

# OKLAHOMA COUNTY

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



## **Policy & Governance Meeting Minutes**

**Tuesday, January 13, 2026**

**10:00 AM**

***Paul Foster - Chair  
Brandi Mertens - Vice Chair  
John Pettis Jr. - Member***

***<https://www.youtube.com/@oklahomacounty4775>***

***Recorded in the  
Oklahoma County Clerk's Office***

## Call To Order

## Roll Call

**Present:** 3 - District 3 - Chief Deputy Paul Foster, District 2 - Chief Deputy Brandi Mertens and District 1 - Chief Deputy John Pettis

**Notice of the meeting was properly posted on January 12, 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 approval of the minutes of December 9, 2025.

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

**Aye:** 3 - Foster, Mertens and Pettis

### Departmental Items

2. Discussion and possible action regarding the election of Chairman and Vice-Chairman for Calendar Year 2026. Requested by Paul Foster.

**Pettis moved, Mertens seconded, to approve Brandi Mertens as Chair.. The motion carried by the following vote:**

**Aye:** 3 - Foster, Mertens and Pettis

**Mertens moved, Pettis seconded, to approve. Paul Foster as Vice-Chair The motion carried by the following vote:**

**Aye:** 3 - Foster, Mertens and Pettis

3. Discussion and possible action regarding selection of the January 2026 BOCC Employees of the Month and the 2025 BOCC Employee of the Year. This item is requested by Karen Kint, Director of HR/Safety.

**No action**

4. Discussion and possible action regarding policies, processes, procedures, and status report related to planning, oversight, and administration of Oklahoma County’s ARPA funding allocation. Requested by Jessica Clayton, County Manager, on behalf of Accenture.

**Foster moved, Pettis seconded, to receive. The motion carried by the following vote:**

**Aye:** 3 - Foster, Mertens and Pettis

5. Discussion and possible action regarding review and approval of the Oklahoma County Records Retention Policy. Requested by Jessica Clayton, County Manager.

**Foster moved, Pettis seconded, to accept version with second line of the first paragraph 5.2.6 omitted. The motion carried by the following vote:**

**Aye:** 3 - Foster, Mertens and Pettis

- 6.** Discussion and possible action regarding review and approval of the Oklahoma County Sheriff's Office Records Retention Schedule. Requested by Jessica Clayton, County Manager.

**Foster moved, Pettis seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Foster, Mertens and Pettis

**No Citizen Participation**

**Board Comments**

**No New Business**

**Adjourn**

**Foster moved, Pettis seconded, to adjourn at 10:18 a.m. The motion carried by the following vote:**

**Aye:** 3 - Foster, Mertens and Pettis

POLICY & GOVERNANCE  
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