

**Oklahoma County Budget Evaluation Team
Meeting Minutes
February 21, 2007**

1. Review draft format estimates of needs reflecting modifications discussed in February 12 meeting:
 - General consensus is to maintain format utilized two years ago with some minor additions by Clerk's Office and addition of a column on personnel worksheet to identify costs of benefits
 - Clerk's Office will also identify accounts that are County's cost drivers for committee review at next meeting

2. Identify necessary sub-committees:
 - Human Resources Committee not necessary. Dan Matthews will be added to BET
 - Capital Improvements will be discussed at next meeting with Mark Stephens and Dale Frey in attendance
 - No need for Document Handling Committee

3. Review revised budget process timeline. Added:
 - Completion of budget, June 1
 - Public notice of budget hearing, June 10
 - Public hearing, June 15
 - Adoption of budget, June 23

4. Discuss timing and topics for update to Budget Committee:
 - Meeting March 1, 1:30, 2007 Excise Board Meeting Room
 - Tentative topics of discussion will include revenue workshop, Committees, forms, timeline including postponing strategic planning process

5. Next BET meeting:
Monday, February 26, 2007
1:30 p.m.
Excise Board Meeting Room

