

NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY
JULY 14, 2025

The Alfalfa County Officers met in the Commissioner's Conference room at 9:30 AM (earlier due to being immediately following the BOCC meeting) with Vice-Chairman Ross calling the regular meeting to order with officers. Ross, Mast, Claflin, J. Roach and Schwerdtfeger present. Visitor: Erin Metcalf, OSU Ext; Stephanie Jantz, Election Board; and Lacey Elliott, County Clerk 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 8:50 AM on July 11, 2025.

Ross called to Meeting to Order

Roll Call – All officers present except Mike Roach and Garret Johnson 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:

Mast moved to Approve the Minutes and Claflin seconded. Ross voted aye, Mast voted aye, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.

Variance Report – was handed out to officers for any questions, there were no questions. Mast moved to approve the Variance Report and Claflin seconded. Ross voted aye, Mast voted aye, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.

Requisitioning, Purchasing, and Receiving – Elliott, purchasing agent, reminded officers that all PO for payment on Monday were due by 3:30 PM on Thursday and Utilities/Trave PO's are due by noon on Friday. Schwerdtfeger stated there were a lot of PO's being submitted with the wrong requisitioning or receiving officer signature on them, if a list of the requisitioning/receiving officers were needed she would email the list out again.

Inventory – Schwerdtfeger stated Heather Gilley was now taking over inventory, the inventory lists had been sent out for the new fiscal year, she stated her office was only the holder of the inventory.

Communication – Risk Assessment – Balance – Ross stated the risk of too many correction letters being submitted on PO's, Schwerdtfeger stated again this would not get us out of a write up from the auditors, it was just letting the auditors know that we knew it was not in compliance. Schwerdtfeger stated the officers needed to change the wording about Educational Travel – it needed to add where the employee would start their travel for the class, the auditors had inquired about this multiple times.

Green Book – Check List for Control Environment and Risk Assessment – The Check list was discussed at great length, was reviewed with the officers that were present, and there was good communication on issues and changes.

Update from Officers:

Ross Dist #3 Commissioner: grading roads and mowing ditches

J. Roach Assessor: Reviewing Homestead Exemptions, taking on extra duties since down an employee, OASIS will be finishing visual inspection, going to conference in August, and should be receiving Public Service any day.

Schwerdtfeger County Clerk: reviewing manuals for office since had changes, Heather is taking care of inventory, moving files and making room for new fiscal year, starting option period for insurance (both Pre-Med Defender and American Fidelity called to ask how everything was going, I have had no complains and helped me out a lot on an issue), trying to get last fiscal year's outstanding PO cleared up and working on outstanding warrants with Treasurer's Office.

Claflin Treasurer: last week mailed real and personal delinquent taxes for 2024, balanced FY 2024-2025 with Clerk, and balanced FY 25-26 new year temporary and beginning balances with the Clerk

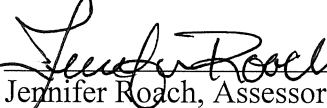
Mast Sheriff: hired new deputy, hire another part-time deputy as soon as gets moved over here will be full-time, applied for Funds Grant and SAFE Grant, going to be filing for FEMA on fires and flooding when happen (FEMA will reimburse fuel and officer's salary), and working a Risk Assessment – locking outside jail door – trying to get a magnetic door that the dispatcher can unlock in the office. Also utilizing the old silver car, will send it to Tops & Strips to put on lights and get it marked.

There was no Unforeseen Business

Mast moved to Adjourn and J. Roach seconded. Ross voted aye, Mast voted aye, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.



Kelsi Claflin, Treasurer


Mike Roach, Chairman


Jennifer Roach, Assessor


Nate Ross, Member

Tammi Miller, Court Clerk


Garret Johnson, Member

Gary Mast, Sheriff

Attest: 
Laneta Schwerdtfeger, County Clerk