

## MINUTES OF CLASS A OFFICERS

**Grant County Class A Officers** met in regular session on Monday, April 3, 2017. Notice of the Meeting, including agenda, was posted on the first-floor bulletin board and at entrances of the Grant County Courthouse, Medford, Oklahoma by Friday, March 31, 2017 at 7:30 am in accordance with Title 25, § 301-314 O.S.

Bobbitt called the meeting to order at 7:32 am. After roll call, a quorum was acknowledged. Present were Cindy R Bobbitt, Patrick J Ronck, Penny Dowell, Scott Sterling, Deana Kilian and Cindy Pratt. Robin Herod entered the meeting at 7:33 am, Brandon Fetters at 7:40 am, Max L Hess at 8:15 am, and Kasie Junghanns at 8:35 am. Harvey Bush and Steven Young were absent.

Bobbitt acknowledged the Agenda and Statement of Compliance with the Open Meeting Act.

Dowell presented several items for discussion with regards to Risk Management as referenced below:

Dowell stated the officers have expressed a need for better communication between the commissioners and officers, as well as between all offices.

Dowell stated the State Auditors' Office would prefer a standardized payroll time sheet. Pratt will work to produce a standardized form for county use.

Dowell reported the OSU County Training Office and State Auditors' Office are working to standardize the Chart of Accounts (COA) for all Oklahoma counties. Grant County will be a beta test county for the revised COA prior to implementation of the COA. The beta testing will begin July 2, 2017.

Dowell reported OPEH&W and OPERS are willing to visit the county offices to discuss employee benefits. Bobbitt stated she was told OPEH&W would not visit the county. Dowell will get clarification of this.

Dowell opened discussion regarding the possibility of move the date of payroll distribution from the 10<sup>th</sup> of the month to earlier in the month. The pay period is from the 1<sup>st</sup> day of the month to the last day of the month. Pratt explained the payroll process requires a considerable amount of time to complete the processes.

Dowell reported an increase in the monthly phone bill for each office within the courthouse. This was due to the delay in the fiber optic connection service request. At the time the 2016-17 Budget was approved the increase was not foreseen. Dowell reported requesting our representative, David Lawton submit a request for refund to a refund from AT&T. Our AT&T Representative, David Lawton is to request the refund. Once the fiber optic connection is complete all offices including the Sheriff's office will utilize this service. This should reduce the monthly phone bill for each office. District 3 shop in Pond Creek is currently using Pioneer Telephone for services. The issue of combine all phone services was tabled.

After discussion of the courthouse employees working four (4), ten (10) hour days, it was determined to be unfeasible as some offices within the courthouse are mandated by the State which a 5-day workweek.

Dowell discussed the policy regarding nepotism and the hiring of relatives. Dowell reported on an incident in District 1. The BOCC were misinformed by ADA Young regarding the hiring of relatives. Bobbitt reported Sherry Hess temporarily worked at District 1 during the absent of the regular secretary but Ms. Hess volunteered her time.

Dowell reminded officers of the Grant County Travel Policy regarding meal reimbursement. This policy states "The County will reimburse/pay for meals up to \$20.00 per meal per individual." "Tips – not to exceed 18% of the total bill."

Dowell stated the officers would appreciate validation from the BOCC for suggestions offered by all elected officials.

Dowell mentioned issues with purchase orders. Pratt stated once the Purchasing Order Requisition form is signed by the Requisitioning Officer, no pertinent information should be altered on the form especially the amount of the PO. Ronck noted that the Purchase Order forms currently used are out-of-date and should be updated as required by the Oklahoma State Auditor & Inspectors Office. The Clerk's Office will contact KellPro to update the form in our system.

Herod stated as storm season approaches all employees should be aware of the weather and the proper emergency procedures.

### OFFICERS' COMMENTS:

Herod reported all Notice of Change Evaluation have been mailed for 2017 tax year. Personal property assessments have decreased due to minimal new machinery being purchased in Grant County.

Hess reported District 1 is working on Latimer Road bridge damage. The 3<sup>rd</sup> phase of CIRB project from Sandy Corner to the Alfalfa/Grant county line will begin this summer.

Ronck reported District 3 is gearing up for summer projects. Ronck reported receipt of funds from FEMA for damages to a bridge destroyed by the flood of 2012. The county has the materials to complete the bridge repair so the expense to the county will be labor only. Ronck and Hess are planning to chip and seal Red Hill Road after harvest this summer. A reminder to the public to use caution when driving on a resurfaced road as it tends to be slick.

Bobbitt reported District 2 is working the CIRB Lamont project to Grady Road and CR 1010 which goes to Jefferson Road into Medford. District 2 is working on several shale projects. Bobbitt reported the Rock Falls Wind Farm Agreement should be ready to present to the BOCC next week. This project has been downsized but it is projected right now to have 40 wind turbans in Grant County. Bobbitt commented the counties could see a reduction in federal funding which could have a negative impact on the county budget.

Pratt reported things were going well in her office. Pratt appreciates the help given by all to help her adjust to her position as County Clerk.

Kilian reported that Judge Hammontree is back full time. Kilian also stated she is working on budge - needs for the 2017-18 fiscal year which is to be sent to the State by May 1, 2017. There could be a reduction in funds received from the State.

Fetters mentioned possibly checking other vendors for our email and website. No action was taken at this time. Fetters reported the LEPC purchased hand held radios with lapel microphones for emergency personnel use from a donation received from SEMGAS. The LEPC has approved the purchase of a drone for the use in emergency situations. The LEPC will be accepting nominations for the Grant County Awards Program. Fetters is working with ACCO to learn more about the Safety Director's job.

Junghanns reported a busy spring ag schedule with several meetings and field tours. The Robot team has been practicing for upcoming competition. The 4-Her's made a trip to the State Capitol. Junghanns is working to confirm School Ag Safety Day.

Dowell reported the collection of 2016 tax going well. The second half of taxes for 2016 were due March 31, 2017 to avoid penalties and interest. Dowell reported Marla Farmer will be leaving the courthouse after many years of appreciated service. Dowell reported her office is busy working on June resale.

Sterling reported being busy with legislation at the State Capitol. There are some issues with the 3 day rule with DOC. Sterling reports cross training with all county law enforcement agency each month is very productive.

No new business.

Bobbitt reminded the officers that this meeting is subject to the "Open Meeting Act" so if something needs action, it must be properly listed on the agenda. Agenda Item 6. Comments, do not allow an item to be discussed that needs to be voted on by the Class A Officers. Additionally, the Officer's Comments should be comments that only pertain to each of their own offices.


With no further action to come before the officers, at 8:46 am Dowell moved to adjourn. Kilian seconded. Bobbitt•aye, Ronck•aye, Hess•absent. Motion carried.

Board of County Commissioners  
Grant County, Oklahoma




(ATTEST)

  
Cindy R. Bobbitt, Chairman

  
Patrick J. Ronck, Vice-Chairman

  
Max L. Hess, Member

  
Cindy Pratt, County Clerk (Secretary)