

May 13, 2002

The regularly scheduled meeting of the Cleveland County Budget Board was called to order this 13th day of May, 2002, in the west conference room of the County Office Building by Chairman George Skinner. Roll was called by Dorinda Harvey, County Clerk/Secretary and those present were:

George Skinner, Chairman
DeWayne Beggs, Vice-Chairman
Dorinda Harvey, Secretary
Saundra DeSelms, Member
Bill Graves, Member
Denise Heavner, Member
Leroy Krohmer, Member

Member Rhonda Hall was absent.

Others present were: Vickie Wilson, Tammy Howard, Dan Cary, Mike McDanel, Donna Roberts, Paula Roberts, and Roy Bugher.

After the reading of the minutes of the special meeting of April 29, 2002, Bill Graves moved that the minutes be approved. Denise Heavner seconded the motion.

The vote was: George Skinner, yes; DeWayne Beggs, yes; Dorinda Harvey, yes; Saundra DeSelms, yes; Bill Graves, yes; Denise Heavner, yes; Leroy Krohmer, yes.

Motion carried.

Chairman Skinner called for discussion, consideration, and/or action to adopt Cleveland County's FY2002/2003 Budget. Denise Heavner stated that she had \$40,000.00 that could be put into capital improvement because she is not asking for as much in her re-val account. Denise Heavner moved to adopt Cleveland County's FY2002/2003 Budget by going back to the final budget of last year, with the exception of \$40,000.00 out of her re-val account going into the capital improvement account. Leroy Krohmer seconded the motion.

The vote was: George Skinner, yes; DeWayne Beggs, yes; Dorinda Harvey, yes; Saundra DeSelms, yes; Bill Graves, yes; Denise Heavner, yes; Leroy Krohmer, yes.

Motion carried.

Chairman Skinner called for discussion, consideration, and/or action to approve the Cleveland County Employee Personnel Policy Handbook. (A draft of the handbook had been handed out earlier last week) Mike McDanel, Assistant District Attorney, stated that he didn't know if this Board wanted to sit here and go through the handbook today. He explained some of the things that Dan Cary had given him, he took out because it wasn't in the original handbook and it seemed to be for Oklahoma County and not Cleveland County. Mr. McDanel had some documents from that came from ACCO, and stated it was something to work from. Mr. McDanel stated the county can't make a policy, because if you violate the

policy as an elected official there is nothing anybody can do to you unless it is one required by law. Some of this is policy is law; some in this is required because it might be FMLA, but you have to have FMLA policy. There are some things in the handbook that you don't have to have at all. There are things that Mr. McDanel feels confident even if the Budget Board suggested to the Commissioners that it be adopted, there are going to be occasions to do it different. Somewhere in the handbook it needs to say that the elected officials can take care of their own business. The personnel manual should be something that when somebody sues and we go to court and they want a million dollars we can say this is the policy manual for the county. Things like dress or leave taken each official may have a reason for doing it differently.

Leroy Krohmer had asked before about all new personnel taking a physical all of the highway employees have to take one and he would like to see that in the handbook. Another thing Mr. Krohmer would like to see in the handbook is when someone retires from the county and they come back to work what are they entitled to, vacation, sick leave etc. Mr. McDanel stated there again everybody could do what he or she wants. Mr. McDanel stated that the places that he is concerned about having a personnel manual is when you talk about sex, race, color, nationality, religion, or age, discrimination on some of those bases. The binding policies in the manual should be those things which everybody must follow and it could include anything that there is no disagreement about. More discussion took place as to the personnel handbook or manual including sick leave, annual leave, funeral leave, and employee's taking physical. Mr. McDanel asked for everybody to get with him as to his or her input.

Bill Graves moved, seconded by Sandra DeSelms, to table discussion, consideration, and/or action to approve the Cleveland County Employees Personnel Policy Handbook.

The vote was: George Skinner, yes; DeWayne Beggs, yes; Dorinda Harvey, yes; Sandra DeSelms, yes; Bill Graves, yes; Denise Heavner, yes; Leroy Krohmer, yes.

Motion carried.

Denise Heavner moved, seconded by Leroy Krohmer, to approve the following Transfers of Appropriations:

- a. From Highway General Personal Services, SA1A, \$61,676.76, and Highway General Maintenance & Operation, SA2, \$177,737.09, to Highway General Maintenance & Operation, SA2, \$20,660.07, and Highway Capital Outlay, SA3, \$218,753.78.
- b. From Juvenile Personal Services, SQ1A, \$3,229.00, and Juvenile Capital Outlay, SQ3, \$500.00, to Juvenile Maintenance & Operation, SQ2.
- c. From Youth and Family Capital Outlay, WG3, \$20,000.00, and Youth & Family Counseling Fees, WG4, \$46,835.64, to Youth & Family Personal Services, WG1A.

- d. From Election Board Personal Services, SL1A, \$8,000.00, and Election Board Capital Outlay, SL3, \$2,091.00, to Election Board Maintenance & Operation, SL2.
- e. From Sheriff's Board of Prisoners, B2B, \$5,000.00, and Sheriff's Capital Outlay, B3, \$105,000.00, to Sheriff's Personal Services, Full Time, B1A, \$100,000.00 and Sheriff's Personal Services, Part Time, B1B, \$10,000.00.
- f. From General Government Maintenance & Operation, R2, \$14,292.00, to Sheriff's Board of Prisoners, B2B.

The vote was: George Skinner, yes; DeWayne Beggs, yes; Dorinda Harvey, yes; Sandra DeSelms, yes; Bill Graves, yes; Denise Heavner, yes; Leroy Krohmer, yes.
Motion carried.

Sandra DeSelms state that there is some computer equipment that is on the Commissioners inventory that she needs to trade in for new computer equipment and asked how that needed to be done. It was explained to Ms. DeSelms how this needed to be handled.

There being no further business to come before the Board, Dorinda Harvey moved that the meeting be adjourned. Bill Graves seconded the motion.

The vote was: George Skinner, yes; DeWayne Beggs, yes; Dorinda Harvey, yes; Sandra DeSelms, yes; Bill Graves, yes; Denise Heavner, yes; Leroy Krohmer, yes.
Motion carried.