

# CLEVELAND COUNTY BUDGET BOARD

## MINUTES

JANUARY 12, 2015

10:30 A.M.

The regularly scheduled meeting of the Cleveland County Budget Board was called to order this 12<sup>th</sup> day of January 2015 at 122 E. Eufaula Street, Norman, OK, 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  
Rhett Burnett, representing Sheriff Joseph Lester, Member  
Harold Haralson, Member  
David Tinsley, Member

Sheriff Joseph Lester was absent.

Rhonda Hall, Member, was absent at roll call but entered later in the meeting.

Others present were: Linda Atkins, Christy Morren, Christine Cartmell, Bryan Jenkins and Shelley Raney.

After the reading of the minutes of the regular meeting of December 8, 2014 and there being no additions or corrections, David Tinsley moved that the minutes be approved. Rhett Burnett seconded the motion.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhett Burnett, yes; Harold Haralson, yes; David Tinsley, yes.

### **A. Items of Business:**

1. Shelley Raney, **HR Department**, discussed the following topic: On the Job Injury (OJI) Policy.

She said a policy was developed because of problems in getting paperwork turned in for reporting on the job injuries. Ms. Raney discussed the essential steps in reporting an injury. Human Resources will process the OJI form and produce a Form 2 to the Cleveland County insurance carrier. If the employee requires medical attention for a non-life threatening injury, a county representative will go with the employee to the nearest medical facility.

The Safety Director will decide if an investigation needs to be completed and notify Human Resources Department of the situation. The OJI report will need to be forwarded to the Human Resources Department within (4) business hours of the occurrence.

As soon as the paperwork is given to HR, the payment process will begin.

Darry Stacy moved, seconded by Rhett Burnett, to **table** discussion, consideration and/or action for On the Job Injury (OJI) Policy until next month's meeting (February 9, 2015).

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhett Burnett, yes; Harold Haralson, yes; David Tinsley, yes.  
Motion carried.

Ms. Raney discussed a letter received from ACCO and added that it will be on the next agenda for consideration and/or action.

(At this point, Rhonda Hall entered the meeting at 10:43 am.)

2. Melinda Duke, **Purchasing Department**, reported that she will send out a memo to each office to gather information before going out for bid to get the best quote on boxes for shredding.

Signage for the Courthouse is still pending for bid quotes. It will go out for bid this week and close on February 13, 2015.

3. Rod Cleveland moved, seconded by David Tinsley to **approve** the Requested **Transfer of Appropriations** regarding the following:

- a. From **Sheriff**, Service Fee Maintenance & Operations, CFB2, \$700,000.00 to Sheriff, Service Fee Personal Services, CFB1A, \$700,000.00;
- b. From **Sheriff**, Cleveland County Justice Center Personal Services, CCJC1A, \$955.02 to **Sheriff**, Cleveland county Justice Center Materials & Operations, CCJC2, \$955.02;
- c. From **Sheriff**, Courthouse Security Service Fee Maintenance & Operations, CFBCHS2, \$6,519.30 to **Sheriff**, Courthouse Security Service Fee Personal SVCS, CFBCHS1A, \$6,519.30.  
(Clerk's Note: Corrections were made from CRBCHS2 to **CFBCHS2** and CRBCHS1A to **CFBCHS1A**.)

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhett Burnett, yes; Rhonda Hall, yes; Harold Haralson, yes; David Tinsley, yes.

Motion carried.

**B.** Under **New Business** discussion was had about the county's accounting system.

**C.** **Budget Board Members** discussed scheduling a county auction, followed by a brief update on recent legislation.

**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 10:59 am. Harold Haralson seconded the motion.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Rhett Burnett, yes; Rhonda Hall, yes; Harold Haralson, yes; David Tinsley, yes.  
Motion carried.

(Clerk's Note: Agenda was posted on January 8, 2015 at 01:22 pm.)

