



## CLEVELAND COUNTY BUDGET BOARD

### MINUTES

**TUESDAY, NOVEMBER 12, 2019**

The regularly scheduled meeting of the Cleveland County Budget Board was called to order at 10:30 a.m. this 12th day of November 2019 in the conference room at 122 East Eufaula, by Chairman Harold Haralson. Tammy Belinson, County Clerk/Secretary, called roll and those present were:

Harold Haralson, Chairman  
Jim Reynolds, Vice-Chairman  
Tammy Belinson, Secretary  
Rod Cleveland, Member  
Sheriff Todd Gibson, Member  
Darry Stacy, Member  
Douglas Warr, Member  
Marilyn Williams, Member

**Others present were:** Assistant District Attorney Jim Robertson, Assistant District Attorney Abby Nathan, Linda Atkins, Alison Vinson, Brenda Hill, Brian Wint, Bryan Jenkins, Jacob McHughes, Denise Ellison, Melinda Duke, Sarita Scott, Daniel Thatcher, and Billijo Ragland.

After the reading of the minutes of the **Regular Meeting of October 15, 2019**, and there being no additions or corrections, Sheriff Todd Gibson moved that the minutes be **approved**. Darry Stacy seconded the motion.

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

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

1. Darry Stacy moved, seconded by Sheriff Todd Gibson, to **approve the Notice of Schedule of Regular Meetings for 2020**.

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

**NOTICE OF SCHEDULE OF REGULAR MEETINGS OF THE  
CLEVELAND COUNTY BUDGET BOARD  
TO BE HELD DURING THE 2020 CALENDAR YEAR**

As required by Title 25, §311 of the Oklahoma Statutes, Notice is hereby given that the Cleveland County Budget Board will hold regularly scheduled meetings during the Calendar Year 2020 at 122 E. Eufaula Street, Norman, Oklahoma, 73069 at 10:30 A.M. on the following dates:

MONDAY	JANUARY 13	2020
MONDAY	FEBRUARY 10	2020
MONDAY	MARCH 09	2020
MONDAY	APRIL 13	2020
MONDAY	MAY 11	2020
MONDAY	JUNE 08	2020
MONDAY	JULY 13	2020
MONDAY	AUGUST 10	2020
MONDAY	SEPTEMBER 14	2020
TUESDAY	OCTOBER 13	2020
MONDAY	NOVEMBER 09	2020
MONDAY	DECEMBER 14	2020

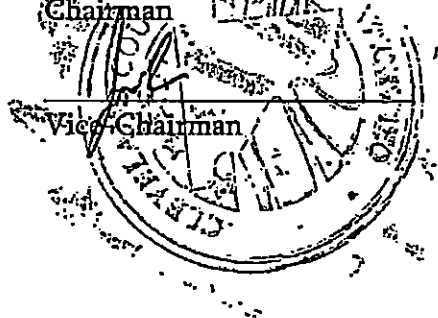
Approved this 12th day of November 2019 by the Cleveland County Budget Board.

ATTEST:

  
County Clerk

  
Chairman

  
Vice Chairman



2. **Update** given by **Alison Vinson**, HR Director, established the scheduling of Passport Health at the Courthouse on December 6, 2019, to do the shingles shot, as well as boosters and other immunization shots.
3. Melinda Duke, Purchasing Agent, stated that she and Susan are working on adding vendor codes in Munis, so they can send out 1099's in January. The County Auction starts on November 15, 2019, with Purplewave online auctions.
4. Darry Stacy moved, seconded by Jim Reynolds, to **approve** the following **Cash Fund Appropriations**:

a. Assessor Revolving	\$ 659.50
b. Bridge Capital Improvement	\$ 229.14
c. County Clerk Lien Fee	\$ 11,312.57
d. Co Bridge & Road Improvement	\$ 56,059.47
e. Commissioners Bldg Fund	\$ 424.12
f. Court Clerk Revolving Fund	\$ 11,023.60
g. Co Clerk Rec Mgmt/Presrv Fee	\$ 24,108.74
h. DA Revolving Fund	\$ 633.56
i. Drug Court Contribution/Donation	\$ 654.52
j. Fairgrounds	\$ 30,570.00
k. Health	\$ 4,572.90
l. Highway	\$ 497,578.31
m. Jail Commissary	\$ 50,880.33
n. Juvenile Drug Court Revolving Fund	\$ 12,699.98
o. Sales Tax	\$ 874,533.50
p. Sheriff Service Fees	\$ 123,416.22
q. Treasurer Certification Fee	\$ 4,720.00

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes.  
Motion carried.

5. Darry Stacy moved, seconded by Douglas Warr, to **approve** the **Cash Fund Appropriations** for Highway Unrestricted Account, August 2019 in the amount of \$62.99.

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes.  
Motion carried.

6. Douglas Warr moved, seconded by Marilyn Williams, to **approve** the **Cash Fund Appropriations** for Highway Unrestricted Account, September 2019, in the amount of \$60.36.

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes.  
Motion carried.

7. Sheriff Todd Gibson moved, seconded by Tammy Belinson, to **approve the following** Cash Fund Appropriations Lapsed Balances:

a. Co Bridge and Road Improvement Fund	\$ 20,318.84
b. Bridge Capital Improvement Fund	\$ 22,460.00
c. Highway Unrestricted	\$ 152,478.63
d. County Clerk's Lien Fee Fund	\$ 2,821.60
e. County Clerk's Preservation Fee Fund	\$ 14,546.14
h. Fairgrounds	\$ 5,914.99
i. Sheriff Courthouse Security Service Fee	\$ 3,075.06
j. Sheriff Donations Fund	\$ 3,500.00
k. Sheriff Jail Fund	\$ 740.30
l. Sheriff Justice Assistance Grant	\$ 602.20
m. Sheriff Revolving	\$ 18,069.60
n. Sheriff Service Fees	\$ 10,918.88

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes.  
Motion carried.

8. Darry Stacy moved, seconded by Jim Reynolds, to **approve the following** Transfer of New Funds to be added to the Chart of Accounts to help the Treasurer's Office with interest allocation.
- a. From Account 601611, \$2,402.69 to Account 602611, \$2,402.69;
  - b. From Account 601166, \$.00 to Account 602166, \$.00; and
  - c. From Account 116574, \$6,296.60 to Account 118574, \$6,296.60.

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes.  
Motion carried.

9. Darry Stacy moved, seconded by Jim Reynolds, to change the payroll pay-periods in 2020 beginning on January 3, 2020, from 24 pay periods to 26. Sheriff Todd Gibson explained that his department started this because they are working 24/7 all year including Holidays. The 24 pay periods are challenging on their accrual, comp time and scheduling in general. He has worked with Tammy Belinson, Jim Robertson, Abby Nathan and some outside counsel that are of the consensus that 26 pay periods versus 24 pay periods would correct the problem. He said the impact on other county employees is minimal and there are many positive aspects in making the change.  
Alison Vinson said that it takes the guesswork out of what day of the week payroll is going to fall because it will fall on the same day unless there is a Holiday.

## Cleveland County Payroll Schedule 2020

January							February							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

April							May							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

July							August							September						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October							November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Holiday  
 Payday

In the months of January and July, the employees will receive three paychecks in each of those months. Employees will not have voluntary deductions taken out on the extra check and payroll will become more consistent. Fewer taxes will be withheld. Sheriff Todd Gibson said that Tammy Belinson has done a great job working with Munis and is ready to go on this change. He said there are options that the Sheriff's Department could go on this alone or all can go on this which will be easier on Tammy's payroll department.

Douglas Warr asked if she had examples about how much it would affect the employee paycheck.

Tammy Belinson answered affirmatively.

Marilyn Williams said that her employees would prefer not going on this in 2020; instead, wait until the following year.

Sheriff Todd Gibson said they have asked for this change for some time, actually since coming into office. He found comps and accruals were totally out of control and were met with delays due to the Munis transition.

They find themselves at the point now that they have to make this move.

Tammy Belinson said that she is still dealing with the aftermath of changing the pay periods from one month to two-month payrolls with OPERS. OPERS are still having a hard time dealing with that and now they will have to adjust going by-weekly.

However, that is fine and they will get over it, Tammy remarked. It only means that in the future when the county has someone who retires, their hours worked may be audited. She asked that everyone keep good time records. Tammy told the

Board members that by starting the pay period on January 3, 2020, it will soften the blow since the employees will receive three checks that month. Otherwise, they could start on January 10, 2020. If they do go with January 3, 2020, in December

2020, after the last payroll on the 18<sup>th</sup>, the next check will not come until January 2, 2021, or on that following Monday, January 4, 2021. Tammy said that employees will have a notice one year in advance, so it should not create a problem.

The auditors will be checking everyone's pay from January to December to make sure some of the employees' pay does not go over the elected official's salary.

Rod Cleveland asked if the Sheriff looked at paying weekly.

Sheriff Gibson said they did look at that, but it would put an undue burden on the County Clerk's payroll department.

Tammy Belinson said going weekly would open the window to human inaccuracy because of the quick turnaround and complexity of the Sheriff's Department.

The Sheriff affirmed that 26 pay periods will work best for them.

Douglas Warr said that he prefers beginning the pay periods on January 3, 2020.

Marilyn Williams said that her employees are apprehensive because they don't know the amount of pay or how it will affect their budget.

Tammy said they will send out a Payroll Schedule to everyone.

Chairman Haralson asked that HR put together an information packet for the employees.

Marilyn Williams said that it would help her employees.

The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, no; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes;

Marilyn Williams, no.

Motion carried.

**B. No new business** to present at this time.

**C. During discussions about County Business, the Budget Board Members** talked about having an IT person as the administrator as directed by Munis, so that when a new employee comes on or rolls need changing it would go to IT for added security of the system. Currently, Daniel Thatcher is doing that job and is teaching Jerry Vinson in the IT Department.

The Budget Board members were advised that BOCC would make the final decision to continue in that direction.

Chairman Haralson said that from discussions with Paul Moses, it would be too much to take on now and will possibly have to hire another IT person.

Rod Cleveland described what this person would do and after further discussion,

Commissioner Cleveland said he will meet with Paul Moses and Daniel Thatcher about the specifics.

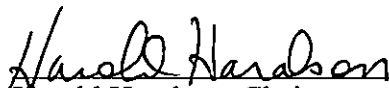
Jim Reynolds discussed the need for a designated area for a computer training lab. Tammy Belinson said they need a classroom-type sitting for a lot more in house training. She said that next year when they go electronic with the benefits during the option period, they can show employees how to use that. Plus, when they have the employees self-serve, they can go in and be taught how to get tax information or change tax information. She added that as large as the county is now, it can pay for itself. Darry Stacy said they want to do so many things such as Financial Wellness Classes for the employees. Douglas Warr agreed that it would be great for the county.

**D. No Comments from the Public made at this time.**


**E.** There being no further business to come before the Board, Darry Stacy moved that the meeting be **adjourned** at 11:06 am. The motion was seconded by Jim Reynolds. The vote was: Harold Haralson, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Sheriff Todd Gibson, yes; Darry Stacy, yes; Douglas Warr, yes; Marilyn Williams, yes. Motion carried.

(Clerk's Note: The agenda was posted Friday, November 8, 2019, @ 8:57 A.M.)

**BUDGET BOARD  
CLEVELAND COUNTY, OKLAHOMA**

  
\_\_\_\_\_  
Harold Haralson, Chairman

**ATTEST:**

  
\_\_\_\_\_  
Tammy Belinson, County Clerk and Secretary to the Board

Minutes Prepared by:   
\_\_\_\_\_  
Deputy County Clerk

