

OKLAHOMA COUNTY

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

10:03:08 AM

FILED IN OFFICE
COUNTY CLERK
OKLAHOMA CITY, OKLA

May 21 2025
Maressa Treat,
County Clerk. Okla. Cnty.



Maressa Treat

Handbook Committee Special Meeting Agenda

Thursday, May 22, 2025

11:00 AM

*Rick Buchanan - Chair
Paul Foster - Vice-Chair
Brandi Mertens - Member
LeeAnn Hinds - Member
Brandon Holmes - Member
Kristi Rey - Member
Stacy Rodgers - 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 May 7, 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 April 30, 2025.

[04-30-2025 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 a new draft of the Oklahoma County Employee Handbook, including customizations, revisions or changes of 2023 model personnel/handbook policy from Association of County Commissioners of Oklahoma (ACCO) with suggestions from the District Attorney’s Office. Requested by Rick Buchanan, Handbook Chairman.

[2025 County Handbook Policy Draft- AOCC sample form- revised for OK Co.](#)

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) 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 Annual Comprehensive Financial Report (ACFR). Requested by Rick Buchanan, Handbook Chairman.

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 revised version of Administrative Leave policy. Requested by Rick Buchanan, Handbook Chairman.

[Admin Leave RB version May 2025](#)

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