

# OKLAHOMA COUNTY

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



## **Handbook Committee Meeting Minutes**

**Wednesday, April 30, 2025**

**11:00 AM**

***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](https://www.youtube.com/channel/UCz_5jEcl6kV8f6Y71exwfJA)**

***Recorded in the***

## Call To Order

## Roll Call

**Present:** 5 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, Kristi Rey, County Assessor - Admin Assistant LeeAnn Hinds and District 2 - Chief Deputy Brandi Mertens

**Notice of the meeting was properly posted on April 22, 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 March 26, 2025.  
**Mertens moved, Foster seconded, to approve. The motion carried by the following vote:**  
**Aye:** 5 - Buchanan, Foster, Rey, Hinds and Mertens

## 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 a new draft of the Oklahoma County Employee Handbook, including potential revisions or changes. Requested by Lee Ann Hinds, County Assessor's Office.  
**Mertens moved, Hinds seconded, to adopt the Oklahoma ACCO model personnel policy handbook including two additions of Social Media and remote work policies and any pending changes that we will review. The motion carried by the following vote:**  
**Aye:** 5 - Buchanan, Foster, Rey, Hinds and Mertens
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 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.  
**Mertens moved, Foster seconded, to defer to next meeting. The motion carried by the following vote:**  
**Aye:** 5 - Buchanan, Foster, Rey, Hinds and Mertens

## Roll Call

**Brandon Holmes enters at 11:24 am.**

**Present:** 6 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, Kristi Rey, County Assessor - Admin Assistant LeeAnn Hinds, District 2 - Chief Deputy Brandi Mertens and Sheriff - Major Brandon Holmes

4. Discussion and possible action regarding Administrative Leave policies to recommend to the Budget Board for timekeeping purposes in ExecuTime and the Tyler-Munis system. Requested by Rick Buchanan, Chair of the Handbook Committee.

**Mertens moved, Foster seconded, to take the administrative leave list from the last Handbook meeting, review with the elected for any changes or additions and present those at the next meeting. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Foster, Rey, Hinds, Mertens and Holmes

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 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.

**Mertens moved, Foster seconded, to rescind previous motion. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Foster, Rey, Hinds, Mertens and Holmes

**Chair will submit a DA Opinion Request on behalf of the Handbook Committee regarding the Holiday Leave policy.**

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 current draft of the Oklahoma County Employee Handbook, Including potential revisions or changes. Requested by Rick Buchanan, Chair of the Handbook Committee.

**No Action**

**No Citizen Participation**

**Board Comments**

**Adjourn**

**Mertens moved, Foster seconded, to adjourn at 11:58 am. The motion carried by the following vote:**

**Aye:** 6 - Buchanan, Foster, Rey, Hinds, Mertens and Holmes

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