The Payne County Budget Board met in a regular meeting of the board at 11:00 a.m. on **Monday, August 10, 2020** at the Payne County Administration Building, Commissioner Meeting Room, Suite 200 located in Stillwater, Oklahoma.

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

**The following members were present:**

**LeNell Bowen**- Deputy Commissioner District 2, **Carla Manning**- Treasurer, **Glenna Craig**- County Clerk, **Zach Cavett**-Commissioner District 1, **Kevin Woodward**-Sheriff, **Rocky Blasier** Commissioner District-3, **James Cowan** – Assessor, **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 the minutes from the previous meeting for approval. Motion by Manning to approve the minutes as presented, second by Cavett. Roll Call Vote: Woodward-Yes, Blasier-Yes, Reding-Abstain, Craig-Yes, Cavett-Yes, Manning-Yes, Allen-Abstain.

**Financial Reports:**

**Cash Appropriations:** Cash Appropriations have been certified by the County Treasurer as of August 5, 2020 as well as approved by the Board of Commissioners on August 10, 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| 3 | Alcoholic Bev. Tax |  | $26,914.20 |
| #0001 | General |  |  |
| #1102 | Highway |  | $254,392.53 |
| #1103 | CBRI - 105 Monies |  | $14,069.23 |
| #1201 | 911 Phone Fees |  | $69,711.50 |
| #1202 | C.L.E.A.N Program |  | $24.37 |
| #1204 | Assessor Revolving Fee |  | $672.00 |
| #1208 | County Clerk Lien Fee |  | $3,035.84 |
| #1209 | County Clerk RM&P |  | $11,290.00 |
| #1211 | Court Fund Salaries & Fringe Court |  | $29,000.00 |
| #1212 | Emergency Mgmt |  |  |
| #1213 | Flood Plain |  |  |
| #1214 | Free Fair Board |  |  |
| #1216 | Health |  | $14,480.78 |
| #1220 | Resale Property |  | $91,122.40 |
| #1223 | Sheriff Commissary |  | $10,811.32 |
| #1226 | Sheriff Service Fee |  | $133,825.26 |
| #1227 | Sheriff Training |  |  |
| #1228 | Solid Waste Management |  | $1,853.13 |
| #1230 | Treasurer Mortgage Cert |  | $1,585.00 |
| #1235 | Donations |  |  |
| #1237 | Self-Insurance Program |  | $107,360.97 |
| #1308 | Extension 3/8 ST |  | $25,255.53 |
| #1310 | Fair Maintenance 3/8 ST |  | $72,158.66 |
| #1311 | General Govnmt 3/8 ST |  | $54,119.00 |
| #1313 | Roads & Bridges 3/8 ST |  | $191,220.45 |
| #1315 | Jail Debt 1/8 ST |  | $120,390.40 |
| #1321 | Rural Fire 1/16 ST |  | $60,129.61 |
| #1327 | Fire 3/8 ST |  | $18,039.67 |
| #1331 | Jail Debt ¼ ST |  | $240,526.26 |
| #1565 | CFDA 21.01 (CARES) |  | $57,544.26 |
| #2000 | Capital Projects |  |  |
| #7202 | Child Abuse Prevention |  |  |
| #7205 | Law Library |  | $12,292.43 |
| #7207 | Mental Health |  |  |
| #7210 | Court Clerk Preservation Fund |  | $2,094.00 |
| #7303 | Seizure of Property |  |  |
| #7304 | District Attorney Revolving |  | $970.45 |
| #7305 | District Attorney Evidence |  |  |
| #7402 | Excess Resale |  |  |
| #7404 | Court Ordered Trust |  | $0.12 |
| #7431 | Co. Bridge & Road Investment |  | $201.76 |
| #7432 | 911 Phone Fees Investment |  | $183.11 |
| #7433 | Co. Clerk Lien Fee Investment |  | $24.04 |
| #7434 | County Clerk RM&P Investment |  | $37.01 |
| #7435 | Health Investment |  | $346.18 |
| #7436 | Resale Property Investment |  | $276.94 |
| #7437 | Treasurer Mtg Cert Investment |  | $35.54 |
| #7438 | Self Insurance Prog Investment |  | $2,747.98 |
| #7439 | Fair Maint 3/8 ST Investment |  | $1,833.03 |
| #7501 | Estray Animal |  | $408.16 |
|  |  |  |  |

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

**Transfers (CARES Act Part #1 Distribution:** Craig presented the following transfers:

$234 was received for unemployment and feels that it should be deposited into the retirement fund account.

This amount was placed in the CARES Act fund, this transfer will place it in the Retirement Fund. Motion by Craig to place these funds in the Retirement Fund, second by Manning. Roll Call Vote: Allen-Yes, Manning-Yes, Cavett-Yes, Craig-Yes, Reding-Yes, Blasier-Yes, Woodward-Yes.

$495.70 from CARES Act to the General Fund, $475.86 from CARES Act to the General Fund, $715.91 from CARES Act to the Assessor Fee, $193.51 from CARES Act to the Mechanic Lien, $574.42 CARES Act to the RM&P, $69.97 from CARES Act to the Health Dept, $19,420 from CARES Act to the Sheriff Service Fee, $179.22 to District 3, $18,517.20 from CARES Act to the Sheriff Service Fee/Federal, $182.59 from CARES Act to the Mortgage Certification, $8654.48 from CARES Act to the Sheriff Dept, $33,600 from CARES Act to the Sheriff’s Office, $3600 from CARES Act to the Sheriff’s Office, $1895.00 from CARES Act to Glencoe Fire, $1562.67 from CARES Act to the Ripley Fire.

Craig also stated that there were more CARES Act funds headed our way and there were other reimbursements out there that her office was looking into and would keep the board up to date. Craig also told the board that any payroll claims that has qualified for COVID19 to be sure and place that on your payroll claims for reimbursement.

Extension Office is requesting to transfer $50,000 from 1308-5-8009-1110 Ext full time salaries to the following accounts: $25,000 to 1308-5-8009-1120 (part time), $12,000 to 1308-5-8009-1310 (travel) and $13,000 to 1308-5-8009-2005 (M&O) totaling $50,000.

The Clerk’s Office is also presenting a transfer from 0001-2-3400-1110 (Jail Operations) for $61,193.61 to the following funds: $20,052.03 to Retirement, $9272.43 to SS Match & Medicare Match and $31,869.15 to the Health & Life Ins fund totaling $61,193.61.

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

**Letter of Commitment:** None presented on this date.

**Ranges changes/discussion/possible action:** None presented on this date.

**County wide Internal Controls:** Reding stated this agenda item has been requested by the State Auditors on a monthly basis. Reding referenced the Requisitioning and Receiving Officer form stating that this form was important so make sure it is up to date. Craig stated make sure your account numbers are also listed now on this form. Manning stated she did learn that you can only have two (2) requisitioning officers plus the elected official. Craig stated that her office does do diligence in double checking all signatures but in making the changes to this form Craig stated that our office noticed that it is not an SA&I form.

**COVID19 Update:** Reding stated that our numbers are up but did mention that there will be testing at the Expo Center from 7am to 1pm tomorrow. Woodward stated that the Sheriff’s Office is also doing testing at the Sheriff’s Office and results do come back within 24-48 hours. Woodward stated that the Sheriff’s Office is using OSU labs. If any County Officials need to send any employees over, they are more than welcome to do so.

**Approval of Employee request for Leave and/or Request for leave share:** Cavett stated he has an employee who is facing surgery and so he may be needing sick leave. Cavett stated he would go to his employees internally first for donated time before going to the board but may need to reach out at some point. Motion by Cavett to approve leave for this employee should it be needed, second by Craig. Roll Call Vote: Cavett-Yes, Craig-Yes, Reding-Yes, Blasier-Yes, Woodward-Yes, Allen-Yes, Manning-Yes.

**New hires/discussion/possible action:** Manning mentioned that Michael Darty would be retiring at the end of August and David Spivey would be the new Deputy in her office. Manning has encouraged Spivey to go around to the offices and introduce himself and should anyone need anything please do not hesitate to reach out.

**New business/discussion – no action will be taken:** Craig spoke with Premier Consulting stating that there will be no increase on Dental, Vision, Symetra and AFA but if we did not shop Health Care there would only be a 5.36% increase with Community Care. Craig wanted them to shop for networks for in the Cushing area and the Oklahoma Heart Hospitals.

**Adjournment:** Motion to adjourn by Craig, second by Allen. Roll Call Vote: Craig-Yes, Reding-Yes, Blasier-Yes, Woodward-Yes, Allen-Yes, Manning-Yes, Cavett-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 \_\_\_\_\_\_\_\_\_\_\_\_ 2020**

**Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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