



Official Minutes of PAYNE COUNTY BUDGET BOARD

The Payne County Budget Board met in a special meeting of the board at 10:30 a.m. on **Tuesday, November 26, 2019** at the Payne County Administration Building, Commissioner Meeting Room, Suite 203 located in Stillwater, Oklahoma.

Chairman Reding called the meeting to order: at 9:30 am

The following members were present:

Chris Reding-Commissioner District 2, **Tammy Mathis**-Deputy County Clerk, **Carla Manning**-Treasurer, **Zach Cavett**-Commissioner-District 1, **Kevin Woodward**-Sheriff, **Rocky Blasier** Commissioner-District 3.

Approve minutes of the previous meeting of the board:

Minutes of the previous meeting were presented for approval. Motion by Cavett to approve November 12th minutes as presented, second by Woodward. Roll Call Vote: Mathis-Yes, Woodward-Yes, Manning-Yes, Blasier-Yes, Cavett-Yes, Reding-Yes.

Approval – Transfer Request by Treasurer:

Manning presented a residual balance transfer in the amount of \$337.21 this is to remove the individual redemption line in order to clean up the general ledger that was used when the Treasurer's Office had Certificate Sales that ended in 2007 that left a balance of \$337.21 which is two payments that were never cashed. One payment belongs to Gary Ommerman (\$234.73) which has been located, and James H Harris (\$102.48) that has passed away. When we changed over to the new chart of accounts no account number was issued for individual redemption on the Clerk's side since it no longer exists. In order to issue payment to Gary Ommerman and to the Oklahoma State Treasurer's Office for unclaimed property a transfer needs to be done to move the money into Unapportion Revenue on the Treasurer's side.

The other is an error correction in the amount of \$98.00 this is from 9/5/19 where our office received a check back from the bank for no signature. Payment for mortgage taxes receipt #419 for R. Overton and N. Overton. The payment was sent to the bank and taken out of Mortgage Tax. The mortgage company issued a new check that was entered back into the mortgage tax certification where it has been taken out of. The \$98.00 was causing a negative in Mortgage Certification so our offices made contact on 10/31/19 and he had to move the money received in Misc. Rec #197 out of Mortgage Tax Cert. to Mortgage Tax Collections by doing a transfer in and out on the general ledger that only their offices would have been able to do since we do not have access. The correction on the general ledger was done on 10/31/19. Motion by Woodward to approve the transfers as presented, second by Manning. Roll Call Vote: Woodward-Yes, Manning-Yes, Blasier-Yes, Cavett-Yes, Reding-Yes, Mathis-Yes.

Discussion/Possible Action – Changes to County Personnel Policy:

Sick Leave Policy Changes:

Reding stated these are coming before the board again after time to review. Manning inquired on this being two separate motions. Woodward stated he didn't know that it needed to be, but it could. Mathis inquired on the FMLA policy and it still being three (3) days making sure that had not changed. Woodward stated correct it was still three (3) days where you should technically have an employee go on FMLA should they be sick for that number of days. Woodward stated that this new policy was mirroring FMLA policy taking their verbiage allowing Elected Officials to question an employee if they believe an employee is not being totally forthcoming in being sick. Motion by Cavett to approve as presented, second by Woodward. Roll Call Vote: Manning-Yes, Blasier-Yes, Cavett-Yes, Reding-Yes, Mathis-Yes, Woodward-Yes.

Added Safety Sensitive Policy:

Reding stated this was for the Elected Officials to determine what positions in their offices would qualify as safety sensitive. Woodward reminded the board once you have your list you would give that list to the Board of Commissioners then it would come to this board. Motion by Woodward to accept as presented, second Manning. Roll Call Vote: Blasier-Yes, Cavett-Yes, Reding-Yes, Mathis-Yes, Woodward-Yes.

Other Updates and Corrections:

Reding stated the other updates and corrections would include taking out the entire drug and alcohol policy and creating a new and separate as a standalone policy all at the suggestion of ACCO which has been done with the help of Lowell Barto, ADA. Motion by Woodward, second by Cavett. Roll Call Vote: Cavett-Yes, Reding-Yes, Mathis-Yes, Woodward-Yes, Manning-Yes, Blasier-Yes.

Discussion/Possible Action – Approval of County Drug and Alcohol Policy:

Reding stated this is the new drug and alcohol policy created by ACCO and has been reviewed by Barto. Motion by Manning to accept the drug and alcohol policy as presented, second by Cavett. Roll Call Vote: Cavett-Yes, Reding-Yes, Mathis-Yes, Woodward-Yes, Manning-Yes, Blasier-Yes. Cavett stated he would like an updated policy once everything has been updated so he could hand

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them out to our employees after the safety sensitive has been defined. Woodward stated there is not a form and wasn't sure how to cover that. Woodward stated he did a generic form in his office with the general information on it and why it is a safety sensitive position. Cavett inquired on the Clerks office compiling all of the information. Mathis stated that Craig always updated the policy when changes are made and places the updated version on the Clerks website. Once the updates were made Mathis stated that Clerk Craig would provide an updated version to the Elected Officials to hand out accordingly.

Adjournment:

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