

OKLAHOMA COUNTY

Oklahoma County Office Building
320 Robert S Kerr Ave,
Oklahoma City, OK 73102



Handbook Committee Meeting Minutes

Monday, May 11, 2026

11:00 AM

Brandi Mertens - Chair
Kimberly Zuhdi - Vice-Chair
Rick Buchanan - Member
LeeAnn Hinds - Member
Brandon Holmes - Member
Erin McConnell - Member
Stacy Rodgers - Member
Ryan Jasper - Member

<https://www.youtube.com/@oklahomacounty4775>

Recorded in the

Call To Order

Roll Call

Present: 7 - District 2 - Chief Deputy Brandi Mertens, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Operations Manager Erin McConnell, Sheriff - Major Brandon Holmes, District 1 - Appointee Ryan Jasper and Bill McClung

Notice of the meeting was properly posted on April 29, 2026.

For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, or striking the item.

Approval of Minutes

1. Discussion and possible action regarding the minutes of April 14, 2026.

Jasper moved, Holmes seconded, to approve. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

Departmental Items

2. Discussion and possible action regarding the election of Vice-Chairman for the remainder of the 2026 calendar year. This item requested by Brandi Mertens, Chairman.

McClung moved, Holmes seconded, to elect Kimberly Zuhdi as Vice-Chair. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

3. Discussion and possible action regarding the official working draft of the Oklahoma County Employee Policy Handbook. Requested by Clerks of the Board, Office of the County Clerk.

McConnell moved, Holmes seconded, to accept changes to Intro. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Job Postings. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Hiring Procedures and change Board of County Commissioners to BOCC throughout. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Jasper seconded, to accept changes to Family and Medical Leave Act and list the number spelled out as well as numeral in parentheses throughout. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Telecommute. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Jasper seconded, to accept changes to Payroll Deductions. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Jasper seconded, to accept changes to Hours of Work. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Work Week and Work Period. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Annual Leave. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Election Leave. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Holiday Leave. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Military Leave. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Standard Comp Time. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Workers' Compensation Leave. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Hinds seconded, to accept changes to Leave Sharing Policy. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Retirement. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to remove "45-Retirement Plan" from beginning of last paragraph under Retirement. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Additional Benefits. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Credit Union and Optional Benefits. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McClung moved, Holmes seconded, to strike bullet point "Refusing to sign a consent form permitting the County to inspect and/or search an employee's personal property on County premises.". The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Guidelines for Appropriate Conduct. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Hinds seconded, to accept changes to Personal Appearance and Demeanor. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Vehicle Usage. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to add period to end of third paragraph under Vehicle Usage. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Firearms/Weapons. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Injury Reporting. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Statement of Policy Regarding Drug and/or Alcohol use by Employees. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

McConnell moved, Holmes seconded, to accept changes to Employment Separation. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

Mertens moved, McConnell seconded, to have all forms to have lines for Employee name, Employee signature, Date, Witness name, Witness signature and Date. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

Hinds moved, Holmes seconded, to justify to the left. The motion carried by the following vote:

Aye: 6 - Mertens, Hinds, Rodgers, McConnell, Holmes and McClung

Abstain: 1 - Jasper

4. Discussion and possible action regarding changes to the "Time Recording (Exempt Employees)" section of the employee handbook draft. Requested by Ryan Jasper, District One.

Jasper moved, Holmes seconded, to strike. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

5. Discussion and possible action regarding including the paragraph under the Exempt Employees Time Keeping heading on page 65 of the Interim Handbook that states, "Exempt employees who work a minimum of half their shift each day for the purposes of leave accruals and timekeeping shall be considered to have worked the full daily shift. Exempt employees who work less than half their shift shall accurately record all exceptions (all leave hours used). Abuse of this section may subject the exempt employee to disciplinary action" in the working draft of the new Handbook. This item requested by Brandi Mertens, Chairman.

Mertens moved, Holmes seconded, to strike. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

6. Discussion and possible action regarding an Oklahoma County Organizational Chart to include in the Oklahoma County Employee Handbook. This item requested by Brandi Mertens, Chairman.

Holmes moved, Jasper seconded, to approve as amended; organizing alphabetically and adding Juvenile Detention/Juvenile Bureau. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

No Citizen Participation

Board Comments

Adjourn

Jasper moved, Holmes seconded, to adjourn at 12:45pm. The motion carried by the following vote:

Aye: 7 - Mertens, Hinds, Rodgers, McConnell, Holmes, Jasper and McClung

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board