



OKLAHOMA BROADBAND GOVERNING BOARD

Minutes of Special Meeting

10:00 a.m. on Thursday, June 16, 2022

In Room 1-1 of the Oklahoma Department of Commerce, 900 N. Stiles Ave., Oklahoma City

The notice of this special meeting was provided in writing to the Oklahoma Secretary of State at least two (2) days in advance of the scheduled meeting. At least twenty-four (24) hours prior to the scheduled meeting, the agenda was posted prominently and publicly at the principal offices of the Oklahoma Department of Commerce building at 900 N. Stiles Ave., Oklahoma City, OK 73104 as well as on the Oklahoma Department of Commerce Website at <https://www.okcommerce.gov/about-us/meeting-notices/#rbec>.

1. Call to Order / Determination of Quorum

- Lieutenant Governor Pinnell, acting as interim chair, called the meeting to order and asked for the roll to be called.
- Attending: Matt Pinnell; Randy McDaniel; Fob Jones; Jim Meek; Mike Fina; Lyle Roggow; and Russ Teubner.
- Not present: Two appointees yet to be named by the Senate President Pro Tempore.
- Chair recognizes a quorum to be present.
- Upon the invitation of Lt. Gov. Pinnell, attendees introduced themselves.

2. Opening Remarks (State Chief Operating Officer Steven Harpe)

- This meeting is being recorded.
- Board member introductions.
- Broadband is a high priority for Governor Stitt and his administration. Offered help from OMES.

3. Statutory Requirements of Meeting and Broadband Expansion Act review (Clay Holk – Grants Management Office in the Office of Management and Enterprise Services)

- See the slide deck, dated 6/16/2022, entitled “Broadband Governing Board presentation by OMES” posted online under Meeting Documents at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>.
- Key points:
 - Board duties required today: elect a chair and a vice-chair; approve a job description and pay range for the Executive Director of the State Broadband Office; determine and start the process for filling the position.
 - Ongoing board duties: oversee the SBO; approve its annual budget.
 - Board is subject to Open Meeting Act and Open Records Act.
 - Board members may not be affiliated with potential grant recipients.
 - Review of SBO duties and goal.

4. Election of Chair

- Motion 1: Mr. Roggow moves to elect Mr. Fina as Chair; Mr. Teubner seconds. Roll call vote. Motion 1 approved unanimously.

5. Election of Vice Chair

- Motion 2: Mr. Roggow moves to elect Mr. Meek as Vice-Chair; Mr. McDaniel seconds. Roll call vote. Motion 2 approved unanimously

6. Broadband Overview (Shaun Fernando and Emily Toland – Guidehouse LLP)

- See the slide deck, dated 6/16/2022, entitled “Broadband Governing Board presentation by OMES” posted online under Meeting Documents at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>.
- Key points:
 - Guidehouse, as Project Management Office (PMO), has worked with OMES to develop an understanding of the current state of broadband and digital equity in Oklahoma.
 - Availability, quality, affordability, and adoption rates are key metrics.
 - Federal funds from various sources are available, but applications are due soon.

7. Overview of State’s Broadband Efforts and Administrative Information (Kirk Martin – Department of Commerce)

- See the following files, dated 6/16/2022, posted online under Meeting Documents at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>:
 - Oklahoma Broadband Expansion Act
 - Glossary
 - OBEC accomplishments
 - Open Meeting / Open Records presentation

8. Financial Overview of Broadband Governing Board and State Broadband Office (Director – Grants Management Office Clay Holk)

- See the slide deck, dated 6/16/2022, entitled “Broadband Governing Board presentation by OMES” posted online under Meeting Documents at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>.

9. Discussion and Action regarding Administrative funds request

- Motion 3: Mr. Teubner moves to request Governor Stitt to send a Letter of Intent to NTIA for \$5,000,000 in administrative funds through the BEAD program; Mr. Jones seconds. Roll call vote. Motion 3 approved unanimously.

10. Recommended Qualifications and Salary Range for Executive Director (Jake Smith – Human Capital Management division of the Office of Management and Enterprise Services)

- See the file, dated 6/16/2022, entitled “Broadband Office Director Job Descr and Pay Range Info” posted online under Meeting Documents at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>.

11. Discussion and Action regarding qualifications and salary range for Executive Director of Oklahoma Broadband Office

- Discussion points:
 - Proposed pay range is high and too broad.
 - Oklahoma’s cost of living is comparatively low.

- IT/technology salaries are extremely high now; extremely competitive field.
- Important to get the right leadership for the SBO, quickly.
- Performance-based bonus? Rare in Oklahoma state government. Need to act quickly; might address it later.
- Are we looking for a technologist/IT executive or an administrator? A “unicorn.”
- Offer a moving allowance, if we select a person from out-of-state.
- SBOs in states of similar size range from 5-10 people.
- **Motion 4:** Mr. McDaniel moves to approve pay range for new executive director of the State Broadband Office at \$150,000-\$170,000, allowing up to \$10,000 for moving expenses of an out-of-state hire; Mr. Meek seconds. Roll call vote. Motion 4 approved unanimously.

12. Discussion and Action regarding process to fill Executive Director position

- Discussion points:
 - OMES/HCM to post jobs for two weeks; will screen applicants for Board.
 - Start date of September 1.
 - Major deadlines coming fast.
 - The board needs committees, to act fast.
- **Motion 5:** Mr. Fina moves to approve the proposed job description, removing the reference to Pay Band W; Mr. Teubner seconds. Roll call vote. Motion 5 approved unanimously.

13. Discussion and Action regarding meeting schedule and location

- Have another special meeting at Commerce on Friday, July 1, at 10 a.m.
- Board members are asked to bring their calendars to this meeting to determine a regular schedule.

14. Discussion of possible agenda items for next meeting

- Discussion points:
 - Regular meeting dates
 - Board committee structure
 - Grants and important deadlines
 - Director search
 - Oklahoma Broadband map overview

15. Closing Remarks and Announcements

- Fina: I have served on every iteration of the State’s broadband groups. Broadband is extremely important infrastructure. This board will oversee the distribution of \$500 million for infrastructure, which will attract even more private sector money.
- Pinnell: Refer any media contacts to Mr. Fina.
- Martin: I will send board members information on the Broadband Expansion Council members and committee structure.

16. Other Business

- None.

17. Adjournment

- **Motion 6:** Mr. McDaniel moves to adjourn the meeting; Mr. Roggow seconds. Unanimous voice vote approving.

- Meeting adjourned at 11:45 a.m.

Meetings of the Board are conducted in compliance with [the Oklahoma Open Meeting Act, as amended by SB 1031 and signed by Governor Stitt on February 10, 2021](#). Meetings are recorded; recordings are available to the public.

To receive meeting notices for the Oklahoma Broadband Governing Board and the Oklahoma Broadband Expansion Council, sign up at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>.

Prepared by: Kirk Martin, Oklahoma Department of Commerce
Approved by the Board, as **presented**, on 07/01/2022.