

**NOTICE OF MINUTES  
CLASS A OFFICERS MEETING  
ALFALFA COUNTY  
March 13, 2023**

The Alfalfa County Officers met in the Sheriff's Conference room at 10:30 AM with Ross calling the regular meeting to order with officers M. Roach, Johnson, Miller, J. Roach, and Schwerdtfeger present. Visitors: Stephanie Jantz, Election Board Secretary; Sarah Wagner, 911 Director; and Donna Irvin, First Deputy Treasurer

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 5:00 PM on March 9, 2023.

Ross Called to Meeting to Order

Roll Call – All officers present except Valerie Vetter was 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:**

Vacation Clarification Change – M. Roach stated that ADA Mitchell had said this was a contract and the contract could not be dated for previous date and he had a letter from him, he stated the clearest and cleanest cut would be to start after their anniversary date, if they had to wait until nine years that would have to be what happened. Miller asked to see the letter. Roach went and got the letter for the officers to read. Ross stated he thought the understanding was it would take effect on 2-21-23 if the employee was in the 8<sup>th</sup> year they would get another week of vacation, he said ADA Mitchell stated it just needing the wording in the handbook. Miller and J. Roach said it needed to read as "Effective 2-21-23, the employees who have already reached their 8<sup>th</sup> year anniversary, they shall be granted the extra week of vacation immediately. The vote was taken on this been added to the handbook, M. Roach and J. Roach abstained from voting; Ross voted aye, Wallace voted aye, Schwerdtfeger voted aye, Johnson voted aye, and Miller voted aye. Majority of officers requested this change.

Estimate of Needs – Schwerdtfeger stated these were due in April, didn't know if anyone had any questions about them.

Green Book – Check List for Control Environment and Risk Assessment – officers decided to wait until next month, Schwerdtfeger stated she did not get any Risks listed for the meeting.

Update from Officers:

Sheriff Wallace – ready to start painting in the jail, commissioners stated supplies had been purchased but they would have to wait until a rainy day and each district would send a guy up to help paint.

Assessor Roach – assessment period getting through this week and had been crazy in her office.

Court Clerk Miller – new employee's first day, Kelsi not at work today, having child support hearings and protective orders today

County Clerk Schwerdtfeger – down an employee would advertise next week still trying to rearrange duties for the deputies, had six large documents filed working on those, and still trying to get Lacey and herself through needed classes.

Commissioner Dist #1 Johnson – normal maintenance and operating

Commissioner Dist #2 M. Roach – normal maintenance and operating

Commissioner Dist #3 Ross – normal maintenance and operating

Raoch moved to Adjourn and Johnson seconded. Ross voted aye, Johnson voted aye, M. Roach voted aye, J. Roach voted aye, Miller voted aye, Wallace voted aye, and Schwerdtfeger voted aye.

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Valerie Vetter, Treasurer

\_\_\_\_\_  
Nate Ross, Chairman

\_\_\_\_\_  
Jennifer Roach, Assessor

\_\_\_\_\_  
Garret Johnson, Member

\_\_\_\_\_  
Tammie Miller, Court Clerk

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Mike Roach, Member

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Rick Wallace, Sheriff

Attest: \_\_\_\_\_  
Laneta Schwerdtfeger, County Clerk