

OKLAHOMA COUNTY

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



Handbook Committee Meeting Minutes

Wednesday, March 26, 2025

1:30 PM

***Rick Buchanan - Chair
Paul Foster - Vice-Chair
Brandi Mertens - Member
LeeAnn Hinds - Member
Brandon Holmes - Member
Kristi Rey - Member
Mark Seikel - Member
Joe Blough - Member***

YouTube: https://www.youtube.com/channel/UCz_5jEcl6kV8f6Y71exwfJA

Recorded in the

Call To Order

Roll Call

Brandon Holmes enters at 1:36 p.m.

Present: 6 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, Kristi Rey, County Assessor - Admin Assistant LeeAnn Hinds, District 2 - Chief Deputy Brandi Mertens and Sheriff - Major Brandon Holmes

Notice of the meeting was properly posted on February 27, 2025.

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 February 26, 2025.

Foster moved, Hinds seconded, to approve. The motion carried by the following vote:

Aye: 5 - Buchanan, Foster, Rey, Hinds and Mertens

Departmental Items

2. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents, or hearing public comments) regarding the current draft of the Oklahoma County Employee Handbook, Including potential revisions or changes, and the creation of a new draft of the Oklahoma County Employee Handbook. Requested by Rick Buchanan, Chairman of the Handbook Committee.

No Action

3. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding a revised version of Administrative Leave policy. Requested by Lee Ann Hinds, County Assessor's Office.

Foster moved, Mertens seconded, in the employee handbook use the revised version created by Lee Ann Hinds and expand upon that in the Policy. The motion carried by the following vote:

Aye: 5 - Buchanan, Foster, Hinds, Mertens and Holmes

Abstain: 1 - Rey

4. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding a new draft of the Oklahoma County Employee Handbook, including potential revisions or changes. Requested by Lee Ann Hinds, County Assessor's Office.

No Action

5. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding the Oklahoma County Employee Handbook providing clear rules regarding holiday leave for 28-day cycle employees, as recommended by the Oklahoma State Auditor & Inspector during the audit of the FY22-23 ACFR. Requested by Paul Foster, Vice-Chair, Handbook Committee.

No Action

6. Discussion and possible action regarding Section 4.10 - Administrative Leave - in the current Oklahoma County 2021 Interim Employee Handbook. Requested by Rick Buchanan, Chairman of the Handbook Committee.

No Action

No Citizen Participation

Board Comments

Adjourn

Mertens moved, Hinds seconded, to adjourn at 2:58 p.m. The motion carried by the following vote:

Aye: 6 - Buchanan, Foster, Rey, Hinds, Mertens and Holmes

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board