

OKLAHOMA COUNTY

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



Handbook Committee Meeting Minutes

Wednesday, June 3, 2026

10:00 AM

***Brandi Mertens - Chair
Kimberly Zuhdi - 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 - District 2 - Chief Deputy Brandi Mertens, Kimberly Zuhdi, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Operations Manager Erin McConnell, Sheriff - Major Brandon Holmes, District 1 - Appointee Ryan Jasper and Jennifer Bowen

Notice of the meeting was properly posted on May 22, 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 May 11, 2026.
Holmes moved, McConnell seconded, to approve. The motion carried by the following vote:

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

Absent: 1 - Bowen

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.

No Action

3. Discussion and possible action to approve the final draft of the Oklahoma County Employee Handbook and recommend its adoption to the Budget Board. Requested by Erin McConnell, Oklahoma County Clerk's Office.

Mertens moved, Holmes seconded, to add the word "FORM" to the end of OKLAHOMA COUNTY PERSONAL USE OF COUNTY-OWNED VEHICLE AGREEMENT on page 6. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

Jasper moved, McConnell seconded, to use small letters anytime sub letters like "th" are mentioned. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

Bowen moved, Zuhdi seconded, on page 40 move last sentence "If the complaint is against..." between Step 1 and Step 2. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

Jasper moved, Zuhdi seconded, to recommend for approval, including today's edits and the effective date of July 1, 2026. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

4. Discussion and possible action regarding a proposed change to the PERSONAL RECORDS section on page 19:

-Change the first sentence of the first paragraph to read > Personnel records of all County employees shall be kept and maintained by each elected official's HR Representative and are the property of the County.

-Change the second paragraph to read > Requests for personnel records or information will be handled in accordance with Federal and Oklahoma law and Oklahoma's Open Records Act.

-Change the second sentence of the third paragraph to read > Employees may present a formal request to their HR representative or elected official to make changes to their file but may not mark or correct their own file or alter data in their own file.

Requested by Lee Ann Hinds, County Assessor's Office.

Holmes moved, Jasper seconded, to add "and maintained" after "kept" in the first paragraph and remove "Personnel records will be maintained and" from the second paragraph. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

Holmes moved, Jasper seconded, to change in the second sentence of the third paragraph "fill out" to "present". The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

5. Discussion and possible action regarding the SOCIAL MEDIA POLICY section on page 35:

-Move item number 4 into alignment with the other three items.

Requested by Lee Ann Hinds, County Assessor's Office.

No Action

6. Discussion and possible action regarding the POLITICAL ACTIVITY section on page 36:

-The final sentence (Use of County property...) should be made part of the previous paragraph or should be made its own paragraph.

Requested by Lee Ann Hinds, County Assessor's Office.

McConnell moved, Holmes seconded, to move "Use of County property, funds..." to top of paragraph under Political Activity. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

7. Discussion and possible action regarding a proposed addition to the handbook to add a visual recording section. The attached file contains possible language for a section that specifically prohibits recording images of documents/information at work. This section might be added before or after the AUTHORITY TO SEARCH section on pages 47-48. Requested by Lee Ann Hinds, County Assessor's Office.

Holmes moved, Zuhdi seconded, to add "which includes taking photographs, videos, or otherwise recording images of sensitive or confidential documents" to the end of the seventh bullet point under GUIDELINES FOR APPROPRIATE CONDUCT "Use of County property information". The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

8. Discussion and possible action regarding the COMMUNICATIONS sections on pages 37-38:

-Change the first section title to USE OF ELECTRONIC COMMUNICATIONS SYSTEMS.

-Delete the second section title: USE OF COMMUNICATIONS SYSTEMS.

-On page 38, make the second-to-last sentence in the sections (Employees found violating this...) either part of the preceding paragraph or its own paragraph.

Requested by Lee Ann Hinds, County Assessor's Office.

Hinds moved, Jasper seconded, to remove the header "Electronic Devices" and move "Use of Communications Systems" as the main header. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

No Citizen Participation

Board Comments

Adjourn

McConnell moved, Bowen seconded, to adjourn at 11:14am. The motion carried by the following vote:

Aye: 8 - Mertens, Zuhdi, Hinds, Rodgers, McConnell, Holmes, Jasper and Bowen

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board