



OSU Medical Authority Minutes

OSU Medical Authority and Trust

8/28/2025 1:15 PMCDT

@ OSUMC – 744 W. 9th St. Tulsa, OK – 2nd Floor Executive Boardroom

Notice of the meeting was given in writing to the Oklahoma Secretary of State more than forty-eight (48) hours prior to the meeting, and the agenda of this meeting was posted at all entrances of Oklahoma State University Center for Health Sciences, 1111 West 17th Street; twenty-four (24) hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays, in compliance with the Oklahoma Open Meeting Act.

Attendance

Present:

Members: Ellen Buettner, Jay Helm, Michael Herndon, Brett Lessley, Tracy Poole

Guests: Eric Atkinson, Damon Baker, Adam Bradley, Rick Brewster (remote), Melissa Cox, Mike Fields, Catherine Gann, Amanda Hardt, Jami Longacre (remote), Finny Mathew, Eric Polak, Jessica Russell, Bill Schloss, Terri Tinkler, Erica Woolf

Absent:

Members: Barry Steichen, Johnny Stephens

- I. Call to order and establishment of a quorum (Presenters: Chairman Helm)

The meeting was called to order by Chairman Jay Helm at 1:15 PM. After a roll call, Jay Helm declared that a quorum of the Oklahoma State University Medical Authority was present for the meeting.

- II. Discussion, consideration, and possible vote on the approval of minutes of the June 26, 2025, meeting (Presenters: Chairman Helm)

 [Draft-OSU Medical Authority Minutes 6.26.2025.pdf](#)

Motion:

Motion to approve the minutes of the June 26, 2025, meeting.

Motion moved by Michael Herndon and motion seconded by Ellen Buettner. Aye: Helm, Buettner, Poole, Herndon. Lessley Nay: None Abstain: None

- III. Discussion, consideration and possible vote to elect officers for the Authority (Presenters: Chairman Helm)

Chairman - Jay Helm

Vice Chair/Secretary - Mike Herndon
Treasurer - Brett Lessley

Eric Polak explained they by-laws and who needs to be appointed.

Motion:

Motion to approve the officers for the Authority.

Motion moved by Ellen Buettner and motion seconded by Tracy Poole. Aye: Helm, Buettner, Poole, Herndon. Lessley Nay: None Abstain: None

IV. CEO's Report (Presenters: Eric Polak)

Eric Polak mentioned the cooperative agreement is being decided by the OSU Board of Regents at their September meeting.

A. Financial Report (Presenters: Eric Polak)

 [OSUMA FY 2026 SRD.pdf](#)

Eric Polak gave a summary of the OSUMA FY 2026 Summary of Revenues and Disbursements year-to-date. He also informed the board of how PO's get approved at the beginning of the fiscal year and why July does not usually have much activity. He also explained where the ARPA funds and grants stand.

B. Legislative Update (Presenters: Jessica Russell)

Jessica Russell gave an update on interim studies that have been approved and that there were several she would be tracking through the interim.

V. Announcements (Presenters: Chairman Helm)

A. Next regularly scheduled meeting of the Authority is October 23, 2025, at the OSU-CHS 1111 W. 17th St., Tulsa

We will change the meeting location for the October and December meetings to OSUMC.

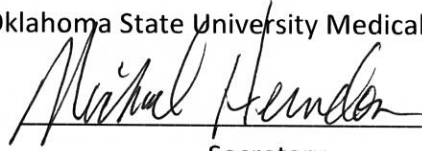
VI. Motion and Vote for Adjournment (Presenters: Chairman Helm)

Motion:

Motion to adjourn the meeting at 1:25 P.M.

Motion moved by Jay Helm and motion seconded by Michael Herndon. Aye: Helm, Buettner, Poole, Herndon. Lessley Nay: None Abstain: None

Oklahoma State University Medical Authority


Secretary