



DELAWARE COUNTY COMMISSIONER'S MEETING MINUTES

MARCH 30, 2021

The Board of County Commissioners of Delaware County met in Regular Session at 9:01 a.m. on March 30, 2021. The Agenda was posted March 29, 2021 at 8:47 a.m. and placed in the kiosk located on the courthouse lawn as well as the county website. Members of the Board present were Commissioner David Poindexter-Chairman, Commissioner Jake Callihan-Member and Commissioner Martin Kirk-Member and County Clerk Barbara Barnes-Secretary. The Board of Delaware County Commissioners is hereby authorized to act on the following items:

AGENDA #1- A motion was made by Commissioner Kirk and seconded by Commissioner Callihan to approve the minutes of the Regular Meeting dated March 16, 2021. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #2-A motion was made by Commissioner Kirk and seconded by Commissioner Callihan to approve payment of claims submitted by the County Clerk's Office. 2020-2021CBRI 37, APAC-CENTRAL INC., 3660.32, ROAD MATERIALS; General 2677, LAKELAND OFFICE SYSTEMS, 170.61, COPIES2678, COUNTY CLERKS & DEPUTIES ASSOC. OF OK, 100.00, REGISTRATION2679, QUILL CORPORATION, 636.01, SUPPLIES2680, AMAZON.COM / SYNCB, 99.99, OFFICE EQUIPMENT2681, QUILL CORPORATION, 662.93, OFFICE SUPPLIES2682, AMAZON.COM / SYNCB, 217.68, OFFICESUPPLIES2683, THE AMERICAN, 448.00, PUBLICATIONS2684, AADVANTAGELAUNDRYSYSTEMS, 1071.00, LEASE2685, TNT PLUMBING, 418.80, PLUMBING SERVICE/REPAIRS2686, HOMETOWN BOTTLED WATER SERVICE, 14.00, WATER2687, QUADIENT LEASING, 354.33, LEASE PAYMENT2688, QUILL CORPORATION, 101.97, TONER2689, UNIFIRST, 214.31, UNIFORMS2690, QUILL CORPORATION, 76.99, TONER2691, DEARINGERS, 39.00, PAPER PRODUCTS2692, LAKELAND OFFICE SYSTEMS, 133.38, MONTHLY SERVICE2693, LAKELAND OFFICE SYSTEMS, 80.95, MONTHLY SERVICE; Health 217, AMAZON.COM / SYNCB, 588.56, OFFICE SUPPLIES; Highway 1465, KEMP STONE CO INC., 454.29, ROAD MATERIALS1466, CABIN DIESEL SERVICE INC., 478.91, PARTS1467, SOUTHWEST TRAILERS & EQUIP CCL, 1030.69, LIGHTS1468, FLEET PRIDE, 387.44, PARTS1469, GRAND SAVINGS BANK, 631.59, LEASE/PUR1470, ARMSTRONG BANK, 564.51, LEASE/PUR1471, RCB BANK, 4779.19, LEASE/PUR1472, WELCH STATE BANK, 2305.03, LEASE PAYMENT1473, ARVEST BANK, 1005.38, LOAN1474, CINTAS FIRST AID & SAFETY, 82.67, FIRST AID SUPPLIES1475, LAKELAND-CPP, 5223.00, FUEL1476, EVANS HYDRAULIC REPAIR, 1573.72, MISC1477, UNIFIRST, 387.72, UNIFORMS1478, LONGAN CONSTRUCTION, 750.00, ROAD MATERIALS1479, SOUTHERN TIRE MART LLC, 429.00, TIRE REPAIR1480, KANSAS BUILDING SUPPLY INC., 365.14, MISC1481, PARTS CITY LTE, 1989.67, MISC1482, SOUTHERN TIRE MART LLC, 316.50, REPAIRS1483, SNB BANK, 5126.58, LEASE/PUR; Mtg Cert 25, QUILL CORPORATION, 49.68, SUPPLIES; Resale 216, GRAND RIVER ABSTRACT & TITLE CO., 28950.00, TITLE SEARCHES; Rural Fire-ST 901, BOLT FIBER OPTICS SERVICES, 54.99, INTERNET SERVICE902, REC/NE OKLA ELECTRIC COOP, 157.00, ELECTRIC SERVICE903, CIRCLE N, 82.00, BLANKET904, CIRCLE N, 105.00, BLANKET905, CIRCLE N, 102.50, BLANKET906, SST, 200.23, TELEPHONE SERVICE907, CIRCLE N, 163.58, BLANKET908, REC/NE OKLA ELECTRIC COOP, 190.26, ELECTRIC SERVICE909, CHEROKEE TERMITE AND PEST CONTROL, 95.00, PEST CONTROL910, KANSAS BUILDING SUPPLY INC., 102.33, BLANKET911, CIRCLE N, 98.00, BLANKET912, STEVESON L.P. GAS, 209.00, BLANKET913, REC/NE OKLA ELECTRIC COOP, 314.47, ELECTRIC SERVICE914, SST, 206.04, TELEPHONE SERVICE915, VERIZON WIRELESS, 40.01, WIRELESS SERVICE916, CHEROKEE TERMITE AND PEST CONTROL, 95.00, PEST CONTROL917, STEVESON L.P. GAS, 2240.00, BLANKET918, SST, 206.11, TELEPHONE SERVICE919, VERIZON WIRELESS, 40.01, WIRELESS SERVICE920, CHEROKEE TERMITE AND PEST CONTROL, 95.00, PEST CONTROL921, MAY, MICHAEL, 327.00, OFFICE FURNITURE922, REC/NE OKLA ELECTRIC COOP, 144.00, ELECTRIC SERVICE923, O-REILLY AUTOMOTIVE INC., 70.08, BLANKET924, CREATIVE PRODUCT SOURCE INC., 3389.94, FIRE DEPT SUPPLIES925, GRAND SAVINGS BANK, 1244.86, LEASE/PUR926, WELCH STATE BANK, 1823.06, LEASE/PURCH927, SPEEDYS 66, 324.66, BLANKET; SH Svc Fee 457, INTEGRIS HEALTH MEDICAL GROUP, 42.00, PHYSICAL458, INTEGRIS HEALTH MEDICAL GROUP, 42.00, PHYSICAL459, DAVES GARAGE, 124.97, MISC. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #3-Not needed.

AGENDA #4-A motion was made by Commissioner Kirk and seconded by Commissioner Callihan to approve Hearing Human Resources Vicki Cossairt on current status regarding families first Coronavirus. Roll Call: Commissioner Poindexter-yes Commissioner Callihan-yes Commissioner Kirk-yes. Motion carried. Vicki Cossairt, HR Director, reported that there have been 4502 diagnosed cases of COVID increased by 25 from last week; 64 deaths no change from last week; 4328 recovered increased by 35 from last week; 110 active cases which is down by 10 from last week. CDC is forecasting another surge of cases and to continue to maintain social distancing and wearing masks. There will be new "Leave" guidelines beginning 4-1-2021 more details to come on the next meeting. Jeff Reeves EM Director following up with the W. Siloam Siren and reimbursements forthcoming with that. Spent some time with them this week catching up reports and reimbursements for October, November and December reports. Also working on the 5-year update to the Hazard Mitigation Plan. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #5-A motion was made by Commissioner Kirk and seconded by Commissioner Callihan for approval to discuss and review the County's policies in relation to COVID-19 and take action to modify those policies as needed. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried. Continuing to maintain social distancing and masks in the Courthouse building for now. No changes.

AGENDA #6-A motion was made by Commissioner Kirk and seconded by Commissioner Callihan for approval of discussion of the County-Wide Internal Controls checklist for quarterly Officers' meetings; fiscal year 2020-2021. (tables from 3/23/2021) Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried. Chairman Poindexter indicated that 2018 is when the County Wide Internal Controls Checklist was put in place and to have quarterly follow-ups in writing per the directive of State Auditors. The items were:

1. Does the County have a well-developed Employee Personnel Policy Handbook that outlines: Employee conduct, reporting grievances, fraud/abuse, disciplinary action, that is agreed upon by all county officials to which all employees held accountable to? All confirmed handbook in place and utilized and when an occurrence arises partner with HR to facilitate the issue. Handbooks are issued to every new hire.
2. Ensure officers and employees have adequate training? This past year was challenging due to Covid but typically all departments attend the necessary training. Would like to see more virtual training as well as local training to help offset costs.
3. Risk assessment meeting held an unofficial meeting 2 weeks ago and EM Director is working on Risk Mitigation plan as well.
4. Are IT systems adequately protected against possible threats? Commissioner Poindexter's office does not allow any personal use of computers due to a compromise a few years ago in another department. County Clerk, Treasurer, and Assessor all have anti-virus software for protection.
5. County Clerk Barnes mentioned that everyone needs to make sure their inventory is up to date. In addition, she asked that everyone needs to keep track of any federal funds received and bring the information to the County Clerk's office so that we can have an accurate SEFA report. Barnes also stated that the county's financial report is prepared by our CPA, Bill Turner.

AGENDA #7-A motion was made by Commissioner Kirk and seconded by Commissioner Callihan for approval to receive and file copy of Certificate of Liability Insurance and current list of Board of Directors and Officers for the Cleora Fire Department as follows: John (Jay) Hensley Jr – President, Tyler Bullard – Member, Braden Middleton – Captain, James Blaser – Member, Bill Ballenger – Fire Chief, John Hensley Jr – Asst Chief, Karen Quinn – Sec/Treas, John Hensley Jr and Barbara Barnes – Requisitioning Officers, Bill Ballenger – Receiving Officer, Braden Middleton – Inventory Officer. (tabled from 3/23/2021) Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

A motion was made by Commissioner Poindexter and seconded by Commissioner Callihan to table to next week's BOCC meeting 4-6-2021 to obtain further info for their officers. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #8- A motion was made by Commissioner Poindexter and seconded by Commissioner Kirk for approval of Commercial Lease Agreement for One Year between Monkey Island Fire Department and the Delaware County Sheriff's Office for office premises on the East end of the East building located at 56298 E 295 Rd, Monkey Island, OK. (tabled 3/23/2021) Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #9- NOT NEEDED

AGENDA #10- A motion was made by Commissioner Poindexter and seconded by Commissioner Kirk for approval to surplus one (1) 1991 GMC Tanker Truck 2000-gallon tank Vin #1GDP7H1J8MJ519549 (FDE 701.4) per request of the Bernice Fire Department. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #11- A motion was made by Commissioner Poindexter and seconded by Commissioner Kirk for approval to receive and file copy of Certificate of Liability Insurance and current list of Board of Directors and Officers for the Cowskin Fire Department as follows: Chris Wilkens-Chairman, Butch Lahr-Vice Chairman, Donny Armstrong-Sec/Treas, John Booth-Member, Frank Close-Member, Rick Bronson-Member, Becky Jackson-Member, Ed Bennard-Member, Mitch Henderson-Member, Monty Hackler-Fire Chief, Frankie Howerton-Asst Chief, Monty Hackler and Barbara Barnes-Requisitioning, Raylene Hackler and Donna Armstrong-Receiving, Dwayne Floyd and Don Gomez-Inventory. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes.

AGENDA #12- A motion was made by Commissioner Callihan and seconded by Commissioner Poindexter for approval of discussion with Becki Farley, Mayor of Jay, OK, concerning the operating agreement between the City of Jay and the Delaware county Board of Commissioners and the Eastern Oklahoma Library System as well as discussion concerning the Community Center with possible action. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried. Jay City Chairman Poindexter invited Commissioner Callihan to share his progress and findings, since he has been working to get the building updated and doing some legwork. He has received one quote for the Glass Entry from Grand Lake Glass for \$11,000 and waiting for another quote from Frosty's Glass. The lights that were installed were not really what they were after so they are being changed out. PSO will change them out to the desired flood lights for increased visibility for safety. Mayor Farley requested the change with PSO yesterday. Harley Buzzard with the Cherokee Nation will be donating funds to put a 2" lift on the parking lot (Asphalt) as well as the road in front and donating funds for the Pressure washing of all the exterior of the building. Mayor Farley indicated the City would stripe it since they do that on a day-to-day basis anyway. Mayor Farley will also gain specifics and confirmation of Jason and Gayla Robinette's donation of material and labor to install flooring in the Community Center and the Library. The City Council wishes to open the Community Bldg back up, since schools are open and churches are open. Many of our citizens are being denied

access to it and it usually is rented up to two times daily, per request of Mayor Becki Farley. Commissioner Poindexter agreed since the # of vaccines that have been administered as well as the cases continue to decrease. District Attorney Kenny Wright inquired what the normal occupancy is to determine a safe number based on Covid social distancing guidelines. Discussion surrounding setting that number as well as protocols for renting, cleaning, having part-time staff to maintain it. Collecting a deposit for chairs and tables to preserve them as well as damages to the facility when they occur. Continued conversation will be had to finalize these questions and put in place. DA Wright will create a waiver form in reference to the public and any liability due to assembling. Mayor Farley also provided an Operating agreement between the City and the County from 2002 and is seeking clarification for "Half" of the financial responsibility and to confirm. The County will do some research to see what their expenditures were last year and the topic revisited. The men's restrooms are in dire need of updating as well as many other items.

AGENDA #13- A motion was made by Commissioner Callihan and seconded by Commissioner Kirk for approval of \$80,000 donation from citizens participating in the "Zena Donation Project" in District #2 to be deposited in account #1235-6-4200-2207. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #14- A motion was made by Commissioner Kirk and seconded by Commissioner for approval to receive and forward to insurance carrier (ACCO) Tort Claim filed against the Delaware County Solid Waste Authority. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #15- A motion was made by Commissioner Kirk and seconded by Commissioner Callihan to open the floor for new business. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried. Commissioner Poindexter indicated that he is working with Grand Gateway since they are fully funded this year and will be applying for roof repairs for the County Fairgrounds hog barn building.

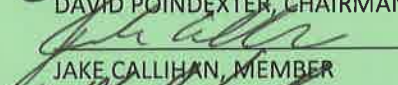
AGENDA #16-A motion was made by Commissioner Kirk and seconded by Commissioner Callihan to open the floor for Public Comments. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried. Mike Major stated his thanks to District Attorney, Kenny Wright, County Clerk Barbara Barnes and Commissioner Callihan for assisting with the Zena Donation project to move that along efficiently. Q1. Are the County Wide Internal Controls going to be on the minutes? The items that were discussed and the full list can be viewed on the State Auditors Website under the forms tab located at sai.ok.gov. Q3. Were the controls discussed last year? One last year and two in 2019. The goal is quarterly to review them with the Officials.

AGENDA #17-A motion was made by Commissioner Kirk and seconded by Commissioner Callihan to adjourn at 10:19 a.m. Roll call: Commissioner Poindexter-yes, Commissioner Callihan-yes, Commissioner Kirk-yes. Motion carried.

BOARD OF COMMISSIONERS
DELAWARE COUNTY, OKLAHOMA



DAVID POINDEXTER, CHAIRMAN



JAKE CALLIHAN, MEMBER



MARTIN KIRK, MEMBER

ATTEST:



BARBARA BARNES- COUNTY CLERK

