

# OKLAHOMA COUNTY

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



## Handbook Committee Meeting Minutes

Wednesday, November 6, 2024

1:30 PM

*Joe Blough - Member*  
*Rick Buchanan - Member*  
*Jessica Clayton - Member*  
*LeeAnn Hinds - Member*  
*Brandon Holmes - Member*  
*Paul Foster - Member*  
*Kristi Rey - Member*  
*Mark Seikel - Member*

YouTube: [https://www.youtube.com/channel/UCz\\_5jEcl6kV8f6Y71exwfJA](https://www.youtube.com/channel/UCz_5jEcl6kV8f6Y71exwfJA)

*Recorded in the*

## Call To Order

**Present:** 6 - Joe Blough, Member Rick Buchanan, County Assessor - Admin Assistant LeeAnn Hinds, District 2 - Chief Deputy Jessica Clayton, District 3 - Chief Deputy Paul Foster and County Clerk - Chief Deputy Kerrie Hudson

## Roll Call

**Present:** 6 - Joe Blough, Member Rick Buchanan, County Assessor - Admin Assistant LeeAnn Hinds, District 2 - Chief Deputy Jessica Clayton, District 3 - Chief Deputy Paul Foster and County Clerk - Chief Deputy Kerrie Hudson

**Notice of the meeting was properly posted on November 5, 2024.**

**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 17, 2024.  
**Buchanan moved, Foster seconded, to approve. The motion carried by the following vote:**  
**Aye:** 5 - Buchanan, Hinds, Clayton, Foster and Hudson  
**Abstain:** 1 - Blough

### Departmental Items

2. Discussion and possible action for Election of Chairman and Vice-Chairman for the remainder of Calendar Year 2024.  
**Buchanan moved, Clayton seconded, to approve. The motion carried by the following vote:**  
**Aye:** 6 - Blough, Buchanan, Hinds, Clayton, Foster and Hudson

3. Discussion and possible action regarding proposed changes to "Section 3.3 Work Week and Work Period" in the Oklahoma County Employee Handbook:  
Change the phrase work week to the word workweek.  
Change the timing of a week to actually reflect a week: If the workweek begins at 12:01 a.m. on Sunday, it ends at 12:00 a.m. the next Sunday, not 12:00 a.m. Saturday.  
Change the work period for law enforcement and detention officers to accurately depict 28 days. What most people consider midnight on Sunday is actually 12:00 a.m. Monday. If the work period begins at 12:00 a.m. Monday, a twenty-eight (28) day cycle would end at 11:59 p.m. on a Sunday. If the work period ends at midnight on a Saturday [12:00 a.m. Sunday], the work period is only twenty-seven (27) days.  
Change the written number twenty eight to twenty-eight.  
Requested by Lee Ann Hinds, County Assessor's Office.

**Hinds moved, Foster seconded, to approve to change the 28-day cycle to begin at 12:00 a.m. on Sunday and end 4 weeks later at 11:59 p.m. on Saturday from begin at midnight on Sunday and end 4 weeks later at midnight on Saturday. The motion carried by the following vote:**

**Aye:** 6 - Blough, Buchanan, Hinds, Clayton, Foster and Hudson

4. Discussion and possible action regarding an overall revision/update of the Oklahoma County Employee Handbook. Requested by Lee Ann Hinds, County Assessor's Office.
5. Discussion and possible action regarding the dates and times of the 2025 Regular Scheduled monthly meetings for the Handbook Committee. Requested by Clerks of the Board, Office Maressa Treat, County Clerk per Oklahoma State Statutes 2001 Title 25 § 311.

**Buchanan moved, Foster seconded, to strike. The motion carried by the following vote:**

**Aye:** 6 - Blough, Buchanan, Hinds, Clayton, Foster and Hudson

**No Citizen Participation**

**No Board Comments**

**No New Business**

**Adjourn**

**Buchanan moved, Hudson seconded, to adjourn at 2:12 p.m. The motion carried by the following vote:**

**Aye:** 6 - Blough, Buchanan, Hinds, Clayton, Foster and Hudson

HANDBOOK COMMITTEE  
OKLAHOMA COUNTY, OKLAHOMA

- 
- Chair or
  - Vice-Chair

ATTEST:

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Maressa Treat,  
County Clerk and Secretary to the Board