

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

February 12, 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, J. Roach (came a little after the meeting started), and Schwerdtfeger present. Visitors: Under-Sheriff Gary Mast and Megan Ferral, OSU.

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 7:00 PM on February 8, 2024.

Johnson called to Meeting to Order

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

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

Communication - Risk Assessment – Officers discussed HB 3054 as a risk of lowering our valuation possibly causing more issues with County General budget; discussed the risk of not communicating when employees are needing FMLA paperwork that it is for the protection of the employees and the county; discussed PO's not getting on in a timely manner with sickness – Schwerdtfeger suggested putting that in the letter if that is the cause of the PO not getting encumbered but reminding everyone of the Purchasing Act that we must follow; and discussed where the county was at on the P-card process. Schwerdtfeger said they need to decide soon how many cards, the restrictions on the cards, and the limit on the cards.

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

Update from Officers:

Court Clerk Miller – juvenile docket today, at CODA last week toured the Capital, and a big "Thank You" to Representative Carl Newton

Treasurer Claflin – sending delinquent and second half tax statements out, at CODA talked to Treasurers at breakfast and breakout session, and working on inventory.

County Clerk Schwerdtfeger – would be sending out applications for Survival Flight and will be taking those out of March's payroll, finishing up her training and Heather still going to training, enjoyed CODA last week and appreciated the tour of the Capital arranged by Rep Newton, received multiple large documents in the mail, and working on moving files to have enough room for years coming.

Assessor Roach – finalizing numbers, OTC audit is tomorrow, next week CLGT is coming to help with software and training, watching legislation, and full swing in assessments.

Commissioner Dist #1 Johnson – business as usual and hauling chips for Dist #3

Commissioner Dist #3 Ross – basic maintenance and he stated sounds HB 3054 would not be going to committee.

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



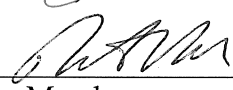
Kelsi Claflin, Treasurer



Garret Johnson, Chairman



Jennifer Roach, Assessor




Nate Ross, Member



Tammi Miller, Court Clerk

Mike Roach, Member

Rick Wallace, Sheriff

Attest: 

Laneta Schwerdtfeger, County Clerk