Mailing documents to OSHLAA Members	
Oklahoma Alliance On Aging Annual Membership	\$100.00
- Receive Quarterly Newsletter	
OSHLAA Payment for Oklahoma Aging Partnership	\$250.00
Bill Tracking System of which the OSHLAA is a Member of 3 organizations: State Council on Aging, OK Alliance on Aging (OAoA) and Oklahoma Silver Haired Legislature Alumni Association. E-Capitol System total annual cost is \$1,500 with The majority of the system paid “out-of-pocket” by contributions From OAoA members. Without this system, legislative advocacy would be very difficult.	
Oklahoma Silver Haired Legislature Marketing	\$1,000.00
- Provide designated OSHLAA Committee to identify and seek approval from the OSHLAA Executive Committee to purchase marketing items for OSHL member recruitment purposes and for legislative advocacy purposes.4	
OSHL Member Business Cards	\$500.00
OSHLAA Banking Account Fee	Currently, have no fee.

Contract with Financial organization to assist	\$4,500.00
OSHLAA to acquire, install and load a basic, online accounting system to track expenditures, produce reports, and support the annual budgeting process. Also, the Vendor required to conduct an annual audit.	
Purchase a computer and printer for the OSHLAA Treasurer	\$1,500.00
to use for OSHLAA fiscal tracking and reporting purposes. The computer will remain with the OSHLAA Treasurer position.	
New Member Magnetic Badges – X-CEL Badge & Engraving	\$200.00
PO Box 1864; Edmond, OK 73083 (Badge - \$6.00 Plus Shipping/Handling)	
TOTAL BUDGET REQUEST	<u>\$16,550.00</u>

Amended: 09-19-18
OKLAHOMA SILVER HAired LEGISLATURE
ALUMNI ASSOCIATION
BY-LAWS

ARTICLE I

NAME AND ORIGIN

The Association shall be known as the Oklahoma Silver Haired Legislature Alumni Association. The approved acronym is OSHLAA. The OSHLAA is a non partisan all volunteer advocacy organization created by the Oklahoma Legislature in 1981.

ARTICLE II

MISSION

A) The purpose of the OSHLAA shall be to aid and support the Mission of the Oklahoma Silver Haired Legislature (OSHL). The OSHL’s mission is to learn about the legislative process, develop legislative proposals for the Oklahoma legislature, and provide leadership in local Oklahoma communities to further the OSHL bills with the Oklahoma Legislature.

ARTICLE III

MEMBERSHIP

A) All Silver Haired Legislators and Alternates who have served six months of their first term or have served in one (1) Silver Haired Legislative Session are eligible for membership in the OSHLAA. Spouses, Significant Others, and OSHL Candidates who were not ~~elected~~ **appointed** are eligible to serve as Associates if they are appointed by the AAA Director or Designee. ~~upon recommendation by the OSHL Liaison.~~ **Other persons, under**

the age of 60, who are interested in learning the legislative and advocacy processes, may also be appointed by the AAA Director, or Designee, as an OSHL Associate Member.

B) The **Additional** candidates ~~who receives the second highest number of votes in an election for an office in the OSHL~~ shall become the Alternate for that office, **or become OSHL Associate Members**. When the position of Alternate is open, the Area Agency on Aging (AAA) Director, or Designee, ~~upon recommendation by the OSHL Liaison~~ may appoint a qualified person to that position.

C) The Associate may serve **as an OSHL Legislator**, or as an Alternate, should either position become vacant, and if appointed by the AAA Director or Designee. ~~upon recommendation by the OSHL Liaison~~. Alternates and Associates who move to another AAA in the state or to another district within the AAA during the two (2) year term are eligible to be Alternates and Associates if appointed by the AAA Director or Designee. ~~upon recommendation by the OSHL Liaison~~.

ARTICLE IV

MEMBERSHIP DUES

A) The two (2) categories of the OSHLAA Membership Dues are Annual, and Life. The term for Annual dues shall begin October 1 and end September 30. Life Membership Dues shall run for the lifetime of the member. If Annual Dues are not paid by September 30, the dues shall be delinquent and the member's voting privilege shall be suspended. If the Member pays the dues between October 1 and the Annual Meeting or at the Annual Meeting, the dues shall be current and voting privileges shall be reinstated.

B) The Executive Committee shall have the option of proposing changes in the Annual and/or Life Membership Dues. The proposed change(s) in dues shall be placed on the Agenda for the next Annual Meeting and sent to the Membership during the first week in September. The Membership shall vote on the proposed change(s) in dues at the Annual Meeting.

C) The OSHLAA Membership shall have the option of proposing change(s) in Annual and/or Life Membership Dues at the Annual Meeting. Any such change(s) shall be voted on by the Membership at that Annual Meeting.

D) If an Annual Member decides to become a Life Member and less than one half of the duration of the dues has expired, the dues shall apply toward the Life Membership Dues. If over one half of the duration of the dues has expired, the full amount of Life Membership Dues shall be paid. The Life Membership shall start when the Life Membership Dues are paid in full.

ARTICLE V

OFFICER

A) The elected OSHLAA Officers shall be the President, First Vice President, Second Vice President, Secretary and Treasurer.

B) No officer shall be elected to serve more than two (2) successive terms. If an officer is elected to fill a vacancy for one year or more that shall count as one (1) term.

C) Newly elected officers shall assume the duties of the office immediately after adjournment of the meeting when they were elected.

D) All records and funds shall be transferred to the newly elected OSHLAA Officers by November 15 following the election of the OSHLAA Officers. The Treasurer's books shall be audited by November 15 each year. The audit shall be presented to the OSHLAA Executive Committee for approval at the next Quarterly meeting.

E) All officers will serve two year terms or serve until a successor is elected.

ARTICLE VI

DUTIES OF OFFICERS

President

The President shall be the Administrative Officer for the OSHLAA and is authorized to perform such duties as provided by these By-Laws to fulfill that responsibility. The President can call an Executive Session of the OSHLAA Officers and/or other OSHLAA Members to prepare plans for meetings and to conduct the other business of the OSHLAA. Such plans and business shall be reported to the Executive Committee for approval.

The President presides at all Annual Meetings of the OSHLAA, Regular and Special Meetings of the OSHLAA Executive Committee and appoints all committees with the approval of the OSHLAA Executive Committee Members present at the meeting when the appointments are made. The President shall be an Ex Officio member of all committees except the Nominating Committee. The President shall have the option to call an Executive Session of the Executive Committee Officers in Regular and Special Meetings that meet the requirements of the Oklahoma Open Meetings Act. The Executive Session shall be on the agenda for the Meetings. The President can call an Executive Session between Regular and Special Executive Committee Meetings as necessary.

First Vice President

The First Vice President shall serve as acting President in the absence of the President at the Annual Membership Meeting and Regular or Special Meetings of the Executive Committee. The First Vice President shall serve as the Chairman of the Advocacy Committee and advocate the Oklahoma Legislature for all Older Oklahoman issues and monitor all Oklahoma Legislature Bills that pertain to Older Oklahomans and keep the OSHL and Active OSHLAA Members apprised of said legislation.

Second Vice President

The Second Vice President shall prepare, maintain and update the Membership Directory. The Second Vice-President shall coordinate with the Treasurer and Secretary.

Secretary

The Secretary shall be responsible for the minutes of the OSHLAA meetings and OSHLAA Executive Committee meetings, and shall provide a timely distribution of the minutes to the OSHLAA Members, to other designated individuals and entities. The Secretary shall assist in the preparation of all documents used in the

Training Sessions, Legislative Sessions and other duties as assigned. The Secretary shall coordinate with the Second Vice President and Treasurer.

Treasurer

The Treasurer shall be responsible for the collection, management and disbursement of dues and all other funds, to maintain accurate records and bank accounts, to serve as Chairman of the Budget Committee and assist in preparing a workable budget. The Treasurer shall coordinate with the Second Vice President and Secretary. The Treasurer shall file applicable state and federal financial documents as required.

ARTICLE VII

NOMINATING COMMITTEE

A) The Nominating Committee consisting of no fewer than three (3) nor more than five (5) persons shall be appointed by the President with the approval of the Executive Committee after the OSHL Legislative Session from the OSHLAA Membership. The President shall not serve as an Ex Officio committee member. No current OSHLAA officers shall serve on the committee. The President shall make appointments to fill vacancies in the committee as necessary.

B) All members of the Nominating Committee shall communicate to decide on a slate of officers.

C) The President shall have the option of calling a meeting of the Nominating Committee as needed.

ARTICLE VIII

ELECTIONS

A) Officers shall be elected by a majority vote of the OSHLAA Membership in good standing present at the Annual OSHLAA Membership meeting as specified in Article V Paragraph E.

B) When a vacancy occurs in an OSHLAA office prior to 60 days before the next Regular Meeting, the President of the OSHLAA shall call a Special Meeting of the Executive Committee to elect the new officer(s). The President shall call a meeting of the Nominating Committee to select at least two (2) candidates, if possible, for the vacant office. If only one candidate is selected, the requirements of this Article shall be satisfied. The Nominating Committee shall submit the candidate(s) name(s) to the President of the OSHLAA within two (2) weeks after the committee meeting is called. Nominations from the OSHLAA Members shall be accepted, provided the nominations are received by Special Meeting. The President shall submit the candidate(s) name(s) to the OSHLAA Executive Committee at the next Regular or Special Meeting. A majority vote of the Executive Committee Members present shall elect the officer(s).

C) Nominations for any OSHLAA office may be made from the floor during the Annual Meeting of the OSHLAA provided the nominee is present or has agreed to serve.

ARTICLE IX

EXECUTIVE COMMITTEE

A) The Executive Committee shall consist of the elected OSHLAA Officers, the Immediate Past President of the OSHLAA and one OSHLAA Representative from each Area Agency on Aging, the President Pro Tempore and Floor Leader for the Senate and the Speaker of the House and Speaker Pro Tempore for the House of Representatives of the OSHL. All members of the Executive Committee shall be members of the OSHLAA. The OSHLAA dues of all voting members shall be current. The OSHLAA Area Representative for each AAA shall be appointed by the President upon recommendation by the AAA Director or Designee and the OSHL Liaison. The President shall send the Appointment Letter to the Appointee. The receipt of the Appointment Letter by the Appointee shall constitute confirmation and notice to serve as Representative of the AAA. The Executive Committee is authorized to establish policy and procedure for the OSHL.

B) The OSHLAA Executive Committee shall meet at least three times per year. The President may call a Special Meeting to fill a vacancy if an office becomes vacant before the next Regular OSHLAA Membership Meeting or as necessary. The Executive Committee is empowered to act for the OSHLAA between the Annual Meetings.

C) Any OSHLAA Executive Committee member who acquires three (3) unexcused absences of the Executive Committee meetings in one year may be considered to have resigned and the position to be vacant. For purposes of this section an “unexcused absence” is defined as an absence that was not reported to the OSHLAA Executive Committee President for good cause prior to the meeting. Such resignation shall be effective upon a vote to remove the member by the OSHLAA Executive Committee, provided any such member received at least five (5) days’ notice in writing, electronically or by mail, of the proposed vote by the OSHLAA Executive Committee.

ARTICLE X

AMENDMENTS

A) Amendments to these By-Laws shall be enacted by a two-thirds (2/3rd) majority of the vote of the OSHLAA Members in good standing present and voting at the Annual Meeting provided a thirty (30) day notice of the meeting and purposed By-Law amendment(s) has been given to the OSHLAA membership.

B) When these By-Laws are amended, the amendment(s) shall become effective immediately after the adjournment of the meeting where the amendment(s) were passed.

ARTICLE XI

MEETINGS

A) Quorum for annual meetings of the OSHLAA consists of those who attend the meeting who are in good standing in the OSHLAA. A majority of the quorum voting for or against an action item shall be 51% of the quorum. **Only OSHLAA members, whose dues are current, can vote at Annual Meetings.**

B) Quorum for regular and special meetings of the OSHLAA Executive Committee is the number of members of the Executive Committee present at a meeting; provided however, not less than six (6) members may constitute a quorum. Vacant positions will not count against quorum. Members who are not eligible to vote will not count against quorum.

~~C) Members of the OSHLAA Executive Committee may participate in an Executive Committee meeting through use of conference telephoning, electronic video screen communication or other electronic/video transmission. Participation in a meeting in such a manner constitutes presence in person at that Executive Committee meeting, provided all Executive Committee Members participating in the meeting can be identified and can communicate simultaneously with all other members of the Executive Committee on all matters.~~

~~D) Notices, motions, resolutions, votes or ballots required or permitted under these By-Laws may be distributed by electronic means, including by telephone, electronic video screen communication, email or other similar electronic transmission. Waiver of Notice of a meeting, voting on a motion, resolution or ballot, and the discussion related to the vote, may be conducted by electronic means, provided that 1) each member participating in the discussion and vote is identified, 2) a quorum, as authorized by these By-Laws, participates in the vote, 3) all members participating in the discussion and vote can hear, read or communicate with each other, including being able to receive and send messages immediately to all other participating members, and 4) notice of a reasonable deadline for voting to remain open is provided. Results of the electronic vote shall be ratified at the next meeting.~~

ARTICLE XII

PARLIAMENTARY PROCEDURE

When not in conflict with the By-Laws, Robert's Rules of Order Newly Revised will govern the deliberations of the OSHLAA.

As amended by the OSHLAA October 29, 2003

As amended by the OSHLAA October 26, 2005

As amended by the OSHLAA February 22, 2007

As amended by the OSHLAA October 4, 2012

As amended by the OSHLAA September 19, 2018

As amended by the OSHLAA September 15, 2021

**OKLAHOMA
SILVER HAIRE
LEGISLATURE
ALUMNI
ASSOCIATION
POLICY MANUAL**

Table of Contents

HISTORY OF OSHLAA -----	3
MEMBERSHIP ELIGIBILITY AND DIRECTORY	
Eligibility-----	5
Directory -----	5
GENERAL POLICY	
Duties and Activities of Officers -----	6
Filling Vacant Offices -----	
ASSIGNMENT AND DUTIES OF ALTERNATES AND APPROVED ASSOCIATE MEMBERS	
Assignment -----	7
Duties -----	8
OSHL/OSHLAA SPONSORS AND OSHL SOCIAL MEDICA -----	8
ADVOCACY -----	9
FINANCES	
Membership Dues -----	10
Application Fees & Filing Fees -----	10
OSHLAA President Purchases Limit -----	11
OSHLAA Executive Officer Petty Cash Fund, Per Diem -----	12
Expense Reimbursements to OSHLAA and OSHL Members -----	12
POLICY CHANGE -----	12
APPOINTEE AND MEMBERSHIP NOTICES	
Annual Notices -----	13
OSHLAA Membership and OSHL Appointment Change Notice-----	13
OSHLAA Membership Dues and OSHL Filing Fees’ Collection Notice-----	14
OSHL ANNUAL TRAINING SESSION -----	15
OSHL BIENNIAL LEGISLATIVE SESSION -----	15
OSHL Elected Officials and Duties -----	16
OSHLAA COMMITTEES -----	17
STANDARD OPERATING POLICY FORMS -----	18
ANNUAL MEETING -----	18
ADDENDUM 1 -----	18
OSHLAA Executive Committee Sign-In Sheet -----	20
OSHLAA Annual Meeting Sign-In Sheet -----	21
OSHL Legislative Session Sign-In Sheet -----	24
OSHL Resolution Introduction -----	29
OSHL Bill Introduction -----	30
OSHL Committee Choice -----	31
ADDENDUM 2 – OSHLAA ELECTED OFFICERS’ DUTIES -----	32

HISTORY OF THE OSHL AND THE OSHLAA

The Oklahoma Silver Haired Legislature is a concept imported into Massachusetts from Florida in the early 1980s. The first Silver Haired Legislature (SHL) convened in Texas decades ago and the idea spread to over half of the States in the United States. A National Silver Haired Congress was founded in 1994 by, then, U.S. Representative Richard Gephardt and U.S. Senator Barbara Mikulski.

The Oklahoma Silver Haired Legislature (OSHL) was established in 1981 to educate Older Oklahomans on the Oklahoma State Legislative process. Additionally, the OSHL membership represented and advocated for the needs of Older Oklahomans to the Oklahoma State Legislature. One of the forces behind the establishment of the OSHLAA was Tulsan, Rye Oliver, who attended a meeting of the Western Gerontological Society in San Francisco in 1981 as part of Mr. Oliver's job responsibility working as a Planner for the Tulsa Area Agency on Aging (AAA). A meeting workshop entitled, "Silver Haired Legislature," attracted Mr. Oliver's attention. When Mr. Oliver returned to Tulsa, he knew that Older Oklahomans would benefit from a similar organization so he set out to establish a Silver Haired Legislature, similar to what Missouri and Florida had implemented. With the help of the Tulsa Area Agency on Aging (AAA), as well as the Department of Human Services, ~~Aging Services Division~~ **Community Living – Aging and Protective Services Division**, Mr. Oliver was successful. Initially, state funding was provided to the Oklahoma Silver Haired Legislature, but as State needs increased and revenues decreased, the Legislative funding was withdrawn. The organization became self-supporting by **contributions** and holding fund raisers (i.e. pancake breakfasts, the sale of OSHL license plates, the sale of pecans, and other fund raisers).

The Oklahoma Silver Haired Legislature (OSHL) currently is funded through the Oklahoma Silver Haired Legislature Alumni Association (OSHLAA). The OSHLAA members seek individual and business contributions, as well as pay Membership Dues. OSHL Appointees pay biennial Filing Fees. **In the 2019 State Legislative Session, the Oklahoma Income Tax Refund Checkoff Box for the OSHLAA was re-established. This monumental happening will help fund the ongoing good work of the OSHL.**

The OSHLAA supports the OSHL activities and business with the cooperation, technical and office support with the Department of Human Services, ~~Aging Services~~ **Community Living – Aging and Protective Services Division** as well as the Area Agencies on Aging (AAAs).

Mr. Oliver stated, "OSHL appointed Senators and Representatives and OSHLAA members are closer to the problems and concerns of Senior Citizens since the members ARE Senior Citizens." **The OSHL is** a body of Older, Volunteer Advocates who have been **recommended to the Area Agencies on Aging (AAA) Directors to be** appointed, ~~or elected~~ by other Older

Oklahomans according to the OSHLAA Policy and Bylaws. The OSHLAA is a grassroots organization, whose members reside in the Area Agency on Aging (AAA) Districts throughout Oklahoma, and whose members seriously pursue remaining in touch with Older Oklahomans so that their needs are represented at the State Capitol. ~~Our~~ The members OSHL Appointees participate in the State of Oklahoma Legislative Process to propose and advocate for important legislation that improves the quality of life and better protects Older Oklahomans. The policy of the OSHL is to take action on State Government Legislation that conforms to the underlying goal of improving the lives of Older Oklahomans. Neither the OSHLAA, nor the OSHL, support or oppose any political party or candidate.

MEMBERSHIP ELIGIBILITY AND DIRECTORY

Eligibility

*All Silver Haired Legislators (SHL, ~~and~~ Alternates, **and Associates** who have served six (6) months of their first term of office, or who have attended and participated in one (1) Silver Haired Legislative Session, are eligible for membership in the Oklahoma Silver Haired Legislature Alumni Association (OSHLAA). Spouses, significant other, ~~and~~ SHL applicants who were not appointed to serve in a specific Area Agency on Aging (AAA) legislative position, as well as persons **who are interested in learning the legislative and advocacy processes, also may be** ~~are eligible to serve as~~ appointed by the AAA Director, or his or her Designee, **as an OSHL Associate Member**. There are 22 Senate and 46 Representative **appointed** positions available as well as Alternates ~~and Associate Members~~ for the same appointed positions. **There are an unlimited number of Associate appointed positions available in each AAA.***

An active member of the OSHL or a former member of the OSHL must join the OSHLAA to be an Alumni.

A person who meets the requirements for serving in the OSHL, or has served in the OSHL, does not have to belong to the OSHLAA to serve in the OSHL.

Directory

The Second Vice President shall prepare, maintain and update the Membership Directory. The Membership Directory shall be distributed to all members of the OSHLAA at either the OSHLAA Annual Meeting or the OSHL Legislative Session. The updated Membership Directory also shall be provided to the AAA Directors on an annual basis.

Revisions shall be made as necessary during the legislative terms and after the appointment of the AAA OSHL members. If the AAA ~~OSHL'ers~~ **members** wish to appoint offices within each AAA, ~~members~~ **they** may do so. Following the ~~October~~ **September** election of OSHLAA officers, an updated ~~"at a glance" listing of officers' names, position, address, telephone number(s), E-mail and fax numbers~~ directory shall be provided to the AAA Directors **by the OSHLAA 2nd V. President**. Any change(s) that occur after the ~~October~~ **September** elections will be updated and provided to the AAA Directors at the time the change occurs.

GENERAL POLICY

Duties and Activities of Officers

The elected OSHLAA Officers shall be the President, First Vice President, Second Vice President, Secretary and Treasurer.

No officer shall be selected to serve more than two (2) successive terms. If an officer is elected to fill a vacancy for one year or more that shall count as one (1) term.

If possible, The President, Second Vice President and Treasurer shall be elected in odd numbered years for a two (2) year term and the First Vice President and Secretary shall be elected in even numbered years for a two (2) year term. All officers will serve two-year terms or may continue to serve until a successor is elected.

Duties

Any activity in the performance of duties as stated in the OSHLAA By-Laws for the OSHL and/or the OSHLAA by any officer shall be approved by the OSHLAA Executive Committee prior to the activity being performed. Materials to be used and the names of guest speakers used in programs shall be presented to and approved by the Executive Committee prior to the program's being presented to the members of the OSHL'ers, the OSHLAA members and/or other groups. A job description of each OSHLAA Office is provided in Addendum 2 of this Policy Manual.

Treasurer: Duties as per By-Law; in addition will file necessary reports to IRS all necessary forms, to include form 990 when/if the organization retains 501 tax exempt status

Activities of Officers

Only those officers and members who are elected or appointed and whose general duties are stated in the By-Laws of the OSHLAA can make copies of documents and/or notices and distribute them at Executive Committee meetings and/or other meetings approved by the OSHLAA, training sessions and Legislative Sessions.

The President can assign and ask for volunteer members to perform certain designated duties and tasks, such as mailing agendas and providing other information to OSHLAA members.

Filing Vacant Office(s)

When a vacancy occurs in an OSHLAA office ARTICLE VIII of the OSHL/OSHLAA By Laws shall be followed.

ASSIGNMENT AND DUTIES OF ALTERNATES AND ASSOCIATE MEMBERS

Assignment

As are OSHL Legislators, Alternates shall be appointed by the respective AAA Director and shall be listed in any committee(s) on which the respective Legislator serves and shall serve and vote in the committee(s) if the Legislator cannot attend the committee meetings. Associates, also, may be appointed by the AAA Director and shall may be listed in and serve in the same committee(s) as the Alternate and Legislator. Associates do not have voting rights at the biennial OSHL Legislative Session, nor can OSHL Associate Members author bills.

Duties

Alternates and Associates are encouraged to attend the same meetings as the SHL Legislator and discuss issues and other legislative matters with the SHL Legislator. This will insure that, in the event that the appointed Legislator cannot attend the meetings, training sessions or a Legislative Session, the Alternates and Associates will be better prepared to represent their AAA constituents.

OSHL Senators, Representatives, Alternates and Associates understand that they are appointed to represent Older Oklahomans in their respective AAA OSHL Districts. Appointed SHL Legislators and Alternates are encouraged to engage with Older Oklahomans in their Districts, as well as have knowledge about the issues that affect the lives of Older Oklahomans. This fact finding serves as the foundation for bills that are written and proposed by SHL Legislators. The SHL Legislators and Alternates understand that they are required to advocate for the passage of favorable legislation as well as oppose unfavorable legislation in the State Legislature.

USE OF FACILITIES AND MATERIALS OF OSHLA AND OSHLAA SPONSORS

The Sponsor's facilities and materials can only be used for printing, distribution and mailing of documents used by the OSHL and OSHLAA. Such documents include agendas, notices,

newsletters and other documents which are authorized by the President and/or Executive Committee of the OSHLAA.

SOCIAL MEDIA

In 2014, a face book page was created for the OSHL. The purpose was twofold: provide legislative information to the OSHL Legislators, Alternates and Associates, as well as to the OSHLAA members; and promote the organization to potential, future OSHL Legislators and OSHLAA members. The OSHLAA President was determined to preside as the Administrator of the page, and to work closely with the First V. President on the information to be posted on the face book page. The President may seek support from other members to ensure the information which is posted on the OSHL face book page is accurate and is current.

Before posting content on the face book page, consideration shall be given to how the information will reflect upon the OSHL. Additionally, the content shall directly relate to improving the lives of Older Oklahomans; the information must be accurate and taken from a trusted source; the information can bear no political motivation; the intent is to have a conversation, rather than push a particular agenda unless it is an agenda that the OSHLAA executive committee has approved; the information shall be presented professionally and respectfully; all responding persons shall be treated with respect; any disrespectful or unsubstantiated post will be removed from the OSHL face book page by the OSHLAA President, or the President's designee.

ADVOCACY

The number of bills the OSHL prioritizes for consideration by the Oklahoma State Legislature shall be no more than five (5) and no more than two (2) resolutions each OSHL Legislative Session. The bills shall be determined and voted on during the OSHL Legislative Session that occurs ~~in odd numbered years~~ biennially. ~~OSHL members~~ SHL Legislators may monitor other bills of interest to the OSHL and Older Oklahomans. The Legislators, ~~and may are encouraged to~~ provide legislative information to ~~their~~ AAA SHL'ers in their respective AAA to keep all AAA SHL'ers updated. Making a request to be placed on AAA Council meetings' agendas to provide State legislative updates is encouraged.

FINANCES

OSHLAA Membership Dues

The two categories of the OSHLAA Membership Dues are Annual and Lifetime. The term for the Annual dues shall begin October 1 and end September 30. Lifetime Membership Dues shall run for the lifetime of the member. Current Annual Dues shall be \$15.00 and Lifetime Membership Dues shall be \$60.00. Any change in any dues shall be approved by the vote of the OSHLAA Membership at their Annual Meeting. Any change(s) shall become effective on October 1.

Annual OSHLAA Membership Dues notices shall be sent by the 2nd Vice President, Membership Treasurer by September 1 each year. If Annual dues are not paid by September 30, the dues shall be considered delinquent and the member's voting privileges shall be suspended. If the member pays the dues between October 1 and the next subsequent Annual Meeting, or at the Annual Meeting, the dues shall be current and voting privileges shall be reinstated.

If an Associate Member is eligible to join the OSHLAA, the membership dues shall be the same as the dues for the two (2) categories of dues, Lifetime and Annual.

Treasurer: Duties as per By-Law; in addition shall report to IRS all necessary forms, to include form 990 when/if the organization retains 501 tax exempt status.

Application Filing Fees for OSHL Representatives, Senators, or Alternates and Associates

During the application and appointment process, the filing fee is due at the time the Applicant is considered for appointment for an OSHL Legislative Position in the OSHL Senate or House of Representatives, or as an Alternate or Associate appointment. The filing fee is \$15.00 and is given to the AAA Director who shall forward the filing fee to the provided or sent by the Applicant to the respective SHL Treasurer or to the OSHLAA Treasurer before the appointment is can be made. The filing fee can be accompanied by a completed OSHL Application, and sometimes a letter of recommendation from a current OSHL Appointee. The OSHL Treasurer, or the OSHLAA Treasurer shall send a copy of the application and accompanying letter to both the OSHLAA Second Vice President and Treasurer, as well as the respective AAA Director requesting that the AAA Director make an appointment. The Applicant for an OSHL Legislative Position must understand that they are being appointed to represent Older Oklahomans in their District. The OSHL Applicant also must understand that to represent Older Oklahomans in their District, the Applicant must seek information from these Older Oklahomans about what issues affect their lives. Finally, the OSHL Applicant must understand that it shall be his or her responsibility to seek information for possible legislation that will enable the lives of Older

~~Oklahomans in his or her District.~~ If more than one Applicant is appointed to a legislative position, the second Applicant shall serve as the Alternate for the position. When a Legislator, Alternate or Associate Member is appointed, the filing fee shall be paid before the appointment is made.

The Executive Committee shall determine any change of the filing fee. Any change shall be approved by the vote of the OSHLAA Membership at the Annual Meeting and shall be effective immediately.

If a candidate for the OSHL drops out of the application process before the appointment takes place, the filing fee shall be returned upon the written request of the Applicant. The filing fee is not refundable after the appointment is made by the AAA Director, and the OSHLAA President Appointment Letter has been sent to the appointed Applicant.

Purchases

The President of the OSHLAA shall have the authority to authorize purchases for the OSHLAA not to exceed \$250.00. **All receipts must be provided to the Treasurer, and the expenditure(s) must ~~To be approved by the executive committee at the following~~ subsequent OSHLAA executive committee meeting.**

OSHLAA Executive Committee Officers' Petty Cash Fund

A \$25.00 petty cash fund shall be provided to the Treasurer and 2nd V. President, as requested. **All receipts must be provided to the Treasurer, and the expenditure(s) must be approved by the executive committee at the subsequent meeting.**

OSHLAA Executive Committee Per Diem

Established May, 2019, a \$25.00 per diem amount shall be provided to the OSHLAA Executive Committee members who travel over 100 miles one-way to attend an OSHLAA Executive Committee meeting, for those qualifying members requesting the per diem amount.

Expense Reimbursements to OSHL and OSHLAA Members

The OSHLAA shall use the State reimbursement practices as a guideline for OSHL Appointee and OSHLAA Member expense reimbursement amounts. **Only those expenses approved by the OSHLAA Executive Committee shall be reimbursed, at the request of OSHL Appointees and OSHLAA Members.**

POLICY CHANGE

The Executive Committee may review and change policy at any ~~quarterly~~ **regularly, scheduled** meeting provided notice is sent to Executive Committee Members thirty (30) days in advance. If an emergency arises, the Executive Committee can change policy at an Emergency Meeting called by the President of the OSHLAA.

APPOINTEE/MEMBERSHIP ROUTING NOTICES

OSHLAA Member Status Notices

AAA Directors, or his or her designee, and/or any respective AAA SHL Appointee may send a notice by E-mail or telephone, of an illness or death of OSHLAA members to the ~~Second Vice-President~~ **2nd V.P. Membership.** Should the OSHLAA Executive Committee members learn of an illness or death of an OSHLAA Member, the member may notify the respective AAA Director, as well as the OSHLAA **2nd V.P. Membership,** who will inform other elected OSHLAA Officers.

OSHL Appointment/OSHLAA Membership Changes Notices by AAAs

AAA Directors, or ~~his or her~~ **designated person,** may send ~~any~~ **changes for** to the current OSHL'ers, ~~Members, Alternates and Associates,~~ **as well as changes to the** and Active OSHLAA Alumni in residency of the respective district **to the OSHLAA Second Vice President.** It is helpful to include ~~as well as the~~ **AAA, OSHL** district number and legislative position(s). The ~~OSHLAA Second Vice-President~~ **2nd V.P. Membership,** who will inform the other OSHLAA officers **of changes.** When an OSHLAA member becomes inactive, the AAA Director, or ~~his or her~~ **designee,** may send the member's name and address to the **OSHLAA Second Vice-President** **2nd V.P. Membership** who will inform the other **elected** OSHLAA officers.

OSHL New Appointment Notices by AAAs

The Director of the AAA, **or designated person**, shall send the name, address, legislative district number, ~~number of terms served~~, telephone number(s), e-mail address ~~and/or fax number~~ of a new **Appointee** to the respective, **OSHL'ers members including** Alternate and Associate positions, ~~shall be provided to the OSHLAA Second Vice President 2nd V.P. Membership. of the OSHLAA~~, as well as to the, respective OSHL appointees. Such notice shall constitute the confirmation and notice of the **OSHL Appointee** to serve in that position.

The ~~OSHLAA Second Vice President 2nd V.P. Membership of the OSHLAA~~ shall send the name(s) and the information of **new Appointee(s)** to **the other OSHLAA President, Treasurer and Secretary Officers**. The Senate or House officer, **or OSHLAA President and/or 1st Vice President**, shall send a new OSHL ~~member~~ **Appointee**, a welcome letter that provides current bill information about bills of importance to the OSHL, as well as important upcoming dates.

Collection of OSHLAA Membership Dues and ~~Application~~ OSHL Filing Fees ~~Collection Notices~~

Annual OSHLAA Membership dues and **OSHL biennial filing** fees shall be ~~sent~~ **collected** by ~~in the~~ **each AAA SHL Treasurer** in the respective district, **or by the OSHLAA Treasurer if an OSHL has no Treasurer**. ~~The Each AAA OSHL Treasurer~~ shall send the names of OSHLAA Annual and **Lifetime** members of OSHLAA, **and** the members' expiration dates of the dues for Annual Members to the **OSHLAA Second Vice President Membership as well as to the OSHLAA Treasurer**. The ~~OSHLAA Secretary Second V. President~~ and Treasurer shall keep the OSHLAA Membership List current **and resolve any conflicting information**.

~~OSHL Appointment of Representatives and Senators Notices~~

~~AAA Directors, or his or her designee, may send the names of the appointed members of the OSHL and Alternates to the OSHLAA Second Vice President Membership within thirty (30) days following the appointment. The following information shall be included: name, mailing address, legislative house and district number, number of terms, telephone number(s), fax number and/or e-mail address.~~

Moving Notices

When ~~an~~ OSHL **Legislative Appointees**, Alternates, ~~and~~ or Associates, or **an** OSHLAA Member moves within the AAA District or moves to another AAA District within the state, the ~~member~~ **person relocating**, is responsible for reporting changes to the respective AAA's.

OSHL ANNUAL TRAINING

The Area Agencies on Aging (AAA) and Community Living – Aging and Protective Services staff may assist, as they are able, to support the any training effort.

An OSHL member Appointee shall act as the temporary committee Secretary if OSHL committees are formed at the Annual OSHL Training Session. The temporary Secretary shall record those OSHL members Legislators and Alternates present, and record any elected officers, if the committee members determine officers are needed. The officers are Chairman person, Vice Chairman person and Secretary. After the Secretary is elected, the Secretary shall record the minutes of the committee meeting.

The Committee Secretary shall make a list of the committee members and any elected officers, and give a copy to the President Pro Tempore and Floor Leader of the Senate, the Speaker of the House, the Speaker Pro Tempore of the House, as well as the OSHLAA Second Vice-President Membership and Secretary.

OSHL BIENNIAL LEGISLATIVE SESSION

OSHL Officers

The OSHL Officers in the Senate and House of Representatives shall have been elected or appointed to serve as a Senator or Representative and shall be currently serving in the OSHL Senate or House. If a vacancy occurs in an office of a Chamber, the vacancy shall be filled by the vote of the members of that Chamber at the subsequent Legislative Session. The OSHL Officers' terms expire when the incumbent or new OSHL Officers resign and new OSHL Officers are elected at the subsequent OSHL Session.

OSHL Elected Officer Duties in the OSHL Legislative Session

If it is determined that the OSHL shall have committees, the President Pro Tempore of the Senate and the Speaker of the House shall choose the Committee Chairs based on the preference of the OSHL Legislator on the Committee Choice form (see Addendum I). If the President Pro Tempore or the Speaker of the House is not available, the Senate Floor Leader or the Speaker Pro Tempore shall choose the Committee Chair. In some Legislative Sessions, the decision may be made to not break up into Committees, but to hear the bills on each Chamber Floor.

The President Pro Tempore of the Senate and the Speaker of the House shall provide a Roll Call Vote Record to record the vote of each Member on the Bills and Resolutions.

The Senate President Pro Tempore and the Speaker of the House shall preside in the respective Chambers while the Chamber is in Session. In their absence the Senate Floor Leader and/or the Speaker Pro Tempore shall preside as necessary. The President Pro Tempore and the Speaker of the House shall decide who will preside over the Joint Session of the OSHL.

~~Any AAA staff present for support purposes, may assist with handing out necessary information to the Legislators before the Legislative Session begins.~~

The President Pro Tempore and the Speaker of the House shall appoint a secretary at the beginning of the **respective Chamber** Session to keep track of the action on the bills. During the Legislative Session, the AAA and **Community Living – Aging and Protective Services** support staff, **as well as** volunteer Alumni may take copies of amended bills to the appropriate committee **or Chamber** in the ~~other House~~ **opposite Chamber** for action on the amendment(s).

Copies of the bills that have passed each ~~House~~ **Chamber** shall be given to the Legislative Officer who will preside over the joint session of the House and Senate.

AAA **and** **Community Living – Aging and Protective Services** support staff may prepare the bills passed by the **OSHL** House and Senate for the Joint Legislative Session where bills will be presented, **voted on and prioritized by OSHL Legislators and Alternates.** ~~to the State Legislature for prioritization.~~ **AAA and Community Living – Aging and Protective Services staff may also assist in other ways as well.**

OSHLAA COMMITTEES

Standing Committees

Standing Committees are appointed by the OSHLAA President as needed and directed by By-Laws. Such committees might be Budget Committee, Annual Training Session Committee, Legislative Session Committee, Nominating Committee, Long-Range Planning Committee.

Temporary Committees

Temporary Committees are appointed by the OSHLAA President and/or the Executive Committee to perform assigned duties.

Nominating Committee

The Nominating Committee shall be appointed by the OSHLAA and shall decide on the slate of office candidates in regular elections of the OSHLAA, as well as in elections held by the Executive Committee to fill a vacant office in the OSHLAA. No **elected** officer of the OSHLAA shall serve on the committee; however, officers can make recommendations to the committee.

STANDARD OPERATING POLICY FORMS

Forms ~~such as these found in Addendum 1. are to be~~ **may be** used for submitting **OSHL Bills, Resolutions, and Committee Sign-Up.** ~~and other forms as needed, will be used.~~ These forms shall have a ~~designated title and number assigned.~~ **posted date on which the form was revised.**

ANNUAL MEETING

The Annual Meeting shall be held ~~in even numbered~~ **every** years. The Legislative Session ~~will shall~~ be held ~~in odd numbered years~~ **biennially**. It is encouraged that **an** OSHL-Annual legislative training session ~~shall be held in September of~~ **be conducted** each year, **which may accompany the OSHLAA Annual Meeting.**

Revision Date: 02-21-18, 09-15-21

ADDENDUM 1

Various Forms

OSHLAA Executive Committee Sign-In Sheet -----	19
OSHLAA Annual Meeting Sign-In Sheet -----	20
OSHL Legislative Session Sign-In Sheet -----	23
OSHL Resolution Introduction -----	28
OSHL Bill Introduction -----	29
Legislative Committee Choice -----	30

ADDENDUM 2

OSHLAA Elected Officers' Responsibilities -----	31
---	----

ADDENDUM 2 TO OSHLAA POLICY MANUAL

DUTIES OF OSHLAA ELECTED OFFICERS

OSHLAA PRESIDENT – serves 2, two-year terms

The President is the administrative officer for the OSHLAA and is authorized to perform such duties as provided by the By-Laws to fulfill that responsibility. The President's duties include:

- ^ Schedule and facilitate the OSHLAA Executive Committee Meetings. Schedule and facilitate all Special Meetings.
- ^ Notify other OSHLAA Officers and Executive Committee members at least 30 days prior to a meeting so that members will have time to prepare for meeting agenda items.
- ^ Maintain an alliance with the Area Agencies on Aging (AAA) Directors during the President's term of office. Discuss and resolve any issues with Directors.
- ^ Maintain an alliance with the Department of Human Services, **Community Living – Aging and Protective Services Division**, during the President's term of office. Discuss and resolve any issues and keep the OSHLAA Executive Committee informed.
- ^ Provide support to the other elected OSHLAA Officers by either serving on their committees, and/or helping with their projects. Support the OSHLAA First Vice President with advocacy efforts at the State Capitol.
- ^ Appoint OSHLAA committees, as needed. Act as an Ex Officio member of all committees, excluding the OSHLAA Officer Nominating Committee.
- ^ Serve as the Administrator of the OSHL Face Book Page.
- ^ Preside over the OSHLAA Annual Meeting.

OSHLAA FIRST VICE PRESIDENT – serves, 2 two-year terms

The First Vice President coordinates the OSHLAA and the OSHL activities related to legislative advocacy. The First Vice President tracks State Legislation that impacts Older Oklahomans as well as tracks OSHL Priority Bills. The First Vice President's duties include:

- ^ Keep OSHLAA/OSHL membership informed of relevant legislative activity on an ongoing basis during the Oklahoma Legislative Session.
- ^ Request bill topic submissions from OSHL Senators and Representatives by June 1st, prior to the biennial, September OSHL Legislative Session. Screen and select those ideas which meet OSHL criteria (aren't already in State Statute or Law and are controlled by State Government). With assistance from the DHS Legal Services Developer and/or Oklahoma State Legislative Staff, convert OSHL bill ideas that have been selected, into proper legislative formats for proposing the bills to the OSHL membership at the Biennial OSHL Legislative Sessions.
- ^ On years where there is no OSHL Legislative Session, review OSHL Bills that were proposed and carried by State Legislators, but which did not pass the Oklahoma State Legislative Session. Prepare to carry the unpassed bills for the subsequent State Legislative Session. Review the bills with the OSHLAA members at the OSHLAA Annual Meeting.

ADDENDUM 2 TO OSHL/OSHLAA POLICY MANUAL – Continued – Page 2

DUTIES OF OSHLAA ELECTED OFFICERS

OSHLAA FIRST VICE PRESIDENT – CONTINUED

- ^ Assist Priority Bill OSHL Authors with identifying Oklahoma State Legislative Authors as well as help coordinate with the Legislative Authors, bill promotional efforts.
- ^ Serve as the OSHL representative in the Oklahoma Aging Partnership Strategy Team meetings. Keep the OSHL and the OSHLAA membership apprised of the status of bills impacting Older Oklahomans. Speak for, and on behalf, of the OSHL bill positions whenever possible.
- ^ Serve on the OSHLAA Annual Meeting and the OSHL Biennial Legislative Session Planning Committees.
- ^ Be a visible face at the State Capitol during the Oklahoma State Legislative Session. Speak with State Legislators about bills which the OSHL members support and oppose.

OSHLAA SECOND VICE PRESIDENT – MEMBERSHIP – serves 2, two-year terms

The Second Vice President, Membership, closely works alongside the other OSHLAA appointed Officers to recruit OSHLAA, as well as, OSHL Members. The Second Vice President's duties include:

- ^ Prepare, maintain, update and distribute the OSHLAA/OSHL Membership Directory at the OSHLAA Annual Meeting, and at other times, as requested. Keep the OSHLAA Executive Committee Members informed about status changes in the membership. Coordinate closely with the OSHLAA Treasurer regarding contact information for new OSHL Appointees, and the collection of OSHL biennial Filing Fees and OSHLAA Membership Dues.
- ^ Maintain an Inactive List of the OSHLAA/OSHL living members and include in the Directory.
- ^ Send an OSHL welcome note with the OSHL/OSHLAA Directory to new OSHL Appointees.
- ^ Maintain the OSHLAA and the OSHL Applications and provide the applications, as requested, to others.
- ^ Provide the appropriate OSHL Badges to new members, or existing members with new appointments, as required. Verify the designation of the Appointed Office that was made by the SHLs' Area Agencies on Aging's Directors to the OSHL Members. Clarify any confusion.
- ^ Serve on the OSHLAA Annual Meeting Planning Committee. Serve as the "Gatekeeper" at the OSHLAA Annual Meeting with the OSHLAA Treasurer to verify OSHLAA/OSHL dues and filing fees are current. Resolve any issues.

OSHLAA SECRETARY – serves 2, two-year terms

The Secretary is the OSHLAA Memory. This position is critical to the OSHLAA Executive Committee members. The Secretary keeps records of all Executive Committee meeting discussions and decision points and prevents valuable meeting time being wasted on items which already have been determined in previous meetings. In this capacity, the Secretary's duties include:

- ^ Record and distribute the OSHLAA Executive Committee Meeting Minutes to other OSHLAA Executive Committee Members within thirty (30) days of the meeting.
- ^ Record and distribute the OSHLAA Annual Meeting Minutes to other OSHLAA Executive Committee Members within thirty (30) days of the OSHLAA Annual Meeting. Provide copies of the previous OSHLAA Annual Meeting Minutes to the OSHL/OSHLAA attendees at the subsequent OSHLAA Annual Meeting.
- ^ Serve as a member of the OSHLAA Annual Meeting Planning Committee.
- ^ Support preparation of documents and other information for the OSHLAA Training Sessions, the OSHLAA Annual Meeting, as well as the OSHL, Biennial Legislative Session.
- ^ File copies of the OSHLAA Executive Committee Meeting Agendas, OSHLAA Annual Meeting Agendas, OSHL Legislative Session Agendas, approved Meeting Minutes, and current OSHLAA Bylaws and OSHL/OSHLAA Policy editions, and current OSHLAA/OSHL Membership Directory at the end of each OSHLAA fiscal year (September 30th) in the OSHL/OSHLAA file. ~~located at Aging Services in Oklahoma City.~~ Provide copies as requested.
- ^ Support the other OSHLAA elected Officers, as needed.

OSHLAA TREASURER – serves 2, two-year terms

The OSHLAA Treasurer is the keeper of the OSHLAA fiduciary history. The OSHLAA/OSHL depends upon the Treasurer to report bank account balances, and to spearhead any OSHLAA budgeting effort. The Treasurer's responsibilities include:

- ^ Maintain accurate financial records and bank account statements. Report the monthly financial records to the OSHLAA Executive Committee Members, and upon request, by other OSHL/OSHLAA Members.
- ^ Provide a written Financial Report at OSHLAA Executive Committee meetings and provide information to members, as requested.
- ^ Disburse OSHLAA funds to pay OSHLAA/OSHL invoices.
- ^ Participate in Fund Raising discussions, as well as, OSHLAA Budget discussions. **Act, with the OSHLAA President, as the liaison between the OSHLAA and DHS regarding withdrawing funds from the OSHL Revolving Fund.**
- ^ Provide an Annual Fiduciary Report at the OSHLAA Annual Meeting and complete all deposits and transactions by the close of the OSHLAA financial year, September 30, **and the close of the State Fiscal Year June 30 for the Revolving Funds. Provide reports regarding funds' dispersal as requested by DHS.**
- ^ Secure two OSHLAA Members to audit the OSHLAA funds on an annual basis. Provide a written response to the Annual Audit Report to present at the OSHLAA Annual Meeting. **Provide records of Revolving Fund dispersals for auditing purposes at the request of DHS.**
- ^ Work in partnership with the OSHLAA Second Vice President in the collection of OSHLAA Annual Membership Dues and Life-Time Membership Dues. Support the AAA SHL organizations and/or AAA Directors with the collection of OSHL Appointed Legislators, Legislative Alternates' and Associates Filing Fees.
- ^ Deposit OSHLAA Membership Dues, and OSHL Filing Fees in the OSHLAA Bank Account(s).
- ^ Fulfill any State or Federal financial reporting requirements.
- ^ Serve on the OSHLAA Annual Meeting Planning Committee. Serve as a "Gatekeeper", with the OSHLAA Second Vice President, at the OSHLAA Annual Meeting to verify OSHLAA Members' dues and OSHL Members' Filing Fees are current. Resolve any issues.

Oklahoma Silver Haired Legislature Application

Information and Application Form

Make a difference - Speak up for those who can't speak for themselves!

Please complete the application and mail with your **\$15 Filing Fee** to Roberta Dake at 10114 E 22nd St in Tulsa, OK 74129 E-Mail: dcheeryuhuh@cox.net, or call, 918-664-5210 should you have questions. Or, provide the completed application and \$15 Filing Fee to the respective Area Agency on Aging (AAA) Director.

Membership Application: (Must be **60 years of age or older** and approved by the respective Area Agency on Aging – AAA – Director)

Name _____

Address _____

City, State & Zip _____

Home Phone (Land Line) No. _____ Cell or I-Phone No. _____

Email Address _____

List your relevant work experience: _____

List any relevant advocacy experience: _____

List your interests – voluntary - civic, social or other activities with which you have been involved: _____

Why do you wish to join the OSHL? _____

Area Agency on Aging Director's Signature and Comments; plus check the appropriate appointment made:

Check Appropriate Appointment Category(ies): () Senator () Representative () Alternate () Associate