

**NOTICE OF MINUTES**  
**CLASS A OFFICERS MEETING**  
**ALFALFA COUNTY**  
August 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. Johnson, Ross, Mast, J Roach, Claflin, and Schwerdtfeger present. Visitor: Darrin Lancaster, EM

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 1:10 PM on August 8, 2024.

Johnson called to Meeting to Order

Roll Call – All officers present except Commissioner Garret Johnson and Commissioner M Roach 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 J. Roach seconded. Ross voted aye, Mast voted aye, J. Roach, Claflin voted aye, and Schwerdtfeger voted aye.

Update for Budget for FY 24-25- Claflin stated that Buddy Carrol come on Wednesday; was only here a few hours; stated he had a new program from the Auditors; but ours balanced; was the easiest in 15 years; and thanked the officers for working together.

County Disaster Recovery Plan – Schwerdtfeger thanked EM Lancaster for the help; asked if there were any other questions on it; she stated each office needed their own Disaster Recovery Plan

New Policy for OD Balancing with Officers – Claflin stated that there had been a change in policy; she would print out the SAI Form 140 for each officer to review balance and sign that they agree; this form would go through the BOC meeting; she would get copies from Laneta after the BOC meeting. Claflin stated the officers can still use their current

Communication – Risk Assessment – Officers discussed the Risk of not review accounts and needing signatures of this review; discussed risk of not having Disaster Recovery Plan for their office and for the county; and discussed the risk from Commissioner Ross of “Unforeseen Business on the agenda” – Ross stated that if the subject was not on the agenda and was not an emergency that the person would not be allowed to speak, this is a violation to Open Meetings and would not be allowed. Also, the transparency of the SEFA and backup was discussed.

Green Book – Check List for Control Environment and Risk Assessment – will discuss check list next meeting

SEFA – Schwerdtfeger discussed that the two districts that she needed information from were not present

Purchase Card Update – Schwerdtfeger stated that we had two purchases with the P-Card, if you are getting fuel the person making the purchase will have to go into the merchant to turn on the pump and show them the Sales Tax Exemption. The other purchase was from a hotel – the taxes were on the receipt but the Admin Assistant was able to get them removed.

Update from Officers:

Treasurer Claflin – Statutorily for Personal delinquent taxes were mailed in July, Real Property will be mailed soon, Court Clerk Miller – Civil Docket on Wednesday and going to CODA next month

County Clerk Schwerdtfeger – learning still on Hazardous pay on Sheriff; will have meetings with American Fidelity and another insurance provider to cover deductible for employees; she has one more class and Heather still going to classes.


Assessor J Roach – met with Cindy Byrd and Todd Russ on the Plains Pipeline values and will have more meetings on this; VI is behind but Seth is finished with classes so they will hit hard on VI; Jasmine in class this month; and has some changes on how farmers access farm equipment.

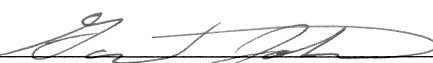
Sheriff Mast – state passed bill for grant for rural sheriff for \$150,000.00 (he was first to apply); LiveScan signed the MOU with OSBI with updates and equipment will receive for \$2,400.00 instead of full price of \$12,498.00; he has lowered monthly bills in several ways; and transition going good with regular business and completed his first Sheriff Sale.

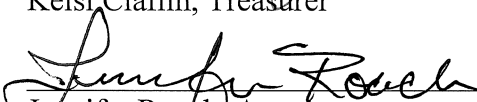
Commissioner Dist #3 Ross – when he began, he had ten bridges to repair/put in and he has all bridges take care of; finished chip and seal project; and he asked officers for any legislative issues their office was supporting and he would take them to the Legislative Committee at ACCO.

EM Lancaster – has started working on renewing SAM and UEI numbers; he would be in workshop in Alva for EM's the week of 27-29<sup>th</sup>; and updating the Emergency Action Plans in the Courthouse and District Barns.

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


  
Kelsi Claflin, Treasurer

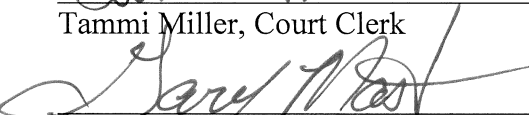
  
Garret Johnson, Chairman

  
Jennifer Roach, Assessor

  
Nate Ross, Member

  
Tammi Miller, Court Clerk

  
Mike Roach, Member

  
Gary Mast, Sheriff

Attest:   
Laneta Schwerdtfeger, County Clerk