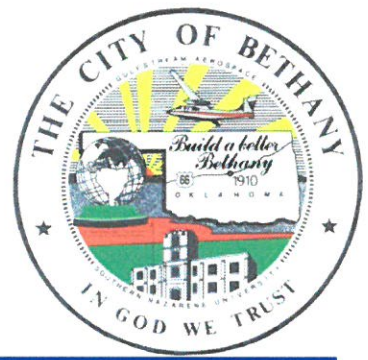


On Wednesday, December 18, 2024, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

Notice of SPECIAL CALLED MEETING BETHANY CITY COUNCIL

**THURSDAY, JANUARY 2, 2025
5:30 P.M.**


**BETHANY CITY HALL
6700 NW 36TH ST
BETHANY, OKLAHOMA**



Call to Order

1. Review, consideration and action to appoint a Ward 4 council member to serve the remaining term of former Council Member Knapp.

Adjourn


Nikki Lloyd
Mayor

ATTEST:

Michael Vaughn
City Clerk

This notice of emergency called meeting and filed with the City Clerk of Bethany Oklahoma on Wednesday, December 18, 2024, at 3:10 P.M.

Public Participation Note: The City Council and Staff of the City of Bethany strongly encourages the input and involvement of the citizens to help ensure that the City government provides the highest level of services to meet the public needs and desires. If you have any concerns or comments about an agenda item, or any other issue, please contact the Mayor, your Ward Council Members or City Hall Staff. You may also contact the City Manager's office if you would like to have an item placed on a future agenda to address the Council as a whole. (Guidelines are available in the Council Chambers and in City Hall Lobby.)

BETHANY CITY COUNCIL

From: Elizabeth A. Gray, City Manager
Date: December 27, 2024
Subject: Ward IV Appointment for Vacant Council Seat

BACKGROUND

Per the City of Bethany Charter:

SECTION 2-12. COUNCIL: VACANCIES.

The Council, by majority vote of its remaining members, shall fill vacancies in its own membership for the unexpired terms within thirty (30) days of the date the vacancy occurs. Provided, if a vacancy occurs in the office of Councilmember which office has more than twelve (12) months remaining on an unexpired term, then the remaining members of the City Council shall call for a special election for the purpose of filling the vacancy for the duration of the unexpired term. The election shall be held within ninety(90) days of the date the Council position becomes vacant. (Amended 10-14-03)

This item is on the agenda with basically a three-step procedure...**review, consideration, and action.** Received resumes with Voter Registration Verification Forms for Candidates were emailed immediately following the deadline for council **review**. After council **consideration**, council must **act** to appoint a candidate with a majority vote of five council members. Once a candidate has been selected, their term will begin upon taking the Oath of Office and will end depending upon the outcome of the February 11, 2025 General Election and whether or not a runoff election is required on April 1, 2025.

RECOMMENDATION

1. As develops during the meeting.



ADDITIONAL COMMENTS

Resumes with Voter Registration Verification Forms for Candidates are included.

I am C. Dale German,

BA. SNU,

M. Div. Nazarene Theological Seminary

D. Min. San Francisco Theological Seminary

30 Years Senior Pastor

3 Years Lecturer Nazarene Bible College, Australia

1 Year BFC Coordinator Eswatini, Africa

1 Year Bricktown Taxi Boat Driver

5 Years Bethany Tribune Columnist

22 Years Bethany Resident

3001 Oakridge Drive

Bethany 73008



Voter Registration Verification Form for Candidates

You must include this form with your Declaration of Candidacy. The Secretary of the Election Board can only accept your Declaration if the information contained in this form matches the information provided on your Declaration, and if such Declaration meets all other requirements of state law. 26 O.S. Section 5-111.

Name: GERMAN, CLARENCE DALE

Voter ID: 550877596 **County:** OKLAHOMA

Birthdate: [REDACTED]

Registration Date: 06/05/2007

Political Affiliation: [REDACTED]

Residence Address: **Mailing Address:**
3001 OAKRIDGE DR
BETHANY, OK 73008-4646

Precinct Number: 550305

Districts:

Congressional: 05

State Senate: 030

State House: 084

County Commissioner: 02

School: PUTNAM CITY PUBLIC SCHOOLS
Board District: 04

Municipal: CITY OF BETHANY
Ward: 04

Technology Center: FRANCIS TUTTLE TECHNOLOGY CENTER
Board District: N/A

This form does not apply to candidates for federal office.

If you believe any of the information above is incorrect, please contact your County Election Board Secretary immediately.

AJA TRIANA

SUMMARY OF QUALIFICATIONS

Multi-skilled with the ability to effectively convey information orally and in writing in a concise and professional manner; possessing excellent leadership, and the ability to establish a rapport with staff members, management, and members of the community. Intentionally creates systems and curriculum to further the academic and socio-emotional success of staff and students of all ages while creating a foundation to spring toward the next steps with buy in from all stakeholders.

- Over 10 years' experience supporting and promoting partnerships between students, teachers and families
- Knowledge of coaching principals, practices, and concepts to serve as an advisor to teachers
- Solution oriented and student/teacher centric problem solver with Master's in Learning and Technology
- Knowledge and ability of evaluation methods and data collection to gauge the effectiveness of programs and promote teaching with fidelity
- Ability to create and analyze research to further goals in and out of the classroom
- Proficient in Microsoft Word, Excel, and Power Point, multiple LMS and experience with needs development
- Over 10 years' experience teaching in early childhood
- Track record of anticipating needs and developing work product to further the goals of teachers and students

Program Coordinator

Centene

Remote

Oklahoma City Metro Area

02/2024-present
40hrs per week

Special projects

Assist in activities related to the medical and psychosocial aspects of utilization and coordinated care. Initiate authorization requests for output or input services in keeping with the prior authorization list. Perform tasks necessary to promote member compliance such as verifying appointments, obtaining lab results. Screen members by priority for case management (CM) assessment. Perform transition of care duties to include but not limited to, contact the member's attending physician, member or medical power of attorney, other medical providers (home health agencies, equipment vendors) for information pertaining to special needs. Coordinate services with community based organizations. Attend marketing and outreach meetings as directed to represent the plan. Produces and mails routine CM letters and program educational material.

Instructor

Public Schools

Okcps, Epic, ASTEC, Western Heights, Mid-Del

Oklahoma City Metro Area

08/2017-1/2024
40 hours per week

Science Dept head, Social Studies Dept head

Create instructional resources for use in the classroom. Plan, prepare and deliver instructional activities. Create positive and safe educational climate for students to learn in. Meet course and school-wide student performance goals. Provide coaching and feedback for growth. Create lesson plans and modify accordingly throughout the year. Maintain grade books. Grade papers and perform other administrative duties as needed. Create projects designed to enhance lectures. Read and stay abreast of current topics in education. Create lesson plans. Utilize various curriculum resources. Integrate competencies, goals, and objectives into lesson plans. Develop incentives to keep participants in class. Troubleshoot technology. Build websites and assess technology use and needs.

Analyst 04/2015-11/2015
 Talentwave 40hour/week
 Oklahoma City, Oklahoma

Research details and regulations for contracts in multiple medical systems to ensure proper execution. Gather, interpret, and use complex data to develop actionable steps to improve performance and optimize results

26-2809

Consultant 11/2013-04/2015
 Progrexion 40hours per week
 Oklahoma City, Oklahoma
 Closed down

05-7214

81-0547

30-7659

Enrolled new clients for services after performing consultation and assessment of needs. Meeting with management or appropriate staff to understand their requirements. Use interviews, surveys etc. to collect necessary data. Evaluate the situation periodically and adjust as needed.

Child Welfare Assistant 04/2015-2016
 Department of Human Services 40 hours per week
 Oklahoma City, Oklahoma

Prepare paperwork for adoptions. Scan, fax email, and record any necessary documents and transactions. Redaction. Ensure protection of private and confidentiality information from unauthorized parties. Identify documents. Liais between departments. Gather information and files to compile reports.

Contract Administration/Dept. Admin 07/2013 – 04/2015
 Enterprise Products 40 hrs per week
 Oklahoma, City
 Supervisor, Christy Borelli

Promotion to Contract Admin after 6mos
 Preparation and verification of 300+ Crude oil contracts and associated paperwork. Maintain and retrieve contract documents as needed. Check submitted documents for errors and compliance with all company policy and regulations. Fax 200+ contracts a day, maintain files in proper place. Assist contract administrators with their tasks. Provide guidance and advice to supervisor. Contract distribution. Order supplies as needed for the department. Troubleshoot and correct any technology or office equipment.

T-Mobile USA 4/2005-6/2012

Retail Associate/Interim Manager
 Develop user level instruction, troubleshooting and problem solving to customer satisfaction. Apply company policy, procedures, and principles to all interactions with end users. Track and record trends to report to stakeholders. Investigate/create solutions to known and unknown issues. Assist clients and advise on technology use and needs. Create customer centered solutions after research and consultation.

EDUCATION

Master of Education, Learning and Technology, Western Governors University 09/2023

Bachelor of Science, Family Studies and Gerontology, Southern Nazarene University 05/2017

Diploma, Newcastle High School 05/2002
 Newcastle, Oklahoma 73065



OKLAHOMA
State Election Board

Voter Registration Verification Form for Candidates

You must include this form with your Declaration of Candidacy. The Secretary of the Election Board can only accept your Declaration if the information contained in this form matches the information provided on your Declaration, and if such Declaration meets all other requirements of state law. 26 O.S. Section 5-111.

Name: TRIANA, AJA MARIE

Voter ID: 801778745 **County:** OKLAHOMA

Birthdate: [REDACTED]

Registration Date: 06/01/2018

Political Affiliation: [REDACTED]

Residence Address: **Mailing Address:**
2005 N GLADE AVE
BETHANY, OK 73008-5423

Precinct Number: 550302

Districts:

Congressional: 05

State Senate: 018

State House: 084

County Commissioner: 02

School: PUTNAM CITY PUBLIC SCHOOLS
Board District: 04

Municipal: CITY OF BETHANY
Ward: 04

Technology Center: FRANCIS TUTTLE TECHNOLOGY CENTER
Board District: N/A

This form does not apply to candidates for federal office.

If you believe any of the information above is incorrect, please contact your County Election Board Secretary immediately.

JENNIFER OSBORNE
3117 N. Timber Ave
Bethany, Oklahoma 73008

December 27, 2024

Dear Mayor and City Council,

Please accept this letter and attached resume as my formal application to fill the vacant seat in Ward 4 on the Bethany City Council. I am a resident of Bethany, Oklahoma and have owned my home in Ward 4 since 2017, where I have resided with my husband and children. I spend a majority of my time and efforts in Bethany and attend many of the events hosted by our city.

I also previously lived in Bethany Ward 4 from 2008-2012 with a brief stint in Warr Acres from 2012-2017 and now in Bethany again since 2017.

I would be grateful for the opportunity to serve as interim City Council Person for Ward 4 until the election in February 2025 where I am hopeful to gain the open seat on a full term basis. I am committed to fulfill the remaining term and be prepared to be attentive and present in the council meetings. I am open to reason and ready to hear what the people in my Ward would want and vote for the people and in their best interest. This position is not and will not be taken lightly. I am hopeful that together we can continue to grow Bethany and make it a place where people are enthusiastic to call it their home.

I appreciate your consideration and am available to answer any questions you may have for me.

Respectfully,

Jennifer Osborne

JENNIFER OSBORNE

3117 N. Timber Ave

Bethany, Oklahoma 73008



SUMMARY

My passion is family/domestic law as I am very fluent in this area. I am also well versed in other areas such as civil law, small claims, collections, expungements, creating LLC's and Corporations along with articles and simple operating agreements, obtaining IRS identification numbers, filing annual certificates, simple wills, trusts, power of attorneys, District Court procedures and rules, assisting and filing in federal court and each of their procedures, appeals and have assisted with 10th circuit filings and pleadings.

SKILLS

I am a very talented Legal Assistant/Paralegal knowledgeable in family/domestic and civil law with a proven history of superior organization and document management skills. Proofreading documents and corrections is one of my many specialties. I have an eye for detecting deficiencies in pleadings and love to find loop holes. After many years of drafting, I was promoted to proofreading all pleadings that were prepared through our office along with the knowledge of every case and being present for all meetings, depositions and court hearings. I also have a skill for remembering small details that become very effective through litigation and trial.

PROFESSIONAL LEGAL EXPERIENCE

May 2004 - Present

Contract Paralegal for various attorneys including but not limited to LKDLAW, P.C., Watts & Watts, Bedlam Law Firm and Private Clients.

LKDLAW, P.C.

Laurence K. Donahoe



- Accounts receivable, accounts payable and maintaining client trust accounts
- WordPerfect and MS Office proficient
- Office management
- Daily docket reports
- Trial preparation assistance
- Document management
- Calendar management
- Legal correspondence, verbal and written communication

- Drafting of motions, briefs and other legal documents, legal research and writing, legal complaints, summons and discovery
- Troubleshooting complex problems
- Preparing information for accountant, 1099's, 1096's and other end of year tax forms
- Managed office scheduling and kept accurate notes on deadlines, motions and other dates
- Handled telephone calls, meeting plans and conference organization requirements
- Maintained knowledge on case status by reviewing relevant records and reporting back to clients
- Mailed and arranged for delivery of legal correspondence to clients, witnesses and court officials
- Corresponded daily with clients and attorneys
- Participated in client interviews, observed questioning process and documented information
- Provided administrative support and conducted research to assist attorneys in civil litigation preparation
- Enhanced trial proceedings by organizing evidence and scheduling witnesses to optimize case preparation for successful outcomes
- Organized and prepared case exhibits and evidence for trial
- Consulted with clients, witnesses and legal professionals to define and document case details

DATA ENTRY SPECIALIST

July 2022 - Present

AudioChecks Mobil Hearing And Respiratory Testing LLC

Delinda Cobb



- Remote data entry for hearing, pulmonary and respiratory testing

EDUCATION

2010 - Present - various continuing education and paralegal courses

1998-2000 - OSU-OKC - general studies

1997 - Martin High School



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Name: OSBORNE, JENNIFER RENEE
Voter ID: 550862455 **County:** OKLAHOMA
Birthdate: [REDACTED]
Registration Date: 08/24/2006
Political Affiliation: [REDACTED]
Residence Address: 3117 N TIMBER AVE
BETHANY, OK 73008-3831 **Mailing Address:**
Precinct Number: 550304
Districts:
Congressional: 05
State Senate: 018
State House: 084
County Commissioner: 02
School: PUTNAM CITY PUBLIC SCHOOLS
Board District: 04
Municipal: CITY OF BETHANY
Ward: 04
Technology Center: FRANCIS TUTTLE TECHNOLOGY CENTER
Board District: N/A

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