

# OKLAHOMA COUNTY

Oklahoma County Office Building  
320 Robert S Kerr Ave,  
Oklahoma City, OK 73102  
BOE Meeting Room 205

12:36:41 PM

FILED IN OFFICE  
COUNTY CLERK  
OKLAHOMA CITY, OKLA

Apr 13 2026  
Maressa Treat,  
County Clerk. Okla. Cnty.



*Maressa Treat*

## Handbook Committee Regular Meeting Agenda

Tuesday, April 14, 2026

1:30 PM

*Brandi Mertens - Chair*  
*Paul Foster - 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  
Oklahoma County Clerk's Office*

## Call To Order

## Roll Call

Notice of the meeting was properly posted on April 13, 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 February 17, 2026.

[02-17-2026 Handbook Minutes](#)

## Departmental Items

2. 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.

[OK County Employee Policy Handbook Draft - KPP 02-17-2026](#)

3. Discussion and possible action to move the “Americans with Disabilities Act, As Amended,” section below the “Employment Policies” header. Requested by Erin McConnell, Oklahoma County Clerk’s Office.
4. Discussion and possible action to move the “Family and Medical Leave Act,” section below the “Employment Policies” header. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

5. Discussion and possible action to add the section titled “Travel” to the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

[OK County Employee Policy Handbook Draft EM 04 2026](#)

6. Discussion and possible action to revise the “Full-Time Employee” definition in the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

[OK County Employee Policy Handbook Draft EM 04 2026](#)

7. Discussion and possible action to revise the “Sick Leave” section of the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

[OK County Employee Policy Handbook Draft EM 04 2026](#)

8. Discussion and possible action to revise the “Annual Leave” section of the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

[OK County Employee Policy Handbook Draft EM 04 2026](#)

9. Discussion and possible action to revise the “Vehicle Usage” section of the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

[OK County Employee Policy Handbook Draft EM 04 2026](#)

10. Discussion and possible action to add a section titled “Injury Reporting” to the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

[OK County Employee Policy Handbook Draft EM 04 2026](#)

11. Discussion and possible action to move all forms to the end of the handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

12. Discussion and possible action to use Arial 12 pt. font, justify text, and adopt a uniform format for headers as follows: Level one headers: uppercase, bolded, underlined, and centered; Level two headers: uppercase, bolded, and left aligned; Level three headers: title case, bolded, and left aligned. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

13. Discussion and possible action to rename the “Oklahoma County Employee Policy Handbook” the “Oklahoma County Employee Handbook.” Requested by Erin McConnell, Oklahoma County Clerk’s Office.

14. Discussion and possible action to revise and format the table of contents. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

[OK County Employee Policy Handbook Draft EM 04 2026](#)

15. Discussion and possible action regarding the inclusion of section 2.16 of the current Oklahoma County Employee Policy Handbook into the official working draft of the new Oklahoma County Employee Policy Handbook that states: Limit Personal Visitors - You should limit your personal visitors while at work. While much of our property is used by the general public, you should report any non-employee in restricted areas of Oklahoma County property immediately to management. This item requested by Brandi Mertens, Chair of the Board.

16. Discussion and possible action regarding the inclusion of section 2.17 of the current Oklahoma County Employee Policy Handbook into the official working draft of the new Oklahoma County Employee Policy Handbook that states: Restrictions on Personal Communications - Personal phone calls, texting, web browsing on appropriate sites, and private e-mail and social media use are each permitted; however they should be limited, and preferably made during lunch periods and breaks. Personal long distance calls charged to Oklahoma County are the responsibility of the employee. Excessive personal calls, texting, web browsing on appropriate sites, and private e-mail and social media use/or any other violation of this policy will lead to disciplinary action up to and including termination. This item requested by Brandi Mertens, Chair of the Board.
17. Discussion and possible action regarding the inclusion of section 5.5 of the current Oklahoma County Employee Policy Handbook into the official working draft of the new Oklahoma County Employee Policy Handbook that states: Open Flames Prohibited in County Buildings - In accordance with the recommended best practices of the National Fire Protection Agency, open flames including the burning of candles, incense, and aromatic oils are prohibited in all County offices and facilities. This item requested by Brandi Mertens, Chair of the Board.
18. Discussion and possible action regarding amendments to the Telecommute Policy in the current working draft of the Oklahoma County Employee Policy Handbook. This item requested by Brandi Mertens, Chair of the Board.

#### [TELECOMMUTE Policy](#)

19. Discussion and possible action regarding a policy in the county handbook to regulate use of smart glasses and similar wearable technology with recording capability. Possible language could be as follows: All recording-capable wearable technology, including AI smart glasses, must be deactivated in the office. While handling documents containing confidential information, employees are prohibited from wearing such devices, and using smart glasses or similar devices to record audio/video of colleagues or conversations in which confidential information is discussed is a violation of Oklahoma County policy. Requested by Lee Ann Hinds, County Assessor's Office.

## **Recess**

## **Return**

**Citizen Participation: “Citizens may address the Board during open meetings under the agenda item “Citizen’s Participation.” However, the Board cannot discuss, take action or make any decisions on matters not on the current agenda. Please fill out a “Citizen’s Participation” request form provided by the County Clerk’s office or complete the fillable form that will be provided by [PublicComment@oklahomacounty.org](mailto:PublicComment@oklahomacounty.org) and submit via email or hand the form to the recording secretary prior to the meeting.**

## **Board Comments**

**New Business:** In accordance with the Open Meeting Act, Title 25 O.S. § 311.A.9, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

**Adjourn**