

OKLAHOMA COUNTY

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



Handbook Committee Meeting Minutes

Tuesday, April 14, 2026

1:30 PM

Brandi Mertens - Chair
Rick Buchanan - Member
LeeAnn Hinds - Member
Brandon Holmes - Member
Erin McConnell - Member
Stacy Rodgers - Member
Ryan Jasper - Member
Kimberly Zuhdi - Member

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

Recorded in the

Call To Order

Notice of the meeting was properly posted on April 13, 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.

Recess

Holmes moved, Buchanan seconded, to recess at 1:42pm until 2:30pm on 04/15/2026 in the BOE Room. The motion carried by the following vote:

Aye: 6 - Mertens, Hinds, McConnell, Buchanan, Holmes and Blough

Roll Call

Present: 6 - District 2 - Chief Deputy Brandi Mertens, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Operations Manager Erin McConnell, Member Rick Buchanan, Sheriff - Major Brandon Holmes and District 1 - Appointee Ryan Jasper

Return

Holmes moved, McConnell seconded, to return on 04/15/2026 at 2:31pm. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

Approval of Minutes

1. Discussion and possible action regarding the minutes of February 17, 2026.

Jasper moved, Buchanan seconded, to approve. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

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.

Mertens moved, McConnell seconded, action to add under Employment Separation; "All Oklahoma County issued property shall be returned upon separation. Failure to do so may result in garnishment of wages or future legal action as allowed by law" and add the Wage Withholding Authorization Form. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

Jasper moved, Rodgers seconded, action to add the organizational chart. The motion carried by the following vote:

Aye: 6 - Mertens, Rodgers, Buchanan, Holmes, Jasper and Zuhdi

No: 1 - McConnell

3. Discussion and possible action to move the “Americans with Disabilities Act, As Amended,” section below the “Employment Policies” header. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

McConnell moved, Buchanan seconded, to approve to move Americans with Disabilities Act between Pre-Employment Medical Examinations and Nepotism. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

4. Discussion and possible action to move the “Family and Medical Leave Act,” section below the “Employment Policies” header. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

McConnell moved, Buchanan seconded, to approve to move Family and Medical Leave Act to follow Americans with Disabilities Act. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

5. Discussion and possible action to add the section titled “Travel” to the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

No Action

6. Discussion and possible action to revise the “Full-Time Employee” definition in the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

McConnell moved, Zuhdi seconded, to approve. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

7. Discussion and possible action to revise the “Sick Leave” section of the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

McConnell moved, Zuhdi seconded, to approve. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

8. Discussion and possible action to revise the “Annual Leave” section of the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

McConnell moved, Rodgers seconded, to approve. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

9. Discussion and possible action to revise the “Vehicle Usage” section of the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk’s Office.

McConnell moved, Zuhdi seconded, to approve and remove "as" in the last line. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

10. Discussion and possible action to add a section titled "Injury Reporting" to the employee handbook. Requested by Erin McConnell, Oklahoma County Clerk's Office.
Jasper moved, McConnell seconded, to approve. The motion carried by the following vote:
Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi
11. Discussion and possible action to move all forms to the end of the handbook. Requested by Erin McConnell, Oklahoma County Clerk's Office.
McConnell moved, Buchanan seconded, to approve. The motion carried by the following vote:
Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi
12. Discussion and possible action to use Arial 12 pt. font, justify text, and adopt a uniform format for headers as follows: Level one headers: uppercase, bolded, underlined, and centered; Level two headers: uppercase, bolded, and left aligned; Level three headers: title case, bolded, and left aligned. Requested by Erin McConnell, Oklahoma County Clerk's Office.
McConnell moved, Buchanan seconded, to approve. The motion carried by the following vote:
Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi
13. Discussion and possible action to rename the "Oklahoma County Employee Policy Handbook" the "Oklahoma County Employee Handbook." Requested by Erin McConnell, Oklahoma County Clerk's Office.
McConnell moved, Zuhdi seconded, to approve. The motion carried by the following vote:
Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi
14. Discussion and possible action to revise and format the table of contents. Requested by Erin McConnell, Oklahoma County Clerk's Office.
McConnell moved, Rodgers seconded, to approve. The motion carried by the following vote:
Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi
15. Discussion and possible action regarding the inclusion of section 2.16 of the current Oklahoma County Employee Policy Handbook into the official working draft of the new Oklahoma County Employee Policy Handbook that states: Limit Personal Visitors - You should limit your personal visitors while at work. While much of our property is used by the general public, you should report any non-employee in restricted areas of Oklahoma County property immediately to management. This item requested by Brandi Mertens, Chair of the Board.
Mertens moved, Holmes seconded, to approve and place in the Guidelines for Conduct section. The motion carried by the following vote:
Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

16. Discussion and possible action regarding the inclusion of section 2.17 of the current Oklahoma County Employee Policy Handbook into the official working draft of the new Oklahoma County Employee Policy Handbook that states: Restrictions on Personal Communications - Personal phone calls, texting, web browsing on appropriate sites, and private e-mail and social media use are each permitted; however they should be limited, and preferably made during lunch periods and breaks. Personal long distance calls charged to Oklahoma County are the responsibility of the employee. Excessive personal calls, texting, web browsing on appropriate sites, and private e-mail and social media use/or any other violation of this policy will lead to disciplinary action up to and including termination. This item requested by Brandi Mertens, Chair of the Board.

No Action

17. Discussion and possible action regarding the inclusion of section 5.5 of the current Oklahoma County Employee Policy Handbook into the official working draft of the new Oklahoma County Employee Policy Handbook that states: Open Flames Prohibited in County Buildings - In accordance with the recommended best practices of the National Fire Protection Agency, open flames including the burning of candles, incense, and aromatic oils are prohibited in all County offices and facilities. This item requested by Brandi Mertens, Chair of the Board.

Mertens moved, Holmes seconded, to approve to add as bullet point under Appropriate Conduct; "Open flames prohibited in County buildings". The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

18. Discussion and possible action regarding amendments to the Telecommute Policy in the current working draft of the Oklahoma County Employee Policy Handbook. This item requested by Brandi Mertens, Chair of the Board.

Jasper moved, Zuhdi seconded, to approve. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

19. Discussion and possible action regarding a policy in the county handbook to regulate use of smart glasses and similar wearable technology with recording capability. Possible language could be as follows: All recording-capable wearable technology, including AI smart glasses, must be deactivated in the office. While handling documents containing confidential information, employees are prohibited from wearing such devices, and using smart glasses or similar devices to record audio/video of colleagues or conversations in which confidential information is discussed is a violation of Oklahoma County policy. Requested by Lee Ann Hinds, County Assessor's Office.

Jasper moved, Holmes seconded, to receive documents. The motion carried by the following vote:

Aye: 7 - Mertens, Rodgers, McConnell, Buchanan, Holmes, Jasper and Zuhdi

No Citizen Participation

Board Comments

No New Business

Adjourn

Holmes moved, McConnell seconded, to adjourn at 4:11pm. Rick Buchanan exits at 3:52pm. The motion carried by the following vote:

Aye: 6 - Mertens, Rodgers, McConnell, Holmes, Jasper and Zuhdi

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board