

# OKLAHOMA COUNTY

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



## **Handbook Committee Meeting Minutes**

**Tuesday, January 13, 2026**

**1:30 PM**

***Brandi Mertens - Chair  
Paul Foster - Vice-Chair  
Rick Buchanan - 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

**Present:** 8 - 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, District 2 - Chief Deputy Brandi Mertens, Sheriff - Major Brandon Holmes and District 1 - Appointee Ryan Jasper

**Notice of the meeting was properly posted on January 12, 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.**

## Approval of Minutes

1. Discussion and possible action regarding the minutes of October 21 and December 15, 2025.

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

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

## Departmental Items

2. Discussion and possible action regarding the election of Chairman and Vice-Chairman for Calendar Year 2026. Requested by Clerks of the Board, Office of the County Clerk.

**Buchanan moved, McConnell seconded, to elect Brandi Mertens as Chairman. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

**Mertens moved, Jasper seconded, to elect Paul Foster as Vice-Chairman. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

3. 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.

## No Action

4. Discussion and possible action regarding the Handbook language related to Law Enforcement and Juvenile work schedules. Requested by Brandon Holmes, Sheriff's Office.

**Jasper moved, Buchanan seconded, to receive document. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

**Holmes moved, Buchanan seconded, to change where a 28 day pay cycle is reflected for Law Enforcement to "law enforcement shall work in accordance with statute "29 CFR 553.230 subsection 7K" and make it a part of the new draft and current interim Handbooks. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

5. 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.

**Jasper moved, Buchanan seconded, to keep first 3 bullet sections under vehicle usage, omit everything remaining and add a sentence at the end "For individuals who have been assigned a take home vehicle, your rights and duties are further explained on the Oklahoma COUNTY PERSONAL USE OF COUNTY-OWNED VEHICLE AGREEMENT form.". The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

**McConnell moved, Jasper seconded, to accept changes to the mobile phone section. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

**Jasper moved, Foster seconded, to accept changes to the uniform and safety equipment section. The motion was withdrawn.**

6. Discussion and possible action to accept changes to the "Firearms/Weapons" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**McConnell moved, Foster seconded, to accept changes. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

7. Discussion and possible action to accept changes to the "Complaint Resolution Procedure" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**McConnell moved, Jasper seconded, to accept changes to Steps 1 and 2. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

**Mertens moved, Holmes seconded, to omit all remaining paragraphs and add two new sentences at the end; "If the complaint is against their elected official, the employee may take their complaint to another elected official." and "At the conclusion of the investigation, the resolution will be communicated back to the employee.". The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

8. Discussion and possible action to accept changes to the "Statement of Policy Regarding Drug and/or Alcohol Use by Employees" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**McConnell moved, Holmes seconded, accept all changes and include the addition of "The individual shall pay all cost of the post rehabilitation testing." to the end of #5 under Drug and Alcohol Testing, addition of "Unless the employee meets the burden of proof established by 85A O.S. § 2." to the end of Disciplinary Action, and changing the second paragraph under Testing Methods and Collection Procedures to "The County will pay all costs of testing required by the County. However, as stated above, confirmation testing and post rehabilitation testing are the responsibility of the individual.". The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

9. Discussion and possible action to accept changes to the "Employment Separation" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**No Action**

10. Discussion and possible action to accept changes to the "Authority to Search" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**No Action**

11. Discussion and possible action to accept changes to the "Tobacco Free Policy" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**No Action**

12. Discussion and possible action to delete the "Telephone Use" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**No Action**

13. Discussion and possible action to delete the "Voting" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**No Action**

14. Discussion and possible action to replace the "Service Animals Policy" section of the handbook draft with the proposed "Americans With Disabilities Act, As Amended" section. Requested by Erin McConnell, County Clerk's Office.

**No Action**

15. Discussion and possible action to accept changes to the "Oklahoma County Personal Use of County-Owned Vehicle Agreement" of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**No Action**

16. Discussion and possible action to accept changes to the "Telephone, E-mail, Internet, and Voicemail Employee Acknowledgement Form" of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

**No Action**

17. Discussion and possible action to add the following language: "Medical personnel who are scheduled for 12 hour shifts, with an average of 36 hours per week, are considered full time employees and are eligible for health and retirement benefits." as an addendum titled "ADDENDUM: MEDICAL PERSONNEL ELIGIBILITY FOR HEALTH AND RETIREMENT BENEFITS" to the 2021 Interim Employee Handbook. Requested by Erin McConnell, Oklahoma County Clerk's Office.

**No Action**

**No Citizen Participation**

**Board Comments**

**No New Business**

**Adjourn**

**Holmes moved, McConnell seconded, to adjourn at 3:27pm. The motion carried by the following vote:**

**Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and 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