
POLICY TRANSMITTAL NO. 04-13	DATE: MAY 25, 2004
OFFICE OF PLANNING, POLICY AND RESEARCH	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:1-1, Table of Contents; 340:1-1-1 and 340:1-1-19.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

Chapter 1 rules are revised to reflect the addition of "Oklahoma" to Department of Human Services, denoted by the acronym OKDHS, and issue a new rule regarding open meetings.

Original signed on 3-1-04

Marilynn Knott, Administrator
Office of Planning, Policy & Research

WF # 03-37 (DT)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

OAC 340:1, Table of Contents

OAC 340:1-1-1

INSERT

OAC 340:1, Table of Contents, 1 page only, revised 5-27-04

OAC 340:1-1-1, 1 page only, revised 5-27-04

OAC 340:1-1-19, pages 1-2, issued 5-27-04

SUBCHAPTER 1. GENERAL PROVISIONS

Section

- 340:1-1-1. Purpose
- 340:1-1-2. Legal basis
- 340:1-1-3. The Commission for Human Services
- 340:1-1-4. The Director of Human Services
- 340:1-1-5. The Deputy Director **[REVOKED]**
- 340:1-1-6. External relations **[REVOKED]**
- 340:1-1-7. The Office of General Counsel **[REVOKED]**
- 340:1-1-8. The Office of Policy Analysis **[REVOKED]**
- 340:1-1-9. Office of Client Advocacy **[REVOKED]**
- 340:1-1-10. Office of Administration **[REVOKED]**
- 340:1-1-11. Information services **[REVOKED]**
- 340:1-1-12. Parole, Review and Hearing Board **[REVOKED]**
- 340:1-1-13. Office of Civil Rights **[REVOKED]**
- 340:1-1-14. Public Information Office **[REVOKED]**
- 340:1-1-15. Oklahoma Medical Center **[REVOKED]**
- 340:1-1-16. Oklahoma Medical Center acceptance of gifts, donations, and memorials **[REVOKED]**
- 340:1-1-17. Organizational structure
- 340:1-1-18. Strategic planning system
- 340:1-1-19. Open Meeting Act

SUBCHAPTER 1. GENERAL PROVISIONS**340:1-1-1. Purpose**

This Chapter describes the organizational structure and function of the Oklahoma Department of Human Services (OKDHS). It includes the legal basis and outlines other rules governing overall operation of OKDHS.

340:1-1-19. Open Meeting Act

All meetings of the Oklahoma Department of Human Services are conducted in compliance with the Oklahoma Open Meeting Act. [25 O.S. § 301 through 314] The Office of Communications serves as the clearinghouse for all open meetings and has the responsibility to file the proper notices with the Secretary of State. ■ 1 & 2

INSTRUCTIONS TO STAFF

1. (a) Regularly scheduled open meetings. In October of each year the Office of Communications sends an electronic memorandum to all Oklahoma Department of Human Services (OKDHS) entities requesting information regarding all regularly scheduled open meetings for the coming year. The required information is filed with the Secretary of State by December 15th of each year.

(b) Special open meetings.

(1) When a special open meeting is scheduled, at least 48 hours prior to the meeting, the OKDHS entity conducting the meeting must submit to the Office of Communications by e-mail the meeting:

(A) date;

(B) time; and

(C) location, including the finding address.

(2) The Office of Communications must file the required information with the Secretary of State at least 48 hours before the special open meeting.

(c) Cancellation of open meetings. When an OKDHS entity conducting an opening meeting becomes aware the meeting is cancelled, the Office of Communications must be notified immediately. Cancellation information is also filed with the Secretary of State.

2. At least 24 hours prior to all open meetings, excluding Saturdays, Sundays, and legal holidays, the OKDHS entity conducting the meeting must display in a prominent public location of the building where the meeting will be held a notice of the meeting. The notice includes the meeting:

(A) date;

(B) time;

(C) location, including the finding address; and

(D) agenda.