

OKLAHOMA COUNTY

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

3:40:20 PM

FILED IN OFFICE
COUNTY CLERK
OKLAHOMA CITY, OKLA

Jan 15 2026
Maressa Treat,
County Clerk. Okla. Cnty.



Maressa Treat

Handbook Committee Special Meeting Agenda

Tuesday, January 27, 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 January 15, 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 January 13, 2026.

[01-13-2026 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 01-13-2026](#)

3. Discussion and possible action to assess language regarding the Oklahoma Constitution and IRS Codes contained in the “Mobile Phone Policy,” “Vehicle Usage,” and “Uniform and Safety Equipment” sections of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Oklahoma County Employee Handbook Draft 12 2025 EM](#)

4. Discussion and possible action to accept changes to the “Employment Separation” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

5. Discussion and possible action to accept changes to the “Authority to Search” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

6. Discussion and possible action to accept changes to the “Tobacco Free Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

7. Discussion and possible action to delete the “Telephone Use” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

8. Discussion and possible action to delete the “Voting” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

9. Discussion and possible action to replace the “Service Animals Policy” section of the handbook draft with the proposed "Americans With Disabilities Act, As Amended" section. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

10. Discussion and possible action to accept changes to the “Oklahoma County Personal Use of County-Owned Vehicle Agreement” of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

11. Discussion and possible action to accept changes to the “Telephone, E-mail, Internet, and Voicemail Employee Acknowledgement Form” of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

[Employee Handbook Draft 01 2026 EM](#)

12. Discussion and possible action to add the following language: “Medical personnel who are scheduled for 12 hour shifts, with an average of 36 hours per week, are considered full time employees and are eligible for health and retirement benefits.” as an addendum titled “ADDENDUM: MEDICAL PERSONNEL ELIGIBILITY FOR HEALTH AND RETIREMENT BENEFITS” to the 2021 Interim Employee Handbook. Requested by Erin McConnell, Oklahoma County Clerk's Office.

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