



## 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, September 14, 2020** 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-** Deputy Commissioner District 2, **Carla Manning-** Treasurer, **Glenna Craig-** County Clerk, **Zach Cavett-** Commissioner District 1, **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 presented the minutes for the previous meeting. Motion by Cavett, second by Blasier. Craig-Yes, Manning-Yes, Cavett-Yes, Allen-Yes, Blasier-Yes, Reding-Yes, Cowan-Abstain.

**Financial Reports:**

**Cash Appropriations:** Cash Appropriations have been certified by the County Treasurer as of September 1, 2020:

3	Alcoholic Bev. Tax	\$34,286.37
#0001	General	
#1102	Highway	\$320,466.41
#1103	CBRI - 105 Monies	\$25,427.09
#1201	911 Phone Fees	\$59,227.92
#1202	C.L.E.A.N Program	\$2.92
#1204	Assessor Revolving Fee	\$290.00
#1208	County Clerk Lien Fee	\$2,984.48
#1209	County Clerk RM&P	\$12,700.00
#1211	Court Fund Salaries & Fringe Court	\$28,000.00
#1212	Emergency Mgmt	
#1213	Flood Plain	
#1214	Free Fair Board	\$14,705.68
#1216	Health	\$9,099.75
#1220	Resale Property	\$-108,850.40
#1223	Sheriff Commissary	\$18,307.64
#1226	Sheriff Service Fee	\$140,069.23
#1227	Sheriff Training	
#1228	Solid Waste Management	\$13,475.05
#1230	Treasurer Mortgage Cert	\$1,235.00
#1235	Donations	
#1237	Self-Insurance Program	\$95,300.29
#1308	Extension 3/8 ST	\$25,162.48
#1310	Fair Maintenance 3/8 ST	\$71,892.79
#1311	General Govnmt 3/8 ST	\$53,919.59
#1313	Roads & Bridges 3/8 ST	\$190,515.89
#1315	Jail Debt 1/8 ST	\$121,021.77
#1321	Rural Fire 1/16 ST	\$59,908.06
#1327	Fire 3/8 ST	\$17,973.20
#1331	Jail Debt ¼ ST	\$239,640.04
#1565	CFDA 21.01 (CARES)	\$20,138.49
#2000	Capital Projects	
#7202	Child Abuse Prevention	\$20.00
#7205	Law Library	\$2,974.59
#7207	Mental Health	\$10,291.66
#7210	Court Clerk Preservation Fund	\$2,404.25
#7303	Seizure of Property	\$4,027.87
#7304	District Attorney Revolving	\$1,158.80
#7305	District Attorney Evidence	
#7402	Excess Resale	\$94,398.91
#7404	Court Ordered Trust	
#7431	Co. Bridge & Road Investment	\$206.44
#7432	911 Phone Fees Investment	\$189.27
#7433	Co. Clerk Lien Fee Investment	\$24.85
#7434	County Clerk RM&P Investment	\$38.25
#7435	Health Investment	\$357.79
#7436	Resale Property Investment	\$286.28

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#7437	Treasurer Mtg Cert Investment	\$36.74
#7438	Self-Insurance Prog Investment	\$2,811.89
#7439	Fair Maint 3/8 ST Investment	\$1,875.64
#7501	Estray Animal	

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

Manning explained why there was a negative amount in the Resale Property. This is what we walk about when a big EA (Erroneous Assessment) comes through and we do not have tax collections coming in. This is currently an extremely low tax collection period for the County. Manning stated by statute if the Commissioners did not allow the Resale to maintain a healthy balance there would be concern. So did happen this time with a quarter million EA coming through and didn't have much money and it was held until after Resale.

**Transfers CARES Act Part #2 Distribution:**

The Clerks office presented transfers from the CARES Act to the following departments.

The following transfers are all from 1565-1-2000-2005 (CARES ACT Fund) to

- Sheriff Service Fee (1226-2-0400-2005), \$284.98; \$5038.61
- Assessor (001), \$57.18
- Election Board (001), \$114.36; \$139.96; \$419.10, \$557.75
- Sheriff (0001), \$1175.00
- Building Engineer (001) \$3884
- County Clerk (1209-1-1000-2005) \$69.98
- Health Department (1216-3-5000-1310) \$358.22; \$195.96; \$81.10; \$93.51; \$38.12; \$471.50
- Treasurer (1230-1-0600-4005) \$258.00
- Free Fair (1310-4-8047-2005) \$800; \$268.17
- Sheriff (1315-2-8004-2005) \$3171.67
- Glencoe Fire (1321-2-8201-2005) \$1657.57
- Yale Fire (1321-2-8206-2005) \$1003.75

The Election Board office is requesting to transfer \$939.84 from Part Time (0001-1-2200-1130) to M&O (0001-1-2200-2005).

Motion by Craig to approve the transfers as presented from CARES ACT Fund, second by Cowan. Roll Call Vote: Manning-Yes, Cavett-Yes, Allen-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes.

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

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

**Discussion/Office Technology:** Reding stated that Woodward did not win his election who was a huge part of the IT functions for the county. Reding inquired with everyone and should anyone know of someone that would be good to utilize with Woodward leaving then let him know.

**County Wide Internal Controls:** Reding went over the State Auditor and Inspector county wide internal controls. Craig stated that Cundiff, County CPA handles the financial statement, the SEFA report is signed and brought before the BOCC each year before the end of July. Craig stated some of the questions on the list are for counties that do not have Budget Boards. Craig stated this board also does discuss different legislations and each other's opinions with good communication. The Board discussed the policy handbook and Cowan felt that our policy is fine and is in good shape. Training has continued with training where they could whether it be webinar or classes. Reding agreed that it was one of the best in the state. All employees receive a copy of the handbook and sign that they have received them.

**Premier Consulting – County Insurance Renewal Information Presentation:** Amber Martin and Dana Neighbors presented insurance renewals for 2021. Martin with over Community Care, Delta Dental, Vision, Symetra and a new vendor with Teledoc. After discussion regarding premiums the board decided to go with the following.

Motion by Allen to start with Teledoc, second by Cowan. Roll Call Vote: Allen-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Manning-Yes, Cavett-Yes.

Motion by Cavett to stay with Community Care opting for Option 2, second by Manning. Roll Call Vote: Cavett-Yes, Allen-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-No, Manning-Yes.

Motion by Craig to stay with Delta Dental, second by Cavett. Roll Call Vote: Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Manning-Yes, Cavett-Yes, Allen-Yes.

Motion by Manning to go with The Standard for Vision, second by Craig. Roll Call Vote: Reding-Yes, Cowan-Yes, Craig-Yes, Manning-Yes, Cavett-Yes, Allen-Yes, Blasier-Yes.

Motion by Cowan to stay with Symetra, second by Allen. Roll Call Vote: Cowan-Yes, Craig-Yes, Manning-Yes, Cavett-Yes, Allen-Yes, Blasier-Yes, Reding-Yes.

**Discussion/Possible Action – Schedule County Benefits/Insurance Enrollment Date:** The Board discussed enrollment dates being the second week of October. Martin stated she had down October 13-16 for enrollment. Craig stated that Mathis and herself had discussed using the Expo Center for social

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distancing purposes. Other Officials inquired on enrollment coming to them so the Clerk's Office will work up an enrollment schedule and locations and get that out to all Officials and Department Heads to see if the schedule will work.

**County Administration Building Parking:** Reding stated that please ask your employees to park on the side street with tax season coming up. Elected Officials please park against the wall and employees park on the street.

**COVID19 Update:** Reding stated the county went red due to West Haven Nursing Home's staff and residents testing positive as well as some of the Jail.

**Approval of Employee request for Leave and/or Request for leave share:** None presented on this date.

**Approval – Budget Board Schedule for 2021:** Reding said these dates mirror all of the second Mondays throughout the year except for June being the Tax Resale Meeting normally happens in June. Motion by Cavett second by Blasier. Roll Call Vote: Cavett-Yes, Allen-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Manning-Yes.

**New hires/discussion/possible action:** Manning stated that David Spivey is now the Tax Warrant Deputy in the Treasurer's Office.

**New business/discussion – no action will be taken:** Reding stated he had handed out articles last time about the fie (5) COVID19 to take away for County government

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