

OKLAHOMA COUNTY

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



Handbook Committee Meeting Minutes

Tuesday, January 27, 2026

1:30 PM

***Brandi Mertens - Chair
Paul Foster - 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: 7 - District 3 - Chief Deputy Paul Foster, County Assessor - Admin Assistant LeeAnn Hinds, County Clerk - Appointee Erin McConnell, Member Rick Buchanan, Sheriff - Major Brandon Holmes, District 1 - Appointee Ryan Jasper and District 2 - First Deputy Charles Dodson

Notice of the meeting was properly posted on January 15, 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 January 13, 2026.
Holmes moved, Jasper seconded, to approve. The motion carried by the following vote:
Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

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 assess language regarding the Oklahoma Constitution and IRS Codes contained in the "Mobile Phone Policy," "Vehicle Usage," and "Uniform and Safety Equipment" sections of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

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

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

4. Discussion and possible action to accept changes to the "Mobile Phone Policy," "Vehicle Usage," and "Uniform and Safety Equipment" sections of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Jasper seconded, to delete the "Mobile Phone Policy" header, first, and second paragraphs. Move the remaining paragraph to under "Use of Communication Systems after the fifth paragraph and add "mobile phone" to the definitions "Communication Systems" section. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

McConnell moved, to accept changes to the "Vehicle Usage" section. The motion failed for lack of second.

Jasper moved, McConnell seconded, to accept all changes, excluding IRS definitions section and to add the IRS link. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

McConnell moved, to accept changes to the "Uniform and Safety Equipment" section. The motion failed for lack of second.

Buchanan moved, Dodson seconded, to add link to IRS code. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

Jasper moved, McConnell seconded, to remove all language and add "County-provided uniforms and safety equipment may be considered a taxable fringe benefit for individual employees. For more information consult IRS Publication 15B.". The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

5. Discussion and possible action to accept changes to the "Employment Separation" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Buchanan seconded, to accept changes and add "not prohibited by 19 O.S. § 547". The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

6. Discussion and possible action to accept changes to the "Authority to Search" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

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

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

7. Discussion and possible action to accept changes to the "Tobacco Free Policy" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Holmes seconded, to add "smoking and vaping, tobacco, nicotine, marijuana or other lawful products consumed in a smoked or vaporized manor" and hyperlink. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

8. Discussion and possible action to delete the "Telephone Use" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Holmes seconded, to accept changes. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

9. Discussion and possible action to delete the "Voting" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Holmes seconded, to accept changes. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

10. Discussion and possible action to replace the "Service Animals Policy" section of the handbook draft with the proposed "Americans With Disabilities Act, As Amended" section. Requested by Erin McConnell, County Clerk's Office.

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

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

Dodson moved, Jasper seconded, to delete first paragraph and add ADA link. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

Jasper moved, Hinds seconded, to add "Regarding service animals visit this link" and add link. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

11. Discussion and possible action to accept changes to the "Oklahoma County Personal Use of County-Owned Vehicle Agreement" of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Jasper seconded, to accept changes and add "BOCC department head". The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

12. Discussion and possible action to accept changes to the "Telephone, E-mail, Internet, and Voicemail Employee Acknowledgement Form" of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Dodson seconded, to accept changes. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

13. Discussion and possible action to add the following language: "Medical personnel who are scheduled for 12 hour shifts, with an average of 36 hours per week, are considered full time employees and are eligible for health and retirement benefits." as an addendum titled "ADDENDUM: MEDICAL PERSONNEL ELIGIBILITY FOR HEALTH AND RETIREMENT BENEFITS" to the 2021 Interim Employee Handbook. Requested by Erin McConnell, Oklahoma County Clerk's Office.

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

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

No Citizen Participation

Board Comments

Adjourn

Jasper moved, McConnell seconded, to adjourn at 3:04pm. The motion carried by the following vote:

Aye: 7 - Foster, Hinds, McConnell, Buchanan, Holmes, Jasper and Dodson

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board