

**NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFAFA COUNTY
February 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: Gary Mast, Under-Sheriff

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 3:40 PM on February 9, 2023.

Ross Called to Meeting to Order

Roll Call – All officers present except Rick Wallace and Valerie Vetter 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:

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

Estimate of Needs for FY 23-24 – handout and discuss if needed – Schwerdtfeger handed out new forms to the officers that wanted them, they discussed needed to be due by April 3rd so Schwerdtfeger could put in Excise meeting in May. Ross brought up narrowing the years before employees could get the third week of vacation, officers were in agreement with this since we can not give raises. It was discussed that employees may only take two weeks of vacation at a time. Sick Days were also discussed during Estimate of Needs due to payroll on estimate of needs, making all sick days Sick/Personal Days for all employees. Officers wanted to add "at the discretion of the Elected Official" for the procedure of letting their employees use how many Sick/Personal days in a row. Roach left meeting at 11:20

Green Book – Check List for Control Environment and Risk Assessment – Officers discussed the risk of segregation of duties and the risk of not having the Disaster Recovery Plan in each office. Policies for segregation of duties, the factor of low number of employees in each office, were discussed. Updating each year, no check and balance if there were a disaster and each office having a Disaster Recovery Plan was discussed.

Update from Officers:

Assessor Roach – she discussed a HB about accreditation for the Assessor's office; she discussed double homestead; a bill pertaining to farm equipment exemption; she also discussed next year's valuation and what she was projecting. Court Clerk Miller – will be replacing Jennifer and later Kelsi, will be putting an ad in the paper, have Juvenile Docket today and Deprive Docket later in the week. County Clerk Schwerdtfeger – made new form for payroll claim according to needing from the auditor, handed out some legislation that was pertaining to counties, still having lots to pull for the auditors, and have finally finished end of year and beginning of year activities. Commissioner Dist #1 Johnson – rocking town of Amorita for the REAP grant, have two employees retiring, and working on normal maintenance. Commissioner Dist #2 M. Roach – had to leave meeting earlier. Commissioner Dist #3 Ross – normal maintenance, have been talking to school on Sandridge 2021 protest taxes, and is thinking Cherokee and Timberlake are fine with sending back to Sandridge with Burlington having meeting tonight over it.

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

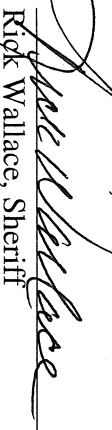
Valerie Vetter, Treasurer



Jennifer Roach, Assessor

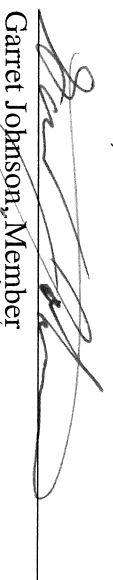


Tammy Miller, Court Clerk



Rick Wallace, Sheriff

Nate Ross, Chairman



Garet Johnson, Member



Mike Roach, Member

Attest: 

Laneta Schwerdtfeger, County Clerk