

NOTICE OF COURTHOUSE STAFF 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, November 20th, 2018 at 9:00a.m.

MINUTES

ITEM 1: CALL TO ORDER: Commissioner Hendrix called meeting to order @ 9:03.

ITEM 2: ROLL CALL TO ESTABLISH QUORUM: Roll call DeLozier – present –Hendrix – present. Quorum established and determined that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.

ITEM 3: AGENDA ITEMS:

1. Pre-Trial release program presentation by Judge Sheila Condren. - DeLozier
 - Judge Sheila Condren presented report on Pre-Trial Release Program that has been implemented in Rogers County. Program has a stakeholder group that meets each month and acts on the recommendations of the VERA study and the Jail Overcrowding Committee.
 - Matt Sparks is the coordinator of the Pre-Trial Release Program and operates under the administrative order 2018-1 by Judge Condren. Sparks gave statistics on the program's effectiveness on keeping the jail population down. (Discussion Only)
2. Discussion on cash-in-office. - Carini
 - Dawn Dicks, Treasurer First Deputy informed that all cash that is deposited in office that was previously held in separate account will not be held in Maintenance and Operations Account. Offices that take cash in office are: County Clerk, Court Clerk, Health Department, Planning Commission, Treasurer, Assessor. (Discussion Only)
3. Discussion on process for grant money in the Treasurer's Office. – Carini
 - Dawn Dicks, Treasurer First Deputy, Treasurer acts as the bank for the county. When funds are electronically deposited with the Treasurer it shows up as an EFT without identifiers. If departments know they are to receive funds via electronic deposit they need to contact the Treasurer's department prior to the funds hitting the bank in order to have the funds deposited with a miscellaneous deposit form for the funds to be appropriated for the month. (Discussion Only)
4. Presentation by Gracen Johnsen on overview of Human Resources. – HR
 - Tamara Gordon is the new benefits coordinator for Rogers County and is responsible through the County Clerk's department for all benefits, OPERS, and payroll. Contact Gracen for all other employment issues. Gracen will be at Rogers County for individual meetings with employees directly after the Staff Meeting the 3rd Thursday of each month. Trainings are available for each department if needed. If employees would like to schedule individual meetings with Human Resources, please call Christine Kihega to schedule.

ITEM 4: UPDATES BY DEPARTMENT:

1. Assessor – End of Year.
2. County Clerk – No Update.
3. Court Clerk – Not Present.
4. Commissioner District #1 – Have stock pile of salt and sand from mile previous winters in the event of ice or snow.
5. Commissioner District #2 –Full maintenance mode. Rehabbing equipment.
6. Commissioner District #3 – Winder maintenance mode.
7. Election Board – Not Present.
8. Emergency Management – Hazard Mitigation Plan has been submitted to state. EOC has moved.
9. Information Technology – If employee receives suspicious email please contact Brett, IT Director.
10. Judicial – 2-week jury term just wrapped up.
11. Maintenance – No Update
12. OSU Extension – End of year reporting.
13. Planning Commission – 70 building permits issued in October with 240 inspections completed. Added 16 Million value to county. Office has relocated to the South end of first floor.
14. Sheriff – Running good.
15. Treasurer – No Update

ITEM 6: RECESS OF ADJOURNMENT: Commissioner DeLozier motioned to adjourn, second

Commissioner Hendrix; **Roll call** – DeLozier – Aye, Hendrix – Aye, Motion carried to adjourn 10:01.

BOARD OF COUNTY COMMISSIONERS
ROGERS COUNTY, OKLAHOMA

Chairman, Dan DeLozier

Commissioner D#2, Steve Hendrix

Commissioner D#3, 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 **Friday, November 16th, 2018 at 8:30 a.m.** and posted in the public display case near the front door entrance to the courthouse on Friday, November 16th, 2018 at 8:30 a.m.*