

**NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY**

January 8, 2024

The Alfalfa County Officers met in the Sheriff's Conference room at 9:30 AM (earlier due to being immediately following the BOCC meeting) with Johnson calling the regular meeting to order with officers, Ross, Johnson, Miller, Claflin, Wallace, and Schwerdtfeger present. Visitors: Darrin Lancaster, EM and Desiree Gibson, Assessor Deputy

As required by Oklahoma State Statutes 1991, Title 25, Section 311, Notice was given of this regularly monthly scheduled meeting by posting the Agenda in the North Entrance and in the County Clerk's office 1:30 PM on January 4, 2024.

Johnson called to Meeting to Order

Roll Call – All officers present except Mike Roach and Jennifer Roach were unable to attend

Acknowledge of Agenda and Statement of Compliance with Open Meeting Act

TO MEET, DISCUSS, AND TAKE POSSIBLE ACTION ON THE FOLLOWING AGENDA ITEMS:

Johnson moved to approve the minutes and Wallace seconded. Ross, voted aye, Johnson voted aye, Wallace voted aye, Miller voted aye, Claflin voted aye, and Schwerdtfeger voted aye.

Travel SB 1512 – Schwerdtfeger stated this was a bill they needed to keep up with; it states the travel will increase each year by 2% after 2028. This will affect our budget so we need to watch this bill.

Cleaning – Johnson stated that he has had multiple reports of huge messes in the private bathroom on the first floor, he stated it will be cleaned up by the person making the mess or the private bathroom will be closed, it is not the maintenance's responsibility to clean such messes up.

Communication - Risk Assessment – Officers discussed helping out with cleaning as a risk to help with budget crunch, affects every office and Johnson stated the messes continue, the maintenance will not clean the private bathroom. Second Risk is no smoke alarms in the offices – one in the assessor's office but none anywhere else, this puts our employees at risk, our patrons at risk, EM stated he would work on this risk that affects every office. Third risk – correct information at the county clerk's office, she again will hand out W-2's with a signatures request on current employees to make sure all information is correct.

Green Book – Check List for Control Environment and Risk Assessment – will wait until February to review

Update from Officers:

Sheriff Wallace – wall coming to the south door has been painted, jail and booking room has been painted, floors in the jail and booking room need to be finished, had walk through today, staying busy and will be out end of this week.

Court Clerk Miller – civil docket on Wednesday, glass broken in the courtroom door will be fixed soon, and will have State Board meeting on the 19th.

Treasurer Claflin – busy taking in tax statements for 2023, check her totals and at 85.815% of collecting 2023 taxes, received the taxes for the two oil companies that have protested their taxes and it is in escrow these protests total \$1,634,778.47 together.


County Clerk Schwerdtfeger – working on 1099's, W-2's, and new insurance amounts for all employees past and present; she asked the officers if they wanted a mock stub with new tax drivers and new insurance amount for dependents on it for their employees, they stated they would let their employees know it was available and the employee could get one.

Commissioner Dist #1 Johnson – fixing water crossing and dealing with rain.

Commissioner Dist #3 Ross – dealing with rain and getting maintenance caught up, business as usual.

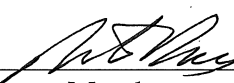
EM Lancaster – Wallace started out wanting to tell Lancaster that he had so far done an amazing job and all the officers agreed and thanked him. Lancaster stated he would soon be finalizing safety trainings for 2024, first quarter would be CPR and First Aide class would last three hours; second quarter for districts would be May 1st and courthouse May 2nd; third quarter would be active shooter and evacuations in August and forth quarter would be OSHA requirements.

Ross moved to Adjourn and Wallace seconded. Ross, voted aye, Johnson voted aye, Wallace voted aye, Miller voted aye, Claflin voted aye, and Schwerdtfeger voted aye


Kelsi Claflin, Treasurer


Garret Johnson, Chairman

Jennifer Roach, Assessor


Nate Ross, Member


Tammi Miller, Court Clerk

Mike Roach, Member

Rick Wallace, Sheriff

Attest: 
Laneta Schwerdtfeger, County Clerk