

MINUTES OF COURTHOUSE STAFF MEETING

ROGERS COUNTY 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, April 16th, 2019 at 9:00am.

AGENDA

- ITEM 1:** **CALL TO ORDER:** Commissioner Hendrix called meeting to order @ 9:00
- ITEM 2:** **ROLL CALL TO ESTABLISH QUORUM:** Roll call DeLozier – present, Hendrix – present, Burrows – present. *Quorum established.*
- Determine that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.
- ITEM 3:** **ANNOUNCEMENTS:** Commissioner Burrows recognized 4-H TLC Club for their Folds of Honor presentation at the Rogers County BOCC 4/15/19 Meeting. Hendrix stated that the Rogers County Courthouse will be closed Friday, April 19th.
- ITEM 4:** **NEW BUSINESS:** No new business.
- ITEM 5:** **AGENDA ITEMS:**
1. Discussion/Possible Action adopting Courthouse Protocol for Reporting of Maintenance Issues. – IT, Williston
 - Williston presented a draft protocol levels of support to board.
 - Elected Officials/Directors/1st Deputies should be designees to call in level 1 IT maintenance issues.
 - Level 2-3 IT maintenance issues can be sent via workorder.*Discussion Only.*
 2. Discussion/Possible action on Courthouse Security Protocol. – Sheriff, Jenkins.
 - Courthouse security and courthouse staff work together.
 - All Courthouse staff will go through magnetometer after 8:00am.*Discussion Only.*
 3. Discussion/Possible Action on Cyber Breach Incident Response Plan. – IT, Williston.
DeLozier made motion to approve Cyber Breach Incident Response Plan
Burrows made second
Roll Call: DeLozier – Aye, Hendrix – Aye, Burrows – Aye – motion carried
 4. Discussion/Possible Action on HR Tips from Gracen’s Mailbox. – HR, Johnsen.
 - Risk Management Family Medical Leave Act (FMLA).
 - Gracen discussed common questions regarding FMLA.*Discussion Only.*
- ITEM 6:** **UPDATES BY DEPARTMENT:**
1. Assessor – Change of Value Notices went out. Protest period until May 2nd.
 2. County Clerk – Clarification on Direct Deposit information needed on employees as of 2011.
 3. Court Clerk – Not Present
 4. Commissioner District #1 – Trash off was successful. 34 dumpsters, 51 tons recycle, 1,000 tires. Starting asphaltting road projects, trimming trees.
 5. Commissioner District #2 – Dealing with drainage issues in district. Ready for mowing season. Working with Cherokee Nation on improvements to Talala Cemetery.
 6. Commissioner District #3 – Economic Development projects strong in small communities in Rogers County.
 7. E-911 – This week is national Telecommunicators week.
 8. Election Board – Filing over then thousand voter registrations received this year. Voter confirmation cards will be mailed by state. No elections in the next couple of months.
 9. Emergency Management – working on old OTEMS ambulance to convert into mobile EOC unit to improve accessibility during events. Saferoom grant is moving forward. Meeting will be held prior to launch.
 10. Information Technology – Phone system upgrade started yesterday. Ford Audio Visual will be starting AV upgrade to 2nd floor meeting rooms.
 11. Judicial – In the middle of Jury Term – all cases have plead out.
 12. Maintenance – Fire alarm testing for courthouse this Friday. Water line project by City of Claremore. City of Claremore will be partnering with Rogers County with imperviable concrete to be poured at the Sheriff Department parking lot.
 13. OSU Extension – Busy with spring gardens. Rogers County horse judging team won state. Graduating seniors have received scholarships to college.
 14. Planning Commission – 40 permits issued with a 5.5 million dollar added value to Rogers

County. Implemented the all-county and inspections. 28 permits issues. 2,000 miles driven by department.

15. Protective Orders – Not Present.

16. Sheriff – Bake sale raised \$3,000 for law enforcement families. Sheriff Dept vigilant on burglaries of construction areas in Rogers County. Had recent try-outs for horse mounted patrol.

17. Treasurer – Not Present.

ITEM 7: RECESS OR ADJOURNMENT: Commissioner DeLozier motioned to adjourn, second Commissioner Burrows; Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye @ 10:10a.m. – motion carried.

BOARD OF COUNTY COMMISSIONERS
ROGERS COUNTY, OKLAHOMA

Steve Hendrix, Chairman

Ron Burrows, Vice-Chairman

Dan DeLozier, Member



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

*Notice of said meeting was filed in the Office of the County Clerk on **Friday, April 12, 2019 at 8:30 a.m.** and posted in the public display case near the front door entrance to the courthouse @ 8:30 a.m., Friday, April 12, 2019.*