

Cleveland County, OK
Cleveland County Office Building

*201 South Jones
Norman, OK 73069
Suite 200*



Budget Board
Meeting Minutes

Monday, March 23, 2026
10:30 AM

*Jacob McHughes - Chairman
Douglas Warr- Vice-Chairman
Pam Howlett- Secretary, Member
Rusty Grissom - Member
Rod Cleveland - Member
Chris Amason - Member
Marilyn Williams - Member
Tammy Richards - Member*
<https://www.clevelandcountyok.com/>

Meeting Called to Order**Roll Call**

Present	Commissioner Jacob McHughes, Commissioner Rusty Grissom, Pam Howlett, Marilyn Williams, Chris Amason, and Tammy Richards
Absent	Commissioner Rod Cleveland, and Douglas Warr

Notice of the meeting was properly posted on March 20, 2026.

For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, striking or postponing the item.

Approval of Minutes

1. Discussion and possible action regarding the approval of the Budget Board Minutes of the Regular Meeting for February 23, 2026, and the Minutes of the Special Meeting of March 2, 2026.

[2026-02-23 BB Minutes](#)

[2026-003-02 Special Minutes](#)

A motion was made by Tammy Richards to approve the minutes. Commissioner Grissom seconded the motion.

The motion carried by the following vote.

Aye: 6- Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Public Comments:

No comments from the Public were made during this meeting.

ITEMS OF BUSINESS**Cash Fund Request for Appropriations**

2. Discussion and possible action regarding Cash Fund Appropriations for February 16th to March 15th

Cash Fund Request for Appropriations FY 2025/2026

01) Assessor Revolving	120133-55000	\$50.00
02) CBRIF #1	202910-50000	\$13,133.96
03) CBRIF #2	202920-50000	\$17,862.18
04) CBRIF #3	202930-50000	\$21,539.69
05) County Clerk Lien Fee Payroll	119170-51000	\$8,083.87
06) County Clerk Rec Mgmt/Presrv Fee	115170-54000	\$42,356.57
07) DA Revolving Fund	207165-54000	\$586.81
08) Drug Court Contribution/Donation	603165/54000	\$410.43
09) Fairgrounds	128700-55000	\$17,714.00
10) Farm Market Fund	133285-54000	\$2,320.00
11) Farm Market Fund	133285-51000	\$1,240.00
12) Health	105265-54000	\$24,387.91
13) Highway District #1	110910-51000	\$80,000.00
14) Highway District #1	110910-54000	\$30,553.49
15) Highway District #2	110920-51000	\$75,176.39
16) Highway District #2	110920-54000	\$75,176.38
17) Highway District #3	110930-51000	\$90,000.00
18) Highway District #3	110930-54000	\$138,009.00
19) Highway District #3	110930-55000	\$14,400.00
20) Jail Commissary	204553-54000	\$61,276.86 \$58,445.27
21) Opioid Abatement Settlement	251200-54868	\$142,349.67
22) Sales Tax	619150-54000	\$532,703.51
23) Sheriff Service Fees	116500-54000	\$25,319.27
24) Sheriff Service Fees	116554-54000	\$6,870.12
25) Sheriff Service Fees	116552-54000	\$218,824.92 \$221,656.51
26) Sheriff Service Fees	116500-51000	\$13,063.83
27) Sheriff Service Fees	116450-51000	\$107,293.17
28) Stop Violence Against Women	602166-51000	\$4,594.00
29) Treasurer Certification Fee	114150-55000	\$6,940.00

Appropriations for February 16th to March 15th

Commissioner McHughes moved, seconded by Sheriff Amason, to approve as amended on No. 20 - From \$61,276.80 to \$58,445.27, and on No. 25 - From \$218,824.92 to \$221,656.51. The motion carried by the following vote:

Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Approve Transfer of Funds:

Commissioners

3. Discussion and possible action regarding Transfer of funds from: General Fund - 100 - to Capital Reserve Fund - 200200-54000 - in the amount of \$500,000.00. (Clerk's Note: The Budget Board approved a Resolution on May 28, 2025, to allocate Excess Surplus Funds Over and Above the Itemized Estimate of Needs for the General Fund to the Capital Reserve Fund 200200-54000, Using State Auditor & Inspector Form 240, Per 68 O.S. § 3034. The amount of \$500,000 was transferred from the General Fund to the Capital Reserve Fund.)

[2026-03-23 BB Transfer of Funds](#)

Chairman McHughes moved, seconded by Marilyn Williams, to approve the Transfer of funds.

The motion carried by the following vote:

Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

4. Discussion and possible action regarding the Transfer of funds from: General Fund - 100 to Rainy Day Fund - 250200-54801 - in the amount of \$500,000.00. (Clerk's Note: On May 28, 2025, a resolution was approved to transfer \$500,000 in excess surplus funds from the General Fund-above the amount listed in the itemized estimate of needs-into the Rainy Day Fund.)

[20236-03-23 BB Transfer Funds - \\$500,000](#)

Chairman McHughes moved, seconded by Commissioner Grissom, to approve the Transfer of funds. The motion carried by the following votes:

Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

5. Discussion and possible action regarding a Transfer of funds from: GF Commissioners - Capital Outlay, 100120-55000, to GF Commissioners - Travel, 100120-53000, in the amount of \$13,000.00.

[2026-03-23 BB - Transfer- GF Comm](#)

Chairman McHughes moved, seconded by Commissioner Grissom, to approve the Transfer of funds.

The motion carried by the following votes:

Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

6. Discussion and possible action regarding Transfer of funds from: State Opioid Abatement Program - 2512-1-54000, to Opioid Abatement Settlement - 251200-54868, in the amount of \$22,272.83. Description of transfer: \$22,272.83 from PO 20252255 was charged to account 251200 but should have been charged to 251201.

[2026-03-23 BB - Transfer- State Opioid Abatement Program](#)

Marilyn Williams moved, seconded by Sheriff Chris Amason, to approve the Transfer of funds. The motion carried with the following votes:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Highway District 2

7. Discussion and possible action regarding a Transfer of funds from: General Fund District Two Lease/Purchase, 100921-50000, \$33,088.68; General Fund Personnel, 100920-51000, \$290,000.00; General Fund Travel, 100920-53000, \$10,000.00, to General Fund Capital Outlay, 100920-55000, \$43,088.68; General Fund M&O, 100920-54000, \$290,000.00. Transfer to Capital Outlay for Purchase of a pickup from lease purchase and Travel accounts. All leases have been paid off and there is no travel scheduled for the remainder of the fiscal year. The pickup to be replaced will be in the next auction. Transfer from Personnel to M&O for road materials. Excess in Personnel was due to retirees that used their accrued time instead of a payout and replacements having a lower salary.

[2026-03-23 BB - Transfer- District 2](#)

A motion was made by Commissioner McHughes, seconded by Sheriff Amason, to approve the Transfer of funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Sheriff

8. Discussion and possible action to approve the transfer in the amount of \$35,000.00 from the Sheriff Service Fee Personnel (116500-51000) to Sheriff Service Fee Maintenance and Operations (M&O) (116500-54000). The transfer of funds is necessary to cover expenses associated with the relocation to the new Sheriff's Office. Although these funds were originally budgeted within the Public Safety Sales Tax, guidance from the Assistant District Attorney's Office has clarified that they are restricted for detention related use only and cannot be allocated to the Sheriff's Office Operations. Therefore, a transfer of funds is required to ensure these expenses can be properly covered.

[Transfer of Funds - Sheriff Service Fee 3.17.26](#)

A motion was made by Commissioner McHughes, seconded by Sheriff Amason, to approve the Transfer of funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

9. Discussion and possible action to approve the transfer in the of \$135,000.00 from General Fund Sheriff (100500-51000) Personnel to Sheriff General Fund (100500-54000) Maintenance and Operations. The transfer of funds will be used for Ammo \$69,073.00, Gas Blocks \$49,450.00, Media Wall (New Sheriff's Office) \$16,583.19, Utilities (New Sheriff's Office) \$30,000.00, Blankets for the remainder of FY26 \$126,500.00 and Vehicle/Self Insurance \$13,428.81.

[Transfer of funds General Fund 3.17.26](#)

A motion was made by Commissioner McHughes, seconded by Amason, to approve the Transfer of Funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

10. Discussion and possible action to approve the transfer of funds in the amount of \$170,000.00 from General Fund Sheriff Detention Center (100552-51000) Personnel to Sheriff General Fund (100500-54000) Maintenance and Operations. The transfer of funds will be used for Ammo \$69,073.00, Gas Blocks \$49,450.00, Media Wall (New Sheriff's Office) \$16,583.19, Utilities (New Sheriff's Office) \$30,000.00, Blankets for the remainder of FY26 \$126,500.00 and Vehicle/Self Insurance \$13,428.81.

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A motion was made by Commissioner McHughes, seconded by Amason, to approve the Transfer of funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

11. Discussion and possible action to approve the transfer in the amount of \$254,000 from Public Safety Sales Tax (209500-54000) Maintenance and operations to Public Safety Sales Tax (209500-55000) Capital Outlay.

[Public Safety Sales Tax Transfer 3.17.26](#)

A motion was made by Amason, seconded by Commissioner Grissom, to approve the Transfer of funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

12. Discussion and possible action regarding a Transfer of funds from: CCSO Detention Center, M&O, 100280-54004, to CCSO Detention Center, Capital Outlay, 100280-55004, in the amount of \$55,000.00.

[2026-03-23 BB - Transfer](#)

A motion was made by Chairman McHughes, seconded by Sheriff Amason, to approve the Transfer of funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Court Clerk

13. Discussion and possible action regarding a Transfer of funds from: Court Judges - M&O, 100160-54000, to Court Judges - Payroll, 100160-51000, in the amount of \$2,160.00.

[2026-03-23 BB - Transfer- Court Judges](#)

A motion was made by Marilyn Williams, seconded by Sheriff Amason, to approve the Transfer of funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

County Clerk

14. Discussion and possible action regarding the Transfer of funds: County Clerk - Personnel - 100170-51000 to County Clerk - Capital Outlay - 100170-55000, in the amount of \$20,000.00. Description of transfer: Transferring from 100170-51000 Personnel to 100170-55000 Capital Outlay for building improvements.

[2026-03-23 BB - Transfer- County Clerk](#)

A motion was made by Sheriff Amason, seconded by Pam Howlett, to approve the Transfer of funds. The motion carried by the following vote:
Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Fairgrounds

15. Discussion and possible action regarding the Transfer of funds from: General Fund, Free Fair Board, 100750 GF 51000 Personal Services **to** General Fund, Free Fair Board, 100750 GF 54000 M&O, in the amount of \$18,084.00. The Funds requested are to assure sufficient funding to print County Fair Books, provide and purchase support equipment and supplies for County Fair.

[2026-03-23 BB - Transfer - Fairgrounds](#)

A motion was made by Commissioner McHughes, seconded by Marilyn Williams, to approve the Transfer of funds. The motion carried by the following vote:

Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Election Board

16. Discussion and possible action regarding a Transfer of funds: General Fund Election Board - Capital Outlay, 100250-55000, **to** Salaries & Wages - Personnel, 100250-51000, in the amount of \$25,000.00. Description of transfer: The transfer of \$25,000.00 from 100250-55000 Capital Outlay to 100250-51000 Salaries and Wages is due to a need for Election Help Salaries in the June County-Wide Elections.

[2026-03-23 BB - Transfer- Election Board\(2\)](#)

A motion was made by Commissioner McHughes, seconded by Marilyn Williams, to approve the Transfer of funds. The motion carried by the following vote:

Aye: 6 - Commissioner McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

Approve Error of Corrections

17. Discussion and possible action regarding an Error of Correction: PO #'s 20260137, 20261578 and 20261579 were written on 100120-54022 and should have been from 100124-54022. Total expenditures across the three PO's were \$10,308.76. Transfer of funds from: GF Commissioners General Government-Maintenance & Operations, 100124-54000, **to** GF Commissioners - Maintenance & Operations, 100120-54000, in the amount of \$10,308.76.

[Error of Correction](#)

A motion was made by Commissioner McHughes, seconded by Commissioner Grissom, to approve the Error of Correction. The motion failed by the following vote:

Aye: 6 - Commissioner McHughes, Howlett, Grissom, Amason, Williams, and Richards

18.

Discussion and possible action regarding an Error of Correction from: General Fund Court Clerk Travel - 100161-53000, to General Fund Court Judges Travel, 100160-53000, in the amount of \$32.48.

The Invoice was paid out of the wrong account. Transferring \$32.48 back into account 100160-53000.

[2026-03-23 Court Clerk Error of Correction](#)

A motion was made by Marilyn Williams, seconded by Sheriff Chris Amason, to approve the Error of Correction. The motion carried by the following vote.

Aye: 6 - Commissioner McHughes, Howlett, Grissom, Amason, Williams, and Richards

Updates and Reports

19. Discussion and possible action regarding an update/report on Employee Benefits.

No discussion or possible action on an Employee Benefits report at this time.

At this point in the meeting, Assistant District Attorney Robin Moore recommended going back to approval of minutes since there was a special meeting that was held on March 2, 2026, that the Budget Board will need to take action on.

Chairman McHughes moved, seconded by Sheriff Amason, to approve the minutes of the special meeting held on March 2, 2026.

The motion carried by the following votes:

Aye: 6 - Commissioners McHughes, Howlett, Commissioner Grissom, Amason, Williams, and Richards

20. Discussion and possible action regarding an update/report on the Infrastructure Committee.

Commissioner Grissom reported on the Infrastructure Committee, noting that several projects are nearing completion. Sheriff Amason added that progress at the Sheriff's Department projects is going well. Rusty Grissom mentioned that staff are beginning to move into their new offices at the Fairgrounds.

21. Discussion and possible action on Presentation from George Mauldin, Safety & Emergency Management Director.

George Mauldin reported on a few items, noting that FEMA projects are currently on hold due to the partial shutdown of DHS. He said the county is not facing any fire threats at the moment, though conditions could worsen by Thursday or Friday with no rain expected. He also shared that he conducted de-escalation training sessions for the County Assessor's office last week and invited others to reach out if they are interested in scheduling similar classes.

No new business was presented for discussion or possible action at this time.

