

NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY
June 12, 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, Miller and Schwerdtfeger present. Visitors: Stephanie Jantz, Election Board Secretary; Keisi Clafin, Treasurer 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 4:30 PM on June 07, 2023.

Ross Called to Meeting to Order

Roll Call – All officers present except Valerie Vetter or Jennifer Roach 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 Wallace seconded. Ross voted aye, Johnson voted aye, M. Roach voted aye, Miller voted aye, Wallace voted aye, and Schwerdtfeger voted aye.

End of year PO date – **MUST NOT PUT MORE PO'S ON AFTER DATE** -Schwerdtfeger said she thinks she has stated this enough

Estimate of Needs/Travel for Officers – Schwerdtfeger asked if there were any officers that needed to change their travel due to the legislation.

Update on ACCO-SIG – Ross stated huge amount of money goes to this each year it was \$280,000.00 a couple of years ago, next year it will be \$351,000.00 that's an 11% increase each year, he stated Birdsong with ACCO said some counties are having 40-50% increase, he stated any time you or an employee is in a county vehicle please be careful, stay focused to keep claims down, this huge amount is paid each year. Ross also talked about the two – million-dollar policies to the officers.

ARRA Reporting/Update – Schwerdtfeger gave an updated amount left in ARPA Funds

Transparency on Descriptions on PO's – Schwerdtfeger stated everyone has become very laxed on the description on the PO's – transparency is a must on the descriptions and her purchasing agent was trying to help everyone be more descriptive.

Any more changes on Requisitioning and Requesting Officers – Schwerdtfeger handed out the revised list and asked the officers to double check the list

Communication – Risk Assessment - the officers discussed the risks that go alone with pages and pages of outstanding PO's at the end of the year, stating this ties up money, affects the Budget Maker, affects the Treasurer's office with holding enough money out there for waiting for warrants to be written, affects the Clerk's office with having warrants ran for multiple years, and all need to work on their outstanding PO's.

Risk Assessment of transparency on description for PO's – this is the patrons of the county's right to know how their money is being spent, this helps each entity if they want to know where their money is being spent, this is tracked with the inventory programs at the districts, and all entities are affected with this.

Risk Assessment of not accurate list of Requisitioning/Receiving – this is a statute that needs to be taken seriously, this affect each entity, this affects the clerk's office by tracking down the correct people to sign, and this is our responsibility to the patrons to spend money correctly.

Green Book – Check List for Control Environment and Risk Assessment – will go over checklist next month

Update from Officers:

Sheriff Wallace – June 29th having surgery; talked to Nate about upgrade on camera's, down on numbers in jail, and having a get together for Amanda on the 28th

County Clerk Schwerdtfeger – training going good with new employee, purchasing agent going to class next week, working on end of year and beginning of year, had lots of mail but very little traffic in the office, and working all the new hires files, retirement, and insurance.

Commissioner Dist #1 Johnson – business as usual due to rain, CS Telcom running fiber in his area, and normal maintenance

Commissioner Dist #2 M. Roach – grading roads and repairing wash outs in Aline

Commissioner Dist #3 Ross – taking care of roads and normal maintenance


Treasurer's office from Donna – June Resale all sold but one property and having Retirement Party for Valerie on Friday 2:00 – 4:00

Court Clerk Miller – made improvements since worked together on Preservation Account, Juvenile Docket today, and with Ed Sutter needing to reschedule some.


Election Board Secretary Jantz – quiet in her office and will be having new computers coming

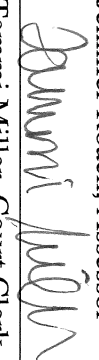
Johnson moved to Adjourn and M. Roach seconded. Ross voted aye, M. Roach voted aye, Johnson voted aye, Miller voted aye, Wallace voted aye, and Schwerdtfeger voted aye.


Valerie Vetter, Treasurer


Nate Ross, Chairman

Jennifer Roach, Assessor


Garret Johnson, Member


Tammie Miller, Court Clerk


Mike Roach, Member

Rick Wallace, Sheriff

Attest: 
Laneta Schwerdtfeger, County Clerk