



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 9, 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, Tanya Schultz-Deputy Assessor, Carla Manning- Treasurer, Glenna Craig-County Clerk, Lori Allen-Court Clerk, Zach Cavett-Commissioner District 1, Kevin Woodward-Sheriff, Rocky Blasier-Commissioner District-3. Also, in attendance various department heads, employees, media, representatives of Premier Consulting.

Approve minutes of the previous meeting of the board:

Minutes of the previous meeting were presented for approval. Motion by Allen to approve minutes as presented, second by Woodward. Roll Call Vote: Woodward-Yes, Schulz-Abstain, Craig-Yes, Allen-Yes, Manning-Yes, Cavett-Yes, Blasier-Yes. Reding was not present for this vote.

Financial Reports:

Cash Appropriations:

The Clerk's Office presented the cash appropriations as certified by the Payne County Treasurer September 3, 2019; these have also been approved by the Board of Commissioners:

3	Alcoholic Bev. Tax	\$26,927.46
#0001	General	
#1102	Highway	\$395,110.11
#1103	CBRI - 105 Monies	\$40,488.55
#1201	911 Phone Fees	\$58,388.35
#1202	C.L.E.A.N.	
#1204	Assessor Revolving Fee	\$817.67
#1208	County Clerk Lien Fee	\$3187.82
#1209	County Clerk RM&P	\$6196.33
#1211	Court Fund Salaries & Fringe Court	\$27,059.97
#1212	Emergency Mgmt	
#1213	Flood Plain	
#1214	Free Fair Board	\$8571.26
#1216	Health	\$8802.92
#1218	LEPC	
#1220	Resale Property	\$15,783.07
#1223	Sheriff Commissary	\$10,010.08
#1226	Sheriff Service Fee	\$66,964.89
#1227	Sheriff Training	\$5.81
#1228	Solid Waste Management	\$795.08
#1230	Treasurer Mortgage Cert	\$1428.24
#1235	Donations	
#1237	Self-Insurance Program	\$81,693.73
#1308	Extension 3/8 ST	\$26,528.91
#1310	Fair Maintenance 3/8 ST	\$75,425.88
#1311	General Govnmt 3/8 ST	\$56,993.19
#1313	Roads & Bridges 3/8 ST	\$198,963.65
#1315	Jail Debt 1/8 ST	\$123,851.63
#1321	Rural Fire 1/16 ST	\$63,855.13
#1327	Fire 3/8 ST	\$18,966.49
#1331	Jail Debt ¼ ST	\$243,087.33
#2000	Capital Projects	
#7202	Child Abuse Prevention	\$30.00
#7205	Law Library	\$4034.01
#7207	Mental Health	
#7303	Seizure of Property	\$4015.00
#7304	District Attorney Revolving	\$1416.08
#7305	District Attorney Evidence	
#7402	Excess Resale	\$65.33
#7403	Unapportioned Revenue	
#7410	Protested Tax	
#7411	2018 Protest Tax CitiGroup Energy	286.04
#7431	Co. Bridge & Road Investment	\$269.91
#7432	911 Phone Fees Investment	\$932.62
#7433	Co. Clerk Lien Fee Investment	\$102.00

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#7434	County Clerk RM&P Investment	\$157.04
#7435	Health Investment	\$1763.22
#7436	Resale Property Investment	\$1,410.59
#7437	Treasurer Mtg Cert Investment	\$150.80
#7438	Self-Insurance Prog Investment	\$3,676.27
#7439	Fair Maint 3/8 ST Investment	\$771.34
#7501	Estray Cattle	\$24.94
#7603	Econ Dev Trust	

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

Transfers:

None presented on this date.

Letter of Commitment:

None presented at this time.

Range changes/discussion/possible action:

None presented on this date

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

None presented on this date.

New Hires/Discussion/Possible Action:

Woodward stated he had four (4) new employees at the Sheriff's Office.

Personnel Policy Changes/discussion/possible action:

Payroll Checks Pickup Dates/Process:

Cavett inquired on changing the pickup process for payroll. Craig handed out a form to allow the Clerk's Office to now begin emailing the pay stubs for each employee. If an employee does not want to have their pay stubs emailed to them then they will be mailed. Craig stated that currently county government cannot request that all employees do direct deposit. Craig spoke to Senator Tom Duggar and Rep John Talley who will be carrying it forward to allow the county to push direct deposit. Employees who do not have direct deposit currently and will still be receiving a paper check must designate someone to pick up their paycheck or it will be mailed to them. Cavett stated that he would like to look further into the payroll procedures of Oklahoma County. Craig stated she was fine with looking into what process they used. No action taken.

Discussion/Possible Action – Payne County Christmas Party:

Reding inquired with Colin Campbell on the availability of dates at the Expo Center for the Payne County Christmas party. Reding stated there is availability either for December 10th or the week of December 16th-20th. Allen stated that she felt we didn't need another party and each department currently does their own parties. Craig agreed with Allen. Allen stated that everyone already has so much going on during that busy season. Woodward felt unity was important and that if a party was to happen it needed to be a group effort agreeing with Allen and Craig. The Board discussed doing something either in the early summer or fall to bring the county employees together rather than doing it during the Christmas holidays. Motion by Craig to look at October 2020 for Employee Appreciation Day, second by Allen. Roll Call Vote: Allen-Yes, Manning-Yes, Cavett-Yes, Blasier-Yes, Woodward-Yes, Schultz-Yes, Craig-Yes, Reding-Yes.

Discussion/Possible Action – Insurance Renewal/Premiere Consulting:

Cary Taylor with Premier Consulting presented the renewal premiums for the County. Taylor reviewed the current premium and the renewal rates for Community Care. The board discussed the option of the GAP plan being used along with the health insurance. Blue Cross Blue Shield rates were also presented as well as OPEH&W. Motion by Cavett to continue with Community Care and stay with our current plan, second Woodward. Roll Call Vote: Blasier-Yes, Woodward-Yes, Schultz-Yes, Craig-No, Reding-Yes, Allen-No, Manning-No, Cavett-Yes.

Taylor reviewed Delta Dental with the board also presenting Blue Care Dental, Carrier and Guardian ASO. Motion by Craig to stay with Delta Dental, second by Cavett. Roll Call Vote: Woodward-Yes, Schultz-Yes, Craig-Yes, Reding-Yes, Allen-Yes, Manning-Yes, Cavett-Yes, Blasier-Yes.

Taylor reviewed briefly the Vision plan stating there were no changes. Motion by Craig to stay with Vision Service Plan, second by Blasier. Roll Call Vote: Allen-Yes, Manning-Yes, Cavett-Yes, Blasier-Yes, Woodward-Yes, Schultz-Yes, Craig-Yes, Reding-Yes.

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Taylor reviewed the Life Insurance with the board with the current Prudential premium and Symetra. Motion by Manning to move to Symetra for Life Insurance, second by Craig. Roll Call Vote: Schultz-Yes, Craig-Yes, Reding-Yes, Allen-Yes, Manning-Yes, Cavett-Yes, Blasier-Yes, Woodward-Yes.

Discussion/Possible Action – Update of County Drug and Alcohol Policy Incorporating Recent

ACCO Updates:

Reding stated there were a lot of moving parts with this item, so this needed to go before Lowell Barto, ADA. Motion by Craig to table, second by Cavett. Roll Call Vote: Reding-Yes, Allen-Yes, Manning-Yes, Cavett-Yes, Blasier-Yes, Woodward-Yes, Schultz-Yes, Craig-Yes.

New Business/discussion-no action will be taken.

Craig stated that all departments can now send their Purchase Orders in via the Keli System so she wanted to notify the departments. Craig stated the Clerk's Office has been trying out this new system of sending in Purchase Orders with the Assessor's Office before offering it out to all departments. Craig wanted to make sure any issues were resolved best she could before sending that information out to all departments. Craig stated to get with Kellpro on what their departments needed to do to move forward if they wished to do so.

Adjournment:

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