

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, August 20, 2019 at 9:00am.

AGENDA

- ITEM 1:** **CALL TO ORDER:** Commissioner Burrows called meeting to order @ 9:00
- ITEM 2:** **ROLL CALL TO ESTABLISH QUORUM:** Roll call DeLozier – 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:** Julie Dermody, Election Board Secretary, announced that there will be elections in Rogers County every month until December.
- ITEM 4:** **NEW BUSINESS:** No new business.
- ITEM 5:** **AGENDA ITEMS:**
1. Presentation by Aaron Sadler with TeleComp regarding telecomp cloud hosted phone system solutions. – Commissioner DeLozier
Discussion Only.
 2. Discussion/Possible Action on series – HR Tips from Gracen’s Mailbox. – HR Johnsen
 - Topic of Hiring Process for Rogers County per handbook.
 - Felony Convictions question is not on the application but can be asked during interview process
 - All potential hires including returning seasonal must go through background and drug screen prior to starting employment.
 - Gracen can assist in putting together interview questions and job descriptions.
 - Best business practice for hiring is consistency, standards, expectations of policy.*Discussion Only.*
- ITEM 6:** **UPDATES BY DEPARTMENT:**
1. Assessor – All good.
 2. County Clerk- Still implementing Tyler. Contact County Clerk with any issues with Tyler.
 3. Court Clerk – Still in need for climate control storage. Requesting front counter to be raised. Need new microphones. Did not like the option Ryan Baze submitted.
 4. Commissioner District #1 – Asphalt being laid, road crews are working in extreme heat.
 5. Commissioner District #2 Asphalt laid on 193rd and 177th in last 2 weeks. Mowing cemeteries and brushhogging.
 6. Commissioner District #3 – Behind on everything since May storms. District road crew always willing to do what it takes in job.
 7. E-911 – 911 director is on grant committee for E911 funding grant to upgrade to next generation 911 CAD system.
 8. Election Board – Requested desks be removed from back room. Waiting on final budget to see if building improvements can be done. Homeland security will be in to do inspection at Election Board.
 9. Emergency Management – Went to Emergency Management conference last week. Recover Scope meeting with FEMA will be September 28th. RPA extensions have been granted until September by FEMA. Corps of Engineers did phenomenal job during disaster of managing flooding.
 10. Information Technology – Brittany with Planning Commission has been doing GIS and populated data from FEMA to make map of flood affected properties.
 11. Judicial – Jury Term will be September 9th – 20th. Implementing a new jury check in procedure that will help process. Jeri Askins will be doing a presentation Friday, August 23rd at the 2nd floor meeting room on funding of the courts and court clerks.
 12. Maintenance – Are currently down 2 people. Working on work orders. Waiting on City of Claremore to finish parking lot at Sheriff Dept.
 13. OSU Extension – Gearing up for fair.
 14. Planning Commission – Shorthanded staffing but managing. Have 5 new subdivisions under construction. 400 lots slated for January construction. 28 building permits, 300 inspections, 2,000 miles driven in July.
 15. Protective Orders – 51 protective orders issued. Added a part-time position.
 16. Sheriff – All Good.
 17. Treasurer – All Good.

ITEM 7: RECESS OR ADJOURNMENT: Commissioner DeLozier motioned to adjourn, second Commissioner Burrows; Roll call – DeLozier – Aye, Burrows – Aye @ 10:22a.m.

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, August 16, 2019 at 3:00 p.m.** and posted in the public display case near the front door entrance to the courthouse @ 3:00 p.m., Friday, August 16th, 2019.*