

Payne County Budget Board

Regular Meeting, May 9, 2016, 11:00 a.m.

Payne County Administration Building; 315 W. 6th Avenue
Gloria Hesser Commissioners' Meeting Room, Suite 200/201

AGENDA

- I. Call to Order**
- II. Minutes**
 - A. Tabled- Approval of March 21, 2016
 - B. Approval of April 11, 2016
- III. Financial Reports**
 - A. Cash Appropriations
 - B. Transfers
 - C. Letter of Commitment
- IV. Personnel Reports**
 - A. Approval of Employee Request for Leave and/or Request for Leave Share
 - B. Range Change, Discussion and Possible Actions
 - C. New Hires Discussion and Possible Action
 - D. Personnel Policy -Discussion and Possible Action
- V. Discussion and Possible Action**
 - A. Monthly Reports of Officers
- VI. New Business**
- VII. Adjournment**

2016 MAY -6 A 9 07

PAYNE COUNTY
GLENNA BRAIG
COUNTY CLERK

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

The Payne County Budget Board met in a regular meeting of the board in the Commissioner's Conference Room at 11:00 a.m. on **Monday, March 21st, 2016** at the Payne County Administration Building located in Stillwater, Oklahoma.

Chairman Bradley called the meeting to order: at 11:00 a.m.

The following members were present: James Cowan- Assessor, Glenna Craig- County Clerk, Kent Bradley-District 3 Commissioner, R. B. Hauf- Sheriff, Teri Sahs- Deputy Court Clerk, Glenda Jardot- Deputy Treasurer, Jessie Jones,- District 1 Deputy Commissioner, Chris Reding- District 2 Commissioner.

Approve minutes of the previous meeting of the board: Clerk presented the minutes of Feb. 8th for approval. Motion by Cowan to approve the minutes as presented, second by Reding. Roll Call Vote: Reding-Yes, Sahs-Yes, Hauf-Yes, Cowan-Yes, Jones-Yes, Bradley-Yes, Craig-Yes.

Financial Reports

Cash Appropriations: Clerk presented the Cash Appropriations as certified by the Payne County Treasurer on Mar. 2, 2016 and approved by the Board of County Commissioners;

| | Alcoholic Bev. Tax | \$ 17,467.56 |
|-----|-------------------------------|---------------------------|
| #2 | Highway Cash | \$ 354,366.54 |
| #3 | Flood Plain | |
| #4 | Visual Inspection | |
| #5 | Board of Prisoners | \$ 7,521.00 |
| #6 | Resale Property | \$ 170.28 \$ 22,181.34 |
| #7 | Courthouse Tree Planting | |
| #8 | Health Department | \$ 291.88 |
| #9 | Sheriff Service Fee | \$ 38,203.51 |
| #10 | Gun Violence Prosecution | |
| #11 | Mortgage Certification | \$ 49.02 \$ 715.00 |
| #12 | Revolving Forfeiture | \$ 7,310.50 |
| #13 | Mechanic Lien Fee | \$ 33.16 \$ 2,119.00 |
| #14 | Self-Insurance | \$ 1,988.89 \$ 53,053.00 |
| #15 | Sheriff Training | |
| #16 | Law Library | \$ 3,761.99 |
| #17 | Project Safe Neighborhood | |
| #18 | Record Owner Resale | |
| #21 | Court Fund | |
| #22 | Fairboard Cash | \$ 21,187.63 |
| #23 | Voca Grant | |
| #24 | Co Assessors Fee | \$ 719.00 |
| #25 | Child Abuse Prevention | \$ 30.00 |
| #26 | Sheriff's Commissary | \$ 7,052.69 |
| #27 | Un-apportioned Revenue | |
| #30 | Jail Operations & Maintenance | \$ 117,748.58 |
| #31 | Grants | |
| #32 | Protested Tax | |
| #33 | Drug Task Force | |
| #36 | Solid Waste | \$ 631.18 |
| #39 | Revolving Evidence | |
| #40 | Capital Projects | |
| #41 | Jail Limited Purpose Sales | \$ 1,926.40 \$ 235,508.91 |
| #44 | Fairboard Premiums | |
| #45 | Limited Purpose Sales Tax | |
| #46 | County Bridge Improvements | \$ 84.40 |
| #47 | Payne County Home Finance | |
| #48 | Payne County Industrial Trust | |
| #49 | Clerk R M & P | \$ 51.04 \$ 4,760.00 |
| #50 | Payne Co. Econ. Deve. | |
| #51 | E 911 Wireless | \$ 74.49 \$ 45,498.08 |

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| | | |
|------|--------------------------------|--------------|
| #52 | Facilities Authority | \$ 283.56 |
| #54 | Rural Domestic Violence | |
| #55 | Drug Court | \$ 6,375.00 |
| #56 | Courthouse Security | \$ 5,182.63 |
| #57 | Emergency Mang. Cash Fund | |
| #58 | LEPC | |
| #60 | 103 Monies | |
| #61 | 105 Monies | \$ 14,918.45 |
| #62 | Court Fund Salaries & Fring | \$ 33,000.00 |
| #63 | Animal Control Strays | |
| #64 | Court Fund Trust | |
| #65 | DA Seizure | \$ 7,545.00 |
| #66 | C.L.E.A.N Program | \$ 24.37 |
| #67 | CDBG07 Lincoln Co RWD Grant | |
| #103 | 103 CBRI | |
| #801 | Harrell Cemetery | \$ 4.44 |

Motion by Cowan to approve the appropriations as presented, second by Craig. Roll Call Vote: Sahs-Yes, Hauf-Yes, Cowan-Yes, Jones-Yes, Bradley-Yes, Craig-Yes, Reding-Yes.

Transfers: The following transfers were presented; Sheriff Full-Time Salaries, \$6000.00 to Part-Time Salaries, \$6000.00, Sheriff Service Fee, \$30,000.00 to Sheriff Service Fee Salaries, \$30,000.00, Jail Operation M & O, \$20,000.00 to Jail Operation Salaries, \$20,000.00. Motion by Cowan to approve the transfers as presented, second by Hauf. Roll Call Vote: Hauf-Yes, Cowan-Yes, Jones-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Sahs-Yes.

Letters of Commitment: None presented at this time.

Personnel Reports

Approval of Employee Request for Leave and/or Request for Leave Share: None presented at this time.

Range Change, Discussion and Possible Action: Reding made a request for a range change effective July 1st, for the deputy director emergency management position to a 41 exempt. Craig suggested including this change in the estimate of needs for next fiscal year. Motion by Craig to table request until estimate of needs for emergency management is presented, second by Cowan. Roll Call Vote: Cowan-Yes, Jones-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Sahs-Yes, Hauf-Yes.

New Hires Discussion and Possible Action: None presented at this time.

Personnel Policy-Discussion and Possible Action, Overtime and Comp time:

1. Quarterly Training- Bradley asked for clarification on the training that was given by the emergency management department. Kuhn stated OSHA requires the emergency management department to offer the blood born pathogen and the Hazmat symbols training to county employees. Board discussed training of county employees. Craig made motion to check with Assistant District Attorney about required trainings and if it needs to be in our policy handbook, second by Cowan. Roll Call Vote: Jones-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Sahs-Yes, Hauf-Yes, Cowan-Yes.
2. Compensation Time/Overtime- Bradley stated there was discussion in a previous meeting about employees getting comp time for travel to and from work and training. Reding said he had talked with Mark Carter of the Department of Labor and received information on emergency management employees. Reding stated emergency responders can accrue 480 hours of comp time. Board discussed travel time for law enforcement and emergency management. Craig stated it would be necessary to change the county policy and the status of the emergency management employees.

Discussion and Possible Action:

First Quarter Report Insurance-Premier Consulting- Cary Taylor and Dana Neighbors addressed the board regarding the updated Claims report. Taylor presented the 2015 claims plan which ended with a 112% loss ratio and also a list of all the claims over \$10,000.00. Taylor said there continues to be an increase in pharmacy claims. Board discussed the claims data report. Taylor said he would have the first quarter claims data by the middle of May and it would give a good indication of renewal numbers.

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Insure Oklahoma-Premier Consulting-Dana Neighbors presented a brochure on Insure Oklahoma and explained the benefits to the county for employees qualifying. Neighbors said this is a subsidy to both the employer and the employee. It would pay the county 60% of the employees premium cost and 85% of the spouse cost. Board agreed to have Neighbors send the paperwork for the county to qualify to offer Insure Oklahoma to our employees. Motion by Sahs to have the county submit paperwork to qualify for Insure Oklahoma, second by Craig. Roll Call Vote: Jardot-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Sahs-Yes, Hauf-Yes, Cowan-Yes, Jones-Yes.

Internet and E-Mail update-paynecounty.gov- Reding said he was in the process of working with Beasley's Technology with the transition and he would need to know the offices that would be using the paynecounty.ok.gov domain name and the names of the person and their email account.

New Equipment and Weight Room Update-Sheriff- Reding said space would need to be re-assigned and moved to allow for the use of the third floor. Craig suggested looking into getting a discount for employees at a gym. Hauf said at one time he had checked with the YMCA and they did offer a slight discount that was bank draft only for one year. Craig volunteered to call around to see what is available.

Monthly Reports of Officers- None presented at this time.

Employee Dumping- Reding stated there had been dumping of employee personal trash in the dumpster and the dumpster should be used only for county trash. Darrel Varnell of Environmental Enforcement stated it put his office in a bad spot when employees dump trash in the county dumpster.

New Business: None presented at this time.

Adjournment: Motion by Craig to adjourn, second by Cowan. Roll Call Vote: Bradley-Yes, Craig-Yes, Sahs-Yes, Reding-Yes, Hauf-Yes, Cowan-Yes, Jones-Yes, Jardot-Yes.

Minutes of the Board attested to

By _____
Glenna Craig, Payne County Clerk
Seal of office

Approved by the Budget Board

On the ____ day of _____ 2016

Chairman _____

Vice Chairman _____

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

The Payne County Budget Board met in a regular meeting of the board in the Commissioner's Conference Room at 11:00 a.m. on **Monday, April 11, 2016** at the Payne County Administration Building located in Stillwater, Oklahoma.

Chairman Bradley called the meeting to order: at 11:00 a.m.

The following members were present: Glenna Craig- County Clerk, Kent Bradley-District 3 Commissioner, Lori Allen- Court Clerk, Zach Cavett,- District 1 Deputy Commissioner, Chris Reding- District 2 Commissioner.

Approve minutes of the previous meeting of the board: Clerk presented the minutes of March 18th for approval. Motion by Reding to accept minutes as presented, second by Allen. Roll Call Vote: Cavett-Abstain, Craig-Yes, Allen-Abstain, Reding-Yes, Bradley-Yes. Craig stated there was not enough votes to approve. Motion by Reding to table the approval of March 18th minutes, second by Allen. Roll Call Vote: Bradley-Yes, Cavett-Yes, Craig-Yes, Allen-Yes, Reding-Yes.

Financial Reports

Cash Appropriations: Clerk presented the Cash Appropriations as certified by the Payne County Treasurer on Apr. 4, 2016 and approved by the Board of County Commissioners;

| | Alcoholic Bev. Tax | \$ 9,791.83 |
|-----|-------------------------------|---------------------------|
| #2 | Highway Cash | \$ 402,679.33 |
| #3 | Flood Plain | |
| #4 | Visual Inspection | |
| #5 | Board of Prisoners | \$ 14,862.00 |
| #6 | Resale Property | \$ 159.33 \$ 35,652.38 |
| #7 | Courthouse Tree Planting | |
| #8 | Health Department | \$ 273.12 |
| #9 | Sheriff Service Fee | \$ 42,659.45 |
| #10 | Gun Violence Prosecution | |
| #11 | Mortgage Certification | \$ 45.88 \$ 1,030.00 |
| #12 | Revolving Forfeiture | \$ 3,718.00 |
| #13 | Mechanic Lien Fee | \$ 31.03 \$ 3,282.76 |
| #14 | Self-Insurance | \$ 1,889.64 \$ 53,942.40 |
| #15 | Sheriff Training | \$ 550.00 |
| #16 | Law Library | \$ 4,618.57 |
| #17 | Project Safe Neighborhood | |
| #18 | Record Owner Resale | |
| #21 | Court Fund | |
| #22 | Fairboard Cash | \$ 5,702.68 |
| #23 | Voca Grant | |
| #24 | Co Assessors Fee | \$ 695.00 |
| #25 | Child Abuse Prevention | \$ 30.00 |
| #26 | Sheriff's Commissary | \$ 8,215.31 |
| #27 | Un-apportioned Revenue | |
| #30 | Jail Operations & Maintenance | \$ 119,673.18 |
| #31 | Grants | |
| #32 | Protested Tax | |
| #33 | Drug Task Force | |
| #36 | Solid Waste | \$ 188.74 |
| #39 | Revolving Evidence | |
| #40 | Capital Projects | |
| #41 | Jail Limited Purpose Sales | \$ 1,824.84 \$ 239,361.18 |
| #44 | Fairboard Premiums | |
| #45 | Limited Purpose Sales Tax | |
| #46 | County Bridge Improvements | \$ 79.00 |
| #47 | Payne County Home Finance | |
| #48 | Payne County Industrial Trust | |
| #49 | Clerk R M & P | \$ 47.78 \$ 5,905.00 |
| #50 | Payne Co. Econ. Deve. | |
| #51 | E 911 Wireless | \$ 69.71 \$ 37,177.12 |

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

| | | |
|------|---------------------------------|--------------|
| #52 | Facilities Authority | \$ 274.56 |
| #54 | Rural Domestic Violence | |
| #55 | Drug Court | \$ 7,437.50 |
| #56 | Courthouse Security | \$ 5,011.29 |
| #57 | Emergency Mang. Cash Fund | |
| #58 | LEPC | |
| #60 | 103 Monies | |
| #61 | 105 Monies | \$ 12,640.68 |
| #62 | Court Fund Salaries & Fringe | \$ 33,000.00 |
| #63 | Animal Control Strays | |
| #64 | Court Fund Trust | |
| #65 | DA Seizure | \$ 1,630.00 |
| #66 | C.L.E.A.N. Program | \$ 25.00 |
| #67 | CDBG07 Lincoln Co RWD Grant | |
| #103 | 103 CBRI | |
| #801 | Harrell Cemetery | \$ 4.44 |

Motion by Cavett to approve Cash Appropriations as presented, second by Craig. Roll Call Vote: Cavett-Yes, Craig-Yes, Allen-Yes, Reding-Yes, Bradley-Yes.

Transfers: The following transfers were presented; Fund 30 Jail Operation Reserve \$150,000.00 to Jail Operation Salary \$150,000.00; Fund 09 Sheriff Service Fee \$50,000.00 to Sheriff Service Fee Salary \$50,000.00; Fund 30 Jail Operations Repair \$43.55, Jail Operations Capital Outlay \$172.51, Jail Operation Travel Reimbursement \$5000.00 to Jail Operations Salary \$5216.06; D2 Fund 01 Commission Travel Reimbursement \$90.18 to Commission Part-Time Salaries \$90.18 to correct a PO. Motion by Cavett to approve transfers as presented, second by Reding. Roll Call Vote: Craig-Yes, Allen-Yes, Reding-Yes, Bradley-Yes, Cavett-Yes.

Letters of Commitment: None presented at this time.

Personnel Reports

Approval of Employee Request for Leave and/or Request for Leave Share: None presented at this time.

Range Change, Discussion and Possible Action: Bradley requested a range change to T. Weaver from a 32 to a 35. Bradley said Weaver had worked for the county for two years and was District 3 road building foreman. Motion by Cavett to approve as presented, second by Allen. Roll Call Vote: Allen-Yes, Reding-Yes, Bradley-Yes, Cavett-Yes, Craig-Yes.

New Hires Discussion and Possible Action: None presented at this time.

Personnel Policy-Discussion and Possible Action: Reding passed out proposed county policy changes. Reding discussed the proposed changes to the Emergency Management personnel. Reding motioned to accept proposal #1. No second. Craig stated she would like to table all three proposals due to three officials being absent. Motion by Craig to table, second by Cavett. Roll Call Vote: Cavett-Yes, Craig-Yes, Allen-Yes, Reding-Yes, Bradley-Yes.

Discussion and Possible Action:

Internet and E-mail update-PayneCounty.gov: Reding stated a meeting was scheduled for Thursday at 4:00 at the Sheriff's office with Kevin Woodward and Geoff Beasley to finalize the installation and set-up. Board discussed the offices that would be switching over to the new e-mail.

Estimate of needs for Budget-All Departments: Craig said she would be sending out the Estimate of needs to the officials and requested it be returned by April 29th. Craig stated she would be meeting with Stephen Cundiff to begin work on the budget at the end of the month.

Administration Building Maintenance-Assessor: None presented at this time.

Insure Oklahoma-Premier Consulting - Bradley said the Board of County Commissioner approved Resolution 2016-05 regarding Insure Oklahoma. Craig stated the county is in the application stage and would be notified if the state would continue to provide funds and if the county qualifies. Craig said she would keep everyone posted on the progress.

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Approval of Extended Session for Board of Equalization-All Departments: Craig requested the Budget Board approve to extend the Board of Equalization session to July 31st upon the recommendation of Assistant District Attorney Lowell Barto. Motion by Craig to approve the Board of Equalization extending their session until July 31st based upon the recommendation of the ADA, second by Cavett. Roll Call Vote: Allen-Yes, Reding-Yes, Bradley-Yes, Cavett-Yes, Craig-Yes.

Monthly Reports of Officers- None presented at this time.

New Business: Jeff Kuhn, Emergency Management Director announced there would be a SDS Sheets Training offered Friday, April 22nd every hour on the hour in the Commission meeting room.

Adjournment: Motion by Craig to adjourn, second by Allen. Roll Call Vote: Reding-Yes, Bradley-Yes, Cavett-Yes, Craig-Yes, Allen-Yes.

Minutes of the Board attested to

By _____
Glenna Craig, Payne County Clerk
Seal of office

Approved by the Budget Board

On the ____ day of _____ 2016

Chairman _____

Vice Chairman _____