

# OKLAHOMA COUNTY

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



## **Handbook Committee Meeting Minutes**

**Tuesday, November 15, 2022**

**1:30 PM**

***Douglas Enevoldsen - Chairman  
Brandon Holmes - Vice-Chairman  
Michael Taylor - Member  
Rick Buchanan - Member  
Cherita Wells - Member  
Anna Langthorn - Member  
Mark Seikel - Member  
Myles Davidson - 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:** 7 - County Clerk - First Deputy Douglas J. Enevoldsen, Member Rick Buchanan, County Assessor - Admin Assistant Cherita Wells, Sheriff - Captain Brandon Holmes, Treasurer - Chief Investment Officer Mark Seikel, District 1 - Chief Deputy Joe Blough and Chelsea Barnett

**Notice of the meeting was properly posted on November 9, 2022.**

**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 to approve the minutes of September 13th and October 11th, 2022 Handbook Committee.

**Holmes moved, Wells seconded, to approve the minutes. The motion carried by the following vote:**

**Aye:** 5 - Enevoldsen, Buchanan, Wells, Holmes and Seikel

**Absent:** 1 - Barnett

**Abstain:** 1 - Blough

## Departmental Items

2. Discussion and possible action regarding the 2023 Regular Schedule of Meetings.

**Holmes moved, Buchanan seconded, to approve CY-2023 Calendar of Meetings. The motion carried by the following vote:**

**Aye:** 6 - Enevoldsen, Buchanan, Wells, Holmes, Seikel and Blough

**Absent:** 1 - Barnett

3. Discussion, review, and possible action (action may include, but not be limited to providing additional instruction to staff, receiving documents, or receiving public comment) to review, edit, or change the Employee Handbook Committee’s current “Track Changes” 2022 Working Draft of its next proposed replacement for the 2021 INTERIM Oklahoma County Elected Officials’ Employee Handbook, Requested by Doug Enevoldsen, Chairman.

**Holmes moved, Seikel seconded, to approve. Chelsea Barnett enters meeting at 1:40 pm. The motion carried by the following vote:**

**Aye:** 7 - Enevoldsen, Buchanan, Wells, Holmes, Seikel, Blough and Barnett

**Holmes moved, Seikel seconded, to approve. The motion carried by the following vote:**

**Aye:** 7 - Enevoldsen, Buchanan, Wells, Holmes, Seikel, Blough and Barnett

4. Discussion and possible action to make a recommendation to the Oklahoma County Budget Board that it adopt one or more supplements to the 2021 INTERIM Oklahoma County Elected Officials' Employee Handbook, as approved by the Employee Handbook Committee. Requested by Doug Enevoldsen, Chairman.

**Holmes moved, Buchanan seconded, action to recommend adoption to the Budget Board. The motion carried by the following vote:**

**Aye:** 7 - Enevoldsen, Buchanan, Wells, Holmes, Seikel, Blough and Barnett

5. Discussion and possible action regarding a status report on the marketing to and participation by employees in Oklahoma County's Continuing Education Tuition Reimbursement Program (as described in the 2021 INTERIM Oklahoma County Elected Officials' Employee Handbook's Section 2.19.), to be presented by the program's administrator, the BOCC's Director of Human Resources. Requested by Doug Enevoldsen, Chairman.

**Buchanan moved, Seikel seconded, to receive presentation. Rick Buchanan exits meeting at 2:03 pm. The motion carried by the following vote:**

**Aye:** 7 - Enevoldsen, Buchanan, Wells, Holmes, Seikel, Blough and Barnett

#### **No Citizen Participation**

**Board Comments: Chairman Enevoldsen presents changes to Employee Handbook webpage.**

#### **Adjourn**

**Blough moved, Holmes seconded, to adjourn at 2:06 pm. The motion carried by the following vote:**

**Aye:** 6 - Enevoldsen, Wells, Holmes, Seikel, Blough and Barnett

**Absent:** 1 - Buchanan

HANDBOOK COMMITTEE  
OKLAHOMA COUNTY, OKLAHOMA

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Douglas Enevoldsen - Chairman or  
Brandon Holmes - Vice-Chairman

ATTEST:

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Kerrie Hudson,  
Deputy County Clerk and Secretary to the Board