



## Official Minutes of PAYNE COUNTY BUDGET BOARD

The Payne County Budget Board met in a regular meeting of the board at 11:00 a.m. on **Tuesday, November 12, 2019** at the Payne County Administration Building, Commissioner Meeting Room, Suite 200 located in Stillwater, Oklahoma.

**Chairman Reding called the meeting to order:** at 11:00 a.m.

**The following members were present:**

**Chris Reding**-Commissioner District 2, **Carla Manning**- Treasurer, **Glenna Craig**-County Clerk, **Zach Cavett**-Commissioner District 1, **Kevin Woodward**-Sheriff, **Rocky Blasier** Commissioner District-3, **Lori Allen** – Court Clerk, **James Cowan** – Assessor. Also, in attendance various department heads, employees, media.

**Approve minutes of the previous meeting of the board:**

Minutes of the previous meeting were presented for approval. Motion by Cowan to approve the minutes as presented, second by Woodward. Roll Call Vote: Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes, Allen-Yes, Blasier-Yes, Manning-Yes, Reding-Yes.

**Financial Reports:**

**Cash Appropriations:**

The Clerk's Office presented the cash appropriations as certified by the Payne County Treasurer November 1, 2019; these have also been approved by the Board of Commissioners:

3	Alcoholic Bev. Tax	\$27,743.00
#0001	General	
#1102	Highway	\$265,971.19
#1103	CBRI - 105 Monies	\$34,442.32
#1201	911 Phone Fees	\$58,627.42
#1202	C.L.E.A.N.	
#1204	Assessor Revolving Fee	\$1,048.41
#1208	County Clerk Lien Fee	\$6,898.30
#1209	County Clerk RM&P	\$5,170.52
#1211	Court Fund Salaries & Fringe Court	\$27,045.79
#1212	Emergency Mgmt	
#1213	Flood Plain	
#1214	Free Fair Board	\$13,203.84
#1216	Health	\$7,081.13
#1218	LEPC	
#1220	Resale Property	\$22,030.69
#1223	Sheriff Commissary	\$8,651.25
#1226	Sheriff Service Fee	\$81,475.86
#1227	Sheriff Training	
#1228	Solid Waste Management	\$41,539.33
#1230	Treasurer Mortgage Cert	\$1,436.55
#1235	Donations	
#1237	Self Insurance Program	\$94,471.24
#1308	Extension 3/8 ST	\$29,395.03
#1310	Fair Maintenance 3/8 ST	\$83,678.80
#1311	General Govnmt 3/8 ST	\$63,110.66
#1313	Roads & Bridges 3/8 ST	\$221,175.45
#1315	Jail Debt 1/8 ST	\$140,935.85
#1321	Rural Fire 1/16 ST	\$70,679.92
#1327	Fire 3/8 ST	\$21,052.63
#1331	Jail Debt ¼ ST	\$272,591.13
#2000	Capital Projects	
#7202	Child Abuse Prevention	
#7205	Law Library	\$3,773.47
#7207	Mental Health	\$5,695.83
#7303	Seizure of Property	
#7304	District Attorney Revolving	\$6,428.29
#7305	District Attorney Evidence	
#7402	Excess Resale	\$27.91
#7403	Unapportioned Revenue	
#7410	Protested Tax	
#7411	2018 Protest Tax-CitiGroup Energy	
#7431	Co. Bridge & Road Investment	\$262.08
#7432	911 Phone Fees Investment	\$905.59
#7433	Co. Clerk Lien Fee Investment	\$99.06

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

#7434	County Clerk RM&P Investment	\$152.51
#7435	Health Investment	\$1,712.04
#7436	Resale Property Investment	\$1,369.68
#7437	Treasurer Mtg Cert Investment	\$146.45
#7438	Self Insurance Prog Investment	\$3,569.77
#7439	Fair Maint 3/8 ST Investment	\$749.00
#7501	Estray Cattle	\$20.81
#7603	Econ Dev Trust	

Motion by Cowan to approve cash appropriations as presented, second Craig. Roll Call Vote: Craig-Yes, Cavett-Yes, Woodward-Yes, Allen-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Cowan-Yes.

**Transfers:**

The Clerk's Office presented an error correction for the District Attorney's Office in the amount of \$9515.40 to be transferred to their General M & O. Craig stated that the District Attorney's Office paid out of their Drug Asset Forfeiture account and it should have been their M&O account. Motion by Craig to approve the transfer, second by Cowan. Roll Call Vote: Cavett-Yes, Woodward-Yes, Allen-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes.

**Letter of Commitment:**

None presented at this time.

**Range changes/discussion/possible action:**

None presented on this date

**Discussion/possible action – supplemental payroll:**

Craig stated this was something that Cavett had mentioned a few months back with the discussion of maybe doing something a bit different with payroll. Cavett had mentioned paying employees ahead a few weeks somewhat like a bonus. Craig stated her office did some research with OPERS and the State Auditor's Office. Craig stated both offices do not recommend giving the bonus to our employees ahead of time. Craig also stated Cavett had inquired on paying every two (2) weeks, this is something that Craig does not want to do with payroll. Craig stated if the board was to approve an advancement of week's pay it would be \$181,973.00 which is not something we can ever recover upon an employee's separation of service with the county. If we were to do an advance a two (2) week pay it would be \$363,946 and Craig had doubts that under our current budget that anyone would see approving that amount in advancement pay but that was up to the board. Craig stated OPERS would also see this as a bonus so OPERS would come out of this amount. The State Auditor's Office recommends that if we did want to do something different, then what is currently being done to do what the state currently does. Craig stated basically if someone does not have forty (40) hours of sick and vacation combined then they wait until the 12<sup>th</sup> of the month to get paid rather than the 30<sup>th</sup>. Craig stated you give them three (3) to four (4) months in advance to build their time. Craig stated the newer employees under the 90 days would not get paid until the 12<sup>th</sup> of the month. Craig further stated that she did not want to see any of this implemented and that she wanted things to stay as they currently are. Woodward stated his question was when we have employees leave is that the funds you are referring to that we would lose, Craig stated the bonus money is gone and cannot be recovered. Craig said having them get paid the 12<sup>th</sup> and ensuring they had a 40-hour balance with combined sick and vacation would enable the county to take from that balance should an employee be short on hours worked. Cavett stated the reason he had originally brought this up for instance during the FEMA floods when we had turned payroll in they had employees out working over-time and when FEMA requested our hours the rest of that month didn't show for employees that had worked. Cavett further stated that we are signing off on a document that says they worked when really, they didn't. Cavett acknowledged that Barto, ADA prepared a form, but he still felt it would be a lot clearer to report the hours they actually worked after they worked them. Craig stated Halycon Chase with FEMA stated that you could also certify their timesheet which would work the same. Cavett stated that if any changes did not change the actual time worked or time used, he would not care to see things change at all but he would like to see it changed to where we are reporting what was actually worked, or sick and vacation used. Craig stated then you would have to change payroll dates and do a bonus. Manning inquired on a one-week bonus and if this would help in resolving Cavett's concerns, Craig stated that no, a one week would not fix the concerns it would take two weeks which would also change the payroll dates. Cowan stated making new employees do the paper checks has resolved any issues he may have ever had but his office overall does not ever really have or deal with a lot of overtime. Cavett felt the overall bonus would aid in reporting the actual dates worked or sick and vacation used to allow the proposed bonus to aid employees in the payroll changes. Manning felt it would be hard for some employees to maintain that 40-hour balances,

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

Allen agreed that it would be very hard for her employees stating that they all have lives to live with their families so this would be difficult. Cavett felt it was more important for him to report the actual hours used whether it's worked, vacation or sick leave than even recouping the bonus back at some point. Reding agreed with Cavett in signing off on payroll for hours that we are not sure about but being that Barto has provided a mechanism in place Reding felt that this should be sufficient in this situation. Reding stated if this wasn't going to go and further, he suggested the board, move on.

**Discussion/possible action – mass notification system:**

Reding inquired with the board about a mass notification system using an app due to an active shooter, heart attack, bad weather, any kind of an event needed to notify the staff of the county of any kind of an emergency. Craig inquired on the cost, Reding stated it was \$1500/year. Woodward stated the City of Stillwater as well as Oklahoma State University has a system they use as well and not always necessary for an emergency. Campbell stated he could see a use for this system at the Expo Center with bad weather that could be incoming. Woodward, Manning, Craig and Cowan also all agreed it could be useful as well. Woodward and Reding stated it could be customized to whatever is needed. Reding felt if there was enough of an interest, he would pursue it. No action, only discussion.

**Discussion/possible action – Troy and Banks billing:**

Craig presented the billing for Troy and Banks. Craig stated there are some invoices that have come in that the County now owes Troy and Banks after the audit they have completed. Craig would like to pay these out of the 3/8<sup>th</sup> cent sales tax rather than making each department responsible for what is now owed. An Invoice for \$2065.41 was sent for several departments. July 1, 2020 the board could decide if they wanted to still use them. Motion by Craig to pay these bills out of the 3/8<sup>th</sup> cent sales tax general fund, second by Cowan. Roll Call Vote: Woodward-Yes, Allen-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes.

**Discussion/possible action – Resolution 2019-28 – deductible fund reimbursement:**

Cavett stated that in visting with the ACCO Insurance rep he says he would recommend doing a Resolution which would have the department that has a claim against the deductible fund being an at fault accident then they would reimburse out of their department. If it is not an at fault accident, then the department would not have to reimburse the deductible. Craig inquired on which departments; this would primarily affect. Craig's concern was the departments that do not carry as healthy of a balance as other departments an accident could mean a hardship on that department should it be an at fault accident. The departments this would affect would be District 1, 3, Environmental Enforcement, Sheriff's Office, Assessor's Office, Expo Center. Cavett states that ACCO feels that sometimes employees take for granted that there is a large pool of money there to pay deductibles so he hoped this would maybe help with some more accountability with his employees. Craig inquired on this being for mostly automobile and or grader, heavy equipment and Cavett stated yes it would be due to neglect by automobile, grader, heavy equipment. Motion by Cavett to approve Resolution 2019-28 to use the use tax SIG/SIF fund, second by Blasier. Roll Call Vote: Allen-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes.

**Approval of Employee request for Leave and/or Request for leave share:**

Craig stated she had an employee who was staying with her mother who is terminally ill so if any offices would like to donate time please let Craig know. Motion by Craig to approve leave share and FMLA for K McCombs, second by Cowan. Roll Call Vote: Blasier-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes, Allen-Yes.

**Revised Payne County Drug and Alcohol testing policy/discussion/possible action:**

Reding stated the last few months Woodward, Barto and himself had been working on the drug and alcohol policy to account for the new medical marijuana. Reding stated that there are some pretty big changes that need to be changed as well as some minor changes. Reding stated that Barto recommended getting the drug and alcohol policy totally out of our employee personnel policy which Woodward stated that ACCO is saying that our Drug and Alcohol testing policy should be a separate policy from our Personnel Policy.

Reding stated the board would also need to approve a new Drug and Alcohol Policy separate from the Personnel Policy. Once we remove the Drug and Alcohol policy from our Personnel policy then a new Personnel Policy is drafted to include safety sensitive personnel policy and also a sick leave policy which would mirror the current FMLA sick policy. Reding further stated all things being discussed today have been approved by the Board of Commissioners to be brought before this board for final approval.

Woodward stated if an Elected Official doubts an employee sick leave then they could at the county's expense request that employee see a doctor. Woodward stated before if any employee was stating they were sick there was no way to challenge if there were any doubts. With these

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

new changes this would allow the Elected Official to request an employee see a doctor at the county's expense. This is simply mimicking the FMLA policy allowing us to do so. Woodward stated that if he had an employee test hot for marijuana, by statute he cannot currently take any action with that employee unless they are labeled as safety sensitive. Woodward stated it also says that they must have a marijuana card, but counties are being sued when they ask for the card because they are saying it violates their HIPPA rights. Woodward stated that Dale Frech at ACCO has been helping with the marijuana procedures and language. Woodward would like to get everything pushed through as quickly as possible just because at this point his hands are tied with any employees should they test hot for marijuana. Each department would need to list any safety sensitive positions should you have any. Craig stated that a special budget board meeting could be called if needed. Manning stated a meeting is needed to be held sooner rather than later. The board agreed to hold a special meeting on November 18<sup>th</sup>. Motion to table by Craig to allow time for review, second by Cowan. Roll Call Vote: Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes, Allen-Yes, Blasier-Yes.

**New hires/discussion/possible action:**

Gracie Anderson who is currently employed with the Stillwater NewsPress will be starting on the land side in the Clerk's Office on Monday, so please welcome Gracie. This is a replacement position not a new position, so no additional funds are needed.

**Discussion/possible action Roy Courtright – Deputy Size and Weights Salary:**

Reding stated the board had agreed to hire Courtright as a benefit to the county. Craig stated that Hauf agreed to pay him out of Sheriff's Service Fee and then Cavett said that him and Blasier could split his salary. Cavett stated that he discussed it with Barto and Barto advised Cavett that their funds could not be used for salary. Cavett stated that thereafter he thought it was brought back to this board to have his salary paid for out of the 3/8<sup>th</sup> cent sales tax general fund. Woodward stated he could add Courtright into his estimate of needs next Fiscal Year. Motion by Woodward to take R Courtright's salary out of the 3/8<sup>th</sup> cent sales tax general fund until the next Fiscal Year, second by Allen. Roll Call Vote: Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes, Allen-Yes, Blasier-Yes, Manning-Yes.

**Personnel Policy Changes/Discussion/Possible Action:**

None presented at this time.

**New Business/discussion-no action will be taken.**

None presented at this time.

**Adjournment:**

Motion to adjourn by Cowan, second by Craig. Roll Call Vote: Allen-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes.

**Minutes of the Board attested to**

By \_\_\_\_\_  
Glenna Craig, Payne County Clerk  
Seal of office

**Approved by the Budget Board**

On the \_\_\_\_ day of \_\_\_\_\_ 2019

Chairman \_\_\_\_\_

Vice Chairman \_\_\_\_\_