

**OKLAHOMA WORKERS' COMPENSATION COMMISSION  
REGULAR MEETING MINUTES**

Thursday, November 20, 2025

9:30 a.m.

En Banc Courtroom

1915 N. Stiles Ave.

Oklahoma City, Oklahoma

**STATEMENT OF OKLAHOMA OPEN MEETING ACT COMPLIANCE**

Notice of this Regular Business Meeting was filed with the Secretary of State's office in compliance with the Open Meeting Act. The agenda was posted at least 24 hours in advance of the meeting, in compliance with the Open Meeting Act. It was posted on the Commission website and at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, the Commission's principal office.

**MINUTES OF THE NOVEMBER 20, 2025, REGULAR BUSINESS MEETING OF THE  
OKLAHOMA WORKERS' COMPENSATION COMMISSION**

The members of the Oklahoma Workers' Compensation Commission met at 1915 N. Stiles Ave., in the En Banc Courtroom, Oklahoma City, Oklahoma, on November 20, 2025.

Members present: Chairman Jordan Russell and Commissioner Megan Tilly were present.

Members absent: Commissioner Scott Biggs was absent.

Others Present: Lauren Hammonds Johnson, WCC; Andrea Delling, WCC, Collin Fowler; Carla Jacobs, WCC; Ian Steedman, WCC; Tava Jones, WCC; Alexander Watkins, WCC; and Erik Parker, LegisOK.

Chairman Russell expressed appreciation for those in attendance. After the roll was taken, Chairman Russell found a quorum present and called the meeting to order at 9:37 a.m.

1. **Discussion and Possible Action to Approve Minutes**

The drafted minutes of October 22, 2025, Special Meeting of the Commission were considered for approval.

Commissioner Tilly moved to approve the Minutes. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commissioner Tilly. The motion carried.

2. **Discussion and Possible Action to Approve the Consent Agenda for Travel Vouchers Currently Outstanding**

Title 85A O.S. § 23 states, [a]ny Commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and

paid on presentation of vouchers approved by the Commission.” In accordance with this section, the Commission will consider a vote to approve the currently outstanding vouchers.

All travel vouchers and one reimbursement listed within this Consent Agenda were made available to each Commissioner prior to the meeting, considered routine, and were enacted by one motion of the Commission.

Commissioner Tilly moved to approve the travel vouchers. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commissioner Megan Tilly. The motion carried.

3. **Commission Review of the FY2027 Operating Budget for the Oklahoma Multiple Injury Trust Fund (“MITF”) to either take no action or reject administration expenses, as provided in Title 85A O.S. § 31(S)**

The Commission took no action.

4. **Discussion and Possible Action to Approve a One-year Extension of the Carahsoft at Granicus Contract to provide Licensing, Hosting and Maintenance of the Commission’s Webpage for the period November 30, 2025 to November 29, 2026.**

Commissioner Tilly moved to approve the contract with revisions as noted. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commissioner Megan Tilly. The motion carried.

5. **Recognition of new Commission Permitting Services Director**

Chairman Russell recognized Carla Jacobs as the new Permitting Services Director.

6. **Request and Possible Action to Release Security Deposit for McAlester Regional Health Center Own Risk Permit #19534**

McAlester Regional Health Center left the self-insured Own Risk program on July 1, 2017. The Commission held a \$473,746.16 Letter of Credit, issued by First National Bank & Trust Company of McAlester, OK as a security deposit. They petitioned the Commission to release their collateral in full.

McAlester Regional Health Center complied with Commission Rule 810:25-9-19.

Permitting Director Carla Jacobs was recognized, presented, and answered questions of the Commission.

Commissioner Tilly moved to release the security in full, as recommended. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commissioner Megan Tilly. The motion carried.

7. **Request and Possible Action to Approve the Distribution of Surplus Monies to Members of the Oklahoma Operators Self-Insurers Fund (#75292)**

Rule 810:25-11-10 of the Workers' Compensation Commission provides that any distributions of surplus funds back to the members of a group self-insurance association shall be subject to the prior approval of the Commission.

The Oklahoma Operators Self-Insurers Fund (“the Group”) requested to make a partial distribution in the amount of \$630,000.00 payable from Fund Years 2020 (\$270,000), and 2021 (\$360,000). All claims for these fund years are closed.

The Group had a financial surplus of more than \$1,790,293.00 for all years combined, as indicated in the audited financial statement for the period ending December 31, 2024. June 30, 2025 mid-year compilation reflects a member distribution payable of \$1,900,234.00.

The Group submitted the audited financial statement for the year ending December 31, 2024 and the actuarial report indicating the requested distribution amounts for the years 2020 and 2021 in support of their request.

Permitting Director Carla Jacobs was recognized, presented, and answered questions of the Commission.

Commissioner Tilly moved to approve the distribution of surplus monies in the recommended amount of \$630,000. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commissioner Tilly. The motion carried.

8. **Discussion and Possible Action to Approve CC-Form-20 Updates and Setting Effective Date**

Legal Operations Director Ian Steedman was recognized, presented, and answered questions of the Commission.

Commissioner Tilly moved to approve the CC-Form-20 updates with an effective date of December 1, 2025. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commissioner Tilly. The motion carried.

9. **Discussion and Approval of Dates for the Commission’s 2026 Regular Business Meetings**

In accordance with 25 O.S. § 311, the Commission is required to provide written notice to the Secretary of State by December 15 of each calendar year of the date, time, and place of its regularly scheduled meetings for the following calendar year. The Commission will consider scheduling the following dates for its 2026 regular meeting schedule:

<b><u>Business Meetings</u></b>	<b><u>Appeals Hearings</u></b>	<b><u>En Banc Courtroom</u></b>
<b><u>Thursdays – 10:00 a.m.</u></b>	<b><u>Fridays – 9:00 a.m.</u></b>	

January 8, 2026

January 9, 2026

February 5, 2026  
March 26, 2026  
April 23, 2026  
May 14, 2026  
June 18, 2026  
July 9, 2026  
August 13, 2026  
September 17, 2026  
October 1, 2026  
November 19, 2026  
December 10, 2026

February 6, 2026  
March 27, 2026  
April 24, 2026  
May 15, 2026  
June 19, 2026  
July 10, 2025  
August 14, 2026  
September 18, 2026  
October 2, 2026  
November 20, 2026  
December 11, 2026

**Dual Advisory Council Meetings**

**Thursdays – 2:00 p.m**

**En Banc Courtroom**

January 29, 2026  
March 5, 2026  
April 2, 2026

May 7, 2026  
August 27, 2026  
November 5, 2026

**Dual PAC Meetings**

**Fridays – 2:00 p.m**

**En Banc Courtroom**

April 10, 2026  
June 12, 2026  
September 11, 2026

November 13, 2026

**Dual SIGFB Meetings**

**Wednesdays – 2:00 p.m**

**En Banc Courtroom**

January 14, 2026  
April 15, 2026  
June 17, 2026

October 14, 2026

Commissioner Tilly moved to approve the 2026 meeting dates with modifications: changing November 19<sup>th</sup> and 20<sup>th</sup> to November 5<sup>th</sup> and 6<sup>th</sup>. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commissioner Tilly. The motion carried.

**10. New Business**

“[A]ny matter not known about or which could not have been reasonably foreseen prior to the time of the posting.” 25 O.S. § 311.

There was no new business.

## **ADJOURNMENT**

Commissioner Tilly moved to adjourn. Chairman Russell seconded the motion. Those voting aye: Chairman Jordan Russell and Commission Megan Tilly. The motion carried, and the meeting adjourned at 9:45 a.m.