



NOTICE AND AGENDA OF A REGULAR MEETING OF THE PITTSBURG COUNTY ELECTED OFFICIALS

Pursuant to the Oklahoma Open Meeting Act (25 O.S. Sec. 301, et seq.), notice is hereby given that the Board of County Commissioners, Pittsburg County, will hold a regular meeting as follows

FILED

OCT 10 2025

TIME 8:30 AM
HOPE TRAMMELL, COUNTY CLERK
PITTSBURG COUNTY

BY _____ DEPUTY

DATE: October 14, 2025

TIME: 11:00 A.M.

PLACE: COUNTY COMMISSIONERS CONFERENCE ROOM
PITTSBURG COUNTY COURTHOUSE
115 EAST CARL ALBERT PARKWAY, ROOM 100B
MCALESTER, OKLAHOMA

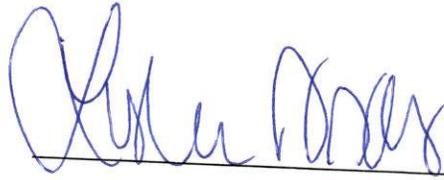
***CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO BE TAKEN ON THE
FOLLOWING LISTED ITEMS ON THE AGENDA***

AGENDA

1. CALL MEETING TO ORDER
2. ROLL CALL:

CHARLIE ROGERS	-	CHAIRMAN
ROSS SELMAN	-	VICE-CHAIRMAN
MIKE HAYNES	-	MEMBER
FRANKIE MCCLENDON	-	ACTING SHERIFF
HOPE TRAMMELL	-	COUNTY CLERK
JENNIFER HACKLER	-	COUNTY TREASURER
CATHY RIDENOUR	-	COUNTY ASSESSOR
PAM SMITH	-	COURT CLERK
3. APPROVAL OF AGENDA
4. APPROVE/DISAPPROVE MEETING MINUTES
 - A. Regular Meeting Minutes from July 14, 2025
5. AGENDA ITEMS
 - A. Matt McGowan to address elected officials regarding his responsibilities as Chairman of the Excise Board and the role the Excise Board plays in county business.
 - B. Discussion with Rodney Kelley of Kelley Interiors regarding the installation schedule of new carpet tiles at the Pittsburg County Courthouse.
 - C. Discussion, Consideration and Action regarding Courthouse Hours
 - D. Discussion regarding Maintenance and Housekeeping
 - E. Update on .gov domain and email accounts.
 - F. Discussion regarding Legislation that could be impactful to county government. Please explain why you believe it would be beneficial/harmful to county government.
 - G. Discussion regarding Audit finding 2021-001 regarding federal grants and take possible action to authorize the development of internal controls to ensure compliance with grant guidelines.
 - H. Discussion regarding Audit Finding 2021-002.
 - I. Discussion regarding Audit Finding 2021-003.

- J. Discussion regarding Audit Finding 2023-004 regarding Fixed Assets Inventory and development of internal controls to ensure compliance with State Statutes, Title 19 § 178.1 and 178.2
 - K. Discussion regarding Audit Finding 2023-006 regarding disbursements including payroll and the development of internal controls to ensure compliance with Oklahoma Statutes, Title 19 § 1505.
 - L. Discussion regarding County Policies and Procedures. Amendments and Redactions that need to be discussed and possibly added or removed from the handbook after January 1, 2026.
 - M. General Discussion
6. RECESS/ADJOURNMENT



Commissioners' Assistant

**PITTSBURG COUNTY ELECTED OFFICIALS
MINUTES
OCTOBER 14, 2025**

The County Elected Officials, Pittsburg County, met in regular session on October 14, 2025 at 11:00 A.M.; Meeting held in the County Commissioners Conference Room, Pittsburg County Courthouse after proper notice and agenda were posted indicating time and date. Agenda was posted on October 10, 2025 at 8:36 A.M.

Roll Call: The meeting was called to order by Chairman Rogers. Roll was called.

Charlie Rogers, Chairman	Present
Ross Selman, Vice-Chairman	Present
Mike Haynes, Commissioner	Present
Hope Trammell, County Clerk	Present
Cathy Ridenour, Assessor	Present
Jennifer Hackler, Treasurer	Present
Pam Smith, Court Clerk	Present
Frankie McClendon, Sheriff	Present

3. APPROVAL OF AGENDA: Rogers made a motion to approve the agenda; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes
Hope Trammell
Jennifer Hackler
Frankie McClendon
Pam Smith
Cathy Ridenour

NAY: None.

Motion Passed.

4. APPROVE/DISAPPROVE MEETING MINUTES:

A. REGULAR MEETING FROM JULY 14, 2025: The minutes from the previous meeting, July 14, 2025 regular meeting were read. Rogers made a motion to approve the minutes; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes
Hope Trammell
Jennifer Hackler
Frankie McClendon
Pam Smith
Cathy Ridenour

NAY: None.

Motion Passed.

5. AGENDA ITEMS:

A. MATT MCGOWAN TO ADDRESS THE BOARD REGARDING HIS RESPONSIBILITIES AS CHAIRMAN OF THE EXCISE BOARD AND THE ROLE THE EXCISE BOARD PLAYS IN COUNTY BUSINESS: McGowan stated that he wants to remind the officials that the board shall meet with officials to help with funding and requested that they visit the board before budget time. McGowan stated that they will make sure to schedule times next year. Selman stated that the officials are asked by the commissioners for any needs during the budget process. McGowan stated that he understands but wants everyone to know they are here to help. Selman asked is the interest received will be decreasing. McGowan stated that he feels it will.

B. DISCUSSION WITH RODNEY KELLEY OF KELLEY INTERIORS REGARDING THE INSTALLATION SCHEDULE OF NEW CARPET TILES AT THE PITTSBURG COUNTY COURTHOUSE: Rodney Kelley stated that they are waiting on the carpet to arrive and that he would like to hold off on scheduling until it is received. Kelley asked if he will need to come back to this board for scheduling. Rogers stated that he can be placed on the commissioner's agenda. Kelley gave an overview of the installers that he will be using. Selman stated that we will need a schedule so that each office can be prepared. Kelley stated that in some offices they will be able to get the carpet out but may not get the new laid at the same time. Trammell suggested having a schedule for the last Monday in October.

C. DISCUSSION, CONSIDERATION AND ACTION REGARDING COURTHOUSE HOURS: Rogers stated that most of the courthouses closes at 4:30. Hackler stated that changing to 4:30 would help the employees with children. Trammell stated that there may be issues with the firemen since some of them take off work at 4:30 to be in the office before 5:00. Ridenour stated that it will not affect her office. Smith stated that it could affect the public on filings. Selman stated that he wants the public better served and that he wants to know what is best for the public. Rogers stated that he understands how the employees feel. Judge Mills suggested that if it is implemented that it take effect later to be able to inform the public. Rogers asked if we have another meeting before January. Trammell stated that we can have a special meeting. Rogers suggesting that each official discuss with their staff. Selman again stated that he wants what is best for the public. Judge Mills stated that the court will work with whatever decision is made. McClendon made a motion to change the courthouse hours to close at 4:30 effective January 2, 2026; seconded by Hackler.

AYE: Charlie Rogers
Ross Selman
Mike Haynes
Hope Trammell
Jennifer Hackler
Frankie McClendon
Pam Smith
Cathy Ridenour

NAY: None.

Motion Passed.

D. DISCUSSION REGARDING MAINTENANCE AND HOUSEKEEPING: Misty Jones asked about people being on the roof all the time. Selman stated that the a/c units have to be reset.

E. UPDATE ON OF .GOV DOMAIN AND EMAIL ACCOUNTS: Hope Trammell stated that she spoke with Kellpro last week and they should be done soon.

F. DISCUSSION REGARDING LEGISLATION THAT COULD BE IMPACTFUL TO COUNTY GOVERNMENT. PLEASE EXPLAIN WHY YOU BELIEVE IT WOULD BE BENEFICIAL/HARMFUL TO COUNTY GOVERNMENT:

Trammell stated that she has the list of legislation from the 2025 session for review. Hackler stated that the mortgage tax certification is increasing. Selman stated if anyone knows of legislation that could be coming that could affect counties it would be helpful to let the board know.

G. DISCUSSION REGARDING AUDIT FINDING 21-001 REGARDING FEDERAL GRANTS AND TAKE ACTION TO AUTHORIZE THE DEVELOPMENT OF INTERNAL CONTROLS TO ENSURE COMPLIANCE WITH GRANT

GUIDELINES: Trammell explained the audit finding. Trammell stated that as an internal control all grant recipients will be required to have BOCC approval before expenditures can be turned in for payment, also that they will need BOCC approval before depositing grant funds. This should ensure grant requirements.

H. DISCUSSION REGARDING AUDIT FINDING 21-002: Trammell explained the audit finding. Trammell stated that as an internal control all grant recipients will be required to have BOCC approval before expenditures can be turned in for payment, also that they will need BOCC approval before depositing grant funds. This should ensure grant requirements.

I. DISCUSSION REGARDING AUDIT FINDING 21-003: Trammell explained the audit finding. Trammell stated that as an internal control all grant recipients will be required to have BOCC approval before expenditures can be turned in for payment, also that they will need BOCC approval before depositing grant funds. This should ensure grant requirements.

J. DISCUSSION REGARDING AUDIT FINDING 23-004 REGARDING FIXED ASSETS INVENTORY AND DEVELOPMENT OF INTERNAL CONTROLS TO INSURE COMPLIANCE WITH STATE STATUTES, TITLE 19 § 178.1 AND

178.2: Trammell explained that her office is implementing a verification list to be updated when inventory is turned in and keep accounting with the offices to verify that the inventory is completed annually.

K. DISCUSSION REGARDING AUDIT FINDING 23-006 REGARDING DISBURSEMENTS INCLUDING PAYROLL AND THE DEVELOPMENT OF INTERNAL CONTROLS TO ENSURE COMPLIANCE WITH OKLAHOMA STATUTE,S TITLE 19 § 1505: McClendon and Trammell explained that they have corrected the issue and that the time sheets are now being sent directly to the county clerk from the supervisor to eliminate the error of them thinking someone else sent them.

L. DISCUSSION REGARDING COUNTY POLICIES AND PROCEDURES, AMENDMENTS AND REDACTIONS THAT NEED TO BE DISCUSSED AND POSSIBLY ADDED OR REMOVED FROM THE HANDBOOK AFTER JANUARY 1, 2026: Selman stated that we should add the internal controls to the handbook.

M. GENERAL DISCUSSION: Cathey Ridenour requested a counter be added to the front of the Assessor's Office. Trammell stated that she need to obtain quotes from contractors for the work. Rogers suggested Bailey Little for a quote as he has done other work throughout the building. Selman asked about needing backup batteries for the camera system.

6. RECESS/ADJOURNMENT: There being no further business brought before the board. Rogers made a motion to adjourn; seconded by Haynes.

AYE: Charlie Rogers
Ross Selman
Mike Haynes
Hope Trammell
Jennifer Hackler
Cathy Ridenour
Pam Smith
Frankie McClendon

NAY: None.

Motion Passed. Meeting Adjourned.