

The County Commissioners met in a Special Meeting at 9:30 a.m. in the County Commissioners' office. Those present were: Chairman, Rhet Johnson; Vice-Chairman, Kirk Butler; Member, Marty Clinton; County Treasurer, Renee Howard; County Assessor, Lisa Roberson; County Sheriff, Roger LeVick; Court Clerk, Rhonda Stepanovich; Election board Secretary, Jennifer Wilson; Jackson County Emergency Manager/ Safety Director, Erik Mowbray; Altus Times Reporter, Rick Carpenter; and County Clerk, Robin Booker.

AGENDA:

Item No. 1: CALL MEETING TO ORDER. The meeting was called to order by Chairman Rhet Johnson.

Moved to item #4

Item No. 2: CONSIDERATION AND POSSIBLE ACTION ON COUNTY-WIDE INTERNAL CONTROLS RISK ASSESSMENT AND MONITORING WITH ALL COUNTY-ELECTED OFFICIALS. County-Wide Internal Controls Risk Assessment and Monitoring checklist for Quarterly Officers' Meetings was discussed with all County Elected Officials. A Motion was made by Clinton, seconded by Butler on Employee Personnel Policy Handbook changes as noted to be approved at a later date.

The Vote: Johnson, yes; Butler, yes; and Clinton, yes.

Item No. 3: CONSIDERATION AND POSSIBLE ACTION ON COUNTY-WIDE EMERGENCY PROCEDURES. Jackson County Safety Director, Eric Mowbray stated he and Jackson County Deputy Emergency Manager – Volunteer, Bryan Burson are presently putting together a plan for Courthouse employees to follow during a fire evacuation. Mowbray stated the employees will need to meet at the NBC parking lot in an evacuation. Mowbray stated all employees need to be accounted for during an evacuation and are not to leave in vehicles. Mowbray stated there will be safety training for Courthouse employees. No Action taken.

Move to item #2

Item No. 4: DISCUSSION OF TIMEKEEPING SYSTEM FOR COUNTY OFFICES IN COURTHOUSE. Chairman of the Board, Rhet Johnson began by stating the County Officers have the decision of implementing timeclock in the individual offices. Johnson stated all the county barnes are currently operating with timeclocks. Johnson stated the County Commissioners Office will begin using a timeclock. Clinton stated the County Commissioners would like to see the Courthouse implementing the timeclock system to identify employees in and out of state if needed. No Action taken.

Moved to item #3

Item No. 5: CONSIDERATION AND POSSIBLE ACTION ON ADJOURNMENT. A Motion was made by Clinton, seconded by Butler to adjourn.

THE VOTE: Johnson, yes; Butler, yes; and Clinton, yes.

The next meeting is set for Monday, April 23, 2018 at 9:00 a. m. in the Commissioners' office of the Jackson County Courthouse.

ATTEST:

Robin Booker, County Clerk

Chairman of Board of County Commissioners

Notice of the special meeting was given by posting the required notification on the Information Center of the Jackson County Courthouse at 8:55 a.m. on Thursday, April 12, 2018.