

March 17, 2011

The **Oklahoma County Budget Board** met in regular session on Thursday, March 17, 2011 at 10:00 a.m. in the Conference Room 201 of the Oklahoma County Annex Building, 320 Robert S. Kerr, Oklahoma City, Oklahoma, following statutory notice of public meeting being properly posted on Wednesday, March 16, 2011. The following members were present:

Raymond L. Vaughn, Jr. Commissioner District 3, Member
Willa Johnson, Commissioner District 1, Chairwoman
John Whetsel, County Sheriff, Member
Leonard Sullivan, County Assessor, Member
Forrest "Butch" Freeman, County Treasurer, Vice-Chairman
Brian Maughan, Commissioner District 2, Member
Patricia Presley, Court Clerk, Member
Carolynn Caudill, County Clerk, Secretary

The meeting was called to order by Willa Johnson, Commissioner District No. 1 and Chairwoman of the Board.

Motion by Maughan, second by Freeman to approve the minutes of the regular meeting dated Thursday, February 17, 2011, and special meetings dated Friday, March 4, 2011, and Friday, March 11, 2011. APPROVED. Motion carried unanimously.

Motion by Maughan, second by Vaughn to approve the consent items with the following amendments:

Item 10:

Discussion and possible action on Resolution SF 13-11: Cash fund appropriation for Sheriff Service Fee Fund 1160 as follows:

1160-5100-2011-51000	Salary	\$10,000.00	
1160-5100-2011-52000	Benefits	\$5,000.00	
1160-5100-2011-53000	Travel	\$5,000.00	
1160-5100-2011-54000	Operation	\$205,085.79	\$156,085.79
1160-5100-2011-55000	Capital	\$10,000.00	\$94,000.00
1160-5105-2011-54000 55000	Operation capital	\$20,000.00	\$5,000.00
1160-5160-2011-54000	Operation	<u>\$16,335.17</u>	
Total		\$271,420.96	

To appropriate interest and miscellaneous receipts for the month of February 2011.-
(Document Received)

Item 11:

Discussion and possible action on Resolution SSR 14-11: Cash fund appropriation for Sheriff Special Revenue Fund 1161 as follows:

1161-5108-2011-54000	Operation		\$8,334.73
1161-5110-2011-51000	Salary	\$198,709.24	\$50,000.00
1161-5110-2011-52000	Benefits	\$70,000.00	
1161-5110-2011-54000	Operation	\$300,000.00	\$300,374.51
1161-5111-2011-54000	Operation	\$113,792.50	
1161-5113-2011-54000	Operation	\$1,167.48	
1161-5146-2011-54000	Operation	\$150,000.00	
1161-5177-2011-55000	Capital		\$210,000.00
Total		\$833,669.22	

To appropriate interest and miscellaneous receipts for the month of February 2011. (Document Received)

Resolution HWY 14-11: Cash fund appropriation for Highway Cash 1110 as follows:

		9100	9200	9300	Total
1110-51000	Salary	\$110,000.00	\$100,000.00	\$128,057.00	\$338,057.00
1110-52000	Benefits	\$40,000.00	\$32,000.00	\$46,416.53	\$118,416.53
1110-53000	Travel	\$0.00	\$0.00	\$0.00	\$0.00
1110-54000	Operation	\$203,802.43	\$193,913.05	\$368,166.15	\$765,881.63
1110-55000	Capital	\$20,000.00	\$0.00	\$0.00	\$20,000.00
1110-9101-54000	Operation	\$0.00	\$0.00	\$0.00	\$0.00
1110-9102-54000	Operation	\$0.00	\$0.00	\$0.00	\$0.00
1110-9205-55000	Capital	\$0.00	\$17,153.32	\$0.00	\$17,153.32
1110-9206-54000	Operation	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$373,802.43	\$343,066.37	\$542,639.68	\$1,259,508.48

To appropriate miscellaneous and Tax Commission receipts for the month of February 2011 and prior year cancelled checks as follows (Document Received):

<u>Misc. Receipts</u>		<u>Tax Collections</u>	
Sale of Material D-1	\$0.00	Gross Production	
\$134,832.26			
Sale of Material D-2	\$0.00	Diesel Fuel Excise Tax	\$158,192.90
Sale of Material D-3	\$0.00	Gasoline Excise Tax	\$346,544.62
Reimb Gas & Fuel D-1	\$121.52	Special Fuel Tax	\$41.45
Reimb Gas & Fuel D-2	\$0.00	Veh Coll for Rds /w CRIRF	
\$382,566.39			
Reimb Gas & Fuel D-3	\$2,072.52		
Reimb Parts & Serv Repair D-1	\$00.00	Interest	\$436.88
Reimb Parts & Serv Repair D-2	\$0.00	Sub Total	\$1,022,614.50
Reimb Parts & Serv Repair D-3	\$182.72		
All other Misc. Reimb or Receipts D-1	\$225.00		
Reimb Auction Proceeds D-2	\$2,194.87		
Reimb FEMA-Nat Disaster D-1	\$23,215.45		
City of Edmond D-3	\$134,480.25		
Town of Luther D-3	\$50,000.00		

City of Edmond D-3	\$15,032.69		
Jones Middle School D-1	\$9,368.96		
Miscellaneous Receipts Total	\$236,893.98	Total Receipts	\$1,259,508.48

Resolution CBRIF 8-11: Cash fund appropriation for County Bridge and Road Improvement Fund 1111 as follows:

1111-1200-2011-54000	Operation	\$76,627.19
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To appropriate receipts for the month of February 2011. (Document Received)

Resolution TMF 11-11: Cash fund appropriation for Treasurer's Mortgage Tax Fee Fund 1140 as follows:

1140-1500-2011-51000	Salary	\$7,147.05
1140-1500-2011-52000	Benefits	<u>\$1,067.95</u>
Total		<u>\$8,215.00</u>

To appropriate receipts for the month of February 2011. (Document Received)

Resolution CCLF 12-11: Cash fund appropriation for County Clerk Lien Fee Fund 1150 as follows:

1150-1700-2011-55000	Capital	\$10,461.12
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To appropriate receipts for the month of February 2011. (Document Received)

Resolution UCC 11-11: Cash fund appropriation for County Clerk Uniform Commercial Code Fee Fund 1151 as follows:

1151-1700-2011-51000	Salary	\$15,000.00
1151-1700-2011-52000	Benefits	\$6,700.00
1151-1700-2011-54000	Operation	<u>\$35,521.19</u>
Total		<u>\$57,221.19</u>

To appropriate receipts for the month of February 2011. (Document Received)

Resolution CCRP 13-11: Cash fund appropriations for County Clerk Records Preservation and Management Fund 1152 as follows:

1152-1700-2011-51000	Salary	\$8,200.00
1152-1700-2011-52000	Benefits	\$2,500.00
1152-1700-2011-54000	Operation	\$29,619.63
1152-1700-2011-55000	Capital	<u>\$29,619.63</u>
Total		<u>\$69,939.26</u>

To appropriate receipts for the month of February 2011. (Document Received)

Resolution SF 13-11: Cash fund appropriation for Sheriff Service Fee Fund 1160 as follows:

1160-5100-2011-51000	Salary	\$10,000.00
1160-5100-2011-52000	Benefits	\$5,000.00
1160-5100-2011-53000	Travel	\$5,000.00
1160-5100-2011-54000	Operation	\$205,085.79
1160-5100-2011-55000	Capital	\$10,000.00
1160-5105-2011-54000	Operation	\$20,000.00

1160-5160-2011-54000	Operation	<u>\$16,335.17</u>
Total		\$271,420.96

To appropriate interest and miscellaneous receipts for the month of February 2011.
(Document Received)

Discussion and possible action on Resolution SSR 14-11: Cash fund appropriation for Sheriff Special Revenue Fund 1161 as follows:

1161-5110-2011-51000	Salary	\$198,709.24
1161-5110-2011-52000	Benefits	\$70,000.00
1161-5110-2011-54000	Operation	\$300,000.00
1161-5111-2011-54000	Operation	\$113,792.50
1161-5113-2011-54000	Operation	\$1,167.48
1161-5146-2011-54000	Operation	<u>\$150,000.00</u>
Total		\$833,669.22

To appropriate interest and miscellaneous receipts for the month of February 2011.
(Document Received)

Resolution AFR 10-11: Cash fund appropriation for Assessor's Fee Revolving Fund 1201 as follows:

1201-1300-2011-55000	Capital	\$1,979.00
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To appropriate receipts for the month of February 2011. (Document Received)

Resolution JPF 11-11: Cash fund appropriation for Juvenile Probation Fee Fund 1231 as follows:

1231-5200-2011-54000	Operation	\$3,583.38
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To appropriate receipts for the month of February 2011. (Document Received)

Resolution JWRF 10-11: Cash fund appropriation for Juvenile Work Restitution Fund 1232 as follows:

1232-5200-2011-51000	Salary	\$881.00
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To appropriate receipts for the month of February 2011. (Document Received)

Resolution JGF 11-11: Cash fund appropriation for Juvenile Grant Fund 1233 as follows:

1233-5216-2011-51000	Salary	\$30,000.00
1233-5216-2011-52000	Benefits	\$16,722.00
1233-5216-2011-54000	Operation	\$15,000.00
1233-5217-2011-54000	Operation	<u>\$150.00</u>
Total		\$61,872.00

To appropriate grant receipts for the month of February 2011. (Document Received)

Resolution PC 13-11: Cash fund appropriations for Planning Commission Fee Fund 1240 as follows:

1240-3000-2011-51000	Salary	\$2,000.00
1240-3000-2011-52000	Benefits	<u>\$7,839.80</u>
Total		\$9,839.80

To appropriate fee receipts for the month of February 2011. (Document Received)

Resolution EMF 4-11: Cash fund appropriation for Emergency Management Fund 1251 as follows:

1251-5500-2011-54000	Operations	\$5,000.00
1251-5500-2011-55000	Capital	<u>\$76,795.25</u>
Total		\$81,795.25

To appropriate receipts for the month of February 2011 and to appropriate the grant refund from the Oklahoma Department of Homeland Security for the purchase of communications equipment.

Resolution CSF 12-11: Cash fund appropriations for Community Service Fee Fund 1260 as follows:

1260-3100-2011-54000	Operation	\$1,700.00
1260-3105-2011-54000	Operation	<u>\$10,340.00</u>
Total		\$12,040.00

To appropriate fee receipts for the month of February 2011. (Document Received)

Resolution SENT 11-11: Cash fund appropriations for Community Sentencing Fund 1270 as follows:

1270-3110-2011-51000	Salary	\$24,364.51
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To appropriate fee receipts for the month of February 2011. (Document Received)

Resolution DCF 10-11: Cash fund appropriations for Drug Court Fund 1280 as follows:

1280-3150-2011-51000	Salary	\$25,736.11
1280-3150-2011-52000	Benefits	<u>\$12,868.06</u>
Total		\$38,604.17

To appropriate receipts for the month of February 2011. (Document Received)

Resolution CIR 11-11: Cash fund appropriation for Capital Improvement- Regular Fund 2010 as follows:

2010-1200-2011-55000	Capital	\$4.55
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To appropriate interest receipts for the month of February 2011. Document Received)

Resolution CIT 9-11: Cash fund appropriation for Capital Improvement-Tinker Fund 2030 as follows:

2030-1200-2011-55000	Capital	\$.09
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Resolution TCF 8-11: Cash fund appropriation for Capital Improvement-Tinker Fund 2031 as follows:

2031-1202-2011-55000	Capital	\$193.61
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To appropriate interest receipts for the month of February 2011. (Document Received)

Resolution CB 11-11: Cash fund appropriation for County Bonds 2008, Fund 2032 as follows:

2032-0001-2011-54000	Operation	\$1.43
2032-1203-2011-55000	Capital	\$46.13

2032-1204-2011-55000	Capital	\$401.25
2032-1205-2011-55000	Capital	\$705.07
2032-1206-2011-55000	Capital	\$862.21
2032-1207-2011-54000	Operation	<u>\$180.56</u>
Total		\$2,196.65

To appropriate interest and sale of material receipts for the month of February 2011.
(Document Received)

Resolution SOPP 9-11: Cash fund appropriation for Sale of Property Proceeds Fund 2050 as follows:

2050-1200-2011-55000	Capital	\$.07
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To appropriate interest receipts for the month of February 2011. (Document Received)

Resolution EB 23-11: Cash fund appropriation for Employee Benefits 4010 as follows:

4010-0001-2011-54000	Operation	\$314,999.00
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To appropriate miscellaneous receipts received from March 2, through March 15, 2011 and Sun Life Financial Stop Loss Reimbursement deposited on March 16, 2011. (Document Received)

Resolution EB 24-11: Cash fund appropriation for Employee Benefits 4010-0001-2011-54000 in the amount of \$980,000.00. To appropriate miscellaneous receipts for the month of March contingent upon funds being deposited on March 31, 2011. (Document Received)

Resolution WC 10-11: Cash fund appropriation for Worker's Compensation Fund 4020 as follows:

4020-0001-2011-54000	Operation	\$248.16
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To appropriate receipts for the month of February 2011. (Document Received)

Resolution LL 11-11: Cash fund appropriations for Law Library Fund 6010 as follows:

6010-0001-2011-51000	Salary	\$8,200.00
6010-0001-2011-52000	Benefits	\$3,000.00
6010-0001-2011-54000	Operation	<u>\$29,588.80</u>
Total		\$40,788.80

To appropriate receipts for the month of February 2011. (Document Received)

Resolution GF 21-11: Transfer of General Fund appropriations for County Sheriff 5100 in the amount of \$1,995,000.00 as follows:

From 1001-5100-2011-54000	Operation	\$1,995,000.00
To 1001-5100-2011-51000	Salary	\$1,100,000.00
To 1001-5100-2011-52000	Benefits	<u>\$895,000.00</u>
Total		\$1,995,000.00

Transfer is necessary to make payroll and maintain a 10% balance in the accounts.
(Document Received)

Resolution GF 22-11: Transfer of General Fund appropriations for County Clerk 1700 in the amount of \$75,500.00 as follows:

From 1001-1700-2011-54000	Operation	\$75,500.00	
To 1001-1700-2011-51000	Salary		\$51,000.00
To 1001-1700-2011-52000	Benefits		\$5,500.00
To 1001-1700-2011-53000	Travel		\$10,000.00
To 1001-1700-2011-55000	Capital		<u>\$9,000.00</u>
Total			<u>\$75,500.00</u>

Transfer is necessary to pay personnel, training for IT Staff and purchase capital items for the consolidation project.

Resolution GF 23-11: Transfer of General Fund appropriations for Election Board 2500 in the amount of \$28,000.00 as follows:

From 1001-2500-2011-51000	Salary	\$28,000.00	
To 1001-2500-2011-55000	Capital		\$28,000.00

Transfer is necessary to purchase 3 printers and a burster to accommodate the voter registration and absentee processing phase of the conversion to the new election technology. This equipment is vital to the Election Board operations. (Document Received.)

Resolution GF 24-11: Transfer of General Fund appropriations for MIS 2700 in the amount of \$100,000.00 as follows:

From 1001-2700-2011-51000	Salary	\$50,000.00	
From 1001-2700-2011-52000	Benefits	<u>\$50,000.00</u>	
Total		\$100,000.00	
To 1001-2700-2011-55000	Capital		\$100,000.00

Transfer is to purchase IT equipment.

Resolution SF 14-11: Transfer of appropriations for Sheriff Service Fee Fund 1160 in the amount of \$248,000.00 as follows:

From 1160-5160-2011-54000	Operation	\$97,000.00	
From 1160-5160-2011-55000	Capital	<u>\$248,000.00</u>	
Total		\$345,000.00	
To 1160-5160-2011-51000	Salary		\$248,000.00
To 1160-5160-2011-52000	Benefits		<u>\$97,000.00</u>
Total			<u>\$345,000.00</u>

Transfer is necessary to cover payroll for the Courthouse Security.

Resolution SSR 15-11: Transfer of appropriation for Sheriff Special Revenue Fund 1161 in the amount of \$500,000.00 as follows:

From 1161-5110-2011-55000	Capital	\$100,000.00	
From 1161-5111-2011-55000	Capital	\$50,000.00	
From 1161-5112-2011-54000	Operation	\$50,000.00	
From 1161-5112-2011-55000	Capital	<u>\$300,000.00</u>	
Total		\$500,000.00	
To 1161-5110-2011-54000	Operation		\$100,000.00

To 1161-5111-2011-54000	Operation	\$50,000.00
To 1161-5177-2011-55000	Capital	<u>\$350,000.00</u>
Total		\$500,000.00

Transfer is necessary to meet operational requirements for the remainder of the fiscal year.

APPROVED. Motion carried unanimously.

Johnson asked to move the following item to be next on the agenda so that the Board doesn't take up a lot of their time. Johnson introduced Bob Connor with Tinker Air Force Base. Connor stated that he represented the communities around Tinker Air Force Base and the Oklahoma Military Planning Commission. Johnson stated that he is there to request \$20,000 in matching funds to match a \$200,000 state grant for a project to include access to the Air Force Reserve Center called the Twaddle center on Douglas Boulevard, which transferred from the Air Force Reserve to Tinker Air Force during the last round of base realignments. Right now the only access to the Air Force Reserve Center is off Douglas Boulevard. This project will allow for traffic into that center as the Air Logistics center moves activities into that center. It will improve safety and reduce traffic load on Douglas Boulevard. Randle Regger is here today from the Civil Engineers at Tinker Air Force Base and he is the project engineer and we would be happy to answer any questions you might have on this project. We are requesting the Board to approve \$20,000 to match the \$200,000 state grant. Joe Blough, Chief Deputy for District No. 1, stated that the \$20,000 match would be encumbered from the 2002 Tinker Clearing Fund. I visited with the Bond Administrator through e-mail to find out if it was permissible and Gary Bush, Bond Council indicated that it is permissionable. There is also some discussion between Commissioner Maughan and Tinker if District No. 2 would do the work. If that is the case they may be able to use as the match the work itself. We just wanted to get permission to access those funds in case the work was not to be a match then we could begin to proceed with the project. The check will be written to the Oklahoma Industries Authorities. The question would be whether we need to go ahead and write the \$20,000 check, even if they end up doing the work. Do we need to cut the check back to them, or do we just do an in-kind match without actually doing the \$20,000? Freeman stated that he would prefer that we have a solid chain as possible on the transaction and that we write it to the OIA even if District No. 2 is able to do the work and they can submit the bill to the OIA for reimbursement. That way at least Oklahoma County has the paper trail. Vaughn stated that there is precedent to use this bond fund for access improvement to Tinker because of the Hruskey Gate that we did out of that same fund. Freeman stated that is a restricted bond that still sits there in the 2002 Tinker Fund that can only be used for something associated with Tinker.

Motion by Maughan, second by Whetsel to approve Requisition No. _____. The funding source is Fund 2031 (Tinker Clearing 2002); Cost Center 1201 (Administrative Cost); Account 55370 (Other, Services), not to exceed \$20,000, as 10% local match for the Oklahoma Strategic Military Planning Commission's "Twaddle Center Access" project for Tinker Air Force Base. Oklahoma Strategic Military Planning Commission approval to fund the project is contingent on a 10% local match. The warrant is to be issued to the Oklahoma Industrial Authority. This item requested by Willa Johnson, Chairwoman. (Document Received) APPROVED. Motion carried unanimously.

Discussion and possible action regarding the Monthly Financial Report to be presented by Danny Lambert, County Clerk's Finance Manager. This item requested byCarolynn Caudill, County Clerk and secretary to the Board. (Document Received)

Page 1) – General Fund Cash balance February 28th was \$12,443,371 as compared to last year when the balance was \$13,357,450 a 6.8% decrease, which is a difference of \$914,079. Our collections are currently at 82.5% of what was budgeted in revenue, which is compared to last year at 82.1%. We are right on track to where we were last year and our property taxes are right at 85% collected and were the same last year. The second half of the property taxes start coming in in the March so we will see that number go up and we should hit our 90% collected by the end of March. Departments can't let their expense accounts get below 10% until we reach 90% of our revenues. We will send out a notice as soon as we have collected our 90% and that should be by the end of March, first of April. Page 3) General Fund Actual Comparison Year to date revenue is up \$727,503, which is about a 1.3% increase over last year. The revenues include property tax is up \$1,112,327. Charges for Services are pretty much even with last year's numbers. Intergovernmental Services is down about \$183,083. Interest income is down about \$30,321 and Miscellaneous is down about \$169,713. Year to date expenditures are \$2,323,126 more or 5.4% as compared to last February. Page 9) Workers Compensation Fund cash balance ended at \$430,204. Last year was \$525,660. Worker's Compensation claims are running about an average about \$61,000 a month. If we average that out for the remaining four months of this year we could end with an estimated \$185,000 in cash. I am making that point because if the medical claims keep coming in at what they are averaging, that is a source that we may be able to transfer funds out of later in the year. Page 11) Employee Benefits Fund cash balance \$509,254 compared to last \$1,249,842. Medical Claims for the month of February were \$1,486,167 with the budgeted Average being \$882,947. The total prescription claims for the month of February were \$304,661 and the budgeted average is \$253,770. That was almost \$1.8 million this month and that is the highest month we have had so far. Projecting ahead looking at February numbers we are estimating we are going to end with a shortage of about \$291,000, which is with February numbers. Looking ahead at March we have one week worth of claims left. We will get those next Wednesday. So far the medical claims with one week left are \$853,000, prescription claims are \$291,000. Those added together are \$1,144,000 which is more than our monthly average of \$1,136,000. We don't know what that last week is going to be. Lambert distributed another document which is a snapshot of the Employee Benefits fund to date. What we have available in appropriations is \$4,181.00 today. We have appropriations of \$156,000 that was approved last week that will be appropriated today that got deposited today. We have \$314,199 to be appropriated we got some Stop Loss checks in that we are going to appropriate and I went ahead and added the recommendation from BET to transfer \$116,000 out of General Fund Reserve. If you add all that together we would have \$591,000 available that would take care of next week's claims which is \$405,000. I used an average on that last week's claims of \$277,000 and then the only thing we don't have encumbered for March are the vision claims, which are \$13,500. If you add all that together we are still estimating that we will be short for the month of March by \$104,000. The last week's claims fall on the 30th of March. We will have money deposited from the payroll deductions for Employee Premiums of \$980,000 on that very first day so that can pay for that last week's claims and we will be able to give Mutual the go ahead to send those payments out. Freeman asked when the claims occurred that the stop loss reimbursement was for. Wilkerson stated that the claims were incurred on this plan year, but he was not sure of the

date. Freeman stated he was just curious of how fast they are processing. Lambert stated Page 13) is Capital Projects and Page 15) Special Revenue and what is available in those funds.

Motion by Freeman, second by Sullivan to receive the Monthly Financial Report as presented by Danny Lambert, County Clerk's Finance Manager. This item requested by Carolyn Caudill, County Clerk and secretary to the Board. (Document Received)RECEIVED. Motion carried unanimously.

Discussion and possible action to receive recommendations from the Budget Evaluation Team to transfer funds from General Fund Reserve 9995. This item requested by Rick Buchanan, Chairman Budget Evaluation Team. (Document Received)

Rick Buchanan, Chief Deputy for Commissioner District No. 3 and Chairman of the Budget Evaluation Team (BET), stated the BET has been meeting weekly and we have chosen to do that because of the situation with Employee Benefits. There is no action required on item 37, which is the presentation of our recommendations. The following items Resolutions GF 25-11 through GF 27-11 and Resolution EB 25-11 are the action resolutions for our recommendations.

Motion by Whetsel, second by Maughan to approve Resolution GF 25-11: Transfer of General Fund appropriations from General Fund Reserve 9995 to Sheriff 5100 in the amount \$800,000.00 as follows:

From 1001-9995-2011-54000	Operation	\$800,000.00	
To 1001-5100-2011-51000	Salary		\$700,000.00
To 1001-5100-2011-52000	Benefits		<u>\$100,000.00</u>
Total			\$800,000.00

Transfer is necessary to supplement the Sheriff's budget in order to pay personnel as recommended by the Budget Evaluation Team. (Document Received) APPROVED. Motion carried unanimously.

Motion by Whetsel, second by Caudill to approve Resolution GF 26-11: Transfer of General Fund appropriations from General Fund Reserve 9995 to Employee Benefits supplement 9991 in the amount of \$116,000.00 as follows:

From 1001-9995-2011-54000	Operation	\$116,000.00	
To 1001-9991-2011-54000	Operation		\$116,000.00

Transfer is necessary to cover employee medical and prescription claims in the month of March. (Document Received) APPROVED. Motion carried unanimously.

Motion by Whetsel, second by Freeman to withdraw Resolution GF27-11: Transfer of General Fund appropriations from departments within the General Fund to the General Fund Reserve 9995 as follows:

From 1001-1100-2011-54000	Operation	\$345.00
From 1001-1200-2011-54000	Operation	\$345.00
From 1001-1300-2011-54000	Operation	\$9,240.00
From 1001-1500-2011-54000	Operation	\$4,425.00
From 1001-1600-2011-54000	Operation	\$39,690.00
From 1001-1700-2011-54000	Operation	\$12,210.00

From 1001-2300-2011-54000	Operation	\$1,080.00	
From 1001-2400-2011-54000	Operation	\$1,380.00	
From 1001-2500-2011-54000	Operation	\$885.00	
From 1001-2600-2011-54000	Operation	\$2,340.00	
From 1001-2700-2011-54000	Operation	\$7,395.00	
From 1001-2801-2011-54000	Operation	\$5,700.00	
From 1001-5200-2011-54000	Operation	\$345.00	
From 1001-5500-2011-54000	Operation	\$270.00	
From 1001-6100-2011-54000	Operation	\$345.00	
From 1001-8100-2011-54000	Operation	\$345.00	
From 1001-9100-2011-54000	Operation	\$690.00	
From 1001-9200-2011-54000	Operation	\$1,380.00	
From 1001-9300-2011-54000	Operation	\$1,035.00	
From 1001-9400-2011-5400	Operation	<u>\$2,070.00</u>	
Total		\$91,515.00	
To 1001-9995-2011-54000			\$91,515.00

Transfer is recommended by the Budget Evaluation Team to fund other needs within Oklahoma County. WITHDRAWN. Motion carried unanimously.

Vaughn stated this is parking revenue that otherwise would go to pay the Bond funds. Freeman stated that we will have \$1 million dollars in the PBA fund after the bonds have been paid. Vaughn stated \$91,515 is parking fees that would be collected this rest of this fiscal year. What are we going to do next year? Are we going to continue to siphon money off PBA for parking for employees? Those are recurring expenses and you are asking to transfer money out an asset that has to generate enough money to pay the bond fees, before recurring expenses. I'll be voting against that. Freeman stated you are correct on your statement, but what we are trying to do is plan ahead. Danny has just briefed us a few moments ago the reserve fund is pretty well gone. The \$91,500 would be the last dollar spent if needed. If we are going to do that we need to do the action now. The way I would envision it is if we don't have to use the \$91,500 that we can transfer it back to PBA. It is prudent management on our part to get as many places as we can identified. Caudill stated that this would be putting money into reserve that we would be putting into PBA. Doesn't the PBA Board need to approve this before the Budget Board can approve it? Vaughn stated that was going to be his next question to the Assistant District Attorney. As far as I'm concerned Budget Board doesn't have the authority to do that unless the PBA Board approves to transfer the money to General Fund. This Board is basically asking for permission not to pay the bills to PBA, which is a contractual obligation and I don't know how this Board grants that authority. Vaughn stated we have a County Trust that the Board of County Commissioners sits as trustees on. John Jacobsen, Assistant District Attorney asked when the money that comes in from the parking the regular procedure is to go into PBA. Vaughn stated that is correct. Jacobsen stated it is reflected on the PBA's agenda to receive the receipts. Freeman stated it is not to make the transfer it is to receive the receipts. Jacobsen asked if PBA has received this \$91,500. Freeman and Vaughn both stated no. Jacobsen asked what is the Board going to transfer to Reserve today. Vaughn stated it is a transfer in advance of projected receipts for the next 3-1/2 months. Caudill stated that the departments wouldn't be paying their parking to PBA. Freeman stated the County would still be paying the parking but instead of it going to Metro Parking it would be transferred to the General Fund Reserve with eventual

transfer to the PBA if the dollars aren't needed. Jacobsen stated the Budget Board doesn't receive any of this money. You have an agenda item on your budget board to project receiving money for PBA and then this action is to transfer once you get it in. Freeman stated we are on the paying end and PBA doesn't do anything with the funds until they receive the funds from the departments for parking. PBA becomes involved when we don't pay them. That is why at this point I don't think it is a Board of County Commissioner's action. It becomes a Board of County Commissioner's action when we don't pay them and then they could take action. Lambert stated he would try to explain the dynamics of it. Each department that pays parking is listed on the document. Each department was budgeted within their funds money to pay for their employees' parking. Jacobsen asked for clarification on where the money goes when the departments pay the bills for parking. Lambert explained that we would move these budgeted funds out of the departmental funds into the reserve fund. You are lowering the budgets for these departments and that money goes to reserve. Jacobsen stated for clarification that PBA would not be receiving money from the departments because of this proposed direction. Jacobsen stated there would have to be language in the bond issue to allow this. Vaughn stated that we have jurors, guests, and ministers that come down and use the parking garage and there have been many requests to give them a parking pass or voucher and the answer has always been no. That is a separate entity that is a commercial profit center and it has bond obligations that it has to oversee. Freeman stated that the bond payments have been made and at the conclusion of the year we project \$1 million in cash in PBA after all bond obligations have been made. Vaughn stated there is a legal argument and there is another argument that the money would be much safer sitting in the PBA account until it is needed instead of transferring it to the Reserve Account now that is constantly under pressure. By June maybe the Board that oversees that Trust would be or could be persuaded to give the Budget Board some funding. Whetsel stated he made his motion based on the understanding that this was a recommendation of the BET. I was not aware that there were other issues that needed to be considered. I have no problem withdrawing my motion at this time. Freeman stated he withdraw his second because now he knows that the Board of Trustees may look at it this later.

Motion by Vaughn, second by Presley to approve Resolution EB 25-11: Cash fund appropriation for Employee Benefits 4010 as follows:

4010-0001-2011-54000	Operation	\$116,000.00
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To appropriate supplement approved above, contingent upon funds being deposited into the Employee Benefits cash fund. (Document Received) APPROVED. Motion carried unanimously.

Discussion and possible action to recommend to the Board of County Commissioners adoption of a County Information Technology Change Control Policy. This item requested by Mike Harman, MIS Director.

Mike Harman, MIS Director stated the Information Technology Committee has met and the recommendation was made that the County needs to have a county-wide Change Control Policy. Why do we need an Information Technology Change Control Process? Information Technology can be traced back to changes. Whenever you change an application or you are making a change you have humans doing that so they are prone to error so you have problems. Part of the job of Information Technology is to protect this fragile production environment of mission critical systems. We have a lot of mission critical systems running across the County and we need

provisions in place to make sure those systems are being protected. The State Auditor requires that if you are doing Information Technology in your department, you need to have documentation and you need to make sure you are testing things before you roll those into production. You need to have a process of tracking changes made to production. That way when an error occurs that is the first place you start. You look at what has changed. This process addresses all three of those requirements from the State Auditor's office. Purpose: What we are looking to do as an IT Committee as a group is to establish a process to document and communicate technology changes across all county agencies in order to provide a consistent framework for changes. A central repository for document changes, pro-active notification of changes. A forum to allow all the participants to question changes and the potential impacts to production systems. Goals and Objectives of this process: Minimize the amount of issues introduced into the production environment. Limit the number of changes that occur during a critical business time. Define a predictable schedule for regular scheduled maintenance. Communicate changes to all participants in order to drive out potential issues before they become problems. We would like to have 100% agency participation. Scope of Activities: What would constitute the need to go through a change process. Some examples are: Change to any production system. A change to a system that provides information or receives information from other systems. Changes to mission critical systems. A new system planned to be placed in production for the first time. Network info-structure changes or any kind changes to a line of business application. The IT committee got together and we categorized three different types of changes. A minor, a major and an emergency. A minor change would be a small change to a configuration or a procedure that has a small impact to a production environment. We are asking for the party to give everyone a one week notice. This is a small change we are giving everyone a heads up that we are going to do this next week. A major change is on a much larger scope. This is to a production system. This would be like a new application, upgrade, or service pack, which could have a larger impact to the County if something went wrong. We are asking that a two week notice be given to everybody before install. The last one is considered an emergency. In the case of a break-fix. What we are not suggesting is that if something breaks that we have to wait a week or if it is a break to a major system you have to wait two weeks. The emergency is a situation where something is broken and we are saying in the case of a break-fix situation. The change takes place and is documented and at the next change control meeting that change is discussed among the piers to let everyone know this is the problem and this is what we did to fix it. That way everybody is on the same page and everybody understands and we are not saying that you can't fix something that is broken. Sullivan asked if you are only going to be testing for the technical aspects or the operational. If we have something you are not going to turn it down because you don't like it, you would turn it down because technically it won't work? Harman stated there are two components. There is a change control document that I just passed around and then there is a change control meeting. The change control document gives an outline of all the specifics of that change. What you did to test it, who did it, what were the expectations, how long is it going to take to change. All those kinds of things. The change control meeting is probably the more important of the two, because it is made of all different kinds of IT technical people and I am going to announce my change. That gives everybody at the table a chance to ask questions on how that change could affect their area. This gives the other departments a chance to address the situation before it goes into production. Freeman asked who determines whether it is a minor, major or emergency change. Harman stated it would be up the individual departments that are participating in the program. The way that he has seen it work is they are

pretty much dependent on each other to be our own checks and balances to hold each other accountable. If your office goes out and makes a change and they don't announce it and it starts bringing down the network then everyone else at the table will go to you and tell you that you have to give everyone a heads up on that kind of change next time. It should have been a major change and the other departments should have had a two week notice. There are no specific guidelines on this, it falls into that category with exception to a break-fix. Freeman stated that he decides if it is an emergency or not and you cannot over trump my decision that it is an emergency. Harman stated no. Sullivan asked what if the Treasurer wants to avoid the one or two week waiting period and calls everything an emergency. Harman stated then the members at this table that represents every department takes notice that the Treasurer is violating the policy and we need to do something about the Treasurer and then it comes back here. Whetsel stated that we have had people who have worked under the one week and two week policy and they said it was a total waste of manpower and time. Whetsel stated that he just doesn't want to see that occurring in Oklahoma County. Whetsel stated that he has some real issues with the way the policy is proposed and I am totally opposed to it. Those are the issues I have. Harman stated that in the Technical meeting this came up and there is a misunderstanding between when things occur and happen. We are not asking departments to go out and do their testing, do their validation and do their documentation and at the end of that process say now we need another two weeks. We are saying that those guys give everyone else at the county a heads-up if it is a major change we are asking for two weeks' notice before that happens. Everyone that has IT systems at the county they are going to document things, they are going to test things. If it is a major change that is going to impact the entire county, how long are you going to test that. You are probably going to test it at least a week. How much time are you going to spend documenting and testing and training. That is why the committee came up with those numbers, One-week, Two-week. If you are going to make a significant enough change that it could potentially impact the entire county the group's opinion was that two weeks were not unreasonable. Freeman stated that is where his next concern comes in. The system that he is the most proud of, and the system that he does the most work with is his tax system. That is my system. It doesn't impact anybody else. The mortgage system does, that involves more than just the Treasurer's system it involves the County Clerk's system. My tax system which is the vast majority of my automation. I don't want to have to set a week or two weeks to make a change on my tax system. It doesn't make sense for me to go through all this when it is my system and I'm the only one it affects. What does make sense and what we have totally agreed with the Auditors on is my having documentation even internally on my own system that impacts only me. In fact we are adding a computer that will document changes and it will feed to the IT department. Harman stated that you make a good point relating to the Sheriff's office. Captain Baisden brought up the video surveillance. It is a county wide process, but it is truly stand alone. It is not really connected to any other process. The question was would they be required to go through this kind of change and my answer would be no, because you would not be impacting anyone else. Freeman stated that if there is no criterion of the change impacting anyone else then we don't change a thing of the way we are doing it now. Whetsel stated it does not say that. Harman said no, but what we have said is that each department will make the call on what's a major, what's a minor, and what's an emergency. There may be things in your department that doesn't impact anyone else then it doesn't need to go through the process. Whetsel and Freeman both said the procedure doesn't say that. Vaughn stated that it does say production environment and I think it just depends on how you define the words. Harman stated what we don't want to

happen because we are not all IT people around the table is you believe you have a system out there that doesn't affect anyone else in the county and you make a change that brings down the entire county. Harman stated that is an underlying issue. Sullivan asked if the two weeks was a maximum or a minimum. If everything has been tested and we bring it to you and everyone has one day to look at it does it still have to sit there for thirteen more days. Harman stated that we are saying a minimum because if someone is making a change that is going to impact another office we want to give the other office at least two-week notice. Vaughn stated what if you did it on the basis of obtaining prior approval. There was more discussion and questions about changing the wording of the policy and meaning of the wording in the policy. Vaughn asked if there was some way to change the wording so that it works for everyone. Whetsel stated that he intends to meet with his IT people now that he has this written document and now that the Board has had this discussion and see what can be done.

Motion by Whetsel, second by Presley to table the item until April to table **Discussion and possible action to recommend to the Board of County Commissioners adoption of a County Information Technology Change Control Policy. This item requested by Mike Harman, MIS Director**, until the April meeting. TABLED. Motion carried unanimously.

Motion by Maughan, second by Whetsel to strike Discussion and possible action regarding the Monthly MIS Report to be presented by Mike Harman, Oklahoma County MIS Director. This item requested by Mike Harman, MIS Director. STRIKEN. Motion carried unanimously.

Discussion and possible action to establish New Payroll Fund-1003 to process County payroll. This item requested by Carolyn Caudill, County Clerk and Secretary to the Board.

Lambert stated that taking steps to implement the new Kronos they have made a recommendation of us setting up a payroll fund. They have looked at our process and in order to keep them from having to customize to fit us, it made more sense for us to make a few changes to fit their system. Currently we process payroll out of four different bank accounts and we cut checks to third party administrators. This would eliminate that. It is kind of a behind the scenes fund. It is more like a non-budgeted clearing fund. The money will be transferred into this fund so that we can disburse it to the third party vendors and direct deposit etc. It is seamless, you will not notice any difference this is just a fund that we have set up. We have met with the Treasurer's office and the State Auditor's office is okay with it. It doesn't affect any of the departments in any way it is just improvement to our process. Presley asked if it changes the way people receive their pay checks and Lambert stated it does not.

Motion by Maughan, second by Presley to approve the establishment of a New Payroll Fund-1003 to process County payroll. This item requested by Carolyn Caudill, County Clerk and Secretary to the Board. APPROVED. Motion carried unanimously.

Discussion and possible action regarding the conversion of all County Employees to Payroll Direct Deposit or Pay cards and eliminating payroll checks. This item requested by Carolyn Caudill, County Clerk and Secretary to the Board.

Erin Spitzer, Payroll Manager for the County Clerk's office stated that this item is about converting all employees to Direct Deposit or a Pay card for under banked employees. Pay cards are for employees who either do not have or cannot get bank accounts to make that direct deposit to. It is a process through Kronos, which is to eliminate paper checks. It will also save the County money in the fees the bank charges for the processing of those paper checks. Pay checks that were paid in February were 696. After discussion with the Treasurer's office there is a difference of .25 cents just in banking fees to process a check versus .10 cents to process a direct deposit. So that is a savings of \$1,252.80 annually. A rough estimate of \$3.00 a check for us to produce a manual check so the annual savings came out to be \$25,056.00 annually. With those two items combined there would be a savings of \$26,308.80 annually. Spitzer went on by saying the cost if a check has to be replaced is the total of the stop payment fee, the cost of cutting a check and the bank processing fee, which is \$21.75 for every check that has to be replaced. That averages approximately maybe 100 checks annually. Maughan asked if this would make it easier on the clerk's office if the County started doing payroll twice a month. Spitzer stated that it would make it easier and as we go through the Kronos process it will get us the information more quickly so that if we go to a multiple pay cycle being able to go to direct deposit will help that process. Presley stated she would like to have the pay card issue discussed a little bit. Spitzer introduced Carla Chown with the Bank of Oklahoma. Chown distributed some documentation explaining you have to be very careful because you cannot mandate a payroll card. You can mandate direct deposit, but you have to give your employees a choice. When you have a new hire, they can either enroll in a traditional bank account or you can give them a payroll card. A payroll card is simply a piece of plastic that looks like your debit card. There would be no check writing ability with it. So what your employees would get instead of a paycheck they would get a pay card packet. Every payday when you are doing the direct deposit the money would go to an account that is linked to a card. Freeman asked if the employee had to surrender their card so that it had to be loaded up every payday. Chown stated no. It is done electronically. Presley asked if there is an individual account for each person that gets a pay card. Chown stated that there is a shadow account behind that has an account number and a routing number. There is no check writing abilities with the pay cards. Chown stated that she worked with State of Oklahoma when they mandated and implemented direct deposit about five years ago. They started with new hires. Presley asked if she could go withdraw the entire pay at one time. Chown explained that with the card there is a limit of what you can withdraw at the ATM, but what you can do there is a check that goes with their pay cards that they can write to get their entire payroll with that check. Whetsel asked what the fees are associated with that card. Chown stated that there are standard fees, 1st ATM transaction is free, any time you do a VISA transaction like at Wal-Mart it would be free or anytime you get a Cash Advance of a VISA or using the checks it would be free. After that the employee would get a fee just like you would at your bank if you are doing a tradition ATM withdrawal. Caudill asked how much does it cost the employees to cash their checks at the bank right now. Chown stated it cost \$5.00 to cash their payroll check at BOK and if they take it to a check casher it is a percentage and it is more expensive. Chown stated that this would allow them to get their funds at no fee. Freeman stated right now employees who do not have accounts and are getting payroll checks and cashing them at a payday loan place or across the street at BOK they are paying a fee to cash their check and with this they would not. Chown stated that is correct. John Jacobsen, Assistant District Attorney asked if they would have access to their pay the day before payday. Jacobsen stated

that for state employees like him, he can call the night before payday and check his account and it is already in the bank. Chown stated it depends on whenever ACH loads at that bank. A lot of times you can log into your account and see that it is Memo posted so if it is payday it will allow you to swipe your card and have access to those funds. Whetsel asked how the employee is going to know how much is left on their card. Chown stated there is a number they can call, which there is no fee for that, or they can log on to the website and get their balance and their last 5 transactions. Jacobsen asked if that was only available through the Bank of Oklahoma, what if someone banks somewhere else. Chown stated that you cannot tell the employee where to bank. When you enroll your new hires it is pretty easy because they can either give you their bank account or you can give them a pay card they can sign up for or they can do their own payroll card that they had from a previous employer. Some of them might have that and you don't know about because they are just giving you an account number. Whetsel stated it sounds like a good idea. Freeman stated that the reason BOK is making the presentation is because that is where our General Fund is and there is where payroll goes out of. Regardless of where it goes, whether it is to your own checking account or to a pay card it still originates out of Bank of Oklahoma. Whetsel asked if he does direct deposit how is he going to know what his deductions are for that payday. Spitzer stated that you will still get the deposit advice sheet just like the direct deposit employees are getting now. Whetsel asked if you are really saving money. Freeman stated the direct deposit device is not where we are saving the money. We are saving the money on the front end where we get the check and send it out and process that check. Whetsel stated that if you get a pay card aren't you going to get an advice printed also. Caudill stated yes, but the advice doesn't have to go through the bank and the money savings is with the bank fee charges. Presley stated that she is all in favor of saving money wherever the County can save money, however I don't think this is a good idea cause she is going to have employees who say don't mess with my money, don't mess with my paycheck. I want to keep things just the way they are. Presley asked how we would go about educating the employees on how it works. Whetsel stated that educating the employees is the key. Chown stated there are posters we can give you. There are all kinds of flyers we can give you. Some of your employees might not have ever used a card before. You have to be able to educate them within five minutes. You have to educate them, you can't do their banking for them, but you can when you hand out a packet give them quick tips on what's a sir charge for each machine. You have to be able to educate them quickly on the best practices. The state had all their payroll managers trained and they had a booklet and then they went back and trained all their people. It isn't something that you can turn on in a week. Spitzer stated that this is in-line with our Kronos shift so as we move forward with Kronos we are going to be in that state of educating the employee and I would like to start with this as a real positive for the employee and as we move forward with the information on Kronos it is a little easier to accept change. Presley asked if the employee only gets one card, because in most cases the husband and the wife need a card. Chown stated the employee can elect to upgrade their card and at their choice get an additional card for their spouse.

Motion by Whetsel, second by Freeman to approve the conversion of all County Employees to Payroll Direct Deposit or Pay cards and eliminating payroll checks to be effective July 1, 2011 allowing 3 months to implement an educational program for the employees. This item requested byCarolynn Caudill, County Clerk and Secretary to the Board. APPROVED. Motion carried

vote taken as follows: Maughan, aye; Whetsel, aye; Freeman, aye; Caudill, aye; Sullivan aye; Johnson, aye; Vaughn, aye; Presley, no.

Discussion and possible action on update from the Health and Wellness Committee. This committee was requested to give monthly updates to the Budget Board. This item request by Jane Gaston and Dan Matthews Co-Chairs of the Committee.

Mike Sullivan, Second Deputy for Commissioner District No. 1 and member of the Health and Wellness Committee stated that through next Wednesday the County has spent \$13.7 million on all health cost that includes vision, dental, medical, prescriptions etc. Our annual trend is \$18.75 million. Through February the revenue from premiums was \$8.8 million, which makes the annual trend \$13.25 million. That leaves a projected gap between revenue and expenditures of \$5.5 million. Sullivan also stated that one important thing to note is that the stop-loss is not included in those figures and this year it is going to be a significant amount, because we have collected to date \$1.1 million in stop loss reimbursement. One item that should have separate consideration is the 75% retiree health insurance premium. When you take that out of the \$5.5 million you have a remaining gap of \$3.3 million. In September the Actuary recommended changes to health premiums and the budget board decided they would change the employer side, but not the employee side. As of July 1st the employer premium will increase and that will reduce the gap to \$1.5 million. Right now participants pay 25% of the health care premium. On July 1st that percentage will change to 22%. If we do go with the Actuary recommendations the annual revenue generated would be \$675,000 so now the county is down to a gap of \$825,000. This would be a little bit more manageable amount. The next table on the hand out shows what the rates would be for the employees if the premiums increased. It would be \$22.00 increase on employees with single coverage or a \$57.00 increase on employees with family coverage. Sullivan stated they requested Mutual Assurance to look at five different options on the plan benefit side. When you make changes on the plan benefits side you are just shifting cost. The results from the options Mutual Assurance provide ranges in savings from 3% to 7%. Sullivan stated that we currently transfer \$2.2 million in cash from the General Fund to Employee Benefits to help gap the retiree premium funding. On this the Health and Wellness Committee looked at was do they want to continue transferring in one lump sum or do they want to set it up in premiums. One of the benefits from the transfer is it spreads the cost across the entire county and does not place a bigger burden on larger departments. Charging premiums would shift some of the cost of retiree health insurance to active employees. By funding that through premiums the employee is going to benefit by a 75%-25% plan when they retire. Sullivan stated they also have Mutual Assurance look at the cost of Emergency Room and another suggestion is going to mandated generic drugs unless medically necessary. Sullivan also stated there is a time line that the Health and Wellness Committee wanted to have ready for you and it is our goal to have the recommendations to you by middle of April and have your approval in the April, May time frames in order to roll out the changes for implementations by July 1st.

Motion by Freeman, second by Whetsel to receive the **update from the Health and Wellness Committee. This committee was requested to give monthly updates to the Budget Board. This item request by Jane Gaston and Dan Matthews Co-Chairs of the Committee.** RECEIVED. Motion carried unanimously.

Board Comments/ Comments from the Elected Officials. Whetsel stated that one of their reserve deputies passed away this morning and they have received notice yesterday that they have been selected by the International Association of Chiefs of Police and the Law Enforcement Information Management section to receive a joint IECF Excellence and Technology Award. The Mobile Cop network and the I-40 corridor were selected to receive this international Award that was thanks to David Baisdon and Matt Jackson. That is one reason we are so interested in the Technology change.

Citizens' participation. Any citizen wishing to address the Oklahoma County Budget Board on an Agenda Item may do so at this time.

New Business. In accordance with the open Meetings Act, Section, 311.9, New Business is defined, as "any matter not known about or which could not have been reasonably foreseen prior to the time of posting the Agenda."

Motion by Whetsel, second by Sullivan to recess into executive session. RECESSED. Motion carried unanimously.

Executive Session for the purpose of discussing the following:

Pursuant to Title 25 O.S. §307 (B) (4), discussion regarding confidential communications between the Board and its attorney concerning a pending investigation, claim, or action of Richard Faust, because the Board, with the advice of its attorney, has determined that disclosure would seriously impair the ability of the Board to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

Pursuant to Title 25 O.S. §307 (B) (4), discussion regarding confidential communications between the Board and its attorney concerning a pending investigation, claim, or action of Gary Johnson, because the Board, with the advice of its attorney, has determined that disclosure would seriously impair the ability of the Board to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

Willa Johnson, County Commissioner District No. 1 and Chairwoman of the Oklahoma County Budget Board called the meeting back into open session.

Motion by Vaughn, second by Freeman to approve the action regarding the confidential communications between the Board and its attorney concerning a pending investigation, claim or action of Richard Faust. APPROVED. Motion carried unanimously.

Motion by Vaughn, second by Freeman to cover the applicant's wife (applicant-Gary Johnson) as requested effective March 1, 2011 on the basis that she was ineligible for coverage until that time. APPROVED. Motion carried unanimously.

There being no further business to come before the Board motion by Presley, second by Vaughn to adjourn the meeting at 12:05 a.m. until the next regularly scheduled meeting. ADJOURNED. Motion carried unanimously.

OKLAHOMA COUNTY BUDGET BOARD

Willa D. Johnson, Commissioner District No. 1,
And Chairwoman to the Board

Forrest "Butch" Freeman, County Treasurer
And Vice-Chairman to the Board

Carolynn Caudill, County Clerk and
Secretary to the Board