

CLEVELAND COUNTY BUDGET BOARD

MINUTES

SEPTEMBER 08, 2014

The regularly scheduled meeting of the Cleveland County Budget Board was called to order this 8th day of September 2014 in the Law Library of the Cleveland County Courthouse located on 3rd Floor by Chairman Darry Stacy. Tammy Belinson, County Clerk/Secretary, called roll and those present were as follows:

Darry Stacy, Chairman
Jim Reynolds, Vice Chairman
Tammy Belinson, Secretary
Rod Cleveland, Member
Rhonda Hall, Member
Sheriff Joseph Lester, Member
David Tinsley, Member

Member Rusty Sullivan was absent at roll call but entered the meeting at 10:33 am.

Others present were: Assistant District Attorney Jim Robertson, Assistant District Attorney Heather Darby, Linda Atkins, Melinda Duke, Susan Reese, Christine Cartmell, Christy Morren, Shelley Raney and Steve Baker.

After the reading of the minutes of the regular meeting of August 11, 2014 and there being no additions or corrections, Rhonda Hall moved that the minutes be approved.

David Tinsley seconded the motion.

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

Motion carried.

A. Items of Business:

1. Presentation was made by Steve Baker, Program Director for Nationwide Retirement Solutions regarding 457 Deferred Compensation Plan. He said that Nationwide has the endorsement with NACO, as well as ACCO. They have had the endorsement with NACO for over thirty-five years. As regional director, he covers Oklahoma, Arkansas and Texas. He has been in the business for the last thirty-five years primarily working with employees helping them save money for retirement. The 457 Deferred Compensation Plan is very similar to a 401K. The maximum amount that can be put into the account is \$17,500.00 per year limit. There are other options in which one can do twice that amount. The primary benefit of these plans is the tax deferral. The money put in is tax deferred until it is taken out. The money can be taken out pretty much as one may choose to do so. If it is taken out in one lump sum, Uncle Sam gets his in one lump sum. The Plan is very flexible.

Mr. Baker thanked the Budget Board for giving him the opportunity to come and speak with them today.

Chairman Darry Stacy said that he has worked with the HR Department in checking with several companies and as they did the research, Nationwide has surfaced to the top. He said that they are looking at adding another company so the employee will have more of an option.

2. Chairman Stacy called for Update/Discussion on **Cleveland County Architectural Services**. He said that for some time the county has worked with Heath Hans through AIP in doing a ten to twenty year look at our buildings for the entire County. He said that Heath Hans has left AIP and stated the Board may want to look at bringing in other Architectural Companies as the county moves forward. Mr. Stacy said that they need to do a review of what AIP has done to this point and find if there are any unpaid bills.

Chairman Stacy recommended that the Board take time to look at other companies to see who is available.

Rod Cleveland said that there has not been a lot of payment to them because they bill the county as they go along.

Chairman Stacy said that as far as a master plan goes, Cleveland County is capable of doing some great things. He said that instructions to AIP are to give a report on where they are at job-wise.

Jim Reynolds said that they really didn't act like they had a sense of what was going on after Heath Hans left the company. That is not to say Heath had much going on. After eighteen months in the project, the head of the company says they really don't know what they are doing. Mr. Reynolds said that was a disappointment. He is open to checking out other Architectural services.

Tammy Belinson said that she is ready to hear from other companies to see what they propose.

Rusty Sullivan said, "It sounds good to me."

Chairman Stacy said that is what they will do.

Rusty Sullivan said, "I would like to see our bill before we tell them that we are going to change horses."

Chairman Stacy said, "I agree." Further, he said that he would like to put together a committee to actually interview some architects. He said that they could get a comprehensive list of architects from Norman Public Schools.

3. Shelley Raney presented an **HR Department** update. Ms. Raney stated that she emailed HR news about the new insurance prices. Most of the insurances have gone up, while there were a few that did not. Employees with HealthChoice need to do the Smoking Attestation unless they are in the HealthChoice High Alternative. Employees do not need to turn in the confirmation email they receive from doing the questionnaire. Since it is a HIPPA violation for HR to keep these in files, HR will not keep them; instead, the employee will need to keep them. She spoke about the Option Period seminar being held on Thursday, October 2 and Friday, October 3, 2014. Presentation on Thursday will be 9:00, 11:00 and 2:30. On Friday presentations will be at 9:00 and 11:00. She said that a conditional offer of employment has been given to someone for the Information Technology Specialist position. Contingent on this person passing their background check, employment begins on October 1, 2014.
Ms. Raney asked that they send all termination papers to HR, since HR is responsible for processing the COBRA paperwork in a timely manner.

4. Purchasing Agent Melinda Duke presented an update on the **Purchasing Department**. She said that the auditors have been here recently and suggestions were to always have an itemized receipt for travel reimbursements. Many times they came across a situation that a lump sum total was submitted instead of an itemized receipt.

Melinda Duke advised that the receipt should always have the name and address of the restaurant. The employee must ask the waiter for a separate ticket for meals and a separate ticket for their alcoholic beverages. There are instances the tips are as high as 64% on just one ticket. She suggested setting a rule for only up to 20% in tipping and anything over that amount, the employee will cover. She said that the auditors recommended going to a per diem rate.

Chairman Stacy said that they will discuss that subject on the next agenda item.

Assistant District Attorney Jim Robertson said that when you talk about these tips some may be \$5.00, but they are looking at the percentage rate.

Sheriff Joseph Lester asked the reason for allowing alcohol.

Assistant District Attorney Jim Robertson said that typically we don't and is why they need itemized receipts.

Tammy Belinson said that the auditors came across several meal tickets that had it and they marked it out and deducted it from the receipt. The auditor pointed out to her that alcohol tax is 13.5%. She said that the auditors did pull everybody's travel and ran a percentage and found no charges at the 13.5% rate. Some handouts from the State Commissioner were given to her by the auditor.

Melinda Duke said another issue is the employee who goes out of their way to eat on the trip home. She emphasized that we are not talking about grabbing McDonalds, but ordering a \$25.00 to \$30.00 meal on their way home. Also, getting to go orders to bring home which doesn't look too good. She recommended going to a per diem.

5. Chairman Stacy called for discussion on the **Cleveland County Travel Policy**.

Darry Stacy said that he had asked Assistant District Attorney Heather Darby and Shelley Raney to look into this. In his opinion, the county needs to address the Travel Policy and have one in place. He said that if the county adopts a travel policy which is a per diem, it will specifically outline what we do and how we do the receipts and how we pay it. It is laid out for us and acceptable. He said that if we do need to modify it some, we can, but it would be a good starting point for us to get a model policy from the State on travel and see if that works for us if that is what the Board wants to adopt for the County.

Tammy Belinson said she could see where a per diem would help us in a lot of situations. She said that when the auditors were pulling everyone's travel they selected receipts with names that had the word "Bar" or "Casino" on the receipt. The auditor questioned why the county employees were eating at Casinos. Another issue arose over mileage where employees went to the same function and one employee claimed 100 miles more in mileage than the other four. She recommended that the Board look at sitting rules on mileage. Another question arose about staying in a hotel in Oklahoma City. She said that through adopting the travel policy it may address situations like that.

After further discussion, Chairman Stacy said that he will get a copy of the State Travel Policy to each Board member to review for consideration of adopting at a later date.

E. No new business to discuss at this time.

F. Budget Board Members Discussions Regarding County Business: Tammy Belinson said that another thing the auditors kept pulling were Purchase Orders that had exceeded the amount. It didn't matter if it was a penny or \$10.00. When it exceeded the amount they audited the Purchase Order. She said if the Purchase Order isn't voided and a new one re-issued to always write an explanation on the Purchase Order. She said that there have been some corrections to the minutes here lately and she has instructed Linda Atkins to explain in the body of her email detailing the reason for the correction and who requested changes and omissions.

Ms. Belinson said CODA is this week and the Board usually does door prizes. She asked if they wanted to do the cash envelopes.

Chairman Stacy said the cash envelopes were fine.

Tammy Belinson said that the IRS has been here auditing as well and the auditor brought to her attention that on the worksheet if someone claims more than five dependents that we need to have them fill out a worksheet to keep on file and if they don't it is an invalid W4 or W9. The subject of storm shelters came up as well. She said that on any grants, we need to make sure to check the grant paper work. If the grant paper work states that it is "non-taxable" then we don't have to issue the citizens that are getting storm shelter money a 1099. She said that it is all contingent on the grant papers.

Chairman Stacy asked Christy Morren to convey that information to Safety Director George Mauldin.

Ms. Belinson will get back with the Board when the audit is complete.

G. There were no **comments** from the **Public**.

H. There being no further business to come before the Board, Rhonda Hall moved that the meeting be **adjourned** at 11:19 am. Jim Reynolds seconded the motion.

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

Motion carried.

(Clerk's Note: Agenda was posted on September 5, 2014 at 8:41 am.)