

MINUTES

CALL TO ORDER

The Oklahoma Conservation Commission met Monday, October 9, 2023, in the Agriculture Building Lab Conference Room L212 located at 2800 N. Lincoln Blvd in Oklahoma. The meeting was called to order at 1:00 p.m. by Chair Clay Forst. He stated this was a scheduled special meeting held in accordance with the Open Meeting Law, Title 25, Oklahoma Statutes, Sections 301 and following as amended. The agenda for this meeting was posted at 11:00 a.m. Tuesday, October 3, 2023, at the front entrance of the Oklahoma Agriculture Building, 2800 N. Lincoln Boulevard, Oklahoma City, Oklahoma, as well as on the agency's website conservation.ok.gov.

ROLL CALL

Lisa Knauf Owen, Assistant Director, took roll call and the following members were in attendance:

Clay Forst, Chair, Area 4 Member
Dan Herald, Vice Chair, Area 1 Member
Robert Priess, Secretary, Area 2 Member
Grant Victor, Area 3 Member
Gary Crawley, Area 5 Member

Members Absent:

None

Others in attendance were:

Trey Lam, Executive Director
Lisa Knauf Owen, Assistant Director
Janet Stewart, General Counsel
Amber Hurst, Attorney representing Trey Lam

PROPOSED EXECUTIVE SESSION

Clay Forst, Chair, stated that as authorized by the Oklahoma Open Meeting Act in Section 307(B)(1) of Title 25 of the Oklahoma Statutes, an executive session may be held to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. Pursuant to this provision, the Commission proposes to hold an executive session to discuss the findings in the completed internal investigation report and any impacts on the Commission, Commission employees, and the Executive Director.

Dan Herald made a motion, seconded by Gary Crawley, to enter executive session. Those voting aye were: Herald, Forst, Victor, Crawley and Priess. Nay votes: none. Motion carried.

Clay Forst, Chair, stated that the Commission will be designating and inviting the following to join the executive session:

- Lisa Knauf Owen, Assistant Director
- Janet Stewart, General Counsel

The Chair asked that all other persons in attendance exit the room until the Commission returns to open session. The Chair noted that the Commission reserves the right to call any other individuals in as needed and will invite Executive Director Lam to join after some preliminary discussions take place.

The Commission entered Executive Session at 1:01 p.m. on Monday, October 9, 2023.

The Chair invited the public back into the room and stated that the Commission returned to open session at 3:18 p.m. on Monday, October 9, 2023.

COMPLIANCE STATEMENT

Clay Forst, Chair, announced that the Commission entered into an executive session at 1:01 p.m. to discuss the findings in the completed internal investigation report and any impacts on the Commission, Commission employees, and the Executive Director, as authorized by 25 O.S. Section 307(B)(1). Those present for the entirety of the executive session were Commissioners Clay Forst, Dan Herald, Robert Priess, Grant Victor and Gary Crawley. The following individuals attended all or a portion of the executive session as well: Lisa Knauf Owen, Assistant Director, Janet Stewart, General Counsel, Trey Lam, Executive Director and Amber Hurst, attorney representing Trey Lam. No action was taken by the Commissioners while in executive session. The Commission returned to open session at 3:18 p.m.

POSSIBLE ACTIONS RELATED TO MATTER DISCUSSED IN EXECUTIVE SESSION

Dan Herald made a motion, seconded by Grant Victor to take the following actions:

- Issue a Letter of Reprimand to the Executive Director for violation of the Commission's Code of Conduct with zero tolerance for any further violation of the code.
- Within the Letter of Reprimand require two (2) trainings focused on topics relevant to the Code of Conduct and the issues presented in the internal investigation to be completed before January 1, 2024.
- The Executive Director shall submit, on or before October 31, 2023, a Plan of Return that addresses the actions he will take to prevent similar behavior in the future and to repair relationships with agency staff.
- Continue on paid administrative leave until the Letter of Reprimand is completed and acknowledged by the Executive Director and the Plan of Return is submitted and approved by the Commission Chair. Once this is done, the Executive Director shall return to his duties the next business day. Required follow-up will occur at the January 2024 Commission meeting.

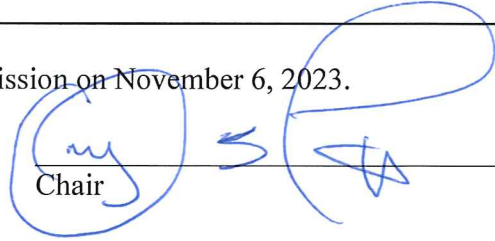
Those voting aye were: Herald, Crawley, Victor, Forst and Priess. Nay votes: none. Motion carried.

Dan Herald made a motion, seconded by Robert Priess to direct staff to review and update the Agency's Code of Conduct policy to specify that the Executive Director shall be held to the highest behavior standards. The policy is to be reviewed and approved at the January 2024 Commission meeting. Those voting aye were: Herald, Crawley, Victor, Forst and Priess. Nay votes: none. Motion carried.

ADJOURNMENT

There being no further business, Chair Forst adjourned the meeting at 3:22 p.m.

Approved by the Oklahoma Conservation Commission on November 6, 2023.

A handwritten signature in blue ink, consisting of a stylized 'F' and 'S' followed by a star-like symbol, is written over a horizontal line. The signature is circled in blue ink.

Chair