

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

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board