

**NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY
April 10, 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, Wallace, J. Roach, and Schwerdtfeger present. Visitors: Stephanie Jantz, Election Board Secretary; Kelsi Claffin, Court Clerk Deputy; 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 April 05, 2023.

Ross Called to Meeting to Order

Roll Call – All officers present except Valerie Vetter or Tammi Miller were 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:

Johnson moved to Approve the Minutes and J. Roach seconded. Ross voted aye, Johnson voted aye, M. Roach voted aye, J. Roach voted aye, Wallace voted aye, and Schwerdtfeger voted aye.

Estimate of Needs – Schwerdtfeger handed out the spreadsheet with all the Estimate of Needs – the valuation going to be lower was discussed and several bills through legislation were also discussed. Roach said everyone needed to make cuts, Wallace stated everything was the same for him taking the increase out of sales tax for the jailers. Roach asked how the merger with 911 and jailers were going. Ross stated slowly getting there, Wallace stated he was losing an employee in July and would be posing it in two weeks with hopefully hiring the first/middle of May.

Self Service – new benefit with HealthChoice – Schwerdtfeger handed out a flyer from HealthChoice on the Self-Service new app that was being offered, she discussed it was one employee all employees if they chose the new option of employees being able to enter their own option period information – officers stated they wanted her to continue the option periods.

ARPA Reporting-it was discussed about using these funds next fiscal year for ACCO-SIG and ACCO-SIF, with the remaining being used for possibly remodel for the bathrooms on the first floor.

Travel – employee must sign hotel/motel/inn stay – Risk Assessment – this risk was discussed that the person staying at the hotel/motel must sign the invoice from the stay. This risk could be very potentially avoided by having it signed, could result in paying an invoice that was not used for County business, and the risk was stated by the auditors to avoid any risk just have the person staying sign the invoice for acknowledgment.

P-Card, Credit Card - Risk Assessment – this risk was that no entity other than the Sheriff could have credit cards, the risk of P-Cards was discussed and the class was taken by Schwerdtfeger and she requested that anyone wishing to have a P-Card take the class along with the mandatory purchasing two-day class. This risk is one that needs to be communicated and documented very extensively.

Communication – Risk Assessment – Schwerdtfeger talked extensively about communication between offices. she stated she had emailed everyone about patience and respect, communication between offices is expected with the auditors and needed between the office. She said we all were not going to agree 100% of the time but we needed to talk to one another about the concerns not about each other to the public. Schwerdtfeger was deeply concerned with the negative vibes and negative responses from the public about the county, she said we were all elected for the betterment of Alfalfa County.

Green Book – Check List for Control Environment and Risk Assessment – discussed several risks above.

Update from Officers:

Sheriff Wallace – Amanda will be going to OSU/Stillwater July 1st, units getting costly, would leave it up to the commissioners about a new unit, talked about painting the jail, had the inspection for the kitchen, and had the FBI audit for telecommunication system. ^{last year}

Assessor Roach – working on protests, wind towers \$60,000.00 less then turned in, and would be having more oil and gas protests. She talked about a video recorder for protests to help clean up communications.

County Clerk Schwerdtfeger – stated she had six applicants so far would be interviewing next week and trying to make a decision by the end of the third week, had done the LATCF reporting and would be doing the ARPA reporting by the end of April, and still going with several large documents coming in the mail.

Commissioner Dist #1 Johnson – working on low water crossing, cleaning out ditches, and dealing with lots of fires.

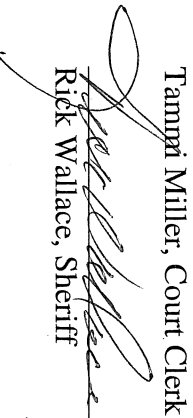
Commissioner Dist #2 M. Roach – ~~left meeting early~~ ^{basic road maintenance} Commissioner Dist #3 Ross – repair bridges and roads, waiting on a rain/moisture.

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


Valerie Vetter, Treasurer


Jennifer Roach, Assessor

Tammi Miller, Court Clerk


Rick Wallace, Sheriff

Nate Ross, Chairman


Garret Johnson, Member

Mike Roach, Member

Attest: 
Laneta Schwerdtfeger, County Clerk