

MINUTES.
REGULARLY SCHEDULED MEETING OF THE
BOARD OF WOODWARD COUNTY COMMISSIONERS

Monday, October 31, 2022- 10:00 A.M., Woodward County Courthouse

Chairman Troy White called the meeting to order with members Clint White and Donny Thorn present. Also, present County Clerk Wendy Dunlap, Reporter Ashley Berends, Matt Lehenbauer, Sheriff Kevin Mitchell, Ben Smith, Bailey Kafka, Tom Lucas, Amber Newton, Trina Mingus, Judge Kirksey & DA Chris Boring. Statement of Compliance with the Open Meeting Act was acknowledged, we have a quorum agenda was filed & posted October 27th @ 3:00 p.m. Invocation followed by the Pledge of Allegiance Motion was made by C. White to approve the minutes of the previous meeting seconded by Thorn Roll Call Thorn-yes, C. White-yes & T. White-yes. Kafka reported that she needs a time clock if anyone knows a good place to get one. Lucas he has been working on a Brownfield Grant with Keith Weber & Bobby Kehn. Motion was made by C. White to approve Resolution R-22-68 authorizing application for financial assistance from rural economic action plan (REAP) Fund supplement of resolution we already passed last week seconded by T. White Roll Call Thorn-yes, C. White-yes & T. White-yes. Motion was made by C. White to approve Resolution R-22-66 Woodward County, Oklahoma Burn Ban with additional exception for fireworks motion died. Motion was made by T. White to approve Resolution R-22-66 Woodward County, Oklahoma Burn Ban as written with no fireworks, but rain is likely Friday, Saturday & Sunday & will be discussed at the next BOCC meeting on Monday, November 7, 2022 seconded by Thorn Roll Call Thorn-yes, C. White-yes & T. White-yes. Motion was made by T. White to table six-month gyp rock bids received from Arcosa Specialty Materials Bouse Jct, Oklahoma & US Gypsum Southard, Oklahoma in order to discuss mileage to each quorum seconded by Thorn Roll Call Thorn-yes, C. White-yes & T. White -yes. The following blanket purchase orders were presented District #1 #1529 thru #1540, District #2 #1541 thru #1559, District #3 #1560 thru 1577, County Commissioner #1578 thru #1580, County General #1581 thru #1586, County Clerk #1587 thru #1589, Fire Prevention #1590, County Wide Fire #1591, Mutual Fire #1592, Ft Supply Fire #1594, Free Fair #1594 thru #1606, Assessor #1607 thru #1608, OSU Extension #1609 thru #1615, Health Department #1616 thru #1621, Sheriff #1622 thru #1637, Sheriff/Service #1638 thru #1640, Jail #1641 thru #1656, Sheriff/Commissary #1657 & Sheriff/Dare #1658 motion was made by C. White to approve blanket purchase orders as presented seconded by Thorn Roll Call Donny-yes, Clint-yes & Troy-yes. Motion was made by T. White to approve appointment of Tim Bates to Ft. Supply Preservation Authority as Woodward County Board of County Commissioners Representative seconded by Thorn Roll Call Thorn-yes, C. White-yes & T. White-yes. Under New or Unforeseen business T.White mentioned talking to Sheriff Mitchell about he firing range at William S Key Correctional Center. As there was no other business before the board at this time a motion was made by T. White to adjourn seconded by Thorn Voting: All Ayes.

Minutes for October for the BOCC Board as approved in the BOCC meeting Monday, November 7, 2022

Troy White- Chairman

Clint White- Vice-Chairman

Donny Thorn- Member

MINUTES

SPECIAL MEETING OF THE

BOARD OF WOODWARD COUNTY COMMISSIONERS

Monday, October 31, 2022 @ 10:30 a.m. Woodward County Courthouse

Civil

Defense Room, Basement of the Woodward County Courthouse

Chairman Troy White called the meeting to order with members Clint White & Donny Thorn present. Also present, County Clerk Wendy Dunlap, Kevin Mitchell, Bailey Kafke, Connie Wilcox, Kim Bowers, Trina Mingus, Mistie Dunn, Tammy Roberts & DA Chris Boring. Statement of Compliance with the Open Meeting Act, we have a quorum agenda was filed & posted October 27, 2022 @ 3:00 p.m. the ideas for each office have been turned in for each office's security plan, Roberts has added an area connecting with Judge Kirksey's office changes will be happening soon. There are quite a few items around the courthouse that have been junked or need to be junked T. White offered to bring a bobtail up to courthouse in order to haul junked items to the dump. Review was done on implementation of the 3% raise Mitchell spoke up & said he did not give his employees the retroactive raise because of lack of funds T. White explained to Mitchell that the board is trying to build up the use tax fund & the raises were included in the budget the board is willing to help the sheriff funds if they need repairs or emergency situations, the board just took into account that there was \$295,000 worth of funds that were not used in the sheriff's funds account B-7 Mitchell stated he is fine with that plan. Reporting accruals of leave balances to county clerk's office all elected officials have agreed to prepare some kind of spread sheet to report their employee accruals to the county clerk's office. Employee work schedules, Auditors have reported in the findings for our audit fiscal year ending June 2021 that worked hours must

match reported retirement hours as per the handbook all elected officials have agreed that their employees do work the 8 hours reported to Oklahoma Employees Retirement System either by skipping their 15-minute breaks every day with a 30-minute lunch hour or coming to work at 8:30 a.m. review of documentation records of annual inventory review auditors reported that all offices must go thru their list of inventory items & check & sign off on the inventory sheet before June 30th of each fiscal year, it was agreed by all elected officials that they will follow the auditor's recommendations. Review purchase order processes for all offices, it was suggested that all offices have the purchasing agent prepare all purchase orders in order to have the requestion prepared in a timely manner & keeping closer tabs on correct information on purchase orders. Mitchell reported that his secretary does his purchase orders but Mitchell is willing to think about having the purchasing agent prepare his purchase orders. Regarding establishing employee performance evaluations pursuant to HB3085 C. White reported this would be a good way to give a good faithful employee a bonus for their performance, elected officials thought 10% was kind of steep but C. White reported that the amount can be adjusted, another question was what account would the funds come from for the bonus, C. White suggested maybe a cash fund or build the amount in your budget. Discussion regarding safety bonus Resolution R-22-67 to include all county employees 75% attendance of safety meetings in order to get the safety bonus was not passed T White stated the attendance did not matter for the safety bonus, he felt if you are going to give them a bonus give it to the employees, it was also discussed what accounts the bonus can be taken out of C. White reported some have cash funds or it can be budgeted. A resolution will be prepared at a later time addressing the safety bonus. As there was no other business before the board at this time a motion was made by T. White to adjourn seconded by Thorn Voting: All Ayes.

*Minutes of the Special meeting October 31, 2022 @ 10:30 a.m. of the
Board of Woodward County Commissioners approved:*

Troy White-Chairman

Clint White- Vice-Chairman

Donny Thorn-Member

Attest:

Wendy Dunlap, County Clerk