

SPECIAL MEETING MINUTES

Thursday, November 28, 2023

The Trustees of the Tulsa County Public Facilities Authority met at the hour of 9:00 a.m. at the Tulsa County HQ, 218 West 6th Street, Room #131 with the following members present: Karen Keith, Chair; Kelly Dunkerley, Member; Stan Sallee, Member. Absent: Daryl Woodard, Vice Chair; Mike Spradling, Secretary, Melissa Westfall, Counsel. Others present: Mark Andrus, CEO; Teresa Talley, Deputy Secretary. A copy of the agenda was posted on November 22, 2023, at 8:57 a.m.

The Chair called the meeting to order at 9:09 a.m.

HUB Insurance Presentation – Grant Allen

Moved by Sallee, seconded by Dunkerley, to approve Regular Meeting Minutes and Executive Session Minutes of November 16, 2023. Dunkerley, yes; Sallee, yes; Keith, yes. Motion carried.

Moved by Sallee, seconded by Dunkerley, to approve CFO Consultant Agreement between TCPFA and Shanna L. Dutton, CPA. Dunkerley, yes; Sallee, yes; Keith, yes. Motion carried.

Moved by Sallee, seconded by Dunkerley, to direct Counsel for TCPFA in connection to claims and to proceed as discussed in Executive Session, on Thursday, November 16, 2023, as follows:

- \$5,000 – proceed to file in small claims court
- \$6,000 – proceed to file in small claims court
- \$500 – write off (amount owed is less than the cost to collect)
- \$26,000 – write off (Legal representation recommendation is to write off amount owed that would be less than the cost to collect due to the inability to locate the responsible party of the LLC company, which is located in Louisiana, and that is no longer in good standing, the costs incurred would be the hiring of a private investigator, filing of an LLC domestication in Louisiana, and lawyer fees)

Dunkerley, yes; Sallee, yes; Keith, yes. Motion carried.

Moved by Sallee, seconded by Dunkerley, to approve Miscellaneous Contracts and Agreements (complete listings in President/CEO's miscellaneous file). Dunkerley, yes; Sallee, yes; Keith, yes. Motion carried.

Moved by Dunkerley, seconded by Sallee, to adjourn the meeting. Dunkerley, yes; Sallee, yes; Keith, yes. Motion carried.

The Chair adjourned the meeting at 9:47 a.m.