

OKLAHOMA COUNTY

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



Policy & Governance Meeting Minutes

Tuesday, January 13, 2026

10:00 AM

***Paul Foster - Chair
Brandi Mertens - Vice Chair
John Pettis Jr. - Member***

<https://www.youtube.com/@oklahomacounty4775>

***Recorded in the
Oklahoma County Clerk's Office***

Call To Order

Roll Call

Present: 3 - District 3 - Chief Deputy Paul Foster, District 2 - Chief Deputy Brandi Mertens and District 1 - Chief Deputy John Pettis

Notice of the meeting was properly posted on January 12, 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 approval of the minutes of December 9, 2025.

Pettis moved, Mertens seconded, to approve. The motion carried by the following vote:

Aye: 3 - Foster, Mertens and Pettis

Departmental Items

2. Discussion and possible action regarding the election of Chairman and Vice-Chairman for Calendar Year 2026. Requested by Paul Foster.

Pettis moved, Mertens seconded, to approve Brandi Mertens as Chair.. The motion carried by the following vote:

Aye: 3 - Foster, Mertens and Pettis

Mertens moved, Pettis seconded, to approve. Paul Foster as Vice-Chair The motion carried by the following vote:

Aye: 3 - Foster, Mertens and Pettis

3. Discussion and possible action regarding selection of the January 2026 BOCC Employees of the Month and the 2025 BOCC Employee of the Year. This item is requested by Karen Kint, Director of HR/Safety.

No action

4. Discussion and possible action regarding policies, processes, procedures, and status report related to planning, oversight, and administration of Oklahoma County’s ARPA funding allocation. Requested by Jessica Clayton, County Manager, on behalf of Accenture.

Foster moved, Pettis seconded, to receive. The motion carried by the following vote:

Aye: 3 - Foster, Mertens and Pettis

5. Discussion and possible action regarding review and approval of the Oklahoma County Records Retention Policy. Requested by Jessica Clayton, County Manager.

Foster moved, Pettis seconded, to accept version with second line of the first paragraph 5.2.6 omitted. The motion carried by the following vote:

Aye: 3 - Foster, Mertens and Pettis

- 6.** Discussion and possible action regarding review and approval of the Oklahoma County Sheriff's Office Records Retention Schedule. Requested by Jessica Clayton, County Manager.

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

Aye: 3 - Foster, Mertens and Pettis

No Citizen Participation

Board Comments

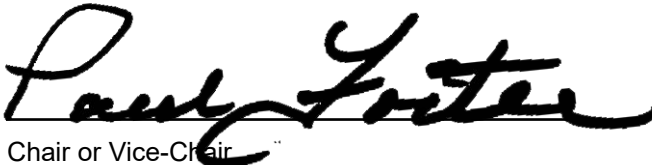
No New Business

Adjourn

Foster moved, Pettis seconded, to adjourn at 10:18 a.m. The motion carried by the following vote:

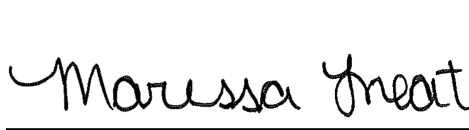
Aye: 3 - Foster, Mertens and Pettis

POLICY & GOVERNANCE
OKLAHOMA COUNTY, OKLAHOMA



Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board