



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 **Monday, April 12, 2021** 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, **James Cowan** – Assessor, **Glenna Craig**- County Clerk, **Joe Harper** – Sheriff, **Zach Cavett** - Commissioner District 1, **Rocky Blasier**- Commissioner District 3, **Lori Allen**, Court Clerk. Also, in attendance various department heads, employees, and media.

Approve minutes of the previous meeting of the board: The Clerk’s Office presented minutes from the previous meeting. Motion by Cowan to approve the minutes, second by Cavett. Roll Call Vote: Cowan-Yes, Allen-Yes, Craig-Yes, Cavett-Yes, Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes.

Financial Reports:

Cash Appropriations: The Clerk’s Office presented Cash Appropriations which have been certified by the County Treasurer as of April 2, 2021; these have also been approved by BOCC:

3	Alcoholic Bev. Tax	\$18,434.54
#0001	General	
#1102	Highway	\$270,576.36
#1103	CBRI - 105 Monies	\$21,744.39
#1201	911 Phone Fees	\$60,889.54
#1202	C.L.E.A.N Program	
#1204	Assessor Revolving Fee	\$311.00
#1208	County Clerk Lien Fee	\$1,855.34
#1209	County Clerk RM&P	\$9,440.00
#1211	Court Fund Salaries & Fringe Court	\$28,500.00
#1212	Emergency Mgmt	\$5,000.00
#1213	Flood Plain	
#1214	Free Fair Board	\$18,951.82
#1216	Health	\$293,301.20
#1220	Resale Property	\$66,582.66
#1223	Sheriff Commissary	\$19,714.07
#1226	Sheriff Service Fee	\$153,880.28
#1227	Sheriff Training	
#1228	Solid Waste Management	
#1230	Treasurer Mortgage Cert	\$1,580.00
#1235	Donations	\$100,000.00
#1237	Self-Insurance Program	\$95,494.41
#1308	Extension 3/8 ST	\$23,808.22
#1310	Fair Maintenance 3/8 ST	\$68,023.47
#1311	General Govnmt 3/8 ST	\$51,017.60
#1313	Roads & Bridges 3/8 ST	\$180,262.20
#1315	Jail Debt 1/8 ST	\$113,545.59
#1321	Rural Fire 1/16 ST	\$56,683.77
#1327	Fire 3/8 ST	\$17,005.87
#1331	Jail Debt ¼ ST	\$226,742.45
#1425	Rural Economic Action Plan Revolving Fund	
#1565	CFDA 21.01 (CARES)	
#2000	Capital Projects	
#7202	Child Abuse Prevention	
#7205	Law Library	\$2,564.81
#7207	Mental Health	\$5,145.83
#7210	Court Clerk Preservation Fund	\$1,987.25
#7303	Seizure of Property	
#7304	District Attorney Revolving	\$123.00
#7305	District Attorney Evidence	
#7402	Excess Resale	
#7404	Court Ordered Trust	
#7412	Protest Tidal Energy (Omitted)	\$32.11
#7413	2020 Protest – Grand Mesa	\$2.77
#7414	2020 Protest ONEOK NGL Pipeline LP	
#7415	2020 Protest Mockingbird Estates LP	\$0.46
#7416	2020 Protest ETC Texas Pipeline Ltd	\$0.05
#7417	2020 Protest Tidal Energy	\$6.96
#7418	2020 Protest- White Cliffs Pipeline	
#7419	2020 Protest- Glass Mountain Pipeline	
#7431	Co. Bridge & Road Investment	\$121.60
#7432	911 Phone Fees Investment	\$171.36

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#7433	Co. Clerk Lien Fee Investment	\$13.50
#7434	County Clerk RM&P Investment	\$20.78
#7435	Health Investment	\$323.98
#7436	Resale Property Investment	\$259.17
#7437	Treasurer Mtg Cert Investment	\$19.96
#7438	Self-Insurance Prog Investment	\$1,656.33
#7439	Fair Maint 3/8 ST Investment	\$1,104.84
#1216	Health - Special TIF Reimb March 19	\$45,688.14
#1216	Health - Special TIF Reimb April 2	\$45,688.14

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

Transfers: Craig presented a transfer for the District Attorneys Office with an amount of \$3949.00 to be transferred from the Revolving Drug Forfeiture fund to the Cash Seizure fund. Manning presented house keeping transfers stating back in 2018 when the county went to the new chart of accounts the investments were moved over into another fund separating operating funds from investments. Manning stated those are now being put back together into one fund. The investment funds accounts will be closed out and put back into the operating cash accounts. Manning further stated that they were being called transfers but it was not technically a transfer but it was also not an error correction. Craig stated that they would be placed back into a sub account so that it can still be tracked separately. Motion by Cowan to approve the transfers as presented, second by Allen. Roll Call Vote: Craig-Yes, Cavett-Yes, Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Allen-Yes.

Letter of Commitment: None presented on this date.

Range changes/discussion/possible action: Harper stated that he had one range change for the Sheriff's Office with someone stepping down so he will be replaced with someone else, and Colin Campbell with the Fairgrounds would also have one as well going from a 32 to a 35 range. Motion by Cowan to approve the range changes as presented, second by Allen. Roll Call Vote: Cavett-Yes, Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Allen-Yes, Craig-Yes.

Discussion/Possible Action – Policy Change/Clarification re Full Time and Permanent Part Time

Employees: Cavett presented the latest update from Barto on the clarification of full time and permanent part time employees. Cavett handed out the recent updates from Barto stated that he believed Barto had also received the opinions from OPERS and does not believe that it has changed his original opinions. Cavett stated that Barto felt that what has been handed out today meets all applicable laws. Craig provided IRS regulations defining full time employees being any employee that worked 30 hours per week or 130 hours per month as full time. Craig also reminded the board that we have also been given opinions from OPERS and Department of Labor regarding the definitions of full time. Cavett stated that he did not believe that Barto agreed with the OPERS opinion. Craig had serious concerns with disregarding the opinions of OPERS, Department of Labor and IRS. Cavett felt the benefit of being a permanent part time employee with no benefits gives them the freedom to come and go. Craig reiterated that they must stay under 30 hours per week to not be automatically placed as full time. Craig stated also the policy states that the County Election Board Secretary shall be eligible for the following fringe benefits only retirement and health. The Clerk stated that she is receiving longevity, Reding was thinking that had been addressed before but he could not remember. Motion by Craig to correct the current fringe benefit to add longevity for the Election Board Secretary since that is what is happening, second by Cowan. Roll Call Vote: Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Allen-Yes, Craig-Yes, Cavett-Abstain.

Cavett later stated that if we are going to keep track of hours then he felt the County Clerk's Office should be tracking the hours of part time employees as HR. The County Clerk said no, that would be the Departments job, Cavett disagreed stating that was HR. Craig stated her office was not HR according to Barto. Cavett inquired on who was HR for Payne County, Craig stated you were HR of your own department our office handles the payroll. Cavett asked then why was my employee changed automatically? Craig advised Cavett to speak with Barto, that her office was doing what they were advised to do from him.

COVID19 Update: None presented on this date.

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

New hires/discussion/possible action: Harper stated next month he would be hiring someone that has 13 years of experience in law enforcement and would be requesting to bring them in at a higher range due to that experience. Motion by Craig to approve the new hire at a higher range based on experience, second by Cowan. Roll Call Vote: Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Allen-Yes, Craig-Yes, Cavett-Yes, Manning-Yes.

New business/discussion – no action will be taken: Craig and Cowan updated the board stating they hoped to be done with the Board of Equalization meetings by the end of June with hopes of not needing to go into any special sessions.

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

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Minutes of the Board attested to

By _____
Glenna Craig, Payne County Clerk
Seal of office

Approved by the Budget Board

On the ____ day of _____ 2021

Chairman _____

Vice Chairman _____