

Fiscal Recovery Funds
Expenditure Documentation

Date August 1, 2022

MUSKOGEE County, Oklahoma

Identify the need or risk

Due to multiple COVID exposures as of the original request date of 10/18/2021, the Muskogee County District Court Clerk's Office has been highly effected. The close proximity of desks and configuration of the office itself make it impossible to falicitate social distancing criteria. There is a need to purchase new desks to be able to seperate employees and create distancing as reccomended by CDC and Health Department guidlines.

How does the proposed expenditure respond to the need or risk?

The purchase of new desks will allow the office to configure the arrangement of desks to seperate employees and create distancing as reccomended by CDC and Health Department guidlines thereby limiting exposure of employees and customers.

Expenditure Category Public Health

Expenditure: detail level 1.4 Prevention in Congregate Settings

FAQ number (if applicable)

Estimated amount of expenditure \$ 9,659.00

Submitted to Governing Board by Robyn Boswell, District Court Clerk

	Board Signatures	Date
Approved <input checked="" type="checkbox"/>	<i>Kenneth Payne</i>	
Denied <input type="checkbox"/>	<i>Kurt...</i>	
	<i>WJ</i>	

Reason for denial: _____

Purchase Order number (if applicable) _____

Notes _____

File #104
8902.2

#15



Melody Davis
Chief Deputy

ROBYN BOSWELL
Muskogee County Court Clerk

Joe Church
2nd Deputy

October 15, 2021

Board of County Commissioners
400 West Broadway
Muskogee, OK 74401

RE: COVID protection

Dear Commissioners:

We are requesting replacement of desks in our front office. We need to completely restructure our front office in efforts to promote social distancing. Twelve employees are stationed in our front office and they are in very close proximity to one another. They are in close in proximity due to placement of the electrical and data lines but, also because the desks are very old and cheap and cannot be moved because they are broken and falling apart. I am in the process of having the electrical and data lines moved. Many of the desks are not conducive to standing alone, plus moving the desks would cause further breakage. We need desks that can be placed a minimum of six feet away from each other. The desks being placed separate from each other will assist in protecting the employees and the public they wait on from the spread of COVID. In light of the recent increase COVID cases, I believe this is necessary in order to slow the spread of COVID to or from my employees. I have had five employees quarantined and tested for COVID all within the last three week due to being exposed to COVID. It is imperative that we create a safe atmosphere to protect our employees.

We have received two quotes for the replacement desks and two other quotes were obtained online. They are attached.

Sincerely,

Robyn Boswell
Muskogee County Court Clerk

/rb
Enc.

Phone: 918.682.7873

P.O. Box 1350
Muskogee, Oklahoma 74402

Fax: 918.684.1696



1104 WEST BROADWAY, MUSKOGEE, OK, 74401
 PHONE: (918) 682-7777 FAX: (918) 682- 7785

INVOICE

Invoice No:	266298-00
Invoice Date:	05/16/2022
Due Date:	06/15/2022

Customer Number :	001692	Customer PO:		Route:	0	Via:	
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Sold To	Ship To
MUSKOGEE CO DIST. COURT CLERK P.O. BOX 1350 MUSKOGEE, OK 74402	MUSKOGEE CO DIST. COURT CLERK P.O. BOX 1350 MUSKOGEE, OK 74402

Sub Account:		Clerk #:	75	Sales Rep:	11-RANDALL JAQUEZ
Attn:		Phone:	(918)682-5558	Terms:	NET 30

Product Code	Description	U/M	Quantity			Unit Price	Ext Price
			Order	B/O	Ship		
ND NDIPL178LESP	71"W DESK SHELL LEFT CORNER EXT 30"/42"D	EA	8		8	\$369.00	\$2952.00
ND NDIPL178RESP	71"W DESK SHELL RIGHT CORNER EXT 30/42D	EA	3		3	\$369.00	\$1107.00
ND NDIPL179ESP	30"W RETURN REVERSIBLE 24"D X 29"H ESP	EA	11		11	\$169.00	\$1859.00
ND NDIPL166ESP	B/B/F PEDESTAL 22"D ESPRESSO	EA	11		11	\$219.00	\$2409.00
** Set Up & Deliver	Installation	EA	1		1	\$575.00	\$575.00
ND NDIPL178RESP	71"W DESK SHELL RIGHT CORNER EXT 30/42D	EA	1		1	\$369.00	\$369.00
ND NDIPL166ESP	B/B/F PEDESTAL 22"D ESPRESSO	EA	1		1	\$219.00	\$219.00
ND NDIPL179ESP	30"W RETURN REVERSIBLE 24"D X 29"H ESP	EA	1		1	\$169.00	\$169.00

County \$ 8,902.⁰⁰
 Court Clerk \$ 757.⁰⁰

County
Court Clk

Date: 5-16-22

Sub Total:	\$9659.00
Total:	\$9659.00

Signature: *Kelly Proctor*

We Appreciate Your Business - Thank You!
 For questions please call (918) 682-7777
 fivestaroicesupply@suddenlinkmail.com

Please Remit Payment To: 1104 WEST BROADWAY, MUSKOGEE, OK, 74401

October 18, 2021

MINUTES

The Muskogee Board of County Commissioners met in session at 8:15 a.m. Members present were: Chairman, Keith Hyslop; Vice-Chairman, Kenny Payne; Member Kenneth Doke; and Muskogee County Clerk, Polly Irving.

Vote: Motion was made by Commissioner Payne, to open the meeting. The motion was seconded by Commissioner Doke and was made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Payne, approved all Purchase Orders. The motion was seconded by Commissioner Doke and made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Payne, approved all monthly reports. The motion was seconded by Commissioner Doke and made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Doke, approved Regular meeting Minutes for 10/12/2021. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Doke, approved a Memorandum of Understanding between the Sheriff's Office and Keith Bell concerning the donation of a police K-9. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

Vote: Motion was by Commissioner Doke, approved a Resolution regarding the naming of a bridge in District 2 presently identified as (Old) NBI No. 04141, Local ID:187, located at NS442 & EW107. The naming will be Stricklin Bridge in honor of Mr. Bill Stricklin. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

Vote: No action was taken at this time on Item #7 regarding a presentation from Jenny Jamison, Executive Director of Lake Area United Way.

Vote: Motion was made by Commissioner Doke, approved a Detention Services Agreement with Sequoyah Enterprises. The parties agree that Sequoyah Enterprises shall be reimbursed for its detention services by Muskogee County upon the presentation of a claim at the rate of \$31.50 a day per child. This amount represents 15% of the Dept of Juvenile Affairs approved operational cost of detaining a child. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Doke, approved a Lease Management Agreement between the County Treasurer & Preferred Business Systems. The Agreement is for (1) year in the amount of \$865 a month to lease and provide maintenance of (8) printers. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Doke, approved an Equipment Rental Agreement between the Muskogee County Health Dept and Standley Systems. The Agreement is for (1) year in the amount of \$475.13 per month for the lease and maintenance of (7) multifunction printers. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Payne, approved an Application & Utility Permit from Oklahoma County RDW #20 for a road bore in District 3 located at the following location: 218 N 234th St W, ¼ mile N of Hwy 16 on N 237th St W. The motion was seconded by Commissioner Doke and was made unanimously by Commissioner Hyslop.

Vote: Motion was made by Commissioner Payne, approved a Supplemental Operating Agreement for Detention Services with Cherokee Nation. The Agreement is for (1) year and for

per day/per inmate. The motion was seconded by Commissioner Doke and was made unanimously by Commissioner Hyslop.

Vote: No action was taken at this time on Item #13 regarding computers and equipment for judges' courtrooms and jail for online arraignments.

Vote: Motion was made by Commissioner Doke, approved an Expenditure of the ARP Fund in the amount of \$6,285 to Five Star Office Supply for the County Judges' Courtrooms. The expense is for (75) new chairs and (7) dollies to accommodate the juror pool in order to space jurors 6 feet apart to prevent the spread of COVID. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

→ Vote: Motion was made by Commissioner Doke, approved an Expenditure of the ARP Fund in the amount of \$8,902 to Five Star Office Supply for the County Court Clerk. The expense is for (11) new desks in the front of the Court Clerk's Office. The motion was seconded by Commissioner Payne and was made unanimously by Commissioner Hyslop.

Vote: No action was taken at this time regarding any matters relating to COVID 19.

NEW BUSINESS:

None

ADJOURN:

Vote: Motion was made by Commissioner Payne, approved to adjourn the meeting. The motion was seconded by Commissioner Doke and was made unanimously by Commissioner Hyslop.