

# OKLAHOMA COUNTY

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

9:56:50 AM

FILED IN OFFICE  
COUNTY CLERK  
OKLAHOMA CITY, OKLA

Apr 29 2025  
Maressa Treat,  
County Clerk. Okla. Cntv.



*Maressa Treat*

## Handbook Committee Special Meeting Agenda

**Wednesday, April 30, 2025**

**11:00 AM**

***Rick Buchanan - Chair  
Paul Foster - Vice-Chair  
Brandi Mertens - Member  
LeeAnn Hinds - Member  
Brandon Holmes - Member  
Kristi Rey - Member  
Mark Seikel - Member  
Joe Blough - Member***

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

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

## **Call To Order**

## **Roll Call**

**Notice of the meeting was properly posted on April 22, 2025.**

**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 March 26, 2025.

[03-26-2025 Handbook Minutes](#)

## **Departmental Items**

2. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding a new draft of the Oklahoma County Employee Handbook, including potential revisions or changes. Requested by Lee Ann Hinds, County Assessor's Office.

[Handbook Revision](#)

3. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding the Oklahoma County Employee Handbook providing clear rules regarding holiday leave for 28-day cycle employees, as recommended by the Oklahoma State Auditor & Inspector during the audit of the FY22-23 ACFR. Requested by Paul Foster, Vice-Chair, Handbook Committee.
4. Discussion and possible action regarding Administrative Leave policies to recommend to the Budget Board for timekeeping purposes in ExecuTime and the Tyler-Munis system. Requested by Rick Buchanan, Chair of the Handbook Committee.

[State Auditor admin leave email April 28](#)

5. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents, or hearing public comments) regarding the current draft of the Oklahoma County Employee Handbook, Including potential revisions or changes. Requested by Rick Buchanan, Chair of the Handbook Committee.

**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**

**Adjourn**