

# FALL CONFERENCE

2023

NOV 2ND  
& 3RD  
ARTESIAN  
HOTEL

# ONCEP

Oklahoma Association of Career  
and Employment Professionals

FINDING A PLACE  
IN THE  
EMPLOYMENT-VERSE

CREATING A WEB  
OF PROFESSIONALS  
IN OKLAHOMA

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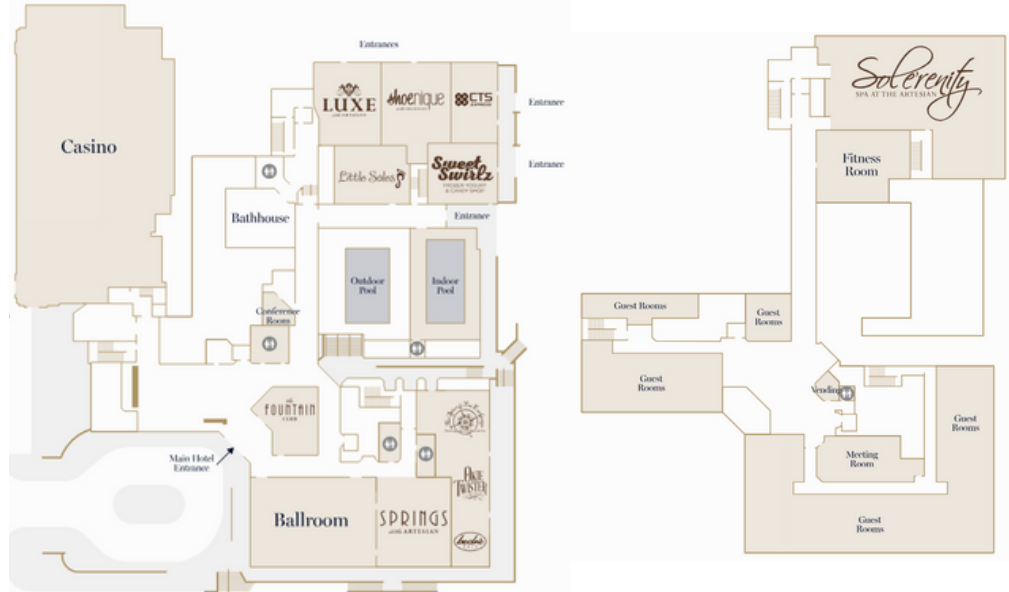
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**RUN FOR  
PRESIDENT-  
ELECT!**



## FACILITY MAP

MIGHT BE USEFUL FOR NETWORKING EVENT...



**RUN FOR  
TREASURER-  
ELECT!**

GET INVOLVED



EVALUATIONS



# PRESIDENT'S LETTER

## EXECUTIVE BOARD

PAST-PRESIDENT  
DR. AMANDA COTHERN-WEBB  
LIBERTY HEALTH

PRESIDENT  
FLYNN MASON  
OKDHS

PRESIDENT-ELECT  
BRIAN MONTGOMERY  
OKDRS

TREASURER  
DEBRA LAMAR  
REDLANDS CC

SECRETARY  
NANCY CEJKA  
CAREER TECH

ADVISOR  
MINDI MITCHELL  
CV TECH

HELLO OACEP MEMBERS!

THANK YOU FOR BEING PART OF OACEP'S WEB OF PROFESSIONALS AND ATTENDING THE FALL CONFERENCE! SERVING AS PRESIDENT HAS HELPED ME GROW MY PROFESSIONAL NETWORK AND ENHANCE MY KNOWLEDGE TO BETTER THE LIVES OF OTHERS. WE HOPE YOU ARE LOOKING FORWARD TO TAKING THIS TIME TO HEAR FROM INDUSTRY HEROES AND MAKING NEW CONNECTIONS. OUR TEAM HAS PUT TOGETHER A SUPER HERO EVENT FOR EVERYONE TO ENJOY.

THIS YEAR'S THEME OF THE 2023 OACEP CONFERENCE IS FINDING A PLACE IN THE EMPLOYMENT-VERSE. WE HAVE ASSEMBLED A DYNAMIC LINE UP OF SUPER HEROES TO HELP MAKE THIS YEAR'S CONFERENCE A RELEVANT EDUCATIONAL EXPERIENCE TO ENJOY.

I WOULD LIKE TO TAKE A MINUTE TO THANK THE TEAM THAT HAS WORKED SO HARD TO PUT THIS EVENT TOGETHER. OUR OACEP PLANNING COMMITTEE HAS WORKED TO PUT TOGETHER A SUPER EVENT FOR A GROUP OF HEROES THAT SERVE OKLAHOMANS EVERY DAY. THANK YOU TO AMANDA COTHERN-WEBB, BRIAN MONTGOMERY, DEBRA LAMAR, NANCY CEJKA, MINDI MITCHELL, DEE SAGE, GINA MCPHERSON, BRITTANY SUNDERLAND HUSSAIN, GLORIA WALLACE, AJ CROWELL, & JARED WILLIAMS. THIS WOULD NOT HAVE BEEN POSSIBLE WITHOUT THE HARD WORK THAT THESE SUPER HEROES HAVE PUT IN.

WE WOULD LIKE TO GIVE A SUPER HERO'S WELCOME TO THOSE OF YOU ATTENDING THE CONFERENCE AND HELPING TO CREATE A WEB OF PROFESSIONALS. THE CONFERENCE WILL OFFER OUR MEMBERS THE CHANCE TO NOT ONLY CONNECT WITH OTHER CAREER PROFESSIONALS BUT TO HEAR FROM INDUSTRY HEROES. TAKE SOME MUCH NEEDED TIME TO RELAX AND ENJOY WHAT THE ARTISAN HOTEL & CASINO HAS TO OFFER.

ENJOY A GREAT CONFERENCE!  
FLYNN MASON  
OACEP PRESIDENT

GET INVOLVED



EVALUATIONS



**RUN FOR  
PRESIDENT-ELECT**



# AGENDA

## DAY 1

7:15AM - 8:45AM.....	HOT BREAKFAST & WELCOME
8:45AM - 10:15AM.....	OPENING SESSION/KEYNOTE
10:15AM - 10:30AM.....	BREAK
10:30AM - 11:45AM.....	BREAKOUT SESSION 1
11:45AM - 1:00PM.....	LUNCH & BUSINESS MEETING
1:00PM - 2:15PM.....	BREAKOUT SESSION 2
2:15PM - 2:30PM.....	BREAK
2:30PM - 3:45PM.....	BREAKOUT SESSION 3
6:30PM - 8:30PM.....	NETWORKING PARTY

## RUN FOR TREASURER-ELECT!



## COME TO THE NETWORKING PARTY



## DAY 2

7:15AM - 8:15AM.....	HOT BREAKFAST
8:15AM - 9:30AM.....	BREAKOUT SESSION 4
9:30AM - 10:00AM.....	CHECKOUT BREAK
10:00AM - 11:00AM.....	NETWORKING & RAFFLES
11:00AM - 11:30AM.....	ELECTIONS & AWARDS
11:30AM - 12:30PM.....	LUNCH & SENDOFF



INVITE YOUR COWORKERS TO OACEP SO WE CAN VANQUISH EMPLOYMENT BARRIERS TOGETHER!

PAGE 4



GET INVOLVED



EVALUATIONS





# BREAKOUT SESSIONS

2ND  
FLOOR

3RD  
FLOOR

4TH  
FLOOR

## BREAKOUT SESSION 1

TIM HERBEL  
BREWED  
BEHAVIOR

FLYNN MASON  
TANF FAMILY  
STRENGTHENING

ITAI  
CHINHAMO-  
WILSON  
MENTAL  
HEALTH IN THE  
WORKPLACE

## BREAKOUT SESSION 2

JOSH BULLOCK  
INVISIBLE  
DISABILITIES  
IN THE  
WORKPLACE

TAMMY  
WILLIAMS  
HOPE-  
CENTERED  
OKLAHOMA

BRANDI  
HURLEY  
PROJECT  
SEARCH

## BREAKOUT SESSION 3

DR. AMANDA  
COTHERN-  
WEBB  
UNWINDING  
ANXIETY

NANCY CEJKA  
INCLUSIVE HIRING  
PRACTICES FOR  
JUSTICE  
INVOLVED

JARED  
WILLIAMS  
DOMESTIC  
VIOLENCE IN  
OKLAHOMA

## BREAKOUT SESSION 4

CORY SUTTON  
INTERACTIONS  
WITH AUTISM  
SPECTRUM  
DISORDER

NORMAN  
MARKLAND  
WORKFORCE  
COMMUNITY  
HOPE  
CENTERS

VICKI DAVILA  
THE VALUE OF  
DISABILITY  
INCLUSION IN  
THE  
WORKPLACE

GET INVOLVED



EVALUATIONS



JOIN THE  
SCHOLARSHIP  
COMMITTEE

# KEYNOTE



## NOT YOUR AVERAGE JOE

### EXCEPTIONAL COFFEE EVEN BETTER PEOPLE

#### BREWED BEHAVIOR:

#### HOW INCLUSIONARY EMPLOYMENT TRANSFORMS INDIVIDUALS AND COMMUNITIES

JOHN WAS LEGALLY BLIND AND DEAF. HE ONLY HAD TWO TEETH IN HIS MOUTH AND YOU COULD BARELY UNDERSTAND HIM TALK.

HIS CARE, PARENTALLY AND MEDICALLY, HAD BEEN SPORADIC AT BEST. WHEN JOHN FOUND NOT YOUR AVERAGE JOE, HE FOUND MORE THAN EMPLOYMENT. HE DISCOVERED WAYS TO SUCCEED DESPITE HAVING WHAT OTHERS ONLY CONSIDERED LIABILITIES.

LEARN HOW NYAJ PARTNERS IN THE NEXT STEPS FOR THOSE WITH IDD AND HELPS THEM REACH NEW HEIGHTS.

#### TIM HERBEL

TIM HERBEL IS THE FOUNDER OF THE NON-PROFIT, NOT YOUR AVERAGE JOE, REDUCING THE UNEMPLOYMENT OF DIFFERENTLY ABLED INDIVIDUALS AFTER HIGH SCHOOL IN ADDITION TO PREPARING THOSE WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES IN HIGH SCHOOL FOR THE WORKFORCE.

TIM IS A TWO TIME GRADUATE OF OKLAHOMA CHRISTIAN UNIVERSITY WITH DEGREES IN MINISTRY AND HAS SERVED PROFESSIONALLY AS A PASTOR, WORSHIP LEADER, TEACHER, PROFESSOR AND FINANCIAL CONSULTANT PRIOR TO HIS WORK AS THE EXECUTIVE DIRECTOR AT NYAJ. TIM IS ALSO AN NCAA SPORTS ARENA ANNOUNCER IN THE OKC AREA. HE IS MARRIED TO LYNN AND IS THE PROUD DAD OF KINSEY, STEP-DAD OF DAVID AND HOST-DAD OF GERMAN DAUGHTERS, CHARLOTTE, PAULA, LYA, LINNEA AND SOPHIE.

HE LOVES TO READ, SING AND SOLVE PROBLEMS.

ON OCCASION, HE'S BEEN KNOWN TO CREATE PROBLEMS AS WELL.



**RUN FOR  
TREASURER-  
ELECT!**

GET INVOLVED

EVALUATIONS



# SESSION 1 DESCRIPTIONS

## DESCRIPTION:

JOHN WAS LEGALLY BLIND AND DEAF. HE ONLY HAD TWO TEETH IN HIS MOUTH AND YOU COULD BARELY UNDERSTAND HIM TALK. HIS CARE, PARENTALLY AND MEDICALLY, HAD BEEN SPORADIC AT BEST. WHEN JOHN FOUND NOT YOUR AVERAGE JOE, HE FOUND MORE THAN EMPLOYMENT. HE DISCOVERED WAYS TO SUCCEED DESPITE HAVING WHAT OTHERS ONLY CONSIDERED LIABILITIES.

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**BREWED BEHAVIOR:  
HOW INCLUSIONARY  
EMPLOYMENT  
TRANSFORMS  
INDIVIDUALS AND  
COMMUNITIES**

## TIM HERBEL:

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## DESCRIPTION:

OHS COMMITMENT TO FAMILY STRENGTHENING: ENGAGES SYSTEMS, COMMUNITIES, AND LOCAL ENTITIES TO BUILD THE CAPACITY OF VULNERABLE OKLAHOMANS, TO IMPROVE FAMILY WELL-BEING AND SELF-SUFFICIENCY.

TANF FAMILY STRENGTHENING IS ABLE TO ACCOMPLISH THIS USING FUND THROUGH TANF PURPOSE 3 & 4 PREVENT AND REDUCE THE INCIDENCE OF OUT OF WEDLOCK PREGNANCIES AND ESTABLISH ANNUAL NUMERICAL GOALS FOR PREVENTING AND REDUCING THE INCIDENCE OF THESE PREGNANCIES ENCOURAGE THE FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES.

**TANF FAMILY  
STRENGTHENING**

## FLYNN MASON:

FLYNN GRADUATED WITH A BACHELOR'S DEGREE IN HOTEL & RESTAURANT ADMINISTRATION FROM OSU IN 2009. AFTER 7 YEARS IN HOTEL MANAGEMENT, HE JOINED OHS AS A SOCIAL SERVICES SPECIALIST. HE FOUND HIS CALLING WHENEVER HE STARTED WORKING WITH OHS'S TANF UNIT IN 2012. HE BECAME A CAREER DEVELOPMENT SPECIALIST IN 2015 AND JOINED OACEP. IN 2019 HE WAS SELECTED TO BE A PRESENTER AT THE NATIONAL TANF STATE DIRECTORS SUMMIT IN WASHINGTON D.C. IN 2022 FLYNN WAS PROMOTED TO PROGRAM FIELD REPRESENTATIVE FOR THE TANF UNIT. THIS YEAR FLYNN HAS ACCEPTED THE POSITION OF PROGRAM MANAGER FOR TANF FAMILY UNIT.

## DESCRIPTION:

THIS PRESENTATION IS DESIGNED TO HELP ATTENDEES DEVELOP KNOWLEDGE AND SIMPLE YET EFFECTIVE SKILLS THAT CAN HELP THEMSELVES, CO-WORKERS, STUDENTS AND JOBSEEKERS NAVIGATE MENTAL HEALTH CHALLENGES IN THE WORKPLACE.

**MENTAL  
HEALTH IN  
THE  
WORKPLACE**

## ITAI CHINHAMO-WILSON:

WITH 6 YEARS OF DEDICATED SERVICE AS A VOCATIONAL REHABILITATION SPECIALIST AT THE OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES, ITAI CHINHAMO-WILSON HAS HONED HER SKILLS IN VARIOUS DOMAINS OF REHABILITATION. HER PROFICIENCY SPANS ACROSS CASE MANAGEMENT, ASSISTING INDIVIDUALS WITH A SPECTRUM OF DISABILITIES INCLUDING PHYSICAL, SENSORY, DEVELOPMENTAL, AND COGNITIVE, AS WELL AS THOSE GRAPPLING WITH MENTAL HEALTH AND SUBSTANCE USE DISORDERS.

**JOIN A COMMITTEE!**



# SESSION 2 DESCRIPTIONS

## DESCRIPTION:

ACCORDING TO THE NATIONAL INSTITUTE OF MENTAL HEALTH (2019), ONE IN FIVE PEOPLE WILL EXPERIENCE A MENTAL HEALTH ISSUE IN THEIR LIFETIME. THE GOAL OF THIS PRESENTATION IS TO EQUIP MENTAL HEALTH PROFESSIONALS, EMPLOYERS, AND THOSE REPRESENTING PEOPLE WITH DISABILITIES WITH THE TOOLS TO IDENTIFY, RECOGNIZE, AND SUPPORT CLIENTS AND CURRENT OR PROSPECTIVE EMPLOYEES WHO EXPERIENCE A MENTAL HEALTH CRISIS; ALL IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA).

## INVISIBLE DISABILITIES IN THE WORKPLACE

## JOSH BULLOCK:

JOSHUA BULLOCK RECEIVED HIS GRADUATE DEGREE IN COUNSELING PSYCHOLOGY FROM NORTHEASTERN STATE UNIVERSITY AND IS A LICENSED PROFESSIONAL COUNSELOR IN THE STATE OF OKLAHOMA. HE SPENT THE FIRST SIX YEARS OF HIS PROFESSIONAL CAREER WITH THE OFFICE OF JUVENILE AFFAIRS, WORKING WITH ADJUDICATED DELINQUENTS AND YOUTHFUL OFFENDERS. JOSHUA HAS PERFORMED DIAGNOSTIC EVALUATIONS FOR THE DEPARTMENT OF REHABILITATION FOR THE PAST SEVEN YEARS, AND HAS COMPLETED CRISIS ASSESSMENTS FOR CREEKS BEHAVIORAL HEALTH IN NORTHEASTERN OKLAHOMA.

## DESCRIPTION:

DID YOU KNOW HOPE IS A SCIENCE? IN THIS SESSION YOU WILL LEARN THE BASIC TENETS OF THE SCIENCE OF HOPE, AND UNDERSTAND HOW TO INTENTIONALLY USE THE HOPE FRAMEWORK TO CREATE HOPE-CENTERED STRATEGIES IN THE WORK YOU DO. RESEARCH INDICATES THAT HOPE IS ONE OF THE BEST PREDICTORS OF WELLBEING AND THE CONTENT IN THIS SESSION EXPLAINS HOW HOPE SCIENCE CAN IMPROVE LIVES DURING TIMES OF SUFFERING AS WELL AS DURING TIMES OF FLOURISHING.

## HOPE- CENTERED OKLAHOMA

## TAMMY WILLIAMS:

TAMMY HAS WORKED FOR OKLAHOMA HUMAN SERVICES IN VARIOUS ROLES THROUGHOUT THE AGENCY FOR 18 YEARS. SHE JOINED THE HOPE TEAM AT OKDHS IN SEPTEMBER 2021 AND IS NOW SERVING AS HOPE AMBASSADOR.

TAMMY HOLDS A MASTER OF LIBERAL STUDIES FROM THE UNIVERSITY OF OKLAHOMA AND A BACHELOR OF BUSINESS MANAGEMENT FROM THE UNIVERSITY OF CENTRAL OKLAHOMA.

IN ADDITION TO THE SCIENCE OF HOPE, HER AREAS OF EXPERTISE INCLUDE CHANGE LEADERSHIP, PERSONAL POWER AND CONFIDENCE, AND LEADERSHIP DEVELOPMENT.

## DESCRIPTION:

THE OKLAHOMA PROJECT SEARCH PROGRAM PREPARES YOUNG ADULTS WITH DISABILITIES FOR EMPLOYMENT. THIS PROGRAM HAS BEEN IN OKLAHOMA SINCE 2008. IN 1996, THIS COLLABORATIVE MODEL ORIGINATED AND BEGAN AT CINCINNATI CHILDREN'S HOSPITAL MEDICAL CENTER. CURRENTLY THE PROGRAM MODEL HAS BEEN REPLICATED IN OVER 786 DIFFERENT BUSINESSES IN 48 STATES AND IN 10 COUNTRIES. OVER 40,000 YOUTH HAVE PARTICIPATED IN THIS TRAINING OPPORTUNITY WITH GREAT SUCCESS. WE CURRENTLY HAVE 10 PROGRAMS IN OKLAHOMA AND ARE ALWAYS LOOKING TO EXPAND OPPORTUNITIES.

## PROJECT SEARCH OVERVIEW: CAREER EXPLORATION MODEL FOR YOUNG ADULTS WITH DISABILITIES

## BRANDI HURLEY:

BRANDI HURLEY EARNED HER MASTER'S IN COUNSELING PSYCHOLOGY FROM NORTHWESTERN OKLAHOMA STATE UNIVERSITY AND IS A LICENSED PROFESSIONAL COUNSELOR AND LICENSED ALCOHOL AND DRUG ABUSE COUNSELOR IN OKLAHOMA. BRANDI STARTED WORKING FOR THE UNIVERSITY OF OKLAHOMA NATIONAL CENTER FOR DISABILITY AND EDUCATION TRAINING IN OCTOBER 2022, AS THE STATEWIDE PROGRAM MANAGER FOR PROJECT SEARCH. SHE PREVIOUSLY WORKED FOR THE OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES FROM 2012 TO 2020 AS A VOCATIONAL REHABILITATION COUNSELOR AS WELL AS A TRANSITION PROGRAMS FIELD REPRESENTATIVE. SHE HAS PREVIOUS EXPERIENCE AS A DRUG AND ALCOHOL COUNSELOR AS WELL AS A LICENSED PROFESSIONAL COUNSELOR IN A PHYSICAL REHABILITATION SETTING.

# SESSION 3 DESCRIPTIONS

## DESCRIPTION:

DR. COTHERN-WEBB WILL LEAD THE AUDIENCE THROUGH DR. JUD BREWER'S GROUNDBREAKING BOOK "UNWINDING ANXIETY, NEW SCIENCE SHOWS HOW TO BREAK THE CYCLES OF WORRY AND FEAR TO HEAL YOUR MIND". PRACTICAL, TANGIBLE TIPS WILL BE SHARED TO ASSIST INDIVIDUALS WITH BREAKING THE HABITUAL CYCLES OF WORRY AND TOOLS TO IDENTIFY THE ROOT CAUSES OF THOSE WORRISOME THOUGHTS WILL BE SHARED.

## UNWINDING ANXIETY

## DR. AMANDA COTHERN-WEBB:

DR. AMANDA COTHERN-WEBB IS A LICENSED PROFESSIONAL COUNSELOR SUPERVISOR WITH A MASTER'S IN COUNSELING PSYCHOLOGY FROM NORTHEASTERN STATE UNIVERSITY AND A PHD IN HUMAN SCIENCES FROM OKLAHOMA STATE UNIVERSITY. SHE IS CURRENTLY THE EXECUTIVE DIRECTOR OF OK WAITLIST MANAGEMENT AND NAVIGATION SERVICES WITH LIBERTY HEALTHCARE, SERVING OKLAHOMANS WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES. SHE ALSO SERVES AS CLINICAL DIRECTOR FOR STRONG MINDS, HEALTHY ATHLETES WITH SPECIAL OLYMPICS OKLAHOMA.

## DESCRIPTION:

ILLUMINATING THE MANY WAYS EMPLOYMENT NETWORKING CAN REDUCE SOME OF THE OVER 68,000 COLLATERAL CONSEQUENCES FOR SOMEONE WHO IS JUSTICE-INVOLVED, INCREASE STEWARDSHIP OF FUNDING THROUGH AGENCY COLLABORATION, AND REDUCE FUTURE HARM TO COMMUNITIES AROUND THE STATE.

## FAIR-CHANCE EMPLOYMENT: TRUE HEROES OF SAFER COMMUNITIES

## NANCY CEJKA:

NANCY CEJKA IS THE CAREER TECH SKILLS CENTER EMPLOYMENT TRANSITION COORDINATOR FOR THE GREATER OKC AREA, WHO IS DEDICATED TO BREAKING DOWN THE MYTHS AND BARRIERS OF FAIR CHANCE EMPLOYMENT AND FINDING POSITIVE, SOLUTIONS-BASED APPROACHES FOR RETURNING CITIZENS. IN 2007, SHE EARNED HER BACHELOR'S DEGREE IN ENGLISH EDUCATION FROM OKLAHOMA BAPTIST UNIVERSITY, IN SHAWNEE, OKLAHOMA. AFTER RAISING A SUCCESSFUL FAMILY, SHE WENT ON TO COMPLETE THE GRADUATE PROGRAM AT SOUTHERN NAZARENE UNIVERSITY IN BETHANY, OKLAHOMA, EARNING A MASTER OF LEADERSHIP THIS PAST SPRING. NANCY BELIEVES THAT SUPPORTING REENTRY EFFORTS IS THE BEST WAY TO BUILD SAFER COMMUNITIES AND STABLE HOMES, AS SHE HAS SPENT NEARLY A DECADE WORKING IN AND AROUND CORRECTIONAL AND COMMUNITY PROGRAMS WHILE EMBRACING LEADERSHIP PRACTICES THAT IMPACT FUTURE GENERATIONS. NANCY IS A SECOND-GENERATION IMMIGRANT, AIR FORCE VETERAN, AND THE FIRST MEMBER OF HER FAMILY TO GO TO PRISON (WILLINGLY).

## DESCRIPTION:

OKLAHOMA IS #2 IN THE COUNTRY FOR FEMICIDE/DOMESTIC VIOLENCE, AND THE IMPACT IS FELT THROUGHOUT THE STATE. IT AFFECTS EMPLOYMENT, INCARCERATION, GOVERNMENT ASSISTANCE, HOUSING, SOCIAL NORMS, AND OUR EVERYDAY LIVES. COME LEARN THE BASICS ABOUT WHAT DOMESTIC VIOLENCE IS, WHY VICTIMS STAY, AND HOW IT AFFECTS ALL OF OUR LIVES.

## DOMESTIC VIOLENCE IN OKLAHOMA

## JARED WILLIAMS:

PULL OUT YOUR DICE AND BRUSH UP ON YOUR NERD TRIVIA, BECAUSE JARED IS THE GEEKIEST EMPLOYMENT SPECIALIST IN THE STATE. JARED IS THE DIRECTOR OF EDUCATION AND STAFF DEVELOPMENT AT YWCA WHERE HE'S JUST ONE TRAINING MONTAGE AWAY FROM JOINING THE MCU. RATHER IT BE TRAINING, PROGRAM CREATION, OR NETWORK COLLABORATION, DUNGEON MASTER JARED WILL HAVE YOU SPEAKING KLINGON IN LESS THAN 12 PARSECS. OVERCOMING BARRIERS CAN BE HARDER THAN DESTROYING HORCRUXES, BUT JARED WILL HELP YOU GO SUPER SAIYAN SO YOU CAN BLASTOISE YOUR WAY INTO A BETTER FUTURE...JARED'S A NERD, BUT HE'S FUN.

**JOIN A COMMITTEE!**



# SESSION 4 DESCRIPTIONS

## DESCRIPTION:

POLICE OFFICERS ASK QUESTIONS AND GIVE COMMANDS. THEY EXPECT IMMEDIATE RESPONSE TO THESE. INDIVIDUALS WITH AUTISM SPECTRUM DISORDER MAY NOT BE ABLE TO GIVE THAT IMMEDIATE RESPONSE, WHICH MAY LEAD TO AN ESCALATION OF THE CONTACT. THIS COURSE STRIVES TO SLOWER THE RATE OF ESCALATION AND COME TO A SAFER OUTCOME FOR EVERYONE INVOLVED.

## INTERACTIONS WITH AUTISM SPECTRUM DISORDER

## CORY SUTTON:

CORY SUTTON IS A RETIRED POLICE OFFICER WITH 25 YEARS OF EXPERIENCE. HE IS THE FATHER OF TWIN GIRLS WITH A DEVELOPMENTAL DISABILITY, PHELAN-MCDERMID SYNDROME (PMS). PMS IS NOT AUTISM, BUT IT MIMICS A LOT OF AUTISM CHARACTERISTICS. CORY DEVELOPED AN 8HR VERSION OF THIS CLASS IN 2010 AND HAS BEEN TEACHING IT ALL OVER THE STATE SINCE.

## DESCRIPTION:

THIS PRESENTATION WILL HIGHLIGHT THE RESOURCES OFFERED TO FAMILIES AT THE WORKFORCE COMMUNITY HOPE CENTER. THE PRESENTATION WILL FEATURE A COMPREHENSIVE WRAP AROUND APPROACH TO SERVING FAMILIES HOLISTICALLY. THIS PRESENTATION WILL ALSO DISCUSS WORKING WITH TRADITIONALLY UNDERSERVED COMMUNITIES AND ASSISTING INDIVIDUALS WHO HAVE A HIGH MENTAL HEALTH ACUITY, SUBSTANCE USE CHALLENGES, AND CHRONIC HOMELESS CREATE PATHWAYS TO INDEPENDENCY.

## WORKFORCE COMMUNITY HOPE CENTERS

## NORMAN MARKLAND:

NORMAN MARKLAND SERVES AS THE DIRECTOR OF THE WORKFORCE HOPE CENTER. NORMAN HAS MANY YEARS OF EXPERIENCE IN WORKING WITH AT RISK, VULNERABLE POPULATIONS. NORMAN IS ALSO A LICENSED THERAPIST AND HAS WORK EXPERIENCE IN PROVIDING MENTAL HEALTH SERVICES, TRAININGS, AND WORKSHOPS CENTERED ON TRAUMA BASED COGNITIVE BEHAVIORAL THERAPY. NORMAN WAS RECENTLY RECOGNIZED BY OKLAHOMA MAGAZINE AS A 40 UNDER 40 LEADER IN THE STATE OF OKLAHOMA. IN HIS SPARE TIME, NORMAN ENJOYS SPENDING TIME WITH FAMILY AND CHASING HIS 7 YEAR OLD DAUGHTER AROUND.

## DESCRIPTION:

WE WILL PROVIDE A PANEL DISCUSSION WITH AN OVERVIEW OF THE WHAT, WHY AND HOW OUR DRS BUSINESS SERVICES TEAM PROVIDES FOR OUR CLIENTS AND BUSINESSES.

## THE VALUE OF DISABILITY INCLUSION IN THE WORKPLACE

## PANEL:

VICKI DAVILA  
GREEN COUNTRY BUSINESS SERVICES LIASON

MERLYN ROMERO  
CENTRAL BUSINESS SERVICES LIASON


DAVID GOFF  
JOB PLACEMENT SPECIALIST



# BUSINESS MEETING

CALL TO ORDER.....PRESIDENT  
 WELCOME.....PRESIDENT  
 MINUTES.....SECRETARY  
 FINANCIAL REPORT.....TREASURER  
 COMMITTEE REPORTS.....CHAIRS  
 SCHOLARSHIP.....CHAIR

**RUN FOR  
PRESIDENT-  
ELECT!**



**RUN FOR  
TREASURER-  
ELECT!**



NETWORKING.....CHAIR  
 MEMBERSHIP.....CHAIR  
 BYLAWS.....CO-CHAIRS  
 BYLAWS VOTE.....PRESIDENT  
 CLOSING COMMENTS.....PRESIDENT  
 ADJOURNMENT.....PRESIDENT

GET INVOLVED




INVITE YOUR COWORKERS  
TO OACEP SO WE CAN  
VANQUISH EMPLOYMENT  
BARRIERS TOGETHER!

# JULY MINUTES

## ATTENDEES

FLYNN MASON  
DEBRA LAMAR  
NANCY CEJKA  
JARED WILLIAMS  
AMANDA COTHERN-WEBB  
TESHAWNA HAMILTON  
DAVID GOFF  
MERLYN ROMERO  
DEBRA LEFFLER  
AJ CROWELL  
DEE SAGE  
BRITTANY HUSSAIN  
CAROL HINEX  
VICKI DAVILA  
GLORIA WALLACE

FLYNN OPENED THE MEETING.

EXTENDING A HUGE "THANK YOU" AND SHOUT OUT TO THE OACEP MEMBERS, WHO TOOK TO TIME AND EFFORT TO COORDINATE AND COLLABORATE THIS QUARTERLY MEETING. OACEP ESPECIALLY WOULD LIKE TO THANK THE HOST AND GUEST SPEAKERS AND PD PRESENTER FOR THEIR INFORMATION AND TIME.

THERE WERE THREE PANEL MEMBERS PRESENT FROM THE LOCAL AREA WHO ARE ASSOCIATED WITH MID-AMERICA INDUSTRIAL PARK, INCLUDING CASSITY BIXBY OF ACTION STAFFING, SONJA MADDOX AND CALLIE LAMBDIN, BOTH OF LSB INDUSTRIES. THEIR CONTACT INFORMATION WILL BE ATTACHED TO THE MEETING MINUTES UPON DISTRIBUTION.

TOPICS OF DISCUSSION DURING THE PRESENTATION RANGED FROM STARTING SALARIES AND BENEFITS TO COMMUTE TIMES, HOUSING, AND CAREER TRAINING AND DEVELOPMENT. WITH OVER 83 INDUSTRIES IN THE PARK, NOT ALL FOCUSED ON MANUFACTURING, FLEXIBILITY FOR CAREER GROWTH IS PART OF THE APPEAL.

NANCY REVIEWED THE MEETING MINUTES ON FILE (COPIES WERE AVAILABLE TO ATTENDEES). JARED MOTIONED TO ACCEPT THE MINUTES.

BRITTANY SECONDED THE MOTION.

NONE OPPOSED.

FLYNN ACCEPTED THE MINUTES FROM APRIL 28, 2023 (Q2) BUSINESS MEETING AT CADDOKIOWA TECH CENTER.

TREASURE REPORT AS OF JUNE 30, 2023 (PREPARED BY DEBRA LAMAR) READ BY NANCY CEJKA

OPERATING BALANCE \$8073.50 AS OF 06/30/2023

STARTING SCHOLARSHIP BALANCE \$1056.01 AS OF 05-30-2023

INTEREST ACCRUED \$2.82

ENDING BALANCE \$1058.83

STARTING MONEY MARKET BALANCE \$17,532.19 AS OF 05-30-2023

INTEREST ACCRUED \$46.83

ENDING BALANCE \$17,578.99

TOTAL AMOUNT OF FUNDS AVAILABLE - \$26711.32

DUE TO TIME CONSTRAINTS NO FURTHER DISCUSSION WAS PROVIDED ABOUT FUNDRAISING AT THIS TIME.

FLYNN ACCEPTED THE TREASURE REPORT.

FLYNN OPENED THE TOPIC FOR NEW BUSINESS AND COMMITTEE UPDATES.

JARED PROVIDED BY LAWS COMMITTEE UPDATES, STATING THAT THE FINAL REVISIONS WERE COMPLETED DURING THE MEETING OF THE JULY 5, 2023. THEY WILL BE SUBMITTED TO THE EXECUTIVE COMMITTEE AFTER JULY 28, 2023, FOR REVIEW

NANCY PROVIDED AN UPDATE TO THE FALL CONFERENCE. IT WILL BE HELD NOVEMBER 2-3 IN SULPHUR, OK, AT THE ARTESIAN HOTEL. THIS YEAR'S THEME IS "FINDING A PLACE IN THE EMPLOYMENT-VERSE: CREATING WEB OF PROFESSIONALS IN OKLAHOMA." THE IDEA IS ROUGHLY BASED ON THE IDEA THAT WE ARE ALL EVERYDAY SUPER HEROES, WHO HAVE THE POWER TO CREATE MORE SUSTAINABLE EXPERIENCES FOR OUR CLIENTS THROUGH CONNECTION AND COLLABORATION. THE COLORS WILL BE BASIC COMIC BOOK THEMED (RED, YELLOW, BLUE) AND WE ARE HOPING TO ENCOURAGE ACTIVITIES ASSOCIATED WITH THE THEME. JARED HAS CREATED A FLYER FOR AN ALL CALL FOR SPEAKERS, IF ANYONE KNOWS SOMEONE WHOSE PRESENTATION MAY BE RELEVANT.

JARED ADDED THAT GINA IS CURRENTLY IN COMMUNICATION WITH THE ARTESIAN REGARDING THEIR DEFAULT POLICY TO NOT ACCEPT PO'S FOR RESERVATION, AS MANY OF THE OACEP MEMBERS DO NOT HAVE ACCESS TO A PCARD. ROOM RESERVATIONS WILL BE SET AT STATE RATE.

DEE MADE A MOTION TO ADJOURN THE MEETING. CAROL SECONDED. NONE OPPOSED. FLYNN APPROVED. MOTION PASSED UNANIMOUSLY.

MEETING ADJOURNED AT 2:12 PM

\*MINUTES SUBMITTED BY NANCY CEJKA

**RUN FOR  
PRESIDENT-ELECT!**

GET INVOLVED



EVALUATIONS



# TREASURER REPORT

## TREASURER REPORT AS OF SEPTEMBER 20TH, 2023

OPERATING BALANCE - AS OF 9-1-23	\$7,633.68
9-7-23 JOTFORM INC.	\$24.50
9-19-23 OKLAHOMA T-SHIRT COMPANY	\$862.50
9-26-23 ADVENTURE TRAVEL	\$2,500.00
-----	
END BALANCE	\$4,248.68
SCHOLARSHIP BALANCE - AS OF 9-1-23	\$1,065.04
INTEREST	\$3.13
-----	
END BALANCE	\$1,068.17
MONEY MARKET STARTING BALANCE - 9-1-23	\$7,662.08
INTEREST	\$51.93
-----	
END BALANCE	\$17,734.01
OPERATING BALANCE	\$4,248.68
SCHOLARSHIP BALANCE	\$1,068.17
MONEY MARKET BALANCE	\$17,734.01
-----	
TOTAL OACEP NET FUNDS	\$23,050.86

PREPARED BY: DEBRA LAMAR - OACEP TREASURER





# PROPOSED BYLAWS

## PHILOSOPHY

THE PURPOSE OF OACEP IS TO PROVIDE NETWORKING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR CAREER AND EMPLOYMENT PROFESSIONALS, PLACEMENT SPECIALISTS AND OTHER INDIVIDUALS INTERESTED IN SELF-DIRECTED CAREER DEVELOPMENT.

WE BELIEVE THAT SELF-DIRECTED CAREER DEVELOPMENT IS COMPRISED OF PRACTICAL TECHNIQUES AND STRATEGIES THAT ENABLE INDIVIDUALS TO MORE QUICKLY FIND DESIRABLE EMPLOYMENT CONSISTENT WITH THEIR CAREER OBJECTIVES. OACEP IS COMMITTED TO INCREASING EACH MEMBERS' KNOWLEDGE OF CURRENT WORKPLACE ENVIRONMENTS, JOB SEARCH SKILLS, CAREER DEVELOPMENT PRINCIPLES, CURRENT RESEARCH, CHANGES IN EMPLOYMENT LEGISLATION, ETHICAL BUSINESS PRACTICES, AND PROVIDING EMPLOYER PARTNERSHIP OPPORTUNITIES.

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COMMITTEE**

CURRENT BYLAWS CAN BE  
FOUND ONLINE AT:

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# PROPOSED BYLAWS

THE NAME OF THE ORGANIZATION SHALL BE THE "OKLAHOMA ASSOCIATION OF CAREER AND EMPLOYMENT PROFESSIONALS," HEREAFTER REFERRED TO AS OACEP. THE NAME AND LOGO OF THE ASSOCIATION SHALL BE EMPLOYED IN CONNECTION WITH OFFICIAL BUSINESS AND ACTIVITIES OF THE ORGANIZATION. THE NAME AND LOGO SHALL NOT BE USED BY INDIVIDUALS, ORGANIZATIONS, OR AGENCIES – EXCEPT TO SIGNIFY MEMBERSHIP IN THE ASSOCIATION – WITHOUT APPROVAL OF THE EXECUTIVE BOARD OF OACEP.

OACEP IS A NON-PROFIT, EQUAL OPPORTUNITY ORGANIZATION.

OACEP SHALL BRING TOGETHER PROFESSIONALS FROM THROUGHOUT THE STATE INVOLVED IN CAREER DEVELOPMENT AND EMPLOYMENT, AND OTHER INDIVIDUALS INTERESTED IN SELF-DIRECTED CAREER DEVELOPMENT AS EITHER PRACTITIONERS, TRAINERS, COUNSELORS, RESEARCHERS, OR PUBLISHERS FROM THE EDUCATION, SOCIAL/HUMAN SERVICES, GOVERNMENT, OR PRIVATE SECTORS FOR THE PURPOSE OF:

- PROVIDING OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT AND NETWORKING
- PROMOTING RESEARCH, IDEAS, AND EXCHANGE OF INFORMATION NEEDED TO CONTINUALLY DEVELOP PROFESSIONAL PRACTICES
- ESTABLISHING COLLABORATIVE EFFORTS IN DEALING WITH AND RESPONDING TO COMMON TRAINING PROBLEMS
- PROMOTING MEMBERS' ADHERENCE TO ETHICAL BUSINESS STANDARDS AND PRACTICES.

## ARTICLE I. NAME AND PURPOSE

CURRENT BYLAWS CAN BE  
FOUND ONLINE AT:

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PRESIDENT-ELECT** !

# PROPOSED BYLAWS

## ARTICLE II. MEMBERSHIP AND REGISTRATION

MEMBERSHIP SHALL BE AVAILABLE TO ALL INDIVIDUALS COMMITTED TO SELF-DIRECTED CAREER DEVELOPMENT AND WILLING TO ENDORSE AND ABIDE BY OACEP PHILOSOPHY, POLICIES, AND PROCEDURES.

MEMBERS MAY HOLD AND VOTE FOR OACEP OFFICES; ATTEND OACEP MEETINGS AND ANNUAL CONFERENCES; JOIN COMMITTEES; AND VOTE ON CHANGES TO THE BYLAWS.

RENEWABLE YEARLY MEMBERSHIPS SHALL RUN FROM FALL CONFERENCE TO FALL CONFERENCE AND BE INCORPORATED INTO THE FALL CONFERENCE REGISTRATION. FOR ANY MEMBER NOT IN ATTENDANCE AT THE FALL CONFERENCE, THE ANNUAL MEMBERSHIP FEE IS SET IN THE AMOUNT OF \$30.00 DOLLARS. THE REGISTRATION, ALONG WITH PAYMENT, SHALL BE SUBMITTED TO THE OACEP TREASURER.

ASSOCIATION MEMBERSHIP DUES SHALL BE ESTABLISHED BY THE EXECUTIVE BOARD SUBJECT TO A MAJORITY VOTE OF THE CURRENT MEMBERSHIP.

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TREASURER-  
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# PROPOSED BYLAWS

THE ADMINISTRATION AND OPERATIONAL RESPONSIBILITIES OF OACEP SHALL BE VESTED IN THE ELECTED EXECUTIVE OFFICERS CONSISTING OF A PRESIDENT, PRESIDENT-ELECT, SECRETARY, TREASURER, TREASURER-ELECT, PAST PRESIDENT AND AN APPOINTED ADVISOR.

OFFICERS SHALL BE ELECTED BY THE MEMBERSHIP DURING THE FALL CONFERENCE EACH YEAR. TERMS OF OFFICE SHALL RUN FROM JANUARY 1ST THROUGH DECEMBER 31ST, BUT IT IS RECOMMENDED THAT NEW OFFICERS START SHADOWING THEIR PREDECESSOR IMMEDIATELY AFTER THE ELECTION.

MEMBERS MAY NOT RUN FOR OFFICE IF ANOTHER CURRENT OFFICER IS IN A POSITION OF AUTHORITY OR SUBORDINATION IN THEIR DAILY JOB POSITION.

## OFFICERS

THE PRESIDENT SHALL SERVE FOR A THREE-YEAR TERM; ONE YEAR AS PRESIDENT-ELECT, ONE YEAR AS PRESIDENT, AND ONE YEAR AS PAST PRESIDENT. IN ORDER TO BE ELIGIBLE TO RUN FOR PRESIDENT-ELECT, A PERSON MUST BE IN ACTIVE MEMBER STATUS AND HAVE ATTENDED THREE OR MORE OACEP EVENTS.

THE TREASURER SHALL SERVE FOR A TWO-YEAR TERM; ONE YEAR AS TREASURER-ELECT, AND ONE YEAR AS TREASURER.

THE SECRETARY SHALL BE ELECTED TO A TWO-YEAR TERM.

IF FOR WHATEVER REASON, BOTH THE TREASURER AND THE SECRETARY ARE ELECTED IN THE SAME YEAR, THEN ONE POSITION WILL BE TEMPORARILY EXTENDED TO A THREE-YEAR TERM UNTIL THE POSITION ELECTIONS RETURN TO ALTERNATING YEARS. THE EXECUTIVE BOARD WILL VOTE ON WHICH POSITION WILL BE EXTENDED.

IN ORDER TO ENCOURAGE CONTINUAL GROWTH AND ADAPTABILITY, AN OFFICER SHOULD NOT SERVE IN THE SAME POSITION FOR MORE THAN TWO TERMS IN A ROW UNLESS NO OTHER QUALIFIED MEMBER OF THE ORGANIZATION IS INTERESTED IN THE POSITION. THERE ARE NO TERM LIMITS. AN ADVISOR SHALL BE APPOINTED BY THE EXECUTIVE BOARD. THE ADVISOR SHOULD BE A PERSON WITH A GOOD WORKING KNOWLEDGE OF OACEP'S HISTORY AND PHILOSOPHY.

OFFICERS MAY NOT HOLD MORE THAN ONE OFFICE AT A TIME. IF AT ANY POINT IN TIME AN OFFICER POSITION IS VACATED BETWEEN ELECTIONS, THE REMAINING EXECUTIVE BOARD WILL VOTE ON AN INTERIM-OFFICER WITHIN THREE MONTHS OF THE POSITION BEING VACATED. THE INTERIM-OFFICER WILL SERVE UNTIL THE NEXT ELECTION. THE INTERIM-OFFICER, LIKE ALL OACEP MEMBERS, WILL BE ALLOWED TO RUN FOR THE OPEN POSITION.

## NOMINATIONS AND VOTING

OFFICER NOMINATIONS AND VOTING WILL TAKE PLACE AT THE YEARLY CONFERENCE. THE CURRENT PRESIDENT WILL MAKE THE MEMBERSHIP AWARE OF OFFICES THAT WILL BE UP FOR ELECTION VIA EMAIL PRIOR TO THE CONFERENCE. NOMINATIONS FOR OFFICERS WILL BE ACCEPTED DURING THE FIRST DAY OF THE CONFERENCE, AND FROM THE FLOOR BEFORE VOTING. IF A NOMINATION FROM THE FLOOR IS FOR PRESIDENT-ELECT, THE FLOOR WILL BE ASKED FOR A WITNESS OF THE NOMINEE'S ATTENDANCE OF THREE OR MORE OACEP EVENTS. VOTING WILL TAKE PLACE DURING THE CLOSING LUNCHEON OF THE SECOND DAY OF THE CONFERENCE. CANDIDATES WHO GARNER THE MOST VOTES FOR THEIR OFFICE AT THE TIME OF THE SECOND DAY LUNCHEON SHALL WIN THE ELECTION. IF IT IS DETERMINED THAT THE PRESIDENT-ELECT DID NOT ATTEND THREE OR MORE OACEP EVENTS, ANOTHER VOTE WILL BE CALLED BY THE EXECUTIVE BOARD.

## ARTICLE III.

### STATE EXECUTIVE OFFICERS AND BOARD

CURRENT BYLAWS CAN BE  
FOUND ONLINE AT:

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COMMITTEE

# PROPOSED BYLAWS

## RESPONSIBILITIES OF OFFICERS

### PRESIDENT

THE PRESIDENT SHALL PRESIDE AT ALL ASSOCIATION MEETINGS; CHAIR MEETINGS OF THE EXECUTIVE BOARD; SHALL CHAIR THE EVENT PLANNING COMMITTEE; CALL MEETINGS AND NOTIFY MEMBERS, AND RECOMMEND TO THE EXECUTIVE BOARD FOR APPROVAL COMMITTEE CHAIRS AND SUCCESSORS TO FILL INTERIM TERMS OF OFFICERS OR CHAIRS. ADDITIONALLY, THE PRESIDENT SHALL CREATE AND EXTEND OPPORTUNITIES AND EXPERIENCES TO MENTOR THE PRESIDENT-ELECT.

### PRESIDENT-ELECT

THE PRIMARY GOAL OF THE PRESIDENT-ELECT IS TO LEARN FROM AND SUPPORT THE PRESIDENT. THE PRESIDENT-ELECT SHALL PERFORM ALL DUTIES OF THE PRESIDENT IN HIS/HER ABSENCE OR AT HIS/HER REQUEST; SHALL FILL THE INTERIM TERM OF THE OFFICE OF PRESIDENT SHOULD IT BECOME VACANT; AND ASSIST THE PRESIDENT IN THE ADMINISTRATION AND OPERATION OF ALL OTHER OACEP ACTIVITIES AND FUNCTIONS.

### PAST-PRESIDENT

THE PAST-PRESIDENT WILL ACT AS ADMINISTRATIVE SUPPORT FOR THE PRESIDENT. THEY WILL MAKE SURE THE PRESIDENT HAS ACCESS TO ALL OACEP FILES AND DOCUMENTS, MAINTAIN THE MEMBERSHIP LIST, AND ENSURE ALL THE DETAILS OF EVENT PLANNING ARE TAKEN CARE OF. ADDITIONALLY, THE PAST-PRESIDENT SHALL CREATE AND EXTEND OPPORTUNITIES AND EXPERIENCES TO MENTOR THE PRESIDENT AND PRESIDENT-ELECT.

### TREASURER

THE TREASURER SHALL MAINTAIN A RECORD OF ALL OACEP FINANCIAL BUSINESS INCLUDING BILLING AND PAYMENT OF BILLS; PREPARE A QUARTERLY FINANCIAL STATEMENT OF OPERATIONS (WHICH WILL BE PRESENTED AT EACH QUARTERLY BUSINESS MEETING) AND AN ANNUAL FINANCIAL REPORT (WHICH WILL BE PRESENTED AT THE FALL CONFERENCE BUSINESS MEETING); WILL KEEP THE EVENT PLANNING COMMITTEE UPDATED ON FUNDS AVAILABLE; AND SHALL PERFORM ANY OTHER NON-CONFLICTING DUTIES ASSIGNED BY THE EXECUTIVE BOARD. ALL OACEP MONIES SHALL BE KEPT IN A BANK ACCOUNT SEPARATE FROM ANY OTHER ORGANIZATION OR INDIVIDUAL. FOR GREATER TRANSPARENCY OF FINANCIAL STATEMENTS AND BANKING PURPOSES, EVENT FUNDS AND SCHOLARSHIP FUNDS SHALL BE KEPT IN SEPARATE ACCOUNTS. UPON MAJORITY VOTE OF THE EXECUTIVE BOARD, THE TREASURER MAY BE ASSISTED BY A PAID BOOKKEEPER.

### TREASURER-ELECT

THE PRIMARY GOAL OF THE TREASURER-ELECT IS TO LEARN FROM AND SUPPORT THE TREASURER. THE TREASURER-ELECT SHALL PERFORM ALL DUTIES OF THE TREASURER IN THEIR ABSENCE OR AT THEIR REQUEST; SHALL FILL THE INTERIM TERM OF THE OFFICE OF TREASURER SHOULD IT BECOME VACANT; AND ASSIST THE TREASURER IN THE ADMINISTRATION AND OPERATION OF ALL FINANCIAL MATTERS OF THE ORGANIZATION.

### SECRETARY

THE SECRETARY SHALL CREATE, RETAIN, AND DISTRIBUTE RECORDS OF ALL OFFICIAL MINUTES OF THE EXECUTIVE BOARD, EVENT PLANNING COMMITTEE, AND OTHER OFFICIAL OACEP BUSINESS MEETINGS. THE SECRETARY IS REQUIRED TO SUBMIT THE MINUTES PRIOR TO EACH SUBSEQUENT MEETING FOR REVIEW AND APPROVAL. THE SECRETARY SHALL ALSO BE RESPONSIBLE FOR PICK UP AND DISTRIBUTION OF OACEP MAIL QUARTERLY, UNLESS ACCESS TO AND FROM THE POST OFFICE BOX IS CONSIDERED A HARDSHIP, IN WHICH CASE THE SECRETARY WILL COORDINATE WITH THE EXECUTIVE BOARD TO DETERMINE AVAILABLE ASSISTANCE. THE SECRETARY SHALL PERFORM ANY OTHER DUTIES DEEMED OPERATIONALLY APPROPRIATE AND ASSIGNED BY THE EXECUTIVE BOARD.

### ADVISOR

THE PRIMARY RESPONSIBILITIES OF THE ADVISOR SHALL BE TO SERVE AS GUARDIAN OF THE BYLAWS, PROVIDE GUIDANCE TO THE EXECUTIVE BOARD IN MATTERS CONCERNING HISTORY AND PHILOSOPHY OF OACEP, AND BROKER OVERALL ETHICAL STEWARDSHIP OF THE ORGANIZATION.

## ARTICLE III.

## STATE EXECUTIVE OFFICERS AND BOARD

CONTINUED

**RUN FOR  
PRESIDENT-ELECT** !

CURRENT BYLAWS CAN BE  
FOUND ONLINE AT:

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# PROPOSED BYLAWS

## ARTICLE IV. COMMITTEES

STANDING COMMITTEES SHALL BE ORGANIZED BY THE PRESIDENT WITH A CHAIR AND CO-CHAIR APPOINTED BY THE PRESIDENT AND APPROVED BY THE EXECUTIVE BOARD. CURRENT MEMBERS MAY JOIN A COMMITTEE AT ANY POINT DURING THE YEAR. THE EXECUTIVE BOARD WILL PRIORITIZE GETTING INTERESTED MEMBERS INVOLVED IN COMMITTEES IMMEDIATELY FOLLOWING THE FALL CONFERENCE AND BASED ON THEIR INTEREST EXPRESSED ON THE MEMBERSHIP INVOLVEMENT FORM. THE FOLLOWING SHALL BE STANDING COMMITTEES FOR THE SPECIFIED PURPOSES:

### EVENT PLANNING COMMITTEE

THE EVENT PLANNING COMMITTEE SHALL BE COMPRISED OF THE PRESIDENT AS CHAIR, PAST PRESIDENT AS CO-CHAIR, AND OTHER MEMBERS AS NEEDED. THIS COMMITTEE SHALL BE RESPONSIBLE FOR PLANNING THE AGENDA, CATERING, SPEAKERS, AND LOCATION OF ALL OACEP QUARTERLY MEETINGS AND THE FALL CONFERENCE. THIS COMMITTEE SHOULD MEET ON A MONTHLY BASIS AND HAVE MEMBERS FROM AT LEAST 3 DIFFERENT PARTNER ORGANIZATIONS.

### SCHOLARSHIP COMMITTEE

THE SCHOLARSHIP COMMITTEE SHALL BE COMPRISED OF A CHAIR AND A CO-CHAIR APPOINTED BY THE PRESIDENT AND OTHER MEMBERS AS NEEDED. THIS COMMITTEE SHALL BE RESPONSIBLE FOR MANAGING ALL ACTIVITIES OF THE OACEP SCHOLARSHIP PROGRAM, INCLUDING: UPDATING AND ADVERTISING THE SCHOLARSHIP APPLICATION; SCREENING APPLICATIONS AND AWARDING RECIPIENTS; INFORMING THE TREASURER OF SCHOLARSHIP RECIPIENTS; ACQUIRING SCHOLARSHIP DONATIONS AND PLANNING AND EXECUTING FUNDRAISING ACTIVITIES.

CURRENT BYLAWS CAN BE  
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**RUN FOR  
TREASURER-  
ELECT!**



# PROPOSED BYLAWS

## ARTICLE IV. COMMITTEES

CONTINUED

THE FOLLOWING COMMITTEES ARE RECOMMENDED, BUT NOT REQUIRED. ANY ADDITIONAL COMMITTEES MAY ALSO BE CREATED AND APPOINTED BY THE EXECUTIVE BOARD AS NECESSARY.

THE NETWORKING COMMITTEE SHALL BE COMPRISED OF A CHAIR AND CO-CHAIR APPOINTED BY THE PRESIDENT AND OTHER MEMBERS AS NEEDED. THIS COMMITTEE SHALL ORGANIZE AND PROMOTE NETWORKING ACTIVITIES DURING THE FALL CONFERENCE AND SUPPORT THE SCHOLARSHIP COMMITTEE WITH FUNDRAISING ACTIVITIES.

THE MEMBERSHIP COMMITTEE SHALL BE COMPRISED OF A CHAIR AND CO-CHAIR APPOINTED BY THE PRESIDENT AND OTHER MEMBERS AS NEEDED. THIS COMMITTEE WILL ENGAGE IN EFFORTS TO INCREASE/EXPAND OACEP MEMBERSHIP EITHER IMPROVING RELATIONSHIPS WITH CURRENT PARTNER ORGANIZATIONS OR REACHING OUT TO NEW PARTNER ORGANIZATIONS.

THE MARKETING COMMITTEE SHALL BE COMPRISED OF A CHAIR AND CO-CHAIR APPOINTED BY THE PRESIDENT AND OTHER MEMBERS AS NEEDED. THIS COMMITTEE WILL HANDLE ONLINE COMMUNICATIONS BETWEEN OACEP AND THE COMMUNITY. THIS WILL INCLUDE: MAINTAINING AND UPDATING OACEP'S WEBSITE; MAINTAINING AND UPDATING OACEP'S SOCIAL MEDIA ACCOUNTS; ADVERTISING OACEP IN ONLINE SPACES; AND OTHER DUTIES AS ASSIGNED BY THE EXECUTIVE BOARD.

OTHER COMMITTEES MAY BE APPOINTED BY THE EXECUTIVE BOARD AS NECESSARY.

### EXPENSES

FOR COMMITTEE EXPENDITURES THAT EXCEED \$100, A MAJORITY VOTE BY THE EXECUTIVE BOARD SHALL BE REQUIRED. A RECORD OF THE VOTE, WHEN IT TOOK PLACE, AND THE FINAL COUNT, WILL BE KEPT BY THE SECRETARY AND GIVEN TO THE TREASURER TO BE INCLUDED IN THE ANNUAL FINANCIAL REPORT FOR THE BUSINESS MEETING AT THE FALL CONFERENCE.

JOIN THE  
SCHOLARSHIP  
COMMITTEE

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# PROPOSED BYLAWS

THE MEMBERS OF OACEP SHALL MEET IN BUSINESS SESSIONS AT LEAST QUARTERLY. THE MEMBERSHIP MUST RECEIVE FORMAL NOTIFICATION OF ALL MEETINGS AT LEAST TWO WEEKS PRIOR TO EACH MEETING. THE PRESIDENT AND PRESIDENT-ELECT SHALL SET THE AGENDA FOR THESE MEETINGS. MEMBERS MAY REQUEST AND VOTE ON ADDITIONAL MEETINGS OR SPECIAL EVENTS THAT WOULD BE OF INTEREST TO OACEP.

THE EXECUTIVE BOARD SHALL MEET AT LEAST QUARTERLY TO REVIEW ORGANIZATIONAL PROGRESS, SET ANNUAL GOALS, AND DISCUSS ANY OTHER BUSINESS. OTHER BOARD MEETINGS MAY BE SCHEDULED BY THE PRESIDENT AS NEEDED OR UPON REQUEST TO THE PRESIDENT BY ANY BOARD MEMBER. ALL MEMBERS OF THE BOARD MUST BE NOTIFIED OF BOARD MEETINGS AT LEAST SEVEN DAYS IN ADVANCE OF THE MEETING.

ALL MEETINGS SHALL BE SCHEDULED AND LED BY THAT COMMITTEE'S CHAIR. IN THE EVENT THAT THE CHAIR IS UNABLE TO ATTEND THE MEETING, THE CO-CHAIR SHALL LEAD THE MEETING.

THE FOLLOWING RULES FROM ROBERTS RULES OF ORDER SHALL BE FOLLOWED FOR ALL MEETINGS:

- MEETINGS SHALL BE CALLED TO ORDER BY THE COMMITTEE CHAIR.
- ADJOURNMENT FOR THE MEETING SHALL HAVE A MOTION, A SECOND, AND A SIMPLE MAJORITY VOTE.
- ALL VOTES SHALL HAVE BOTH A MOTION AND A SECOND BEFORE A SIMPLE MAJORITY VOTE.
- CHAIR SHALL ABSTAIN FROM ALL VOTES UNLESS A TIE NEEDS TO BE BROKEN.
- MINUTES SHALL BE RECORDED FOR EACH MEETING, INCLUDING TIME OF MEETING START AND END.
- MINUTES SHALL BE DISTRIBUTED TO COMMITTEE MEMBERS BEFORE THE BEGINNING OF THE NEXT MEETING. AN OPPORTUNITY TO CORRECT THE MINUTES WILL BE GIVEN BEFORE THE CHAIR ACCEPTS THE MINUTES.

## ARTICLE V. MEETINGS

CURRENT BYLAWS CAN BE  
FOUND ONLINE AT:

[WWW.OACEP.ORG/BYLAWS](http://WWW.OACEP.ORG/BYLAWS)

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PRESIDENT-ELECT** !

# PROPOSED BYLAWS

## ARTICLE VI. AMENDMENTS AND DISSOLUTION

ANY MEMBER OF OACEP MAY PROPOSE AMENDMENTS TO THIS CONSTITUTION. AMENDMENTS OR REVISIONS SHALL BE SUBMITTED TO THE EXECUTIVE BOARD, IN WRITING, FOR CONSIDERATION AT LEAST TWO WEEKS PRIOR TO THE MEMBERSHIP MEETING AT WHICH THE REQUEST IS TO BE CONSIDERED. A MAJORITY OF THE EXECUTIVE BOARD MUST APPROVE THE AMENDMENT FOR IT TO BE PRESENTED TO THE FULL OACEP MEMBERSHIP FOR RATIFICATION.

A MAJORITY VOTE OF THE MEMBERS IN ATTENDANCE IS REQUIRED TO RATIFY ANY AMENDMENT OR REVISION.

THE BYLAWS WILL BE REVIEWED BY THE EXECUTIVE BOARD A MINIMUM OF EVERY 5 YEARS. INTERIM REVIEWS WILL BE DONE AS NEEDED OR AS ISSUES WITH THE BYLAWS ARISE.

IN THE EVENT OF THE DISSOLUTION OF THE ORGANIZATION, THE BOARD OF DIRECTORS SHALL, AFTER PAYMENT OR MAKING PROVISION FOR THE PAYMENT OF OUTSTANDING CORPORATION LIABILITIES, DISPOSE OF ALL ASSETS BY CONVEYING THE ASSETS TO ONE OR MORE EXEMPT CHARITABLE, SCIENTIFIC OR EDUCATIONAL ORGANIZATION AS DESCRIBED IN SECTION 501(C)3 OF THE CODE.

**RUN FOR  
TREASURER-  
ELECT!**

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# PROPOSED BYLAWS

THESE BYLAWS ARE NOT INTENDED TO ACCOUNT FOR EVERY POSSIBLE SITUATION THAT OACEP MAY FACE. WHEN ADDITIONAL GUIDANCE IS NEEDED, IT IS RECOMMENDED TO FOLLOW THESE BEST PRACTICES:

THE EXECUTIVE BOARD HOLDS THE FINAL SAY IN MAKING DECISIONS REGARDING OACEP ACTIVITIES AND EXPENSES. THE EXECUTIVE BOARD ARE THE ONLY ELECTED POSITIONS, AND THEREFORE, THE ONLY POSITIONS TRULY ACCOUNTABLE TO THE OACEP MEMBERSHIP.

ALL OACEP MEMBERS SHALL BE WELCOME TO PARTICIPATE ON ANY OR AS MANY COMMITTEES AS SAID MEMBER WOULD LIKE. IF, FOR WHATEVER REASON, AN OACEP MEMBER'S INVOLVEMENT ON A COMMITTEE IS DETERMINED TO BE DETRIMENTAL, THEN THE EXECUTIVE BOARD CAN REMOVE THEM FROM THE COMMITTEE WITH A MAJORITY VOTE.

IF AN EXECUTIVE BOARD OFFICER IS DETERMINED TO BE DETRIMENTAL TO OACEP IN THEIR ROLE THEN THE EXECUTIVE BOARD CAN REMOVE THEM FROM THE BOARD WITH A MAJORITY VOTE. THE EXECUTIVE BOARD SHALL NOTIFY THE OFFICER OF THEIR REMOVAL. AFTER THE REMOVED OFFICER IS NOTIFIED, THEN THE EXECUTIVE BOARD WILL NOTIFY OACEP MEMBERSHIP OF THE OPEN OFFICER POSITION. FINALLY, AN ELECTION FOR THE OPEN OFFICER POSITION WILL BE HELD AT THE NEXT OACEP BUSINESS MEETING.

TO PREVENT POSSIBLE CONFLICTS OF INTEREST, COMMITTEE MEMBERS SHOULD AVOID BEING COMPENSATED FOR SERVICES THEY PROVIDE TO OACEP. HOWEVER, THE EXECUTIVE BOARD SHOULD ADVOCATE FOR COMMITTEE MEMBERS TO BE REIMBURSED FOR EXPENSES SAID COMMITTEE MEMBERS INCURRED WHILE PROVIDING SERVICES TO OACEP.

## ARTICLE VII.

### BEST PRACTICES

CURRENT BYLAWS CAN BE FOUND ONLINE AT:

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# COMMITTEE MEMBERSHIP

## EXECUTIVE BOARD

### PAST-PRESIDENT

DR. AMANDA COTHERN-WEBB  
LIBERTY HEALTH

### TREASURER

DEBRA LAMAR  
REDLANDS CC

### PRESIDENT

FLYNN MASON  
OKDHS

### SECRETARY

NANCY CEJKA  
CAREER TECH

### PRESIDENT-ELECT

BRIAN MONTGOMERY  
OKDRS

### ADVISOR

MINDI MITCHELL  
CV TECH

## SCHOLARSHIP COMMITTEE

### CHAIR

DEBRA LAMAR

### MEMBER

LISA REICH  
SILAS ELLIS

## CONFERENCE EVAL



[OACEP.ORG/CONFERENCEEVAL](https://oacep.org/conferenceeval)

## NETWORKING COMMITTEE

### CHAIR

JARED WILLIAMS

### MEMBERS

DEE SAGE  
NANCY CEJKA

## EVENT PLANNING COMMITTEE

### CHAIR

FLYNN MASON

### MEMBERS

AJ CROWELL  
DR. AMANDA COTHERN-WEBB  
BRIAN MONTGOMERY  
BRITTANY HUSSAIN  
DEBRA LAMAR  
DEE SAGE  
GINA MCPHERSON  
GLORIA WALLACE  
JARED WILLIAMS  
MINDI MITCHELL  
NANCY CEJKA



THANK YOU FOR

ATTENDING THE

FALL CONFERENCE