

CLEVELAND COUNTY BUDGET BOARD

MINUTES

SEPTEMBER 9, 2013

10:30 A.M.

The regularly scheduled meeting of the Cleveland County Budget Board was called to order this 9th day of September 2013 in meeting Room 200 of the Cleveland County Office Building by Chairman Rusty Sullivan. Tammy Belinson, County Clerk/Secretary, called roll and those present were:

Rusty Sullivan, Chairman
Jim Reynolds, Vice-Chairman
Tammy Belinson, Secretary
Rod Cleveland, Member
Rhonda Hall, Member
Sheriff Joe Lester, Member
Darry Stacy, Member
David Tinsley, Member

Others present were: Assistant District Attorney Heather Darby, Assistant District Attorney Jim Robertson, Christy Morren, Denise Ellison, Melinda Duke, Linda Atkins, Jim Williams, Valerie Mattheus, Gayla Sukenis, Billijo Ragland, Mona Nelson, Tammy Richards, Lisa McWhirter, Christine Cartmill, Mendy Todd, Vicki Davis, Jennifer Frank, Dana Jones, Keri Lyles, Denise Mullins, Jerry Vinson, Shelley Raney, Tammy Howard, Stanley G. Sims and Terry Endres.

After the reading of the minutes of the meeting August 12, 2013 and there being no additions or corrections, David Tinsley moved that the minutes be approved. The motion was seconded by Tammy Belinson.

The vote was: Rusty Sullivan, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhonda Hall, yes; Sheriff Joe Lester, yes; Darry Stacy, yes; David Tinsley, yes.

Motion carried.

A. Items of Business:

1. Requested Transfer of Appropriations regarding the following:

- a. Darry Stacy moved, seconded by Jim Reynolds, **to approve the Transfer of Appropriations From Fair Board, Free Fair Capital Outlay, SF3, \$70,000.00 to Fair Board, Free Fair Personal Services, SF1A, \$70,000.00.**

The vote was: Rusty Sullivan, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhonda Hall, yes; Sheriff Joe Lester, yes; Darry Stacy, yes; David Tinsley, yes.

Motion carried.

b. Darry Stacy moved, seconded by Jim Reynolds, **to approve the Transfer of Appropriations From Election Board, Maintenance & Operations, SL2, \$2,500.00 to Election Board, Capital Outlay, SL3, \$2,500.00.**

The vote was: Rusty Sullivan, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhonda Hall, yes; Sheriff Joe Lester, yes; Darry Stacy, yes; David Tinsley, yes.

Motion carried.

2. Shelley Raney, HR Department, gave the Board an **Update** regarding the **Health Insurance Seminar** scheduled for October 3rd through October 4th, 2013 and New Hire Packets/Forms. She said that Health Choice and all the State Vendors will be here to discuss their insurance. It will be scheduled for five different times to where all the employees will be able to attend. Whether they will be changing anything or not they will be required to sign a form. Also, their last paycheck of September, SBC notices will be sent out and a market place value notices. Market Place is a new thing with the affordable Health Care Act instructing that employees will go out and shop for insurance. The County provides insurance for them; the employee is shopping for their spouse and children. The County gives them the resources and information to make that decision. The SBC notice is something that is sent out yearly to show that the County provides insurance to the employees and it gives them a website that they can go to if they are not provided that information in their last paycheck envelope of September. HR will need that form returned by the employees and it will be tracked to make sure that they are returned, because they are required to have those on every employee. The times for the seminar have been emailed to all of the elected officials. They will try to do two in the morning and one in the afternoon on October 3rd and then two in the morning for October 4th, 2013.

Rusty Sullivan said that the new parking lot will be ready soon and the employees will need to be encouraged to park there. It will be gated and require a card to get in and out.

David Tinsley asked if they will need a sticker on the windshield as well.

Rusty Sullivan said that it has been discussed but never voted on.

More information will be passed on to the employees as to where they should Park once the new parking lot is completed.

The Board discussed issues pertaining to juror parking and handicap parking. Sheriff Lester suggested having some signs printed up and placed on wheels so they can be wheeled out during jury duty and then stored until needed.

Tammy Belinson announced that that the Day of Caring is set for September 13, 2013 and they will meet at Journey Church at 8:00 am. She has the t-shirts for everyone. The project this year is Meals on Wheels.

At approximately 10:50 am, Darry Stacy moved, seconded by Rusty Sullivan, **to recess** the meeting.

The vote was: Rusty Sullivan, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhonda Hall, yes; Sheriff Joe Lester, yes; Darry Stacy, yes; David Tinsley, yes.

Motion carried.

At approximately 11:00 am, Tammy Belinson moved, seconded by Rusty Sullivan, to **reconvene** the meeting. (At this point, Sheriff Joe Lester and Rod Cleveland were not in attendance.)

The vote was: Rusty Sullivan, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rhonda Hall, yes; Darry Stacy, yes; David Tinsley, yes.

Motion carried.

3. Presentation of the State Purchasing Card Program by Tammy Howard, State P-Card Administrator, and Mr. Terry Endres, Representative from the Bank of America:

Tammy Belinson introduced Tammy Howard, State P-Card Administrator, Mr. Terry Endres and Mr. Stanley G. Sims, representatives for the Bank of America.

Tammy Howard said it is actually a state wide contract that the State has bid out and it is a credit card service. It is the only credit card that the State of Oklahoma can use and she asked Terry Endres to give an overview of how the program works.

Terry Endres said that he is Senior Vice President with the Bank of America and works with the State and all the Government Agencies to help them with payment receipts and reports. He introduced his team mate, Stan Sims. He said that Stan Sims is based here in Oklahoma City. He is the relationship manager for our Government Agencies including the State and the Counties, as well. He said that he will talk about the functionality of the cards and how to make the program work when agencies are issued a P-Card.

Darry Stacy said that the County needs basic 101 training.

Tammy Belinson said, “This is the very beginning stages.”

Mr. Endres said that was great to know before beginning his presentation. He spoke about the P-Card and how it works. He said that BOA will issue the County Visa Cards; it would act just like any other Visa Card that one carries in their wallet. These cards are accepted by all vendors that accept credit cards. The vendors get their money immediately and the County is going to pay BOA at the end of the month.

The credit card is usually used to purchase an item that doesn't require a Bid and going through the PO process. Also, the reporting process allows access to see who is using the card and for what items being purchased and how much is being spent. A bill is received at the end of the month for all of those transactions.

The County only issues one check to the Bank instead of writing checks to all those different vendors. It eliminates a lot of unnecessary steps. It will be protected by account coding to ensure that items are not purchased inaccurately.

He discussed how the rebate works and discount rates. It is a pay in full program without any fees based on a thirty day cycle. The County has twenty-five days in which to pay BOA. That is called a thirty day cycle with a twenty-five day grace period. That earns the County the 1.43% minus the 5% fee. He discussed other options and security measures. Mr. Endres concluded by saying that BOA will provide training and help in any way possible in facilitating the program.

Tammy Howard explained all the checks and balances in using the card. To join the program one must submit a letter to the State.

Terry Endres said that they will need to have the County complete some paperwork as well.

Tammy Howard said that she will provide training in getting established.

- B.** There was no **New Business** to come before the **Board**.

- C.** There was no **Budget Board Members Discussions** Regarding **County Business**.

- D.** There were no **comments** from the **Public**.

- E.** There being no further business to come before the Board, Rhonda Hall moved that the meeting be **adjourned** at approximately 12:22 pm. The motion was seconded by Darry Stacy.
The vote was: Rusty Sullivan, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rhonda Hall, yes; Darry Stacy, yes; David Tinsley, yes.
Motion carried.

(Clerk's Note: Agenda was posted on September 6, 2013 at 8:59 am.)