

# PENDING APPROVAL

September 25, 2009

The **Oklahoma County Budget Board** met in special session on Friday, September 25, 2009 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, September 23, 2009. The following members were present:

Raymond L. Vaughn, Jr. Commissioner District 3, Chairman  
Willa Johnson, Commissioner District 1, Member  
John Whetsel, County Sheriff, Member  
Mark Mishoe, Chief Deputy forCarolynn Caudill, County Clerk, Secretary  
Leonard Sullivan, County Assessor, Member  
Jerry Stone, Chief Deputy for Forrest "Butch" Freeman, County Treasurer, Vice-Chairman  
Patricia Presley, Court Clerk, Member  
Brian Maughan, Commissioner District 2, Member

**ABSENT:**

Forrest "Butch" Freeman, County Treasurer, Vice-Chairman  
Carolynn Caudill, County Clerk, Secretary

The meeting was called to order by Raymond L. Vaughn, Jr., Commissioner District 3, Chairman.

Motion by Sullivan, second by Mishoe to approve Resolution GF 6-10: Transfer of General Fund appropriations in the amount \$1,264.00 as follows:

From 1001-5100-2010-54000	Operation	\$1,264.00	
To 1001-5100-2010-55000	Capital		\$1,264.00

Transfer is necessary to maintain a 10% balance in the capital account. APPROVED. Motion carried unanimously.

Danny Lambert, Account Manager for the County Clerk explained this is the final process for the supplement of the General Fund. The distributed page is the final numbers for each department after the supplement is approved. He pointed out the two middle columns are for carry-overs. There is \$65,871 for the County Audit and we have not gotten a response back from them yet. Slide down to the Sheriff's row and that \$210,640 is their SCAAP grant. I just wanted to point those numbers out and the carry-over was worked into the fund balance numbers that were discussed during the supplement. Karen Prince, Budget Analyst for the County Clerk stated that item number 4 the supplement is also the publication. After approval by this Board it will be published and then three days later it will be taken to the Excise Board for final approval.

Motion by Whetsel, second by Sullivan to approve **Resolution GF 7-10: Supplemental Appropriation (Budget Amendment) for the General Fund in the amount of \$2,658,363. This includes a transfer out to the Defined Benefit Retirement Fund in the amount of \$228,440 and to the Worker's Compensation Fund in the amount of \$100,000 as approved by this Board at the September 17, 2009 meeting. This item requested by Carolynn Caudill, County Clerk and Secretary to the Board. (Document Received.)** APPROVED. Motion

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carried unanimously.

Prince stated this is the Estimate of Needs that is required by the State Auditor's office. This is also approving our sinking fund. The General Fund is a 10.35 mill and the sinking fund is a 2.51 mill. This will go to the Excise Board next week and will file at the State Auditor's office once all the city and school budgets have been received. Vaughn stated he talked to Mr. Freeman about that and he said tax bills will probably go out in mid-October. Prince and Christie Tretheway stated it will probably be late October. Prince stated that on the three official books she needs all the elected officials to sign in two places.

Motion by Sullivan, second by Presley to approve the **Oklahoma County Estimate of Needs and Financial Statements which includes amending the Budget for General Fund for a total appropriations of \$72,228,414.40, which includes transfers out to Employee Benefits Fund, Worker's Compensation Fund, Self Insurance and Defined Benefit Retirement Fund for a total of \$2,915,870.00. This will be a 10.35 mill levy for the General Fund. The Estimate of Needs also includes an appropriation of \$13,446,642.87 for the County Sinking Fund, which is a 2.51 mill levy. This item requested by Carolynn Caudill, County Clerk and Secretary to the Board. (Document Received) APPROVED.** Motion carried unanimously.

**Discussion and possible action to approve the Oracle HR/Payroll Security Setup, Establish Rules for Annual/Sick Leave, Forms, and related issues. This item requested by Carolynn Caudill, County Clerk and Secretary to the Board. (Document Received)**

Mishoe stated that we are getting started on the implementation of the Oracle HRS where each department will be able to enter the payroll and employee information and also the sick and annual leave. This is just the start to get the departments set up, that is number one. Any account that falls under your area that payroll is paid from will have security to access from your department, but no one else will be able to do that. Since the County Clerk's office does payroll we will have access to all the accounts. We will not change anything unless we find an error or something and we will send it back. What the departments supply for payroll is what we will pay. The leave balances as far as the rules are only annual and sick leave right now. Later other leave balance will be added and we will set up the rules for those later. We have some training classes for your payroll employees. The employees that will be responsible for the tracking they will be able to enter the information and keep track of time. One correction is the employee transfer form had an error on it. The receiving officer can accept or reject the liability. The rule changed in 2005 where the receiving department shall receive the liability. So we move that line of the bottom of the form. The other form is the new hire form. We took the two forms that the county was using and combined them. The Sheriff's form had the driver's license information and the blood type and we included that on the standard form. Each office does need to get a copy of the employee's driver's license to comply with the illegal alien act to make sure to verify that they are not an illegal alien. That is the main things we have today. We also attached Exhibit E which is a study that was done by OSU in 2008. They did a survey to see what most departments are doing. Most departments are following the county handbook. As far as setting those rules up that is what we are doing and when we are setting those up we may have to make some changes to the handbook and we will bring those to the budget board to consider them

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before they are implemented. Brenda Pirkey is here if there are any technical questions you may have. Vaughn stated that you need to have each department give you two contacts for the payroll. Mishoe stated they are assuming that the payroll contact person is who you want to be able to enter the payroll into Oracle. Maughan asked if the Clerk's office needed another person in addition to this person. Mishoe stated that whoever you want to have security in Oracle to be able to enter the information on employees. It is probably a good idea for each department to have the main payroll person and a backup. Whetsel asked how is the County HR interfaced with this system. I see a lot of things dealing with HR, but I'm not sure how the County HR interface has been set up. Mishoe stated that right now we are setting up the payroll portion. He said Brenda Pirkey might be able to explain it better. Pirkey stated that right now we are trying to set up the HR information of employees, by cleaning up and giving each department access to their own employees' records. The first stage is the exempt and non-exempt employees getting that set up for payroll. Then we will set up the absence management, where each department can keep up with their own employee's leave online. Tracking the time and having reports. You can put in rejected leave and your compensation time can be manually entered at this point. Because until we start bringing in time card feeds or time sheets, compensation time can not be calculated by the system. The system will calculate your sick and annual leave based on the rules of your handbook. Compensation time is just time worked and you will be able to subtract it out as they use it and there will be reports you can run to see how much has been taken and how much liability you have. That is the first phase to get ready to go to payroll. Currently human resources is handled by the County Clerk, and is responsible for HR as we roll this out. The first part of the security is that each department can do their own maintenance of their employees. If you have an address change the department can go in and make that change. In October you will be able to go in and view your employees and track their absences. Right now the balance is sent to Danny at year end and you will now be able to track that. We need this to be able to print the vacation and sick leave on the checks, which is something the county has been wanted on the check stubs. Vaughn asked about training. Pirkey stated they plan to do training next week in the test environment. We are going to put the leave balances in the system as of June 30<sup>th</sup>, because Danny had the balances for that. Each department can go in and enter the leave that employees have taken. We can make adjustments if needed. Then at the first of the year we will be able to print leave balances on the payroll stub. If the decision is made to use September balances instead of June we can change those. October 1 is when we will try to go live in production. There are basically two screens the payroll employees will go to. Mishoe stated that this is still not going to automate payroll. You will still have to develop the other rules to calculate payroll, but we have a general date of December 30<sup>th</sup>. Vaughn stated that you will go live in October, but you will be running two systems. Pirkey stated that will give us between now and December to get everything cleaned up and make sure it is right. Each department will be able to look at their employees leave balances to see if they are right. Whetsel asked again if the County HR was involved in this system. Mishoe stated they can be if the Board of Commissioners wants the HR department to have access and put in information on their employees, they can do that. Vaughn stated that if HR gets information on a new hire, they will need to set up the information for those new employees. Pirkey stated that HR will still set up the new hires as they currently do. Vaughn stated I see it as a base system that serves everybody. The function will still be the same for each office. If HR does that for you now then they will continue to do it. You will be in charge of your own information, but it will all be in one place. Whetsel stated that Major Waldenville has met with the Clerk's office and we will be proceeding

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with the law enforcement package that will be compatible with oracle. While we can't afford to buy it outright we are going to be presenting to the Board of County Commissioners a lease purchase plan of three years. We are getting ready to make that presentation to the Board. We firmly believe we will be able to save more then the \$150,000. It will be a time system feed and we are going to be able to go automated.

Motion by Whetsel, second by Sullivan to approve the **Oracle HR/Payroll Security Setup, Establish Rules for Annual/Sick Leave, Forms, and related issues. This item requested by Carolynn Caudill, County Clerk and Secretary to the Board. (Document Received)**  
APPROVED. Motion carried unanimously.

## **Board Comments/ Comments from the Elected Officials.**

Whetsel stated after thirteen years he finally sees a light at the end of the tunnel. Vaughn stated there will be and new department head in the MIS department. Mike Harman will be starting Monday. Whetsel stated there will be Operation Stand 2 on Saturday from 3 pm to 3 am. There will be roaming patrols out during those hours. Johnson stated she just want to express her sympathy for loss of the Court Clerk's Father. Presley thanked her.

**Citizens' participation. Any citizen wishing to address the Oklahoma County Budget Board on an Agenda Item may do so at this time.** None at this time.

There being no further business to come before the Board motion by Presley, second by Maughan to adjourn the meeting at 10:30 a.m. until the next meeting. ADJOURNED. Motion carried unanimously.

OKLAHOMA COUNTY BUDGET BOARD

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Ray L. Vaughn, Jr., Commissioner District No. 3,  
and Chairman to the Board

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

ATTEST:

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Carolynn Caudill, County Clerk and  
Secretary to the Board