

The Pottawatomie County Board of County Commissioners met in a special meeting on Monday, July 25, 2022 at 10:35 a.m. The following members were present: Eddie Stackhouse, Chairman, Melissa Dennis and Randy Thomas, Members, Raeshel Flewallen, County Clerk.

QUARTERLY MEETING OF POLICIES AND PROCEDURES- The checklist for quarterly officers' meeting was address. Listed below are the items that need to be addressed:

Develop procedures to oversee the county's internal control system.

Identify risks and develop responses to reduce, share, or avoid the identified risk.

County Clerk & County Treasurer present monthly to the BOCC regarding any changes in the fiscal outlook for the county.

Have all officials perform an inventory of fixed assets each fiscal year and file with the county clerk.

Have IT systems adequately protected against possible threats.

Make each office aware of the need for segregation of duties regarding the financial processes for which they are responsible.

Make each office aware of the need for adequate internal controls regarding the financial processes for which they are responsible.

County needs to review for accuracy and completeness the financial statement, required disclosures and supplemental information and compare with prior financial statements. SEFA included.

No action was taken on these items.

MOVING TO NEW COUNTY BUILDING- Mrs. Dennis made a motion to get estimates on moving everyone with boxes from moving company and without boxes and, also to get estimates on shelving. Seconded by Mr. Thomas the vote was: AYE- Thomas, Dennis, Stackhouse.

HIRING IT PERSON TO INSTALL COMPUTERS IN NEW BUILDING- No action was taken regarding hiring and I.T. person to install computers in the new county building.

ADJOURN- There being no further business Mr. Stackhouse made a motion to adjourn. Seconded by Mr. Thomas the vote was: AYE- Thomas, Dennis, Stackhouse. The meeting adjourned at 12:30 p.m.

POTTAWATOMIE COUNTY COMMISSIONERS
POTTAWATOMIE COUNTY, OKLAHOMA

ATTEST:

By: Eddie Stackhouse, Chairman

Raeshel Flewallen, County Clerk