

# OKLAHOMA COUNTY

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



## **Handbook Committee Meeting Minutes**

**Wednesday, February 26, 2025**

**1:30 PM**

***Rick Buchanan - Chair  
Brandon Holmes - Vice-Chair  
Jessica Clayton - Member  
LeeAnn Hinds - Member  
Paul Foster - 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***

## Call To Order

## Roll Call

**Lee Ann Hinds enters at 1:38 p.m.**

**Present:** 6 - Member Rick Buchanan, Sheriff - Major Brandon Holmes, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Mark Seikel, District 2 - Chief Deputy Jessica Clayton and District 3 - Chief Deputy Paul Foster

**Notice of the meeting was properly posted on January 28, 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 December 17, 2024.

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

**Aye:** 5 - Buchanan, Holmes, Seikel, Clayton and Foster

### Departmental Items

2. Discussion and possible action regarding the Election of Chairman and Vice-Chairman for Calendar Year 2025.

**Foster moved, Holmes seconded, to elect Rick Buchanan as Chair and Paul Foster as Vice-Chair. The motion carried by the following vote:**

**Aye:** 5 - Buchanan, Holmes, Seikel, Clayton and Foster

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 current draft of the Oklahoma County Employee Handbook, Including potential revisions or changes, and the creation of a new draft of the Oklahoma County Employee Handbook. This item requested by Rick Buchanan, Chair.

**No Action**

4. 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 division of the Oklahoma County Employee Handbook into two parts: one part addressing employees and a second part addressing various Oklahoma County policies. This item requested by Rick Buchanan, Chair.

**No Action**

5. Discussion and possible action regarding the addition of departmental organization charts to the Oklahoma County Employee Handbook. Requested by Paul Foster, Chief Deputy, District 3.

**Foster moved, Clayton seconded, to that departmental org charts be added to the employee handbook.**

**Foster moved, Clayton seconded, to withdraw previous motion. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Holmes, Hinds, Seikel, Clayton and Foster

**Foster moved, Hinds seconded, to add link to organization charts on website in to the handbook. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Holmes, Hinds, Seikel, Clayton and Foster

6. Discussion and possible action regarding the addition of an ADA policy for service dogs into a new and separate Oklahoma County Policies & Procedures Manual. Requested by Paul Foster, Chief Deputy, District 3.

**Foster moved, Holmes seconded, to separate Policy and Procedures and have one binder for County Handbook and one for the Policy and Procedures.**

**Foster moved, Clayton seconded, to withdraw previous motion. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Holmes, Hinds, Seikel, Clayton and Foster

7. Discussion and possible action regarding an overall revision/update of the Oklahoma County Employee Handbook. Requested by Lee Ann Hinds, County Assessor's Office.

**No Action**

## **Citizen Participation**

## **Board Comments**

## **Adjourn**

**Clayton moved, Foster seconded, to adjourn at 2:41 p.m. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Holmes, Hinds, Seikel, Clayton and Foster

HANDBOOK COMMITTEE  
OKLAHOMA COUNTY, OKLAHOMA

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Chair or Vice-Chair

ATTEST:

A handwritten signature in black ink that reads "Maressa Treat" in a cursive script.

Maressa Treat,  
County Clerk and Secretary to the Board