

April 5, 2023
Guthrie, Oklahoma
9:00 A.M.
Special Meeting

The Board of Logan County Commissioners met in Special Session with Commissioners Monty Piearcy present and Mark Sharpton present, Zach Smith, First Deputy District #2 absent, and transacted following:

The agenda was posted at 4:02 P.M. on March 30, 2023 at the Courthouse, Courthouse Annex and LoganCountyOK.com.

Meeting called to order by Chairman.

2. Flag Salute.
3. Meeting of elected officers for discussion of the following:

Officers present: Damon Devereaux, Sherri Longnecker, Mary Murphey, Cheryl Smith, Monty Piearcy, Mark Sharpton and Troy Cole.

- a. Update of employee handbook and policies.

Troy Cole said that ACCO has not updated the handbook since 2019. She said there are a few minor changes that could be made, but suggested it wait until the next ACCO update. She said it isn't necessary to have print and distribute for such minor changes. All officers agreed that no changes to the employee handbook would be made at this time.

- b. Update of employee drug policy and designation of safety sensitive positions.

Troy Cole said the county is behind in updating the drug policy. She said that the last update was in 2019. She said that the current ACCO policy is 2020 and includes more information after the legalization of medical marijuana in Oklahoma.

Troy Cole said that while the current drug policy covers safety sensitive positions, passing a resolution defining the positions is recommended. She said that random drug testing does not apply to non-safety sensitive positions such as clerical staff. Pre-employment drug testing applies to all applicants regardless of position.

Mark Sharpton asked if a new hire possess a medical marijuana card are they excluded from hire. Troy Cole said that if the position is safety-sensitive they potential hire would have to quit using marijuana, waiting until a negative test could be obtained. She said that clerical positions may have a medical card but may not use or possess marijuana at work.

Monty Piearcy asked is all Sheriff's employees are tested. Troy Cole said that all Sheriff's employees except the secretary are safety-sensitive by the duties they perform. She said that anyone in the care of others or carrying a weapon are safety-sensitive.

Mark Sharpton asked if an employee is non-safety sensitive and moves to a safety sensitive position are they able to if they have a medical card. Troy Cole said they would have to cease using marijuana in the safety sensitive while in the safety sensitive position.

Mark Sharpton asked if all employees involved in accident are given a post-accident test. Troy Cole said that it has been customary that all employees, excluding clerical, involved in an accident are given a post-accident drug test.

Mary Murphey asked if the resolution is an ACCO template. Troy Cole said ACCO has not provided a resolution, she said she wrote the resolution based on the policy.

No officers suggested any other changes to the drug policy and accept the policy as provided by ACCO.

c. Update of travel policy.

Troy Cole said that a change would be to the current mileage of .655 cents per the IRS. The policy states it will be the current IRS reimbursement.

Troy Cole said that the officials need to determine where mileage reimbursement for elected officials.

Mary Murphey said she likes option a, which is beginning at the point the official leaves such as home, office, county barn. Mark Sharpton said that Bob Klein at SA&I at one time said that it could be from point of beginning or county line. Troy Cole said that when she started it was started at the county line. She said the clerk would begin at the county line and end at the county line on the return. She said that the miles within the county to the county line is included in the monthly travel stipend. Cheryl Smith said she thinks it should begin at the county line. All officers agreed that the travel reimbursement will be for mileage beginning at the county line.

Troy Cole said that the current IRS per diem is \$64.00. She suggested that our policy be amended to allow reimbursement for meals of up to \$64.00 for three meals per day.

Troy Cole said that it is suggested that the following verbiage be added under hotel expenses to read "the county will not be responsible for overnight lodging unless determined necessary by the elected official". She said there are times that it may be beneficial for overnight stays due to functions that extend beyond normal work hours regardless of distance to the function. All officers agreed to add the verbiage to the policy.

d. Update of safety manual.

Troy Cole said that the Safety Policy had not previously been implemented. She said that the policy is recommended.

Monty Piearcy asked if the law requires a safety director. Troy Cole said she believes so but thinks there may be a misunderstanding about that position. Monty Piearcy said he would address that with the Emergency Manager. All officers agreed to adopt the Safety Policy.

Troy Cole explained that it is necessary that notification of any illness, accident or work comp of an employee be made as soon as possible to payroll so that FML, disability, and other legally necessary notices are made to the employee.

e. County funding and projects.

Troy Cole said that various types of one-time funds have been allocated to the county. She said that there have been discussions of using some of these funds for building generators for the courthouse and Election Board/Sheriff buildings.

Monty Piearcy discussed use of ARPA funds for a possible building addition onto the Courthouse Annex to house the County Clerk, County Treasurer and possibly the Election Board. He said this would allow the courthouse space for the courts and District Attorney. He said that under consideration is reconfiguring the Courthouse Annex for the Assessor and Commissioners' Office. He said that use of the six-story building may be cost prohibitive. He said the ARPA funds would be used for the new construction and renovations in the Courthouse if possible.

f. Establish quarterly meetings of elected officers.

Troy Cole said the Auditor's Office would like counties to have quarterly meetings for discussion of county business, policies, procedures etc. All officers agreed attempts should be made to meet quarterly.

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4. Consideration and possible action on resolution designating safety sensitive positions.

Monty Piearcy made the motion which was duly seconded by Mark Sharpton with the voting as follows: Piearcy-AYE and Sharpton-AYE

THAT, having been approved by the Sheriff, Assessor, Treasurer, Court Clerk and County Clerk, Resolution #23-037 designating safety sensitive job positions, be approved.

5. Consideration and possible action on resolution establishing drug and alcohol testing policy.

Monty Piearcy made the motion which was duly seconded by Mark Sharpton with the voting as follows: Piearcy-AYE and Sharpton-AYE

THAT, having been approved by the Sheriff, Assessor, Treasurer, Court Clerk and County Clerk, Resolution #23-038 adopting Employee Drug and Alcohol Testing Policy Handbook, be approved.

Note: Due to an error the resolution adopting the 2023 Travel Policy was left off of the agenda. The items will be considered on April 14, 2023.

6. Consideration and possible action on adjournment.

Mark Sharpton made the motion which was duly seconded by Monty Piearcy with the voting as follows: Piearcy-AYE and Sharpton-AYE

THAT, there being no further business to come before the board the meeting was adjourned until 9:00 A.M., April 14, 2023.

Approved by the Board of County Commissioners of Logan County, OK

Troy Cole

Monty Piearcy

ATTEST: _____
Logan County Clerk

Chairman, Board of Logan County Commissioners