

NOTICE OF SPECIAL MEETING

BOARD OF COUNTY COMMISSIONERS FOR ROGERS COUNTY, OKLAHOMA

PLACE: Commissioners Meeting Room, 1st Floor, Rogers County Courthouse
200 S. Lynn Riggs Blvd, Claremore, OK 74017
DATE & TIME: Tuesday, December 12th, 2017 at 9:00a.m.

MINUTES

***** DISCUSSION ONLY ON THE FOLLOWING LISTED ITEMS ON THE AGENDA:**

- ITEM 1: CALL TO ORDER:** Commissioner Burrow called meeting to order @ 9:03.
- ITEM 2: ROLL CALL TO ESTABLISH QUORUM:** Roll call –, Hendrix – present, Burrows – present. Quorum established and determined that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.
- ITEM 3: UNFINISHED BUSINESS:** Address policies implemented by the County Clerk’s Office regarding purchasing-Heidlage
- Handout was distributed by County Clerk on Purchasing Procedures listing procedures for purchasing in Rogers County that adhere to the State Statutes and have been implemented to insure proper procedure is followed insuring Taxpayer dollars are accurately expended and accounted for.
 - Handout was distributed by County Clerk on Rogers County Travel, Standard Operating Procedure for employees traveling overnight and 1 day travel for Rogers County.
- ITEM 4: AGENDA ITEMS:**
1. Presentation by Gracen Johnsen with Summit HR Consulting on understanding the Fair Labor Standards Act and the difference between exempt and nonexempt employees. – HR
 - Handout was distributed by HR to determine exemption status under the FLSA.
 - Handout was distributed by HR on proving employee qualifies for an administrative exemption under the FLSA.
 - Exempt and Non-Exempt employees fall under the “Fair Labor Standards Act”.
- ITEM 5: UPDATES BY DEPARTMENT: *Due to time constraints this item was not discussed***
1. Assessor –
 2. County Clerk –
 3. Court Clerk –
 4. Commissioner District #1 –Commissioner District #2 –Commissioner District #3
 5. Election Board –
 6. Emergency Management –
 7. Information Technology –
 8. Judicial –
 9. Maintenance –
 10. OSU Extension –
 11. Planning Commission –
 12. Sheriff –.
 13. Treasurer –
- ITEM 5: RECESS OF ADJOURNMENT:** Commissioner Hendrix motioned to adjourn, second Commissioner Burrows; Roll call – Hendrix – Aye, Burrows – Aye @9:58a.m.

BOARD OF COUNTY COMMISSIONERS
ROGERS COUNTY, OKLAHOMA

Commissioner, Dan DeLozier

Commissioner, Steve Hendrix

Chairman, Ron Burrows



By: _____
Christine R. Kihega, Rogers County
Commissioners Executive Assistant

*Notice of said meeting was filed in the Office of the County Clerk on **Wednesday, December 6th, 2017 @ 4:45 pm.** and posted in the public display case near the front door entrance to the courthouse on **Wednesday, December 6th @ 4:45 p.m.***