

NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY
SEPTEMBER 8, 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. Johnson, Ross, Mast, Claflin, M. Roach, J. Roach, Miller and Schwerdtfeger present. Visitor: Stephanie Jantz, Election Board; Ken Jordan, Emergency Manger; Lacey Elliott, County Clerk Deputy; and Joel Toigo, Colonial Life

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 3:00 PM on September 4, 2025.

M. Roach called to Meeting to Order

Roll Call – All officers present

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. Johnson voted aye, M. Roach voted aye, Ross voted aye, Miller voted aye, Mast voted aye, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.

Joel Toigo with Colonial Life – he went over the type of coverage the county has with American Fidelity, the pros and cons of the coverage; he explained short/long term disabilities, no pre-existing conditions, long term care and the issue with the flex account. Toigo stated all of this was over building relationships between the insurance and our employees, also the process if we change FSA coverage and the way he expects the change to help our employees.

Variance Report – Schwerdtfeger thanked K. Claflin on balancing with her each week, month and in several forms. Johnson moved to approve the Variance Report and Ross seconded. Johnson voted aye, M. Roach voted aye, Ross voted aye, Miller voted aye, Mast voted aye, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.

Receipt for P-Card – new form when you check out P-Card – Schwerdfeger state she had taken the second class on the Purchase Card, the class stated several more forms to be filled out. If you use the P-Card the receipt needs to be submitted with receipts and there is a form that goes through the BOCC meeting with monthly payments.

Targa – Claflin stated she could send the Targa's attorney the wording needed; he has sent wording that was as tax credit or pre-payment. She stated that might speed the process up, the officers discussed this idea, and thought this was a good idea.

Group Safety (Text) Criteria, Protocol – Risk – Ken Jordan went over in depth the risk of not communicating with all parties involved. He stated that the school, police department, OHP, Sheriff, and himself were going to have a round table discussion on the incident that happened at the school the in the past couple of weeks to see what could improve on and what was done correctly. He stated then he would have better idea of protocol that needed to be discussed with the officers and how it could be communicated better. Also the risk of not having like a group text between officers/supervisors for such an incident.

Communication – Risk Assessment – Balance – Communication was agreed the key to handling any incidents or daily activities.

Green Book – Check List for Control Environment and Risk Assessment – completed in July

Update from Officers:

Johnson Dist #1 Commissioner: finish rest Jefferson Road chip and seal and grading roads

M. Roach Dist #2 Commissioner: Grading roads, watching it rain, and grading roads

Ross Dist #3 Commissioner: Crystal Road finished first chip and seal, will do seconded part next week, and trying to grade as much between rains

J. Roach Assessor: NW CODA John Pfeifer will be speaker, topic for breakout session round table will be identifying duties in writing for Assessors, VI is getting closer to being finished with Seth having 1-2 more days then will get the invoice and get it paid, herself and Jasmine are picking up Nescatunga VI, working on new & removed property, and as soon as get mil levy can pull taxes over.

Schwerdtfeger County Clerk: will be attending CODA Conference in Norman on Wednesday and Thursday; NW CODA Conference is in Grant County will be closing her office due to being a bordering county holding the NW CODA and they put a lot of work into the conference; started getting ready for Option Period on October 21st - 23rd, closed out FY 24-25 (she thanked the Treasurer's Office again for all the help)would be lapsing those amounts over by the end of the month, had several new accounts with the PACT Funds and other grants; spoke with Buddy Carroll and he would be finishing up budget soon; and working out all the work with employees going on vacations.

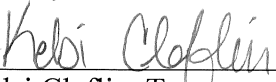
Claflin Treasurer: published delinquent taxes, have received 98.9% of 2024 taxes, she will be closing for NW CODA Conference, she will come in before the conference to put in the deposit and return to finish anything brought in through the day; and she had told to several Treasurers that were closing for the conference.

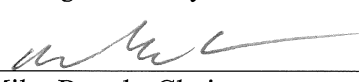
Mast Sheriff: served two search warrants, went out on two suicide attempts, turned in SAFE Grant and AG Grant; working on the jail schedule with only three full-time since Dan Muldoon has been appointed as his Under-Sheriff; got the Sheriff's Facebook up and going; cancelled several programs no longer needing; new commissary will be up and going next month; and new units are up and running with all decals.

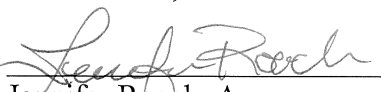
Miller Court Clerk: would be going to CODA this week; will be a speaker in the break-out session at NW CODA; and she discussed the defendant posting the negative emails with charges pending.

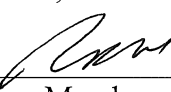
There was no Unforeseen Business

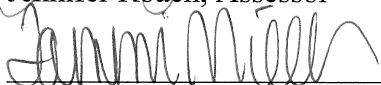
M. Roach moved to Adjourn and Mast seconded. Ross voted aye, Johnson voted aye, Mast voted aye, M. Roach voted aye, Miller voted aye, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.

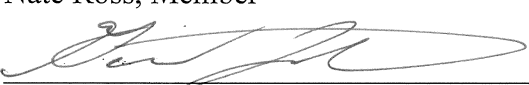

Kelsi Claflin, Treasurer

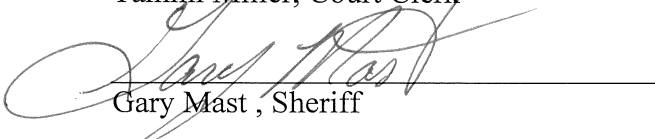

Mike Roach, Chairman

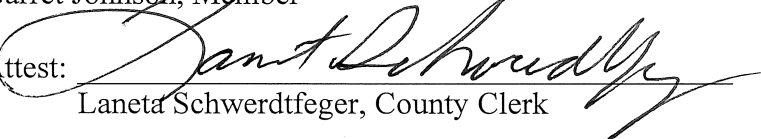

Jennifer Roach, Assessor


Nate Ross, Member


Tammi Miller, Court Clerk


Garret Johnson, Member


Gary Mast, Sheriff

Attest: 
Laneta Schwerdtfeger, County Clerk