DELAWARE COUNTY BUDGET BOARD MEETING

March 9, 2017

The Budget Board of Delaware County met in Regular Session in the County Commissioner's Meeting Room in the Delaware County Courthouse at 10:00 a.m. on March 9, 2017. Agenda was posted March 7, 2017 at 10:30 a.m. in the kiosk located on the east courthouse lawn.

Members of the Board present were Commissioner Doug Smith-Chairman, Commissioner Russell Martin, Commissioner Martin Kirk, Barbara Barnes-County Clerk, Larena Ellis-Cook-Assessor, Caroline Weaver-Court Clerk and Sheriff Harlan Moore. Susan Duncan-Treasurer-Vice Chairman was absent; Treasa Earp-1st Deputy-Treasurer sat in for her. The Budget Board of Delaware County discussed the following items:

AGENDA #1-A motion was made by Kirk and seconded by to Barnes approve the minutes of the Regular Meeting dated 2/9/17. Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes - yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

AGENDA #2-A motion was made by Ellis-Cook and seconded by Martin to approve 308 Appropriations and all transfers as follows:

- An error correction transfer in the amount of $82,467.00 from FEMA-DIST 3 to FEMA D3.

- An intra-fund transfer in the amount of $44,868.16 from FEMA-D2 Account to T-2-2 (M&O) for District #2.

- An intra-fund transfer in the amount of $200.00 from FD-MI-2 (M&O) to FD-MI-3 (Capital Outlay) for the Monkey Island Fire Department.

- An intra-fund transfer in the amount of $1,294.17 from 34A (Personal Services) to 34D (M&O) per request of Robert Real, Emergency Management Director.

- An intra-fund transfer in the amount of $9,000.00 from FD-OK-1C (Travel) to FD-OK-3 (Capital Outlay) per request of Oaks Fire Department.

- An intra-fund transfer in the amount of $5,000.00 from FD-LS-3 (Capital Outlay) to FD-HG-3 (Capital Outlay) Hickory Grove per request of Lakemont Shores Fire Department.

HIGHWAY

T-1	Salaries	$	132,000.00	
T-1-B	Part-time	$	-0-	
T-1-C	Travel	$	100.00	
T-2	M&O	$	73,329.92	
T-2A	Postage & Telephone	$	1,700.00	
T-2B	Lease Purchase	$	26,700.00	
T-6	Insurance	$	2,000.00	

T-2	GSB Interest	$	126.65	
02-002-13 T Donation		$		
D2T-2-2 ETR CR524		$		
T-2-3	Refund on returned parts	$	762.26	
T-2	OTC Motor Veh Forfeiture	$	190.02	
FEMA	FEMA PW 875 & PW 141	$	17,527.01	
		$		
	TOTAL	$		254,435.60
CBRI-105	Bridge/M&O	$		13,733.28
CED-1-3-08	Circuit Engineering Dist. #1	$		
	TOTAL	$		268,168.88

FIRE DEPARTMENTS

FD-BE-2	Bernice M&O	$	1346.15	
FD-BE-2	Interest	$	8.55	
FD-BE-1C	Bernice Travel	$		
FD-BE-1C	Bernice Travel Interest	$	.33	
FD-BE-3	Bernice Cap. Outlay	$	4038.44	
FD-BE-3	Bernice Cap. Outlay Interest	$	8.10	
FD-BT-1C	Butler Travel Interest	$	.02	
FD-BT-2	Butler M&O	$	1346.15	
FD-BT-2	Butler Interest	$	.40	
FD-BT-3	Butler Cap. Outlay	$	4038.44	
FD-BT-3	Butler Interest	$	6.39	
FD-CC-2	Colcord M&O	$	269.23	
FD-CC-2	Colcord Interest	$	1.51	
FD-CC-1C	Colcord Travel Interest	$	.84	
FD-CC-1C	Colcord Travel	$	53.85	
FD-CC-3	Colcord Cap. Outlay	$	5061.51	
FD-CC-3	Interest	$	11.16	
FD-CL-2	Cleora M&O	$		
FD-CL-2	Cleora Interest	$	.69	
FD-CL-3	Cleora Cap. Outlay	$	5384.59	
FD-CL-3	Cleora Interest	$	13.50	
FD-CS-2	Cowskin M&O	$	2692.29	
FD-CS-2	Interest	$	.58	
FD-CS-3	Cowskin Cap. Outlay	$	2692.29	
FD-CS-3	Interest	$	2.10	
FD-EU-1C	Eucha Travel	$	269.23	
FD-EU-1-C	Eucha Travel Interest	$	.53	
FD-EU-2	Eucha M&O	$	1615.38	
FD-EU-2	Interest	$	1.36	
FD-EU-3	Eucha Cap. Outlay	$	3499.98	
FD-EU-3	Interest	$	4.50	
FD-FR-1-C	Flintridge Travel Interest	$	.00	
FD-FR-2	Flintridge M&O	$	5384.59	
FD-FR-2	Interest	$	6.46	
FD-FR-3	Flintridge Cap. Outlay	$		
FD-FR-3	Interest	$	1.07	
FD-FR-3	St. of Ok-Dept. of Civil Engineer.	$		
FD-GR-1-C	Grove Travel Interest	$	.07	
FD-GR-2	Grove M&O	$	2692.29	
FD-GR-2	Interest	$	5.83	

FD-GR-3	Grove Cap. Outlay	$	2692.29	
FD-GR-3	Interest	$	2.17	
FD-HG-2	Hickory Grove M&O	$	2692.29	
FD-HG-2	Interest	$	1.32	
FD-HG-3	Hickory Grove Cap. Outlay	$	2692.29	
FD-HG-3	Interest	$	5.04	
FD-JA-1-C	Jay Travel	$		
FD-JA-2	Jay M&0	$	1615.38	
FD-JA-2	Interest	$	0.22	
FD-JA-3	Jay Cap. Outlay	$	3769.21	
FD-JA-3	Interest	$	1.12	
FD-KS-1C	Kansas Travel Interest	$	.12	
FD-KA-2	Kansas M&O	$	2692.29	
FD-KS-2	Interest	$	2.85	
FD-KA-3	Kansas Cap. Outlay	$	2692.29	
FD-KS-3	Interest	$	2.87	
FD-KW-1C	Kenwood Travel Interest	$	.15	
FD-KW-2	Kenwood M&O	$	1615.38	
FD-KW-2	Interest	$	1.49	
FD-KW-3	Kenwood Cap. Outlay	$	3769.21	
FD-KW-3	Interest	$	5.89	
FD-LE-1C	Leach Travel Int	$	.49	
FD-LE-2	Leach M&O	$	2153.84	
FD-LE-2	Interest	$	4.73	
FD-LE-3	Leach Cap. Outlay	$	3230.75	
FD-LE-3	Interest	$	25.19	
FD-LS-1C	Lakemont Travel Interest	$	.26	
FD-LS-2	Lakemont Shores M&O	$	2692.29	
FD-LS-2	Lakemont Shores Interest	$	.65	
FD-LS-2	Lakemont/Emerg. Apparatus Ref.	$		
FD-LS-3	Lakemont Shore Cap. Outlay	$	2692.29	
FD-LS-3	Lakemont Shore CO Interest	$	14.65	
FD-MI-1C	MonkeyM&O	$		
FD-MI-2	Monkey Isl. M&O Interest	$	.08	
FD-MI-3	Monkey Isl. Cap. Outlay	$	5384.59	
FD-MI-3	Monkey Isl. CO Interest	$	-0-	
FD-OK-1-C	Oaks Travel	$	250.00	
FD-OK-1-C	Oaks Travel Interest	$	1.15	
FD-OK-2	Oaks M&O	$	2000.00	
FD-OK-2	Oaks M&O Interest	$	1.92	
FD-OK-3	Oaks Cap Outlay	$	3134.60	
FD-OK-3	Oaks Cap Outlay Interest	$	6.12	
FD-TC-1C	Tiff City Travel	$	-0-	
FD-TC-1C	Interest	$	.78	
FD-TC-2	Tiff City M&O	$	2692.29	
FD-TC-2	Interest	$	12.47	
FD-TC-3	Tiff City Cap. Outlay	$	2692.30	
FD-TC-3	Tiff City CO Interest	$	7.45	
FD-TJ-1-C	TiaJuana Travel Interest	$	.53	
FD-TJ-2	Tiajuana M&O	$	2692.29	
FD-TJ-2	Interest	$	9.95	
FD-TJ-3	Tiajuana Cap. Outlay	$	2692.30	
FD-TJ-3	Interest	$	18.20	

FD-WS-1C	West Siloam Springs Travel	$	500.00	
FD-WS-1C	Interest	$	1.38	
FD-WS-2	West Siloam Springs M&O	$	2442.29	
FD-WS-2	Interest	$	10.49	
FD-WS-3	West Siloam Springs Cap. Outlay	$	2442.30	
FD-WS-3	Interest	$	4.06	
FD-ZN-1C	Zena Travel Interest	$	.10	
FD-ZN-2	Zena M&O	$	2692.29	
FD-ZN-2	Interest	$	5.28	
FD-ZN-3	Zena Cap. Outlay	$	2692.30	
FD-ZN-3	Interest	$	4.81	
FD-EU-3		$		
	Grand Total	$		107,919.73
SPECIALS				
SSF	Sheriff Service Fee	$	8,778.00	
SW	½ Cent Solid Waste	$	134,614.70	
DOC	Dept. of Corrections	$	14,018.46	
DCJA	½ cent Justice Authority	$	135,289.85	
EM CASH	Emergency Management	$	2,500.00	
RWD #10 Grant	Grand Gateway Econ Dev	$	9,625.00	
SFC	Sheriff Forfeiture Cash	$	2,492.50	
STF	Sheriff Training Fund	$	5,000.00	
HWY	Highway Cash Fund 101	$	44,868.16	
FD	Fire Department Cash	$	77,876.00	
		$		
	Grand Total	$	435,062.67	

ADJA	Alt. to Detention of Juveniles	$	-0-	
RMP-1	Personal Services	$	3,805.00	
RMP-1C	Travel	$	-0-	
RMP-2	M&O	$	-0-	
RMP-3	Capital Outlay	$	-0-	
CCLF	Lien Fee	$	835.07	
CCA	Commissioner's Cash	$	-0-	
CCC	Comm. Center Cash	$	-0-	
CCSP	Court Clerk Special/Special Appr.	$	-0-	
CCRCF	Court Clerk Revolving Fund	$	7,785.47	
USE TAX	Use Tax	$	24,028.14	
USE TAX-CH	Use Tax Courthouse Heat & Air	$	-0-	
½ CH	½ Cent Courthouse	$	7.86	
SW-2	Solid Waste M&O	$	-0-	
DCFP	Del. Co. Flood Plan	$	-0-	
SSF-2	M&O	$	$15,979.28	
SSF-1	Personal Services	$	3,000.00	
SSFCOPS	SSF Comm. Oriented Policing SG	$	-0-	
SCPF	Sheriff Commissary Profit	$	1,770.61	
MDIA	Payroll	$	-0-	
M-D-1	County Health	$	-0-	
M-D-2	Health M&O	$	1,330.51	
CAFRF	Co. Assessor Fee Rev. Fund	$	123.00	

LL	Law Library	$	1,950.31	
10A	County Clerk Pers. Serv.	$	-0-	
MTCF	Mtg. Tax Cert Fee	$	610.00	
DCEDA-SALES TAX	Economic Development Authority	$	1,221.05	
22A	Election Board Overtime	$	-0-	
DCUFRF	Drug Court User Fee	$	330.00	
DCEDA/TIF-1	Interest & 2016 Current Tax	$	5.23	
STF	Sheriff Training Fund	$	-0-	
TRASH COP	Trash Cop Program DCRF-TCGA	$	24.37	
EM CASH	Civil Emerg. Mgt.	$	-0-	
EMPG	Emerg. Mgt. Perf. Grant	$	4.88	
SSFCH	Sheriff Ct. Hse. Security	$	2,926.70	
DOC	Sheriff Department of Corrections	$	1,268.80	
DCEDA	Del. City/ Economic Dev.Auth.	$	-0-	
DCJA	½ CENT Justice Auth.	$	101.32	
STMF	Sheriff Temp Motorist Fund	$	-0-	
ETR	New Life Ranch Rd.	$	-0-	
DCSO	Del. Co. Sheriff Monitoring	$	-0-	

Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes -yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

AGENDA #3-A motion was made by Kirk and seconded by Martin to hear a monthly report presented by Vickie Cossairt, Human Resources Director.

Cossairt will be getting an EEO: EEO-1Voluntary Self Identification Form to all Officials to have County Employees fill out. The Equal Employment Opportunity Commission (EEOC) requires organization with 100 or more employees to invite applicants to self-identify gender and race and complete an EEO-1 report each year. Completion of this data is voluntary and is used for EEO-1 reporting purposes only and will be kept separate from all other personnel records and only accessed by the Human Resources Department.

Cossairt gave Officials a Pre-Retirement Seminar Schedule for employees who will be retiring within the next two years.

Cossairt said that as of January 1, 2017 HealthChoice had added the opportunity for Bariatric Surgeries and gave Officials a hand out regarding eligibility criteria, procedures available, four facilities within Oklahoma and the charges that HealthChoice covers.

Cossairt included a form regarding Misuse of county Property, Equipment, Funds for all employees to fill out. It covers not charging personal long distance telephone calls or faxes to the county or use of county postage or copy machines for personal mailings. It also covered among other things, not willfully falsify county travel claims, accounting for and maintaining entrusted county property, equipment and funds.

Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes -yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

AGENDA #4-A motion was made by Martin and seconded by Cook to discuss Procedure/Policy for the reporting and/or seeking treatment for Work Comp related incidents.

Vickie Cossairt, HR, discussed the proper procedures to be followed by all Officials regarding emergent vs. non-emergent injuries. Cossairt stressed the importance of both instances should be reported to not only Supervisors but also to the Payroll Coordinator and all bills associated sent to ACCO and to not provide personal billing information. There needs to be follow up regarding that there are no restrictions regarding returning to work and if there are restrictions there needs to be a transitional work agreement at to what

duties employees can and/or cannot perform. All accidents should be reported to the Emergency Management Director for follow up to whether work conditions or other elements were the cause. Commissioner Smith stressed the importance of on first notice that all employees having any type of physical complaint should be sent for a physical examination and would like to have further discussion in the Board of County Commissioner's Meeting March 13, 2017.

Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes -yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

AGENDA #5-A motion was made by Kirk and seconded by Martin for a discussion regarding procedures/policy for the proper Employee Exit/Separation from employment.

Cossairt stated there were certain procedures that need to be followed regarding voluntary vs. involuntary employment separation and the new hire policy. Both forms of employment separation require immediate notifying Human Resources and Payroll Coordinator. Employment separation policies are very important due to COBRA timelines and the possibility of making violations and incurring possible fines.

Voluntary requires submission of a letter of resignation providing a minimum notice of 2 weeks to remain eligible for rehire. The supervisor is to forward the letter of resignation to Payroll Coordinator, calculate all salary due, compensatory time, vacation, etc. and forward that to Payroll Coordinator to prevent overpayment.

Involuntary requires the supervisor arranging return of all county owned property and equipment, calculation salary due, vacation, compensatory time, etc. along the same lines as voluntary. Both require appointing with the Payroll Coordinator to finalize all paperwork involved for a smooth transition of final pay and benefits.

Cossairt stressed the need to follow new hire process procedures. She covered the importance of job description accuracy, posting timeframe and the importance of setting up of appointments with the Payroll Coordinator to insure the proper paperwork is obtained from background checks, pre-employment physical, drug screen and new hire paperwork is completed accurately. Commissioner Smith stated that this would be an agenda item taken before the BOCC in the March 13, 2017 meeting.

Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes -yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

AGENDA #6-A motion was made by Martin and seconded by Ellis-Cook to discuss employee accruals per payroll rather than per month.

Vicki Cossairt stated that accruals would be appearing on employee paychecks shortly. She said that the Officials turning in there employee accrual sheets bi-monthly would help the Payroll Coordinator to have a more accurate account of those. No action will be taken at this time and this will be brought back to the Budget Board at a later date.

Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes -yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

AGENDA #7-A motion was made by Martin and seconded by Ellis-Cook to open the floor to public comments.

Commissioner Smith reminded the Officials that their Estimate of Needs is due at the next Budget Board Meeting April 13, 2017 to begin the county budget process in order to be completed in June.

Smith stated the State Auditor & Inspector's Office has strongly advised that all policies and procedures be strictly adhered regarding new hires, accruals and terminations. All Officials should follow them very closely to avoid liabilities and if they didn't choose to follow them they could be held personally liable. Smith pointed

out that SA&I do publish their findings in a public report and any policies and procedures not being followed will be published and will be available for public scrutiny.

Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes -yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

AGENDA #8-A motion was made by Martin and seconded by Ellis-Cook to adjourn the meeting at 10:29 a.m. Roll Call: Doug Smith-yes, Russell Martin-yes, Martin Kirk-yes, Barbara Barnes -yes, Caroline Weaver-yes, Larena Ellis-Cook-yes, Harlan Moore-yes, Earp-yes. Motion carried.

DELAWARE COUNTY
BUDGET BOARD

DOUG SMITH-CHAIRMAN

SUSAN DUNCAN-VICE CHAIRWOMAN

RUSSELL MARTIN-COMMISSIONER

MARTIN KIRK-COMMISSIONER

BARBARA BARNES-COUNTY CLERK

LARENA ELLIS-COOK-COUNTY ASSESSOR

CAROLINE WEAVER-COURT CLERK

HARLAN MOORE-SHERIFF