

OKLAHOMA COUNTY

Oklahoma County Office Building
320 Robert S Kerr Ave,
Oklahoma City, OK 73102
BOCC Meeting Room 204

8:14:20 AM

FILED IN OFFICE
COUNTY CLERK
OKLAHOMA CITY, OKLA

Apr 29 2026
Maressa Treat,
County Clerk. Okla. Cnty.



Maressa Treat

Handbook Committee Special Meeting Agenda

DRAFT

Monday, May 11, 2026

11:00 AM

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

[04-14-2026 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 04-17-2026](#)

3. 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.

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.

[Exempt Employee Time Recording](#)

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.

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 and submit via email or hand the form to the recording secretary prior to the meeting.

Board Comments

Adjourn

DRAFT