

The Pottawatomie County Board of County Commissioners met in a special meeting on September 11, 2017 at 12:00 p.m. The following members were present: Melissa Dennis, Chairman, Randy Thomas and Eddie Stackhouse, Members, Raeshel Flewallen, County Clerk. Notice of the meeting was posted September 7, 2017.

POLICIES AND PROCEDURES- The following items are changes made to the policy handbook of the county: 1) All employees must have identification card and must be worn at all times while in the courthouse 2) Any change in personnel records need to be reported to the county clerk and supervisor 3) Overtime paid is at elected official's discretion 4) Any closings will be at the discretion of the board chairperson or designated commissioner 5) If using sick leave appropriate medical information may be requested 6) Violation of not wearing personal protective equipment after two warnings will result in termination 7) Use of social media on county computers is prohibited unless you are maintaining county website 8) Employees may be drug tested at random and/or with reasonable suspicion at the expense of the county 9) All employees must sign and acknowledgment form that handbook has been received.

BACK DOOR OF COURTHOUSE- It was discussed that the back door is not shutting properly and all employees need to make sure it is closed when coming in or out.

COURTHOUSE CLEANING- It was stated that the new cleaning company, Alliance, would be starting on Wednesday and this is on a 3-month contract.

COUNTY PERSONNEL POLICY FOR 2017/2018- Mr. Thomas made a motion to approve the Pottawatomie County personnel policy for 2017/2018. Seconded by Mr. Stackhouse the vote was: AYE- Stackhouse, Thomas, Dennis.

POTTAWATOMIE COUNTY BUDGET FY 17/18- Mr. Thomas made a motion to approve the Pottawatomie County Budget for FY 17/18 as follows: Assessor- \$382,604.00; Visual Inspection- \$435,219.00; Juvenile Detention- \$45,000.00; General Government- \$2,079,070.00; Excise Board- \$5,000.00; Election Board- \$193,740.00; Treasurer School- \$25,000.00; Community Service- \$30,000.00; County Audit- \$73,100.00; Free Fair- \$5,000.00; District Attorney- \$67,570.00; Sheriff- \$1,230,914.00; Treasurer- \$206,916.00; County Clerk- \$383,075.00; Court Clerk- \$473,804.00; Safety Center- \$0. Seconded by Mr. Stackhouse the vote was: AYE- Stackhouse, Thomas, Dennis.

ADJOURN- There being no further business Mr. Stackhouse made a motion to adjourn the meeting. Seconded by Mr. Thomas the vote was: AYE- Stackhouse, Thomas, Dennis. The meeting adjourned at 1:10 p.m.

POTTAWATOMIE BOARD OF COMMISSIONERS
POTTAWATOMIE COUNTY, OKLAHOMA

ATTEST:

By: Melissa Dennis, Chairman

Raeshel Flewallen, County Clerk