

# OKLAHOMA COUNTY

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



## **Handbook Committee Meeting Minutes**

**Monday, December 15, 2025**

**10:00 AM**

***Rick Buchanan - Chair  
Paul Foster - Vice-Chair  
Brandi Mertens - Member  
LeeAnn Hinds - Member  
Brandon Holmes - Member  
Erin McConnell - Member  
Stacy Rodgers - Member  
Ryan Jasper - Member***

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

***Recorded in the***

## Call To Order

## Roll Call

**Paul Foster enters at 10:05 am.**

**Present:** 7 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Appointee Erin McConnell, Sheriff - Major Brandon Holmes, District 1 - Appointee Ryan Jasper and District 2 - 2nd Deputy Charles Dodson

**Notice of the meeting was properly posted on November 21, 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 October 21, 2025.

**No Action**

### Departmental Items

2. Discussion and possible action to revise the "County's Payment of Employer Share of Health Insurance Premiums during Leave of Absence" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**McConnell moved, Jasper seconded, to approve changes and strike "and copy the OKCC Chief of Staff" from third paragraph on page 20. The motion carried by the following vote:**

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

3. Discussion, review, and possible action regarding the new draft version entitled "2025 County Handbook November 21 clean version" of a proposed new Oklahoma County Employee Handbook, including potential revisions or changes. This item requested by Rick Buchanan, Chairman.

**Holmes moved, Jasper seconded, to take up item. The motion carried by the following vote:**

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

**Holmes moved, Jasper seconded, action to add proposed language of the OCDC to the 2025 County Handbook November 21 clean version in the section "Employment Status Definitions" under "Compensation Policies". The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Foster, Hinds, Rodgers, Holmes and Jasper

**No:** 1 - McConnell

4. Discussion and possible action to accept changes to the “Guidelines for Appropriate Conduct” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

5. Discussion and possible action to accept changes to the “Social Media Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

6. Discussion and possible action to accept changes to the “Absenteeism/Tardiness” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

7. Discussion and possible action to delete “Employee Conduct” header. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

8. Discussion and possible action to accept changes to the “Personal Appearance and Demeanor” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

9. Discussion and possible action to accept changes to the “Political Activity” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

10. Discussion and possible action to accept changes to the “Use of County Property” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

11. Discussion and possible action to accept changes to the “Electronic Communications” and “Use of Communications Systems” sections of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

12. Discussion and possible action to assess language regarding the Oklahoma Constitution and IRS Codes contained in the “Mobile Phone Policy,” “Vehicle Usage,” and “Uniform and Safety Equipment” sections of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

**McConnell moved, Foster seconded, to defer to the Handbook Committee, on 1/13/2026. The motion carried by the following vote:**

**Aye:** 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Holmes and Jasper

### **No Citizen Participation**

### **Board Comments**

### **Adjourn**

**Foster moved, McConnell seconded, to adjourn at 12:02 pm. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Holmes

**No:** 1 - Jasper

HANDBOOK COMMITTEE  
OKLAHOMA COUNTY, OKLAHOMA

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Chair or Vice-Chair

ATTEST:

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Maressa Treat,  
County Clerk and Secretary to the Board