

OKLAHOMA COUNTY

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

12:30:05 PM

FILED IN OFFICE
COUNTY CLERK
OKLAHOMA CITY, OKLA

Nov 05 2024
Maressa Treat,
County Clerk, Okla. Cnty.



Maressa Treat

Handbook Committee Regular Meeting Agenda

Wednesday, November 6, 2024

1:30 PM

Joe Blough - Member
Rick Buchanan - Member
Jessica Clayton - Member
LeeAnn Hinds - Member
Brandon Holmes - Member
Paul Foster - Member
Kristi Rey - Member
Mark Seikel - 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 November 5, 2024.

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 April 17, 2024.

[04-17-2024 Handbook Minutes](#)

Departmental Items

2. Discussion and possible action for Election of Chairman and Vice-Chairman for the remainder of Calendar Year 2024.
3. Discussion and possible action regarding proposed changes to "Section 3.3 Work Week and Work Period" in the Oklahoma County Employee Handbook:
Change the phrase work week to the word workweek.
Change the timing of a week to actually reflect a week: If the workweek begins at 12:01 a.m. on Sunday, it ends at 12:00 a.m. the next Sunday, not 12:00 a.m. Saturday.
Change the work period for law enforcement and detention officers to accurately depict 28 days. What most people consider midnight on Sunday is actually 12:00 a.m. Monday. If the work period begins at 12:00 a.m. Monday, a twenty-eight (28) day cycle would end at 11:59 p.m. on a Sunday. If the work period ends at midnight on a Saturday [12:00 a.m. Sunday], the work period is only twenty-seven (27) days.
Change the written number twenty eight to twenty-eight.
Requested by Lee Ann Hinds, County Assessor's Office.
4. Discussion and possible action regarding an overall revision/update of the Oklahoma County Employee Handbook. Requested by Lee Ann Hinds, County Assessor's Office.

[email string about Infozone](#)
5. Discussion and possible action regarding the dates and times of the 2025 Regular Scheduled monthly meetings for the Handbook Committee. Requested by Clerks of the Board, Office Maressa Treat, County Clerk per Oklahoma State Statutes 2001 Title 25 § 311.

[2025 Handbook Schedule of Meetings](#)

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

New Business: In accordance with the Open Meeting Act, Title 25 O.S. § 311.A.9, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

Adjourn