

**NOTICE OF MINUTES**  
**CLASS A OFFICERS MEETING**  
**ALFALFA COUNTY**  
December 11, 2023

The Alfalfa County Officers met in the Sheriff's Conference room at 10:30 AM with Ross calling the regular meeting to order with officers, Ross, Johnson, Miller, J. Roach, Claflin, and Schwerdtfeger present

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 3:15 PM on December 7, 2023.

Ross called to Meeting to Order

Roll Call – All officers present except Mike Roach and Rick Wallace was 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:

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

Change on Vacation Days for RIF – Ross stated he had spoke with Dale Frech on the issue of paying prorated vacation to employees that had been terminated due to a reduction in force. Johnson made the motion to change the vacation days for employees that had been terminated due to a reduction in force in the handbook and Claflin seconded. Ross, voted aye, Johnson voted aye, J. Roach voted aye, Miller voted aye, Claflin voted aye, and Schwerdtfeger voted aye.

Communication - Risk Assessment – went over risk of reduction in force of employees in the courthouse, J. Roach stated she was going to have to hire due to the work load in her office, her staff was feeling over-whelmed along with herself., she stated she was just going to have to hire a full-time person not a part-time. Schwerdtfeger stated she had one on vacation last week and that was just for a week and her office felt the burden of the extra work load and so did her office. Another risk was asked by J. Roach about the appropriation ledger from Schwerdtfeger's office, Schwerdtfeger stated her procedures in her office was she sent out any report that helped her know if they receive the correct report or not. The risk is someone having to take time looking for lengths of time but the report just be for the wrong period of time, this has happened before and she is trying to elevate that risk by having procedures in her office. Miller brought up another risk for reduction in force by not having enough people in the office during vacations, classes, and etc if there is a reduction in force in offices in the courthouse. Schwerdtfeger stated segregation of duties in the offices will be compromised in the offices if there is a reduction in force in the offices. A positive note discussed was a courthouse floater that could help out in the offices and custodial if the money was there.

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

Zoom at 10:40 with Aaron with TextMyGov.com for system of notifying patrons of the county – vendor wanted to speak to the officers again but did not call in. J. Roach stated she had found a company that charged \$20/month for 500 texts for her assessments, so maybe there is another company out there more reasonable on price.

Update from Officers:

Assessor Roach – called TASC last several years had been needing compelling instruments from TARGA and he stated they had received them, the preliminary looked supportive of our value of \$68 million instead of their \$100 thousand. She stated she had wanted to settle for 90% but not willing to settle for less than 50%. She stated she had a meeting with Joe Hapgood (not sure on the spelling) and Cindy Byrd on Thursday, Dec 14<sup>th</sup> on the public services numbers, she discussed conversation with Senator Petterson and other concerned patrons in Burlington School District.

Court Clerk Miller – have civil docket on Wednesday, Court Clerk Board meeting on Thursday where they would be discussing cost collections for CODA.

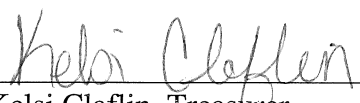
Treasurer Claflin – tax payments are coming in and Diana would be continuing classes in January and would be short staffed next week. She discussed difference between on-line payment fees and check by phone fees.

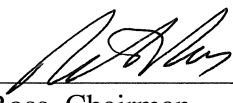
County Clerk Schwerdtfeger – indexing a large 500-page instrument and also has several other big numbered page documents but trying to get caught up on indexing. She had one on vacation last week and really for the extra work on herself and her office. She explained a legislative change that was causing extra expense and costs for patrons proving they were US Citizen was causing so confusion for people. Working on calendar end of year and beginning of year items.

Commissioner Dist #1 Johnson – finally working on new bridge by the road going to Kiowa and business as usual.

Commissioner Dist #3 Ross – basic maintenance and business as usual for the district, for the courthouse was working with Major County on 911, Major County was not wanting to go to Kingfisher County so Gary Mast has been working with this to help with the budget.

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

  
Kelsi Claflin, Treasurer

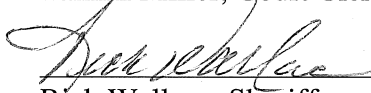
  
Nate Ross, Chairman

Jennifer Roach, Assessor

  
Garret Johnson, Member

  
Tammi Miller, Court Clerk

Mike Roach, Member

  
Rick Wallace, Sheriff

Attest:   
Laneta Schwerdtfeger, County Clerk