

**NOTICE OF MINUTES**  
**CLASS A OFFICERS MEETING**  
**ALFALFA COUNTY**  
May 13, 2024

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 4:40 PM on May 08, 2024.

# MEETING CANCELED

**NOTICE OF MINUTES**  
**CLASS A OFFICERS MEETING**  
**ALFALFA COUNTY**  
June 10, 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. M. Roach, Johnson, Ross, Miller, and Schwerdtfeger present. 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 11:30 AM on June 6, 2024.

Johnson called to Meeting to Order

Roll Call – All officers present except Sheriff Wallace; Treasurer Claflin; and Assessor J. Roach

Acknowledge of Agenda and Statement of Compliance with Open Meeting Act

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

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

PO Deadline – Schwerdtfeger stated PO Deadline was June 13, 2024 at 3:30 PM

Inventory Completed for FY 23-24 (DA; Dist #4; & Commissioners) – Schwerdtfeger stated needed an inventory for Dist #4 and Commissioners before Nancy retired.

Seminars by State Auditor & Inspector – Schwerdtfeger handed out seminar schedule from the auditors

County Disaster Recovery Plan – Schwerdtfeger stated needed to start working on this, the county that said she had one was out last week. She will email her again this week.

Communication – Risk Assessment – PO Date Risk – Schwerdtfeger went over dating PO's back a couple of days is causing a huge problem in her office, the PO's with the wrong date will be rejected due to wrong date. This risk factor goes against Statute. Comp-Time Risk – large amounts of comp time is causes a huge budget crunch so please watch out for this risk. Outstanding PO's can be a risk for our budget, so get the PO's paid for and cut off for the Budget Maker.

Green Book – Check List for Control Environment and Risk Assessment – went of risks.

Purchase Card – Schwerdtfeger stated the Alfalfa County OK Purchase Card should be here any time, she stated Bank of America is having weekly trainings (every Wednesday at 1:00) if anyone would like to attend, also they would not start purchases until July.

Update from Officers:

Court Clerk Miller – Wednesday is Civil Docket and had passport audit last week.

Claflin

Treasurer Claflin – gave update before meeting – Tax Sale had 14 parcels as of 8:20 AM, had cash audit and it should be back soon, closing out FY 23-24 and starting FY 24-25, Miller stated she had 3 parcels that did not sell. County Clerk Schwerdtfeger – working on outstanding PO's; cut of for PO's; end of year and working on new year.

Commissioner Dist #1 Johnson – business as usual; had rain so taking care of roads and mowers going like crazy  
Commissioner Dist #2 M. Roach – grading roads, mowing bar ditches, getting roads into shape for harvest.  
Commissioner Dist #3 Ross – had to leave before update.

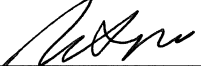
Election Board Jantz – prescient training, some didn't show up, had meeting with Homeland Security last week in which they made several recommendations: .gov website free; implement locking office door during day and install video door bell to have visitors buzzed in; and put mylar coating on the office window, the speaker stated there were lots of grants for election boards; she also stated the speaker would send out a PowerPoint of the presentation.

M. Roach moved to Adjourn and Miller seconded. Johnson voted aye, M. Roach, Miller voted aye, and Schwerdtfeger voted aye.

  
Kelsi Claflin, Treasurer

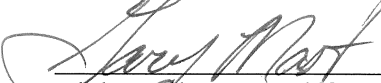

  
Garret Johnson, Chairman


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Jennifer Roach, Assessor

  
Nate Ross, Member

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Tammi Miller, Court Clerk

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Mike Roach, Member

  
Rick Wallace, Sheriff  


Attest:   
Laneta Schwerdtfeger, County Clerk