

CPB Certification Procedures

September 1, 2018

1. Open Meeting Requirements:

- It is the policy of OETA to conduct Open Meetings in accordance with CPB and State of Oklahoma rules and regulations.
- Reasonable notice of public meetings will be posted on oeta.tv at least one week prior to the meeting. The agenda will also be filed with the Oklahoma's Secretary of State and prominently posted for public view.
- Notice of the meeting will be communicated by letter, e-mail, fax, phone, or in person to any individual who specifically requests to be notified.
- On-Air announcements will be broadcast on at least three consecutive days once during each calendar quarter that explains the station's open meeting policy and provide information about how the public can obtain information regarding specific dates, times and location.
- If a meeting is closed pursuant to the exceptions recognized by law, a statement containing one of the reasons listed below will be available as soon as the meeting is concluded:

Due to the nature of the OETA Board of Directors meeting on (Date and Time) the session was closed to the public. This closed session was necessary to discuss matters relating to individual employees, proprietary information, litigation or other matters requiring the confidential of advice of counsel, commercial or financial information obtained from a person on a privileged or confidential basis, or the purchase of property or services whenever the premature exposure of such purchase would compromise the business interest of any such organization.

- No member of the public, (as a condition to attend the open meeting), is required to show identification unless otherwise documented on the agenda for security reasons.

2. Open Financial Records:

- OETA will conduct an independent audit of all financial records annually.
- Audited Financial Reports and the Annual Audit will be provided to CPB on an annual basis.
- Annual audits will be available by request for a copying fee of .25 per page or on oeta.tv once concluded.

3. Community Advisory Board:

- This requirement is non applicable since OETA is an agency for the State of Oklahoma. The Authority board will fulfill all advisory functions as needed.

4. Equal Employment Opportunity:

- A statistical report including the following information will be submitted to CPB in the form of the SABS and SAS report on a yearly basis. This information contained in these reports is also made available to the public on oeta.tv and in the public inspection file.

1. Identify by race and sex the number of employees in each of the following full-time and part-time categories:
 - a. Officials and managers,
 - b. Professionals,
 - c. Technicians,
 - d. Semiskilled operatives,
 - e. Skilled craft persons,
 - f. Clerical and office personnel,
 - g. Unskilled operatives,
 - h. Service workers.
2. The report will also contain the number of job openings occurring during the year and what jobs were filled.

5. Donor List and Political Activities:

- It is the policy of OETA not to engage in the exchange, rental, or sale of donor or member names to, from or with any candidate, political party, or political committee, except as required by law or judicial process.