
Governmental Technology Applications Review Board
WebEx Virtual Special Meeting
Wednesday, May 12, 2021, 2:00 p.m.
The Office of Management and Enterprise Services
[GTARB Website](#)

VIRTUAL SPECIAL MEETING
AGENDA

This virtual special board meeting is being held consistent with the amendments to the Open Meeting Act, 25 O.S. 2011, § 301 et seq, signed into law by Governor Stitt on Wednesday, February 10, 2021, SB1031, 2021 O.S.L. 1, § 1

Link to access meeting:

<https://omes.webex.com/omes/onstage/g.php?MTID=e7cacb6009f3251442ea38cef4ffbbeab>

Call-in information: +1-415-655-0001

Access code: 187 446 1020

The Notice of this virtual Special Board Meeting was filed with the Secretary of State's Office on April 29, 2021. Notice/final agenda was posted on May 11, 2020, at 12:00 P.M, on the South entrance of the OMES IS Data Center at 3115 N. Lincoln Blvd., Oklahoma City, and on the OMES/Governmental Technology Applications Review Board website.

<https://www.sos.ok.gov/meetings/notices/000995/0526032104291204.htm>

The Board may discuss, vote to approve, vote to disapprove, vote to table, change the sequence of any agenda item, or vote to strike or not discuss any agenda item.

The following Board Members are participating remotely by the WebEx platform:

- Sam DuRegger, Governor
- Lynne Bajema, OMES
- Todd Wall, Governor
- Bryan Rizzi, Governor
- Tim Rhodes, Governor
- Sujeet Sheno, Pro Tempore
- Mathew Phillips, Pro Tempore
- Thomas Robins, Speaker
- Mike Sanders, Speaker

If any of the above-listed Board members loses videoconference communication during the meeting, he or she will attempt to rejoin and participate by teleconference.

In the event electronic communications are lost or compromised during the meeting, the Governmental Technology Applications Board of Review staff will attempt to restore communications for a maximum of (15) fifteen minutes. If unable to restore communications the meeting will be adjourned.

AGENDA ITEMS

- I. Call to order and establish a quorum. [Sam DuRegger, Chairman]
- II. Welcome/introductions. [Chair]
 - i. New member – Mike Sanders, Speaker appointee
- III. Discussion and possible action to approve the Apr. 14, 2021, meeting minutes. [Chair]
- IV. Update on Open Meeting Act virtual provisions. [Jason Lawson, Deputy General Counsel]
- V. Review, discussion and possible action on convenience fees and other fee proposals. [Chair]
 - i. Used Motor Vehicle and Parts Commission – Thentia/NIC OK (OK.gov) – Online licensing services and application fees. [Sherry Killian]
 - ii. OK Funeral Board – Thentia/NIC OK (OK.gov) – Online fees. [Chris Ferguson]
- VI. Update on agencies technology transition plan to Thentia. [Shauna Cole]
- VII. CIO's comments – None.
- VIII. Chairman updates and discussion – None.
- IX. Adjournment

Next Meeting: Wednesday, June 9, 2021, 2:00 p.m.

State Governmental Technology Applications Review Board
Office of Management and Enterprise Services (OMES)
Virtual Special Meeting Minutes
Wednesday, Apr. 14, 2020, 2:00 p.m.
WebEx Platform
UNOFFICIAL

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

MEMBERS PRESENT: Lynne Bajema
Sam DuRegger
Matthew Phillips
Tim Rhodes
Bryan Rizzi
Tod Wall
Tom Robins
Sujeet Sheno

MEMBERS ABSENT: None.

GUESTS: Jerry Moore, State CIO
Jason Lawson, OMES IS Deputy General Counsel
Shauna Cole, OMES
Beverly Hicks, OMES
John Parker, CLEET
Preston Draper, CLEET
Earl Morrison, CLEET
Melissa Forrestier, LP Gas Administration
Patrick Pellegrino, NIC-OK

I. Call to order and establish a quorum:

Chairman Sam DuRegger called the meeting to order at 2:02 p.m. A roll call was taken and a quorum established. Chairman DuRegger was advised a meeting notice was filed with the Secretary of State and agenda posted in accordance with the amendments to the Open Meeting Act made by enrolled Senate Bill 1031 (2021).

II. Welcome/introductions:

Chairman DuRegger welcomed members and guests to the meeting.

III. Discussion and possible action to approve the Mar. 10, 2021, meeting minutes:

Sujeet Sheno moved to approve the meeting minutes of March. Tod Wall seconded the motion. The motion passed and the following votes were recorded:

Ms. Bajema, yes; Mr. DuRegger, yes; Mr. Phillips, abstain; Mr. Rhodes, yes; Mr. Rizzi, yes; Mr. Robins, yes; Mr. Sheno, yes; Mr. Wall, yes.

IV. Review, discussion and possible action on convenience fees and other fee proposals:

i. LP Gas Administration - NIC Oklahoma PayPort; OK.gov - Online processing/payment fees. [Melissa Forrestier]

Tom Robins moved to approve. Bryan Rizzi seconded the motion. The motion passed and the following votes were recorded:

Ms. Bajema, yes; Mr. DuRegger, yes; Mr. Phillips, yes; Mr. Rhodes, yes; Mr. Rizzi, yes; Mr. Robins, yes, Mr. Sheno, yes; Mr. Wall, yes.

ii. LP Gas Administration – NIC Oklahoma OnTheGo; OK.gov - Online fees. [Melissa Forrestier]

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

Ms. Bajema, yes; Mr. DuRegger, yes; Mr. Phillips, yes; Mr. Rhodes, yes; Mr. Rizzi, yes; Mr. Robins, yes, Mr. Sheno, yes; Mr. Wall, yes.

iii. Council on Law Enforcement Education and Training; Thentia/NIC Oklahoma; OK.gov - Online licensing/payment processing fees. [John Parker, Preston Draper, Earl Morrison]

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

Ms. Bajema, yes; Mr. DuRegger, yes; Mr. Phillips, yes; Mr. Rhodes, yes; Mr. Rizzi, yes; Mr. Robins, yes, Mr. Sheno, yes; Mr. Wall, yes.

V. CIO's Comments: [Jerry Moore, State Chief Information Officer] – None.

VI. Chairman updates and discussion: None.

VII. Adjournment:

There being no further business, Bryan Rizzi made the motion to adjourn. Lynne Bajema seconded the motion. Seeing no opposition, the meeting adjourned at 2:27 p.m.

John W. Maile
Executive Director



STATE OF OKLAHOMA
USED MOTOR VEHICLE AND PARTS COMMISSION
421 N.W. 13TH SUITE 330
OKLAHOMA CITY, OKLAHOMA 73103
TELEPHONE (405) 521-3600
FAX (405) 521-3604

Governmental Technology Applications Review Board Meeting

Used Motor Vehicle & Parts Commission: UMVPC Online Licensing System: Collect Agency License and Registration Fees

Application Description

Used Motor Vehicle & Parts Commission has collaborated with Thentia and NIC, OK (OK.gov) to provide online licensing and payment processing to assist UMVPC in managing the payment of fees pursuant to agency licensing (i.e. licensing and application fees). The system will allow citizens to easily access and pay for various services offered by UMVPC. The web application accepts Visa, MasterCard and Discover (electronic checks scoped for inclusion in the future).

Proposed Fee Structure

The payment integration will collect fees for multiple payment types. The online licensing fee is .20 per licensee per month for a total of \$2.40 per licensee. The credit card fee structure will be 2.25% (weighted average merchant fees of the four major credit cards) of the total statutory fee and a portal fee of \$2.00. UMVPC has elected to pass the merchant and portal fees associated with this application. UMVPC will absorb the online licensing fee. UMVPC estimates processing an average of 150 transactions per month.

Portal/Platform Fee	\$2.00
Credit Card Merchant Fee (This is avg amount actual varies by CC Merchant)	2.25%
Cards Accepted	Visa, MasterCard, AMEX, Discover
Number of Monthly Transactions	XXX (estimated across all types)


Sample Transaction:

Service	Estimated # of Annual Transactions	Agency Fee	Portal/Platform Fee (\$2.00)	Estimated Merchant Fee (2.25%)	Recommended Online Fee	Total User Cost
Used Motor Vehicle Dealer License	360	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50

Wholesale Motor Vehicle Dealer License	24	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50
Rebuilder License	12	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50
Automotive Dismantler	10	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50
Used Motor Vehicle Crusher	3	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50
Manufactured Home Dealer License	10	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50
Manufactured Home Park Dealer License	10	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50
Manufactured Home Installer	10	\$400.00	\$2.00	\$9.00	\$11.00	\$411.00
Manufactured Home Manufacturer	5	\$600.00	\$2.00	\$13.50	\$15.50	\$615.50
Salesperson Registration	1000	\$25.00	\$2.00	\$0.56	\$2.56	\$27.56
Manufactured Home Salesperson Registration	150	\$25.00	\$2.00	\$0.56	\$2.56	\$27.56
Manufactured Home Park Salesperson Registration	150	\$25.00	\$2.00	\$0.56	\$2.56	\$27.56
Change of Condition	60	\$100.00	\$2.00	\$2.25	\$4.25	\$104.25
Change of Name	12	\$25.00	\$2.00	\$0.56	\$2.56	\$27.56
Used Motor Vehicle Dealer Renewal	2260	\$300.00	\$2.00	\$6.75	\$8.75	\$308.75
Wholesale Motor Vehicle Dealer Renewal	95	\$300.00	\$2.00	\$6.75	\$8.75	\$308.75
Rebuilder Renewal	186	\$300.00	\$2.00	\$6.75	\$8.75	\$308.75
Automotive Dismantler Renewal	189	\$300.00	\$2.00	\$6.75	\$8.75	\$308.75
Crusher Renewal	3	\$300.00	\$2.00	\$6.75	\$8.75	\$308.75
Manufactured Home Dealer Renewal	50	\$300.00	\$2.00	\$6.75	\$8.75	\$308.75
Manufactured Home Park Dealer Renewal	56	\$300.00	\$2.00	\$6.75	\$8.75	\$308.75
Manufactured Home Installer	53	\$400.00	\$2.00	\$9.00	\$11.00	\$411.00
Manufactured Home Manufacturer	45	\$1500.00	\$2.00	33.75	\$35.75	\$1535.75
Salesperson Registration	6293	\$25.00	\$2.00	\$0.56	\$2.56	\$27.56
Manufactured Home Salesperson Registration	136	\$25.00	\$2.00	\$0.56	\$2.56	\$27.56

Manufactured Home Park Registration	57	\$25.00	\$2.00	\$0.56	\$2.56	\$27.56
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**Merchant fee is calculated using an average of all card types and rounded to the nearest \$0.25.*

Signed 
John W. Maile
Executive Director

Date Requested: 5-11-21

Signed _____
GTARB Board Chairman

Date Approved: _____

Governmental Technology Applications Review Board Meeting

May 4, 2021

Oklahoma Funeral Board Payment Processing Integration

Application Description

The Oklahoma Funeral Board (OFB) has collaborated with Thentia and NIC, OK (OK.gov) to provide online licensing and payment processing to assist the OFB in managing

Proposed Fee Structure

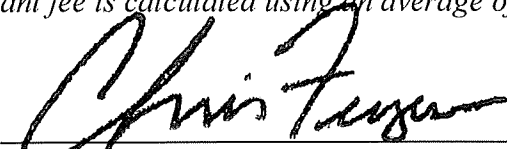
The payment integration will collect fees for multiple payment types. The online licensing fee is .20 per licensee per month for a total of \$2.40 per licensee. The credit card fee structure will be 2.25% (weighted average merchant fees of the four major credit cards) of the total statutory fee and a portal fee of \$2.00. OFB has elected to pass the merchant and portal fees associated with this application. OFB will absorb the online licensing fee.

Portal Fee	\$2.00
Merchant Fee	2.25%
Cards Accepted	Visa, MasterCard, AMEX, Discover
Number of Monthly Transactions	50 (estimated across all types)

Sample Transaction:

Service	Estimated # of Annual Transactions	Agency Fee	Portal Fee	Estimated Merchant Fee (2.25%)	Recommended Online Fee	Total User Cost
License Renewal (Personal)	1200	\$150.00	\$2.00	\$3.50	\$5.50	\$155.50
License Renewal (Business)	450	\$640.00	\$2.00	\$14.50	\$16.50	\$656.50

**Merchant fee is calculated using an average of all card types and rounded to the nearest \$0.25.*

Signed 
Chris Ferguson, Executive Director

Date Requested: May 4, 2021

Signed _____
GTARB Board Chairman

Date Approved: _____