

OKLAHOMA COUNTY

Oklahoma County Office Building
320 Robert S Kerr Ave,
Oklahoma City, OK 73102
BOE Meeting Room 205

12:27:46 PM

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COUNTY CLERK
OKLAHOMA CITY, OKLA

Mar 25 2025
Maressa Treat,
County Clerk. Okla. Cnty.



Maressa Treat

Handbook Committee Special Meeting Agenda

Wednesday, March 26, 2025

1:30 PM

Rick Buchanan - Chair
Paul Foster - Vice-Chair
Brandi Mertens - Member
LeeAnn Hinds - Member
Brandon Holmes - Member
Kristi Rey - Member
Mark Seikel - Member
Joe Blough - Member

YouTube: https://www.youtube.com/channel/UCz_5jEcl6kV8f6Y71exwfJA

*Recorded in the
Oklahoma County Clerk's Office*

Call To Order

Roll Call

Notice of the meeting was properly posted on February 27, 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 February 26, 2025.

[02-26-2025 Handbook Minutes](#)

Departmental Items

2. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents, or hearing public comments) regarding the current draft of the Oklahoma County Employee Handbook, Including potential revisions or changes, and the creation of a new draft of the Oklahoma County Employee Handbook. Requested by Rick Buchanan, Chairman of the Handbook Committee.

[County Handbook](#)

3. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding a revised version of Administrative Leave policy. Requested by Lee Ann Hinds, County Assessor's Office.

[Administrative Leave](#)

4. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding a new draft of the Oklahoma County Employee Handbook, including potential revisions or changes. Requested by Lee Ann Hinds, County Assessor's Office.

[Revised Handbook](#)

5. Discussion, review, and possible action (which may include, but is not limited to, providing additional instructions to staff, receiving documents or hearing public comments) regarding the Oklahoma County Employee Handbook providing clear rules regarding holiday leave for 28-day cycle employees, as recommended by the Oklahoma State Auditor & Inspector during the audit of the FY22-23 ACFR. Requested by Paul Foster, Vice-Chair, Handbook Committee.
6. Discussion and possible action regarding Section 4.10 - Administrative Leave - in the current Oklahoma County 2021 Interim Employee Handbook. Requested by Rick Buchanan, Chairman of the Handbook Committee.

Citizen Participation: “Citizens may address the Board during open meetings under the agenda item “Citizen’s Participation.” However, the Board cannot discuss, take action or make any decisions on matters not on the current agenda. Please fill out a “Citizen’s Participation” request form provided by the County Clerk’s office or complete the fillable form that will be provided by PublicComment@oklahomacounty.org and submit via email or hand the form to the recording secretary prior to the meeting.

Board Comments

Adjourn