

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

March 11, 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, M. Roach and Schwerdtfeger present. Visitors: Darrin Lancaster, EM and Stephanie Jantz, Election Board Secretary

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

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 Miller seconded. Ross voted aye, M. Roach voted aye, Johnson voted aye, Wallace voted aye, J. Roach voted aye, Miller voted aye, Claflin voted aye, and Schwerdtfeger voted aye.

Sick Leave Beginning Balances/Retirement – Schwerdtfeger started with Sick Leave, she started with employees that have a lot of sick leave we need to budget in on retirement for if it adds another year on that employee. Which leads to the next subject of leave balances will need to be forwarded to Laneta with payroll since the Auditors are requesting the balances be submitted to payroll. There was a discussion of how it the balances needed to be submitted.

Payroll – Schwerdtfeger state that payroll must be signed by the employee or the elected official must notify the employee to verify their payroll then signed by the elected official. She stated payroll would not be ran until this was completed.

EDD Flier – Johnson and Schwerdtfeger presented a flier to be mailed out for the notice of the Sales Tax being on the balance, J. Roach asked how much, Schwerdtfeger stated \$100.00 for designing it. The officers discussed the flier. Ross moved to approve the EDD Flier and Johnson seconded. Ross voted aye, M. Roach voted aye, Johnson voted aye, Wallace voted aye, J. Roach voted aye, Miller voted aye, Claflin voted aye, and Schwerdtfeger voted aye.

Communication - Risk Assessment – Schwerdtfeger went over the risks from the audit: need Capital Outlay for Court Clerk; balances of Sick/Vacation/Comp to be review and maintained in the County Clerk's Office. The officers discussed how the leave balances could be sent. Payroll must be signed, this risk is obvious, but she stated again that payroll would not be ran if it was not signed. The risk of PO's not following the Purchasing Act, this comes up every audit, the letter does not get us out of being written up. The auditors have suggested that "NOT PROPER PURCHASING PROCEDURES" needed to be stamped on the PO, this risk was discussed. Fringe benefits – this risk was discussed again, the uniforms purchased must have "Alfalfa County" visible on them. The risk of developing policy for FEMA, ARPA, and Federal Grants needs to be developed. She stated that she would meet with the districts on policy for FEMA

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

Update from Officers:

Court Clerk Miller – civil docket on Wednesday and she will be at meeting on Friday

Treasurer Claflin – send out second half and delinquent taxes a couple of weeks ago

County Clerk Schwerdtfeger – reminded officers Estimate of Needs is due April 1st,

Assessor J. Roach – wants to give first deputy's a raise, Schwerdtfeger spoke up that all employees need a raise, her office all employees do a lot of work not just one and Claflin agreed. There was a discussion on raises. J. Roach continued that March 15th was the deadline for assessment, she had 206 farmers and 400 business that had not assessed, she stated the businesses usually wait until the last.

Commissioner Dist #1 Johnson – finishing bridge by Kiowa road and business as usual

Commissioner Dist #2 M. Roach – general road maintenance

Commissioner Dist #3 Ross – business as usual and normal maintenance

EM Lancaster – stated Alfalfa County Task Force had helped with the fire in Woods County and the fires in Ellis County. He stated that Shattuck bragged on the Task Force and much more damage would have been done to Shattuck without their support. He stated that the Alfalfa County Task Force did an amazing job, he stated Ellis County should receive the FMag, should qualify for that.

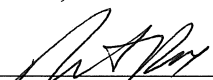
Election Board Jantz – made it through the March elections and would be in Woodward Friday for training, then will get ready for filing period.

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

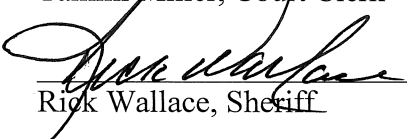

Garret Johnson, Chairman



Jennifer Roach, Assessor


Nate Ross, Member


Tammi Miller, Court Clerk


Mike Roach, Member


Rick Wallace, Sheriff

Attest: 
Laneta Schwerdtfeger, County Clerk