

(Agenda of meeting was posted in the central lobby and outside of the Ray Jordan Tulsa County Administration building on November 14, 2019 at 4:15 p.m.)

MINUTES
Monday, November 18, 2019

I. CALL TO ORDER

The Board of County Commissioners (BOCC) met at the hour of 9:30 a.m., with the following members present: Commissioner Stan Sallee, Commissioner Ron Peters, Commissioner Karen Keith; Others present: Michael Willis, County Clerk.

Karen Keith, Chairman, called the meeting to order at 9:30 a.m. and the following business was transacted:

II. ANNOUNCEMENTS

County Events and Status Updates for Comment and Discussion from: Administrative Services, Building Operations, Court Services, Election Board, Human Resources, Information Technology, Parks, Purchasing, Social Services, Engineering, Highways, Inspections, Sheriff, Assessor, County Clerk, Court Clerk, Treasurer, District Attorney, Presiding Judge, Juvenile Justice, Expo Square, INCOG, Tulsa Area Emergency Management Agency, OSU Extension, CC Library, CC Health Department, River Parks Authority, Levee Drainage District #12, Board of County Commissioners Chief Deputies, Director of Governmental Affairs

Chairman advised the announcements and County Events and Status updates were open for comment and discussion. The Departments with information gave a report.

III. NEW BUSINESS

In accordance with the Open Meeting Act, Title 25 O.S. § 311.A.10, 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.

There was no new business.

IV. MINUTES

A. Board of County Commissioner's Meeting of November 12, 2019

Motion made by Ron Peters, seconded by Stan Sallee, to approve the Minutes. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

V. REPORTS

A. Elected Officials:

1. Assessor - Monthly Revolving Fund for 10/19 (Clerk's Misc. File No. 20191072)
2. County Clerk - Monthly for 10/19 (Clerk's Misc. File No. 20191073)
3. Court Clerk - Monthly for 10/19 (Clerk's Misc. File No. 20191074)
4. Treasurer - Depository Summary of Daily Analysis for 10/19 (Clerk's Misc. File No. 20191075)

Motion made by Stan Sallee, seconded by Ron Peters, to approve and authorize execution, as needed. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

VI. UNFINISHED BUSINESS

A. Bid Award & Recommendation - (TC Departments) - Agricultural Supplies - Deferred

B. Addendum #3 - (Sheriff and Court Services) - to the Notice to Bidders for Uniforms and Accessories, set to open on 11/25/19 at 9:30 a.m. with bids to be received by 4:00 p.m. on 11/22/19, to provide vendors clarification to Spiewak Uniform Duty shirts or equivalent. (Clerk's Misc. File No. 20191076)

C. Change Orders - Board of County Commissioners:

1. #1 to the Agreement with A.S. Designs, LLC dba Architectural Sign Designs for the Tulsa County "HQ" Administration Building Renovations Bid Package 10C (Signage), CMF #247580, for changes required for ADA sign sizes and the size of the directory to fit the existing marble cutout. The contract time is unaffected by this change order. The contract sum will be increased by \$5,296 with a new total contract sum of \$54,231. (Clerk's Misc. File No. 20191077)
2. #4 to the Agreement with Oakridge Builders, a Division of Flintco, LLC, for the Tulsa County "HQ" Administration Building Renovations Bid Package 03A (Concrete), CMF #248131, for changes required for the dumpster pad. The contract time is unaffected by this change order. The contract sum will be increased by \$8,745 with a new total contract sum of \$540,764. (Clerk's Misc. File No. 20191078)
3. #6 to the Agreement with Colburn Electric, LLC for the Tulsa County "HQ" Administration Building Renovations Bid Package 26A (Electrical), CMF #247582, for the deletion of the ground loop for lightning protection. The contract time is unaffected by this change order. The contract sum will be decreased by \$4,264 with a new total contract sum of \$2,959,292. (Clerk's Misc. File No. 20191079)

Motion made by Ron Peters, seconded by Stan Sallee, to approve and authorize execution, as needed. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

VII. ACTION ITEMS

- A. Gasoline & Diesel Fuel Quotes - for week ending 11/25/19 (Clerk's Misc. File No. 20191080)

Motion made by Stan Sallee, seconded by Ron Peters, to approve the Gasoline and Diesel Fuel Quotes. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

- B. Resolution on Disposition of Funds/Cash Fund Estimate of Needs from 10/17/19 to 11/13/19 (Clerk's Misc. File No. 20191081)

Motion made by Ron Peters, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

C. Requests for Approval - Board of County Commissioners:

1. Capital Inventory and Asset Policy, TCP 002, establishes policy for Tulsa County departments and divisions (and any BOCC-recognized associated agency whose governing body has adopted the Tulsa County Capital Inventory and Asset Policy) (Clerk's Misc. File No. 20191082)
2. Military Leave for Qualifying Employees Policy, TCP 107-G, establishes policies for paid and unpaid military leave available to qualifying employees of Tulsa County (Clerk's Misc. File No. 20191083)
3. Orientation Period for New-Hire Employees Policy, TCP 120, establishes policies for the initial orientation period to be completed by all new-hire employees at Tulsa County (Clerk's Misc. File No. 20191084)
4. Use of Cell Phones and Related Services for County Officers Policy, TCP 2007, establishes policies and procedures for authorization and appropriate use of cell phones and similar mobile telecommunication devices, and related services, paid for or subsidized by Tulsa County for purposes of conducting County business (Clerk's Misc. File No. 20191085)

Motion made by Stan Sallee, seconded by Ron Peters, to approve and authorize execution by the Commission. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

- D. Resolution - (Board of County Commissioners) - Authorizing and Directing the Calling and Holding of a Special Election in Tulsa County, Oklahoma, for the Purpose of Submitting to the Registered, Qualified Voters of Said County the Question of Approving Sales of Alcoholic Beverages on Sundays by Retail Spirits Licensees; Providing Ballot Title; and Providing for Notice to Tulsa County Election Board, Polling Places and Conduct of Such Election. There is hereby called a special election in Tulsa County, Oklahoma, to be held on the 3rd day of March, 2020 (Clerk's Misc. File No. 20191086)

Motion made by Ron Peters, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

- E. Resolution - (Drainage District #12) - to Strike Assessment from the 2019 Tax Roll, Linn Enterprises, Parcel No. 00000-51-00-01322, Item No. 19-20-5000730-020-1, Assessed Value \$742, Tax Amount \$8, Amount to Strike \$3 (Clerk's Misc. File No. 20191087)

Motion made by Stan Sallee, seconded by Ron Peters, to approve and authorize execution by the Chairman. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

F. Agreements:

1. Engineers - Oklahoma Turnpike Authority - for Property Access for Gilcrease Expansion (Clerk's Misc. File No. 20191088)
2. Human Resources - BOKF:
 - a. for Investment Consulting, 457(b) & 401(a) (Clerk's Misc. File No. 20191089)
 - b. for Investment Consulting for Post Employment Health Plan (Clerk's Misc. File No. 20191090)
 - c. for Managed Allocation Portfolio Pooled Investment Trust (Clerk's Misc. File No. 20191091)
 - d. for Recordkeeping Services for Post Employment Health Plan (Clerk's Misc. File No. 20191092)
 - e. for Recordkeeping Services, 457(b) and 401(a) Plans (Clerk's Misc. File No. 20191093)
 - f. for Start Right IRA Rollover Program (Clerk's Misc. File No. 20191094)
3. Parks - SESAC, LLC - for Music Performance License for FY 2019-2020 (Clerk's Misc. File No. 20191095)

Motion made by Ron Peters, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

G. Inventory Resolution - Sheriff - Junked (Clerk's Misc. File No. 20191096)

Motion made by Stan Sallee, seconded by Ron Peters, to approve and authorize execution by the Chairman. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

- H. Utility Permit - (Engineers) - Oklahoma Natural Gas Company, a Division of ONEOK, Inc. - to cross S. 193rd E. Ave. +/- 4.50 miles S. and 1.19 miles W. of the junction of the Creek and Muskogee Turnpikes and further described as the NE/NW Corner of Section 1/6, Township 17N, Range 14/15E by boring for 3/4" line (Clerk's Misc. File No. 20191097)

Motion made by Ron Peters, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

I. Travel/Training - Social Services:

1. Alayna London for In-County Mileage Reimbursement for working with the Tulsa Area Long Term Recovery Committee to assess homes damaged by the June 2019 flooding and tornadoes; estimated cost of \$500 (Clerk's Misc. File No. 20191098)

2. Angela Patton for Miscellaneous Mileage Reimbursement to attend Social Services shelter related in-town meetings in FY 2019-2020; estimated cost of \$300 (Clerk's Misc. File No. 20191099)

Motion made by Stan Saltee, seconded by Ron Peters, to approve the Travel/Training. Upon roll call, Yes - Stan Saltee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

J. Personnel Actions:

1. Administrative Services (Clerk's Misc. File No. 20191100)
2. Building Operations (Clerk's Misc. File No. 20191101)
3. Engineers (Clerk's Misc. File No. 20191102)

Motion made by Ron Peters, seconded by Stan Saltee, to approve the Personnel Actions. Upon roll call, Yes - Stan Saltee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

K. CC Health Department Documents to Accept & File:

1. Agreements:
 - a. AHS Hillcrest Healthcare System, LLC - for THD share of "Don't Bug Me" ad campaign for flu prevention from 1/1/20 to 5/31/20; cost of \$30,000 (Clerk's Misc. File No. 20191103)
 - b. Morton Comprehensive Health Services, Inc. - for client transportation for Center for Community Health Improvement from 11/15/19 to 11/14/20; cost of \$3.00/mile +\$75 each for after hours (Clerk's Misc. File No. 20191104)
2. Personnel Actions (Clerk's Misc. File No. 20191105)
3. Travel/Training - Uzoma Anyanwu attended Internal Auditor Course on 10/23/19 in Stillwater, OK; cost of \$175; Uzoma Anyanwu to BRC – Implementing the Standard Workshop from 11/11-20/19 in Stillwater, OK; cost of \$420; Stacey Lackey to Well, I Saw It On...: Ethics and Social Media for SLP's and Audiologists on 12/6/19 online; cost of \$59; Michael Avey to ODMHSAS Provided Training & Prevention and Recovery Conference from 12/2-5/19 in OKC, OK; cost of \$960; Adam Austin and Bernard Dindy to OLHCHH New Grantee Orientation from 12/2-5/19 in Grapevine, TX; cost of \$2,629.98 (Clerk's Misc. File No. 20191106)

Motion made by Stan Saltee, seconded by Ron Peters, to accept and file the CC Health Documents. Upon roll call, Yes - Stan Saltee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

L. Claims to be Disallowed (payments cancelled as of 11/12-15/19)

There were no claims to be disallowed.

M. Claims (payments for bills to be paid by 11/4-8/19)

Motion made by Ron Peters, seconded by Stan Saltee, to approve and authorize execution by the Commission. Upon roll call, Yes - Stan Saltee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

N. Blanket Purchase Orders and Emergency Purchase Orders Submitted from 11/12-15/19

Motion made by Stan Saltee, seconded by Ron Peters, to approve and authorize execution by the Commission. Upon roll call, Yes - Stan Saltee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

O. Executive Sessions - (District Attorney) - Requested by Nicholas Williams:

1. Pursuant to 25 O.S. § 307(B)(4), I am requesting this matter be discussed in Executive Session between the Board and its attorney, Jay McAtee, for the purpose of confidential communications concerning a pending claim, to-wit: Bradley Johnson, Workers' Compensation Claim, disclosure of the details of which its attorney advises would seriously impair the ability of the Board to proceed in the public interest.

2. Pursuant to 25 O.S. § 307(B)(4), I am requesting this matter be discussed in Executive Session between the Board and its attorney, Jay McAtee, for the purpose of confidential communications concerning a pending claim, to-wit: Randy Schaefer, Workers' Compensation Court No. 2019-044041L, disclosure of the details of which its attorney advises would seriously impair the ability of the Board to proceed in the public interest.
3. Pursuant to 25 O.S. § 307(B)(4), I am requesting this matter be discussed in Executive Session between the Board and its attorney, Jay McAtee, for the purpose of confidential communications concerning a pending claim, to-wit: Mark Wimberly, Workers' Compensation Claim, disclosure of the details of which its attorney advises would seriously impair the ability of the Board to proceed in the public interest.

Motion made by Ron Peters, seconded by Stan Sallee, to go into Executive Session. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion Carried.

Executive Session commenced at 9:37 a.m.

Motion made by Ron Peters, seconded by Stan Sallee, to reconvene the regular meeting at 9:42 a.m. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

P. Discussion and Possible Action Regarding Executive Session Items

Motion made by Ron Peters, seconded by Stan Sallee, to give Jay McAtee settlement authority as discussed in Executive Session, to-wit: Bradley Johnson, Workers' Compensation Claim (Clerk's Misc. File No. 20191107) and Randy Schaefer, Workers' Compensation Court No. 2019-044041L (Clerk's Misc. File No. 20191108). Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

VIII. ADJOURN

Motion made by Ron Peters, seconded by Stan Sallee, to adjourn the meeting. Upon roll call, Yes - Stan Sallee, Ron Peters, Karen Keith. No - None. Abstain - None. Motion carried.

BOARD OF COUNTY COMMISSIONERS

Karen Keith, Chairman

ATTEST:

Michael Willis, Tulsa County Clerk