

OKLAHOMA COUNTY

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



Handbook Committee Meeting Minutes

Tuesday, October 21, 2025

9:00 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

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 October 7, 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 September 16, 2025.

Buchanan moved, Foster 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 to accept additional changes to the “Family and Medical Leave Act” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

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

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

Mertens moved, McConnell seconded, to re-open. The motion carried by the following vote:

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

McConnell moved, Jasper seconded, to approve and leave in second part of first paragraph and add "as allowed by law" at the beginning of last paragraph of the FMLA section. The motion carried by the following vote:

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

3. Discussion and possible action to accept changes to the “Fringe Benefits” introductory section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
- McConnell moved, Jasper seconded, to accept changes, update phone number to 405-713-2249 or 405-713-1803, add email benefits@oklahomacounty.org, hyper link and corrected contact information. The motion carried by the following vote:**
- Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper
4. Discussion and possible action to accept changes to the “Health Care Insurance” 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:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper
5. Discussion and possible action to move the “Changes in Family Status” section of the handbook draft to immediately follow the “Health Care Insurance” section. Requested by Erin McConnell, County Clerk’s Office.
- McConnell moved, Foster seconded, to approve and remove "due to loss of a spouses employment". The motion carried by the following vote:**
- Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper
6. 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, Hinds seconded, to defer to next special meeting. The motion carried by the following vote:**
- Aye:** 7 - Buchanan, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper
- No:** 1 - Foster
7. Discussion and possible action to accept changes to the “Retirement” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
- McConnell moved, Hinds seconded, to approve and change "recent resolution" to "retirement plan document" and remove the dash between 457 and retirement plan. The motion carried by the following vote:**
- Aye:** 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper
8. Discussion and possible action to add a section to the handbook draft titled “Additional Benefits” to immediately follow “457 Retirement Plans” to distinguish the benefits following from the “Retirement” section. Requested by Erin McConnell, County Clerk’s Office.
- McConnell moved, Mertens seconded, to approve. 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 proposed “Additional Benefits” section of the handbook draft to include Life Insurance, Employee Assistance Program (EAP), Live Well, Credit Union, and Optional Benefits. Requested by Erin McConnell, County Clerk’s Office.

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

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

10. Discussion and possible action to accept changes to the “Holidays” 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: 8 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens, Holmes and Jasper

11. Discussion and possible action to accept changes to the “Annual Leave” section of the handbook draft and to move the section to immediately follow “Administrative Leave” in the “Leave Benefits” section of the working draft. Requested by Erin McConnell, County Clerk’s Office.

Mertens moved, Holmes seconded, to approve and include Accumulation Limits for 640 for 5 years and over contingent upon approval of companion item by Budget Board. The motion carried by the following vote:

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

Roll Call

Brandon Holmes exits and Cody Compton enters at 10:16 am.

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, District 1 - Appointee Ryan Jasper and Cody Compton

12. Discussion and possible action to accept changes to the “Sick Leave” section of the handbook draft and to move the section to immediately follow “Public Health Emergency Leave” in the “Leave Benefits” section of the working draft. Requested by Erin McConnell, County Clerk’s Office.

McConnell moved, Mertens seconded, to approve and change Accumulation limits to No Limit and add the paragraph “For FMLA qualifying events, employees may be required to enter into FMLA status and use sick leave or other available paid leave concurrently. The motion carried by the following vote:

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

13. Discussion and possible action to add a definition for "Holiday Leave" in the "Leave Benefits" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

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

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

14. Discussion and possible action to add a definition for "Compensatory Time" in the "Leave Benefits" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Rodgers seconded, to approve and change the last paragraph of Compensatory Time to say "Accrued Comp Time will be paid upon separation, transfer to another County department, or transfer to an exempt or part-time position. The motion carried by the following vote:

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

15. Discussion and possible action regarding a new draft of the Oklahoma County Employee Handbook, including potential revisions or changes. Requested by Rick Buchanan, Handbook Chairman.

Buchanan moved, Mertens seconded, to strike. The motion carried by the following vote:

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

16. Discussion and possible action regarding the dates and times of the 2026 Regular Scheduled meetings for the Handbook Committee. Requested by Clerks of the Board, Office of the County Clerk. Per 25 O.S. § 311.

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

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

No Citizen Participation

Board Comments

Adjourn

Compton moved, Mertens seconded, to adjourn at 10:46 am. The motion carried by the following vote:

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

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board