



COUNTY TRAINING PROGRAM
OSU Extension

Commission on County Government Personnel Education and Training

February 11, 2026

AGENDA
February 11,
2026

**Commission on County Government Personnel
Education and Training
Agenda**

**Wednesday, February 11, 2026, 1:30 p.m.
Center for Local Government and Technology (CLGT), Stillwater**

- | | | |
|-------|---|-----------------------------|
| I. | Introduction of Commission Members and Guests | Chair |
| II. | Approval of Agenda | Chair |
| III. | Minutes from August 13, 2025, for Approval | Chair |
| IV. | Program Leaders' Comments | Gary Snyder and Jean Hinkle |
| V. | CTP Report on Activities - July-December 2025 | Jean Hinkle |
| VI. | CTP Financial Report – July-December 2025 | Jean Hinkle |
| VII. | CTP Proposed Activities – January-June 2026 | Jean Hinkle |
| VIII. | Legislative Update | Jean Hinkle |
| IX. | Introductions | Gary Snyder |
| X. | Assessor Training & Accreditation Program (ATAP) <ul style="list-style-type: none">• Update | Gary Snyder |
| XI. | County Assessor Accreditation Courses <ul style="list-style-type: none">• Course Statistics• Course Schedule• CEU Hours | Gary Snyder |
| XII. | Courses (New/Revised) <ul style="list-style-type: none">• County Board of Equalization• Data Collection• Other | Gary Snyder |
| XIII. | Personnel | Gary Snyder |
| XIV. | CAMA Project (computer assisted mass appraisal) <ul style="list-style-type: none">• Training and Support | Gary Snyder |
| XV. | Budget <ul style="list-style-type: none">• CLGT FY26 – Midyear | Gary Snyder |
| XVI. | A Look Back | |

XVII. Other Business

Chair

XVIII. Audience Comments

Chair

XIX. Next Commission Meeting August 12, 2026, Association of County Commissioners (ACCO), Oklahoma City

XX. Adjourn

CTP Activities Report

First Half – FY 25-26

County Training Program
Activities Report
July 1, 2025 – December 31, 2025

Executive Summary

The County Government Personnel Training Program (CTP), administered by the Oklahoma Cooperative Extension Service (OCES) with oversight by the Commission on County Government Personnel Education and Training, had a productive first half of FY 25-26.

This report is divided into four sections: **Certification Programs, Digital Publications, Technical Assistance, and Other Activities**. These efforts are assisted by interaction with the county officer associations, particularly the advisory boards of each association, plus state agencies. All statutes pertaining to the Commission and the related training activities of Oklahoma Cooperative Extension Service are provided in the last section of this report.

Certification Programs

The following tables describe our certification programs in the first half of FY 25-26.

Table 1: Certification courses proposed, presented, and planned FY 25-26.

Table 2: Attendance by county for the first half of FY 25-26.

Table 3: Workshops – Discretionary hours first half of FY 25-26.

Table 4: Attendance by certification program for the first halves of FY 21 – FY 25-26

Figure 1: Map of class locations for the first half of FY 25-26.

Table 1. Certification Courses Proposed - FY 25-26, Presented as of Midyear FY 25-26, and Planned - Second Half of FY 25-26

Course Name	Proposed	Presented	Planned
	FY25-26	First Half FY25-26	Second Half FY25-26
A Practical Guide to Parliamentary - online	1	1	0
Basic Accounting 1 - Intro	3	1	2
Basic Accounting 2	3	1	2
Basic Computer Skills - online	1	1	0
Basic Finance	1	1	0
Basic Mapping	1	0	1
Budget Process 1 - Intro	2	1	1
Budget Process 2	2	1	1
Cash Flow Mgmt.	2	2	0
Commissioner Duties Review 1	1	1	1
Communication Skills	4	1	1
Councils, Commissions, Boards, and Trusts	1	0	1
County Clerk Duties Review 1	1	1	1
County Clerk Duties Review 2	1	1	1
Court Clerk Bail Bonds/Forfeiture	1	0	1
Court Clerk Civil and Criminal Appeals	1	0	1
Court Clerk Confidentiality of Records	1	1	0
Court Clerk Destruction of Records	1	0	1
Court Clerk Duties Review 1	2	1	1
Court Clerk Duties Review 2	2	1	1
Court Clerk Juvenile Procedures	1	1	0
Court Clerk New Officer or Refresher Course	1	0	0
Court Clerk Reports and Forms	1	0	1
Customer Service	2	1	1
Economic Development - Role of Local Officials	1	0	0
Effective Work Skills	2	1	1
Excise Board Training - online	1	1	0
Excise Board Training (pts 1 & 2)	3	1	2
Fundamentals of Administration	2	0	1
Grant Writing	1	0	1
Intro to Purchasing Procedures - In Person	2	1	2
Intro to Purchasing Procedures - online	1	1	0
Inventory Tracking & Disposal	2	2	0
Investments and Collateral	1	1	0
Land Records	2	1	1
Legislative Process	2	1	1

Table 1. Certification Courses Proposed - FY 25-26, Presented as of Midyear FY 25-26, and Planned for Second Half - FY 25-26

Course Name	Proposed	Presented	Planned
	FY25-26	First Half FY25-26	Second Half FY25-26
Managing in an at-will Organization	2	1	1
Navigating Payroll Procedures and Employment Law	1	1	1
Open Meeting	3	2	2
Open Records (Public's Right to Know)	2	1	2
Overview of County Government	1	1	1
Public Communication	2	1	1
Purchase-Card Training - online	1	1	0
Purchasing Procedures 1	2	1	1
Purchasing Procedures 2	2	1	1
Sheriff Duties Review	1	0	0
Statute Reference	2	1	2
Supervisory Skills 1	4	1	1
Supervisory Skills 2	3	1	1
Supervisory Skills 3	3	1	1
Tax Roll Corrections	1	1	0
Tax Sales	1	0	1
Tax Warrants (personal property)	1	0	1
Treasurer Duties Review 1	1	0	1
Treasurer Duties Review 2	1	0	1
Understanding the Whole of County Gov't - In Person	1	0	0
Understanding the Whole of County Gov't - online	1	1	0
TOTAL	93	44	47

Table 1 shows the list of ninety-three classes proposed (and approved) for FY 25-26, the forty-four presented between July 1, 2025, and December 31, 2025, and the forty-seven planned for the second half of FY 25-26. Some classes were filled and had waiting lists. CTP offered Excise Board Training Part 1 and Part 2 once in the first half of FY 25-26 via Zoom and plan to hold the class two times in the second half of FY 25-26. Excise Board Training is offered continuously as an online, independent course. As of January 2024, seven certification classes were made available online, at any time, providing convenience for county personnel (and anyone else interested in the content).

All CTP courses are now cataloged in the Council on Law Enforcement Education and Training (CLEET) giving continuing education credit to class participants who hold a CLEET number, take the post course exercise, and have a passing score of 80%.

NOTE:

The Purchase-Card Training is also an online class available to counties interested in using credit cards, but this class is not a certification class.

**Table 2. Individual Attendance and Total by County
First Half of FY 25-26**

<u>County</u>	<u>Ind.</u>	<u>Total</u>	<u>County</u>	<u>Ind.</u>	<u>Total</u>	<u>County</u>	<u>Ind.</u>	<u>Total</u>
Adair	5	14	Grant	11	23	Nowata	7	16
Alfalpa	11	17	Greer	9	21	Okfuskee	4	6
Atoka	10	14	Harmon	3	3	Oklahoma	17	21
Beaver	8	16	Harper	5	5	Okmulgee	10	12
Beckham	13	21	Haskell	10	27	Osage	26	80
Blaine	19	32	Hughes	4	4	Ottawa	6	7
Bryan	7	12	Jackson	10	21	Pawnee	15	25
Caddo	8	18	Jefferson	9	16	Payne	17	24
Canadian	16	26	Johnston	9	11	Pittsburg	22	68
Carter	23	70	Kay	15	25	Pontotoc	13	20
Cherokee	17	24	Kingfisher	8	11	Pottawatomie	20	41
Choctaw	9	20	Kiowa	4	6	Pushmataha	7	9
Cimarron	5	6	Latimer	7	19	Roger Mills	8	13
Cleveland	34	53	Le Flore	8	13	Rogers	22	46
Coal	10	21	Lincoln	25	91	Seminole	14	27
Comanche	4	5	Logan	1	3	Sequoyah	20	76
Cotton	10	26	Love	15	31	Stephens	22	47
Craig	13	19	Major	19	56	Texas	26	75
Creek	12	17	Marshall	10	20	Tillman	8	18
Custer	9	10	Mayes	13	22	Tulsa	27	52
Delaware	8	13	McClain	9	17	Wagoner	13	22
Dewey	7	21	McCurtain	11	4	Washington	10	22
Ellis	9	10	McIntosh	11	13	Washita	14	29
Garfield	6	9	Murray	9	17	Woods	9	10
Garvin	5	8	Muskogee	9	13	Woodward	7	7
Grady	37	73	Noble	20	67	Other	46	84
						Total	989	1,991

Table 2 shows the number of individual persons (nose count) in attendance and total attendance at the certification classes by county. The number of individuals participating was 989 reported for the first half of FY 25-26. There was participation from all seventy-seven counties.

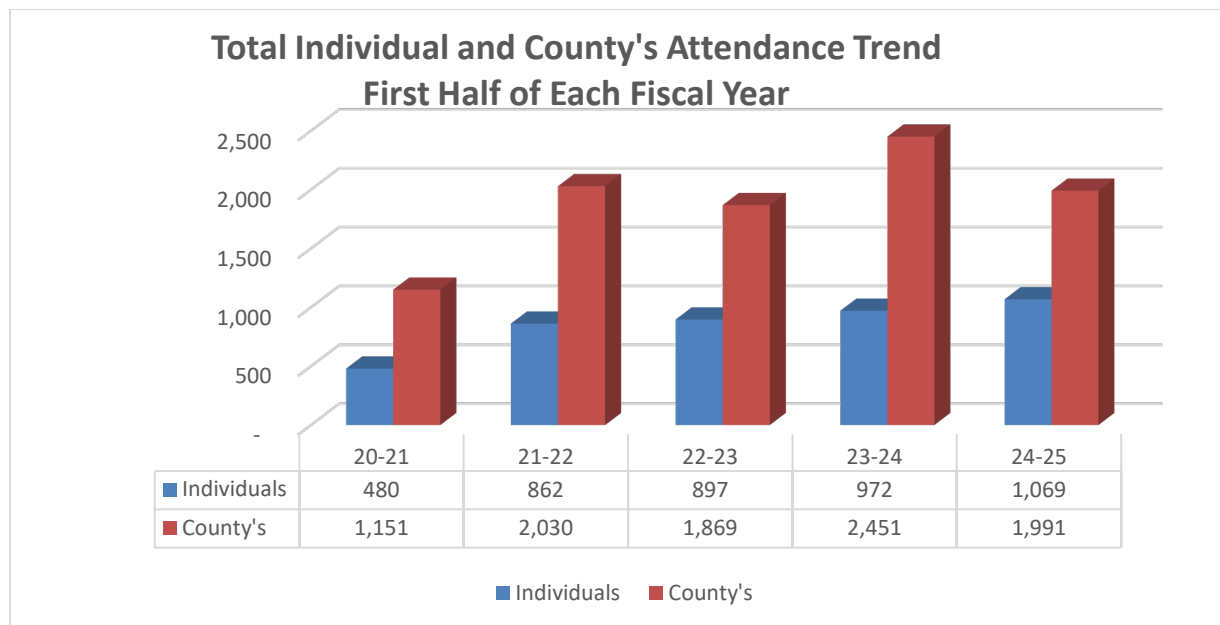


Table 3: Workshops – Discretionary Hours
First Half of Fiscal Year 25-26

7/22/2025 Service Oklahoma District Court Clerk Training	42
9/11/2025 CODA Fall Conference - Acts of Violence in Your Courthouse	242
9/16/2025 Kellpro - KJS	65
9/17/2025 Kellpro - KJS	43
9/18/2025 Kellpro - KIT	32
9/30/2025 Kellpro - KRS	43
10/1/2025 Kellpro - KPO	66
10/7/2025 Kellpro - KJS	54
10/8/2025 Kellpro - KJS	50
10/29/2025 From Filing Cabinets to Forklifts (ACCO)	73
Total Attendance	710
7/19/2025 Fair board Training - Greer County	8
8/19/2025 Fair board Training - Osage County	25
8/25/2025 Fair board Training - Noble County	14
9/18/2025 Fair board Training - Craig County	16
10/16/2025 Fair board Training - Pittsburg County	7
11/6/2025 Fair board Training - Beckham and Roger Mills County	15
12/3/2025 Fair board Training - Grant County	12
	97

Table 3 depicts the workshops that county officials attended for which CTP gave them discretionary credit hours in FY 25-26. These are trainings that are either taught by programs or associations other than CTP, or workshops offered by CTP that are not on the course lists.

**Table 4. Total Attendance by Certification Program
First Halves of FY 21 – FY 26**

Part A. Individuals Attending CTP Certification Courses						
<i>Officer Group</i>	<i><u>FY 21</u></i>	<i><u>FY 22</u></i>	<i><u>FY 23</u></i>	<i><u>FY 24</u></i>	<i><u>FY 25</u></i>	<i><u>FY 26</u></i>
<i>Assessors</i>	50	62	59	49	28	41
<i>Commissioners</i>	58	74	147	128	124	130
<i>County Clerks</i>	145	183	161	254	229	172
<i>Court Clerks</i>	65	201	191	202	248	229
<i>Sheriffs</i>	6	16	12	22	26	15
<i>Treasurers</i>	102	164	152	151	193	124
<i>Excise Board</i>			94	100	81	113
<i>Others</i>	54	162	81	66	140	165
<i>Total</i>	480	862	897	972	1069	989
Part B. Total Attendance, CTP Certification Courses						
<i>Officer Group</i>	<i><u>FY 21</u></i>	<i><u>FY 22</u></i>	<i><u>FY 23</u></i>	<i><u>FY 24</u></i>	<i><u>FY 25</u></i>	<i><u>FY 26</u></i>
<i>Assessors</i>	146	176	77	58	36	59
<i>Commissioners</i>	127	128	201	251	267	301
<i>County Clerks</i>	365	443	364	527	432	431
<i>Court Clerks</i>	175	610	541	929	527	549
<i>Sheriffs</i>	9	32	25	31	36	40
<i>Treasurers</i>	230	371	393	404	377	222
<i>Excise Board</i>			123	122	93	117
<i>Others</i>	98	270	145	129	194	272
<i>Total</i>	1,150	2,030	1,869	2,451	1,962	1,991
Part C. Attendance at Certification Courses & Workshops Combined						
<i>Officer Group</i>	<i><u>FY 21</u></i>	<i><u>FY 22</u></i>	<i><u>FY 23</u></i>	<i><u>FY 24</u></i>	<i><u>FY 25</u></i>	<i><u>FY 26</u></i>
<i>Assessors</i>	148	176	77	58	36	59
<i>Commissioners</i>	134	128	201	251	267	374
<i>County Clerks</i>	383	443	364	527	432	431
<i>Court Clerks</i>	176	610	541	929	527	944
<i>Sheriffs</i>	12	32	25	31	36	40
<i>Treasurers</i>	239	371	393	404	377	222
<i>Excise Board</i>			123	122	93	117
<i>Others</i>	101	299	145	129	194	611
<i>Total</i>	1,193	2,059	1,869	2,451	1,962	2,798

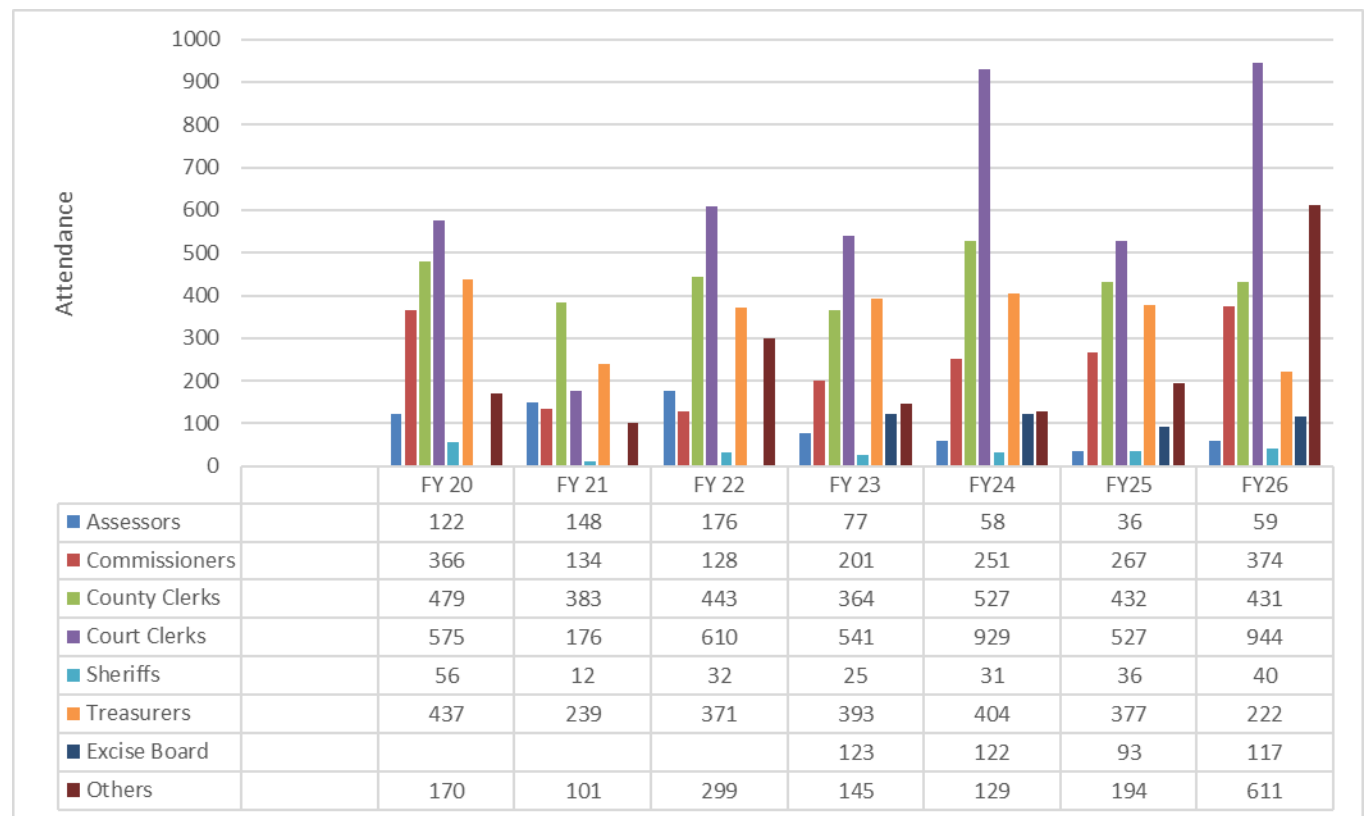
Part A of Table 4 depicts the individuals attending CTP certification courses. The first half of FY 25-26 totaled 989 for attendance, which is lower than the first half of FY 24-25.

Part B depicts the total attendance in certification courses. Attendance is by officer group. Court clerks, county clerks, commissioners, treasurers, and their employees continue to be large

participants. Sheriff and assessor attendance trended with historic experience. In November 2021, CTP’s purpose and objective were expanded to include the monitoring of excise board training requirements – Title 68 O.S. 3006 – where each excise board members shall take 6 hours of instruction in the first 12 months (changed in 2023 from 18-months) of appointment and 3 hours of instruction for every year of service. In 2025, all excise board members met their training requirement.

Part C depicts attendance at certification courses and workshops (from Table 3: Workshops – Discretionary Hours) combined.

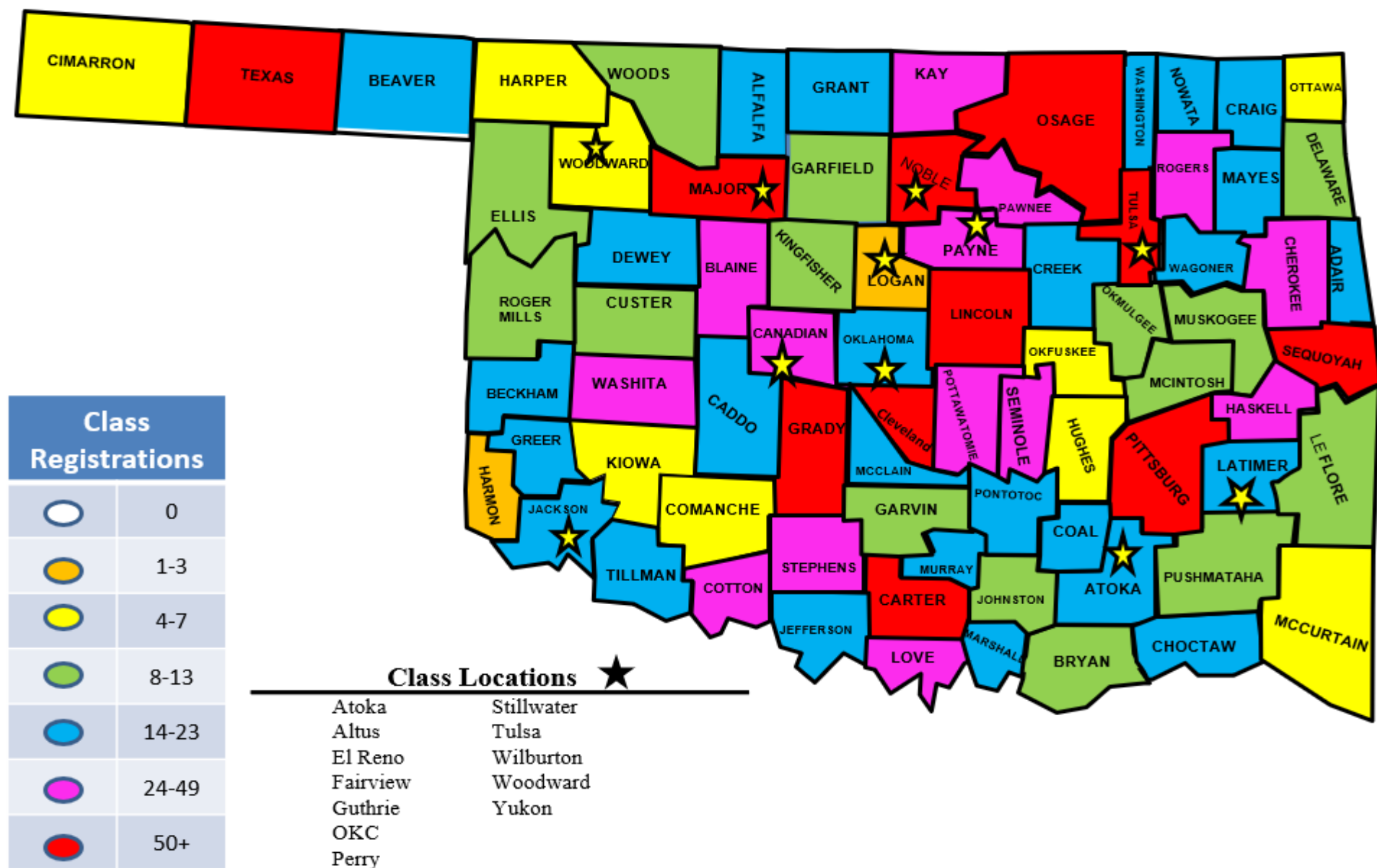
- Commissioners include attendance in Part B (301 total attendance) plus the Workshop in Table 3: ACCO training *From Filing Cabinets to Forklifts*;
- County court clerks combine total attendance in Part B (549 total attendance) plus Workshops in Table 3 titled Kellpro (7 workshops); and
- Other is total attendance in Part B (272 total attendance) plus CODA Fall Conference – *Acts of Violence in Your Courthouse* and seven fair board trainings held around the state.



NOTE:

“Others” includes fire departments, tribal court clerk, other offices outside of courthouse, OSU Extension, election board, and others not identified on sign-in sheets.

Figure 1. Class Locations and Attendance, July 2025 – December 2025



Summing up this section of the report, Figure 1 shows relative attendance in certification classes by county for the first half of the year. Figure 1 also shows the twelve in-person locations during this time. Historically, individual class locations are continually rotated throughout the state for the convenience of the county officers and deputies. In-person classes that are taught one time a year will continue to be held centrally (as requested by many).

Stand-Alone, Online Certification Classes

CTP has developed seven courses that participants can complete independently online at their own pace (courses must be completed within 60 days). Thus far, CTP offers A Practical Guide to Parliamentary (this course was developed by OSU agricultural economist, Dr. Phil Kenkel, and approved for use by CTP), Basic Computer Skills, County Purchase Card Training, County Purchase Card (statutory required 2-year refresher), Introduction to County Purchasing Procedures, Understanding the Whole of County Government, and Excise Board Training as stand-alone, online courses. In the first half of Fiscal Year 25-26, we had 269 total online class registrations.

Stand-Alone, Online Certification Classes	
County Purchase Card - Statutory Required Initial Training	106
County Purchase Card - Statutory Requirement 2-year Refresher	40
Introduction to County Training	32
Understanding the Whole of County Government	62
A Practical Guide to Parliamentary Procedure	17
Excise Board Training	12
Total Registrations	269

Virtual Certification Classes

CTP continues to offer Zoom classes, which differ from the stand-alone, online courses in that they are conducted live with instructors teaching the content virtually. Many participants appreciate our Zoom classes because they provide a convenient alternative to classes that usually require travel.

Digital Publications

The 2025 updates of the *Purchasing Handbook for Oklahoma Counties*, the *Handbook for County Commissioners of Oklahoma*, and the *Handbook for County Clerks of Oklahoma* have been posted to the website.

The 2025 updates of the *Handbook for County Treasurers of Oklahoma* and the *Handbook for County Court Clerks of Oklahoma* are undergoing final edits and will be posted in the next few months.

The 2022 update of the *Handbook for County Sheriffs of Oklahoma* is available on our website. We are working with the Oklahoma Sheriffs' Association to form a committee of sheriffs to update the handbook.

We maintained the CTP Facebook page with 775 followers and 4,000 view/month. The number of followers continues to increase each year. The Facebook page has course listings, weekly updates, and social engagement giveaways, all of which drive more followers and viewers to interact with our content.

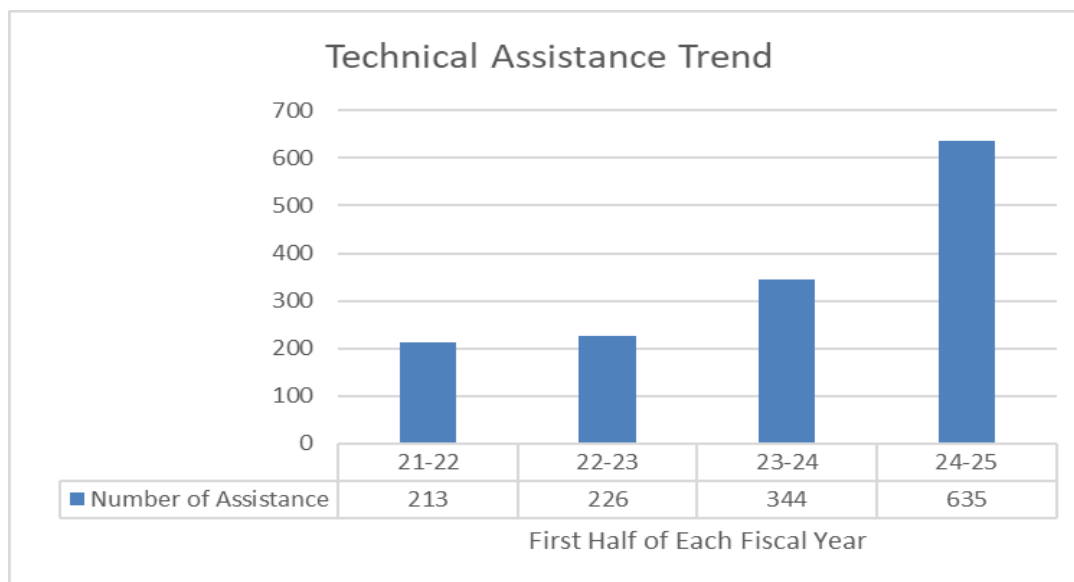
We also have a "Frequently Asked Questions" tab on our website. FAQs are in video and written form. The FAQs were updated by our specialists to ensure the relevancy of the information and the statute references, as well as organized by county office and alphabetized to help with navigation.

CTP continues to publish various reports useful to county government and the public such as:

- *Abstract of County Government General, Highway, and Special Revenue Funds in Oklahoma, Fiscal Year 2023-2024*
- *County Sales, Use & Lodging Tax Summary Report, Fiscal Year 2025*
- *Oklahoma Ad Valorem Mill Levies, Fiscal Year 2025*

Technical Assistance

CTP staff logged 402 technical assistance requests during the first half of FY 25-26.



Most questions were by telephone and email. We respond to all inquiries, sometimes after consulting other resources, such as the state auditor's staff. Inquiries cover a wide variety of topics including sales tax issues, purchasing, open meetings, personnel issues, excise and fair

boards, and destruction of records. Purchasing, fair board, inventory tracking and disposal, and general government questions are the most frequent.

Other Activities

Brad Raven continues to partner with OSU Extension to provide a workshop named Duties of Commissioners, OSU Extension, and Fair Boards. A similar workshop titled OSU Extension & County Fair Boards' Responsibilities was presented at the OSU Extension Biennial Conference in January 2026. Brad continues to present fair board training around the state when requested.

Gloria Harmon continues her contribution to ACCO's fall newsletter release. Each month, Gloria Harmon also submits a newsletter contribution to the assessors' association for their newsletter. These contributions include information about CTP social media, recent conferences and classes, and recent publications.

Majenta Harper along with Shelly Stevenson (OSU CTP), Sherri Schieffer (OSU CTP), and Nancy Grantham (SA&I) updated and produced the following videos: How-to Access Your Online Class with CTP, Valuation and Mill Levies, and Understanding the Oklahoma Chart of Account's (COA).

Evaluation

In Fiscal Year 24-25, the County Training Program began using a QR Code to collect class evaluation data. Previously, we used a paper form, and the data was never scanned digitally. For the first half of FY 25-26, we had 824 evaluation responses out of 1,232 registered class participants. This breaks down to a 67% completion rate.

In FY 24-25, we had 361 evaluation responses out of 520 registered class participants (69.42%). Local government specialists review the responses and make appropriate contact and or changes to class materials.

Staff Changes

County Court Clerk Local Government Specialist Debbie Hodnefield retired December 31, 2025. Lincoln County Court Clerk Cindy Kirby retired from her position as court clerk in the fall of 2025. She was hired by CTP as the county court clerk local government specialist and began working with the program on November 1, 2025.

CTP Financial
Report First Half –
FY 25-26

06-JAN-2026 12:30:01 AM
FISCAL YEAR 26

OSU and A&M (PROD)
Balance Sheet
AS OF 31-DEC-2025

PAGE 334
FGRBLSH

CHART: 3 OSU Cooperative Extension
FUND: 162717 OCES County Govt Training Pgm

Assets		CURRENT YEAR AS OF 31-DEC-2025	PRIOR YEAR AS OF 31-DEC-2024	***** VARIANCE ***** CURRENT TO PRIOR	***** PERCENT
ACCOUNT TITLE					
119999	Claim On Cash	314,382.12	398,783.81	-84,401.69	-21.165
160000	Interchart Due/To From	.00	.00	.00	.000
169999	Interchart Claim on Cash	.00	.00	.00	.000
TOTAL:	Cash & Cash Equivalents	314,382.12	398,783.81	-84,401.69	-21.165
TOTAL	Assets	314,382.12	398,783.81	-84,401.69	-21.165
Liabilities					
ACCOUNT TITLE					
210000	Accounts Payable	.00	.00	.00	.000
TOTAL:	Accounts Payable	.00	.00	.00	.000
TOTAL	Liabilities	.00	.00	.00	.000
Control Accounts					
ACCOUNT TITLE					
301100	Revenue Control	.00	334,934.55	334,934.55	100.000
301300	Budgeted Revenue Control	338,330.18	1,085,335.47	-747,005.29	-68.827
302100	Expenditure Control	23,948.06	334,918.21	-310,970.15	-92.850
302300	Budgeted Expenditure Control	338,330.18	1,085,335.47	747,005.29	68.827
304100	Encumbrance Control	39,084.78	276,087.45	-237,002.67	-85.843
304300	Reserve For Encumbrance	39,084.78	276,087.45	237,002.67	85.843
305100	Budgeted Change To Fund Balance	.00	.00	.00	.000
TOTAL:	Control Accounts	23,948.06 D	16.34	23,964.40	#####
TOTAL	Control Accounts	23,948.06 D	16.34	23,964.40	#####
Fund Balance					
ACCOUNT TITLE					

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FISCAL YEAR 26

OSU and A&M (PROD)
Balance Sheet
AS OF 31-DEC-2025

PAGE 753
FGRBLSH

CHART: 3 OSU Cooperative Extension
FUND: 328018 County Govt Training Pgm Auxil

Assets		CURRENT YEAR AS OF 31-DEC-2025	PRIOR YEAR AS OF 31-DEC-2024	***** VARIANCE ***** CURRENT TO PRIOR	***** PERCENT
ACCOUNT TITLE					
119999	Claim On Cash	252,299.40	272,528.00	-20,228.60	-7.423
160000	Interchart Due/To From	.00	.00	.00	.000
169999	Interchart Claim on Cash	38,654.18 C	38,708.78 C	54.60	.141
TOTAL:	Cash & Cash Equivalents	213,645.22	233,819.22	-20,174.00	-8.628
TOTAL	Assets	213,645.22	233,819.22	-20,174.00	-8.628
Liabilities					
ACCOUNT TITLE					
210000	Accounts Payable	.00	.00	.00	.000
TOTAL:	Accounts Payable	.00	.00	.00	.000
TOTAL	Liabilities	.00	.00	.00	.000
Control Accounts					
ACCOUNT TITLE					
301100	Revenue Control	82,023.92	55,017.50	-27,006.42	-49.087
301300	Budgeted Revenue Control	356,497.36	396,071.65	-39,574.29	-9.992
302100	Expenditure Control	94,876.06	87,269.93	7,606.13	8.716
302300	Budgeted Expenditure Control	356,497.36	396,071.65	-39,574.29	-9.992
304100	Encumbrance Control	44,038.65	37,761.90	6,276.75	16.622
304300	Reserve For Encumbrance	44,038.65	37,761.90	-6,276.75	-16.622
305100	Budgeted Change To Fund Balance	.00	.00	.00	.000
TOTAL:	Control Accounts	12,852.14 D	32,252.43 D	-19,400.29	-60.151
TOTAL	Control Accounts	12,852.14 D	32,252.43 D	-19,400.29	-60.151
Fund Balance					
ACCOUNT TITLE					

Financial Report for FY 26

Expense Items	Approved Budget FY 26	Total Expenditures	Doc Stamp Acct Exp	Registration Fee Acct Exp	% of Budget Used
Salary and Benefits	850,000	392,630	392,630		46.2%
Supplies: Office & Educational - Notebooks, Pe	15,000	2,873	-	2,873	19.2%
Equipment and Office Furniture	12,000	12,169	-	12,169	101.4%
Class meeting room rental	3,500	1,395	-	1,395	39.9%
Travel a. In-State	65,000	20,279	-	20,279	31.2%
Travel b.Out-of-State	15,000	8,083	-	8,083	53.9%
OCES Online Program Courses		9,120		9,120	37.9%
Postage, USPS & Others	10,000	3,788	-	3,788	42.0%
Communications, telephone	4,000	1,680	-	1,680	44.1%
Printing/Copying	49,000	21,602	-	21,602	0.0%
Software (Aceware and articulate 360)	10,000	12,010	-	12,010	35.8%
Service Agreement/Professional Services	45,000	16,107	-	16,107	0.0%
Honorarium - Guest speaker	5,000	-	-	-	0.0%
Professional Memberships	3,000	-	-	-	2.3%
Other - Food & Refreshments & Conf. Booths	10,000	229	-	229	50.0%
Estimate of Needs & Financial Stmt contract	2,000	1,000	-	1,000	0.0%
Contingency	256,328	-	-	-	
Total	1,354,828	502,965	392,630	110,335	
F&A Costs	513,480				
less waived F&A Costs	(513,480)				
Totals	1,354,828				
Sources of Funds	Approved Budget	Sum of Actual Funds Available	Actual Doc Stamp Acct	Actual Reg. Fee Acct.	
Carryover	564,828	575,513	338,330	266,072	
Registration Fee Income	140,000	82,024		82,024	
Documentary Stamp	650,000	392,052	392,052	-	
Total Available Funds	1,354,828	1,049,589	730,382	348,096	

Discussion of Financial Report Statement

The FY 25-26 Approved Budget is \$1,354,828 (as shown and detailed in the table above). The budget is funded by carry-over funds from the preceding fiscal year, registration fees, and the documentary stamp allocation from the state. The actual registration fee deposits at midyear were \$82,024. Documentary stamp receipts for the first six months of the year were \$392,052; more than half the projected annual amount of \$650,000. Documentary stamp collections are based on the value of real estate transactions across the state.

The expenditures at midyear were \$502,965. Staffing explains much of the reason that the total expenditure is well under half of the budget. A new part-time local government specialist position was budgeted for a full year; however, the hiring process took longer than expected.

Salaries and benefits expended \$392,630 of the budget. Note that “Professional Services” is primarily the cost of contract trainers teaching some of the county government training classes and that adds another \$16,107 in payroll expenses. As of December 2025, CTP has twenty (20) personnel in various capacities, full-time, part-time, permanent, and contract. This includes five (5) student workers.

The “Software” line is a service agreement with ACEware software for \$10,775 and Articulate 360 for 1,234.72. ACEware is the registration and tracking software that participants use to register for training courses and CTP uses to track the hours completed. Articulate 360 is an AI assisted e-learning software to assist Darla in building our online classes.

The printing/copying of educational materials and the purchase of educational books for certification class participants expended \$21,602. County officials often use these materials as resources for their offices after they return to their county.

The in-state travel expenses total \$20,279. In-state travel allows the staff to perform in-person training and to participate in county government conferences and meetings. As of December 31, 2025, we have used 31.2% of the \$65,000 budget.

Office and educational supplies (binders, paper, printer ink, laminating supplies, letterhead, etc.) expended \$2,873.

Over \$1,680 was spent on communications (telephone), and \$3,788 on postage.

Three new desktop computers were purchased for Brad Raven, Shelly Stevenson, and Arin Karbs. Surface Pro Tablets were purchased for Sunilyn Hertt and Majenta Harper. The equipment and office furniture expenses total \$12,169.

The Oklahoma Cooperative Extension Service (OCES) Online Program Courses total \$9,120. This is paid to OSU Extension for registrations to online CTP Courses. Each online course is \$40; OSU Extension receives \$20, and CTP receives \$20.

County Training Program Planned Activities for Second Half of Fiscal Year 25-26

Renewal of the Commission on County Government Personnel Education and Training

The legislature periodically reviews commissions for “sunset.” The Commission was renewed on July 1, 2023 (19 O.S. § 130.1). The Commission will expire on July 1, 2026, unless renewed. Jean Hinkle met with a joint Administrative Rule Committee on Wednesday, January 21, 2026, and gave a brief presentation of the Commission and the 2025 County Training Program outcomes.

Certification Classes and Credit Hour Workshops

Table 1 (as shown previously) shows the list of courses, the number of times we proposed teaching each, and the forty-seven courses scheduled for January – June. We anticipate presenting 91 courses this year rather than the fiscal year goal of 93: dependent on rescheduling. The final number may be more or less. Some classes may also be added, such as those with waitlists. As more online classes are added, they are offered continually rather than a set number of times per year.

Technical Writer Gloria Harmon is updating the 3-hour course on Grant Writing Basics. This course was presented at the SE CODA Conference, May 2025, and is planned for presentation in Oklahoma City in May.

Online Classes

Excise Board Training was completed in July of 2023 and is now available online. A Practical Guide to Parliamentary Procedures was added as a new online certification credit course in January 2023 and is now available. CTP did not develop it, but we have reviewed it for applicability to county government. Introduction to County Purchasing Procedures went online in the Fall of 2021. Understanding the Whole of County Government went online in May 2020. Purchase-Card (P-Card) Training went online in the Fall of 2020. Darla Hisey and Joan York developed a Purchase Card (P-Card) Training (2-year refresher) course, which was completed and published in July 2024.

Darla Hisey will be working on an online Cash Flow Management course and anticipates a rollout in June 2026.

**Table 1. Certification Courses Proposed - FY 25-26, Presented as of
Midyear FY 25-26, and Planned - Second Half of FY 25-26**

Course Name	Proposed	Presented	Planned
	FY25-26	First Half FY25-26	Second Half FY25-26
A Practical Guide to Parliamentary - online	1	1	0
Basic Accounting 1 - Intro	3	1	2
Basic Accounting 2	3	1	2
Basic Computer Skills - online	1	1	0
Basic Finance	1	1	0
Basic Mapping	1	0	1
Budget Process 1 - Intro	2	1	1
Budget Process 2	2	1	1
Cash Flow Mgmt.	2	2	0
Commissioner Duties Review 1	1	1	1
Communication Skills	4	1	1
Councils, Commissions, Boards, and Trusts	1	0	1
County Clerk Duties Review 1	1	1	1
County Clerk Duties Review 2	1	1	1
Court Clerk Bail Bonds/Forfeiture	1	0	1
Court Clerk Civil and Criminal Appeals	1	0	1
Court Clerk Confidentiality of Records	1	1	0
Court Clerk Destruction of Records	1	0	1
Court Clerk Duties Review 1	2	1	1
Court Clerk Duties Review 2	2	1	1
Court Clerk Juvenile Procedures	1	1	0
Court Clerk New Officer or Refresher Course	1	0	0
Court Clerk Reports and Forms	1	0	1
Customer Service	2	1	1
Economic Development - Role of Local Officials	1	0	0
Effective Work Skills	2	1	1
Excise Board Training - online	1	1	0
Excise Board Training (pts 1 & 2)	3	1	2
Fundamentals of Administration	2	0	1
Grant Writing	1	0	1
Intro to Purchasing Procedures - In Person	2	1	2
Intro to Purchasing Procedures - online	1	1	0
Inventory Tracking & Disposal	2	2	0
Investments and Collateral	1	1	0
Land Records	2	1	1
Legislative Process	2	1	1

**Table 1. Certification Courses Proposed - FY 25-26, Presented as of
Midyear FY 25-26, and Planned - Second Half of FY 25-26**

Course Name	Proposed	Presented	Planned
	FY25-26	First Half FY25-26	Second Half FY25-26
Managing in an at-will Organization	2	1	1
Navigating Payroll Procedures and Employment Law	1	1	1
Open Meeting	3	2	2
Open Records (Public's Right to Know)	2	1	2
Overview of County Government	1	1	1
Public Communication	2	1	1
Purchase-Card Training - online	1	1	0
Purchasing Procedures 1	2	1	1
Purchasing Procedures 2	2	1	1
Sheriff Duties Review	1	0	0
Statute Reference	2	1	2
Supervisory Skills 1	4	1	1
Supervisory Skills 2	3	1	1
Supervisory Skills 3	3	1	1
Tax Roll Corrections	1	1	0
Tax Sales	1	0	1
Tax Warrants (personal property)	1	0	1
Treasurer Duties Review 1	1	0	1
Treasurer Duties Review 2	1	0	1
Understanding the Whole of County Gov't - In Person	1	0	0
Understanding the Whole of County Gov't - online	1	1	0
TOTAL	93	44	47

Technical Assistance

Answering county officer inquiries is an ongoing activity. We will continue to routinely work with state agencies and officer associations to respond to inquiries. Our webpage is linked to the State Auditor and Inspector's webpage and Association of County Commissioners of Oklahoma's FAQ page. We will continue to post complementary information and avoid duplication.

Other Activities

CTP staff are typically invited to help with ACCO and CODA conferences and annual treasurer, county clerk, court clerk, and assessor schools. CTP presented two workshops (*From Chaos to Collaboration: Smarter County Budgeting* and *Purchase Card (P-Card) Training*) at the CODA Legislative Conference February 3-5, 2026. Furthermore, CTP

will teach workshops at the county treasurers' school in April and the Oklahoma Tax Commission Conference (Tax Roll Corrections) in August. The county clerks' and county court clerks' have already requested assistance with educational programs. The Southeast District CODA conference typically asks for training at the annual conference in May.

Legislation Tracking

Local Government Specialist Brad Raven tracks and keeps the CTP team updated on legislation that may impact counties and where the legislation is moving through the process. More than 2,574 new pieces of legislation and 2,628 bills carried over from last year are moving through the legislative process with the session beginning on February 2, 2026.

Facilitation and Instructional Design

Local Government Specialist Sunilyn Hertt provides the CTP team with hour-long sessions to learn tips and tricks for facilitation and instructional design of course material. The CTP team will have two additional sessions in FY 25-26.

Staff Development

CTP also plans to add a part-time local government specialist to oversee the treasurer accreditation program and teach treasurer related courses.

Director Jean Hinkle completed Oklahoma State University's 2025 Management Leadership Institute. This 10-month program consisted of monthly training sessions and three one-on-one coaching sessions to provide knowledge and skills for development of managers beyond the frontline supervisor role.

This year's budget provides the opportunity to attend some national conferences. The Consortium of University Public Service Organizations, CUPSO; the National Association of Community Development Extension Professionals, NACDEP; and National Association of Counties, NACO, provide exciting educational opportunities. Other trainings closer to home (such as OSU Talent Development and ITLE) will be considered and utilized.

CLGT Report

Appendix

Relevant Statutes

Appendix - Relevant Statutes

Title 19. Counties and County Officers

Chapter 6 - Officers

General Provisions

Section 130.1 - Commission on County Government Personnel Education and Training - Creation – Membership

19 O.S. 2007, § 130.1

There is hereby re-created, to continue until July 1, 2026, in accordance with the provisions of the Oklahoma Sunset Law, the Commission on County Government Personnel Education and Training, hereinafter called the "Commission". The Commission shall be composed of the following five (5) members: The President of Oklahoma State University or designee; the State Auditor and Inspector or designee; the Director of the Oklahoma Department of Transportation or designee; the Chairman of the Oklahoma Tax Commission or designee; and the President of the Oklahoma County Officers Association or designee.

Chapter 6 - Officers

Section 130.2 – Duties of Commission

19 O.S. 2007, § 130.2

The duties of the Commission shall be:

1. To oversee a professional development program for training Oklahoma county commissioners, county clerks, county treasurers, county assessors, court clerks, their deputies and employees, county sheriffs, excise board members, candidates for county office and any other persons through the Cooperative Extension Service at Oklahoma State University;
2. To provide guidance to the Cooperative Extension Service in designing curricula to be used in educational programs and materials;
3. To identify needs and set priorities for research to be conducted in cooperation with the Cooperative Extension Service in areas relevant to the study and improvement of Oklahoma county government and its functions and to accept gifts and grants for such purposes;
4. To cooperate with the advisory boards authorized in Section 130.4 of this title in determining the educational needs of county officials and their employees so that they can perform their duties and responsibilities efficiently and professionally; and
5. To contract with the Cooperative Extension Service at Oklahoma State University to administer personnel education and training for counties and other political subdivisions.

Chapter 6 - Officers

Section 130.3 – Meetings - Chairman - Quorum - Mileage and Per Diem

19 O.S. 2007, § 130.3

The Commission shall meet within sixty (60) days after the effective date of this act. The President of Oklahoma State University or his or her designee shall serve as chair of the Commission. After the first meeting, the Commission shall meet as it deems necessary or when called by the chair or by any three

members. Three members shall constitute a quorum and no official action shall be taken by the Commission unless there is a quorum present.

The representative of the County Officers Association shall be reimbursed for mileage and per diem in accordance with the State Travel Reimbursement Act when attending Commission meetings or other activities associated with his or her duties. Other Commission members shall not be reimbursed.

Chapter 6 - Officers

Section 130.4 – Advisory Boards

19 O.S. 2007, § 130.4

A. The Cooperative Extension Service is hereby authorized to create advisory boards as they deem necessary. Members of such advisory boards shall be appointed by the Cooperative Extension Service and shall include, but shall not be limited to, county government officials and appropriate state agency representatives. Meetings of advisory boards shall be called by the County Training Program Director of the Cooperative Extension Service. Such advisory boards shall assist in developing educational programs and materials for training county government officers and their employees.

Advisory board members shall be reimbursed for expenses incurred in the performance of their duties under Sections 130.1 through 130.7 of this title in accordance with the State Travel Reimbursement Act.

B. The Cooperative Extension Service is authorized to contract with state agencies and private entities to provide training.

Chapter 6 - Officers

Section 130.5 – Objectives of Education and Training Programs

19 O.S. 2007, § 130.5

The objectives of each education and training program, as developed by the Commission in consultation with the advisory boards and administered through the Cooperative Extension Service at Oklahoma State University, shall include, but shall not be limited to:

1. Encouraging the professional development of the groups of county officials and their employees governed by this act by providing educational programs and reference materials on job-related topics on a timely basis;
2. Improving the efficiency of county government operations by providing technical assistance in the administration of mandated duties;
3. Improving the technical skills of county employees by providing technical training in the operation and maintenance of construction equipment and machinery; and
4. Serving as a reference and resource center for county officials.

Chapter 6 - Officers

Section 130.6 – Support Staff - Other Training Programs

19 O.S. 2007, § 130.6

A. 1. Any professional or clerical support staff required by the Commission shall be provided through the Cooperative Extension Service.

2. The training programs developed pursuant to Sections 130.1 through 130.7 of this title shall not interfere with or duplicate any other existing training programs for county government personnel.

B. All expenses incurred in the performance of the duties imposed upon the Commission by law shall be paid out of funds appropriated or otherwise made available to the Office of the State Auditor and Inspector and may also be paid by the collection of training expenses paid by the counties directly to the Cooperative Extension Service.

Chapter 6 - Officers

Section 130.7 – Certain County Officials to Participate in Training Programs and Educational Seminars - Expenses

19 O.S. 2007, § 130.7

A. Each county commissioner, county clerk, county treasurer, and court clerk holding office on May 11, 1982, and those elected thereafter and the deputies of such elected county officers shall be required to participate in the appropriate training programs, as defined in subsection B of this section, and educational seminars relevant to their positions and duties conducted pursuant to Sections 130.1 through 130.7 of this title. In addition, county sheriffs and county assessors may attend the training programs specified in this section.

B. Appropriate training programs shall include those programs provided by the Cooperative Extension Service at Oklahoma State University.

Chapter 33 - Purchasing

Section 1500 - County Purchasing Agent - Appointment - Training - Duties and Responsibilities - Salary - Office Space and Equipment.

19 O.S. 2008, § 1500

A. The county clerk of each county or an employee of that office so designated by the county clerk shall be the county purchasing agent. Provided, in counties having a county budget board created pursuant to the County Budget Act, the board may, upon an affirmative vote of a majority of all the board members then in office, appoint a county purchasing agent. In the event the board does not appoint a county purchasing agent, the county clerk or an employee of that office so designated by the county clerk shall be the county purchasing agent. The county purchasing agent shall be under the general supervision and direction of the appointing authority.

B. All persons serving as county purchasing agents on July 1, 1989, shall attend training seminars sponsored by the Oklahoma Cooperative Extension Service prior to July 1, 1990. The training seminars will cover the terminology, concepts, customs, and practices of the sellers of supplies, materials and equipment commonly purchased for the county. All county purchasing agents appointed after July 1, 1989, shall attend the training seminars within one (1) year of their appointment.

C. The county purchasing agent shall be authorized necessary assistants to carry out the duties and responsibilities provided by law and as may be delegated by the appointing authority. Provided, the employment of such assistants shall be upon the approval of the appointing authority. The salary of the county purchasing agent and assistants shall be fixed by the appointing authority. Provided, if the county clerk is the county purchasing agent, the salary of the county clerk shall remain as provided by law.

D. The county purchasing agent shall, at the expense of the county, be authorized adequate office space, furnishings, equipment and supplies to carry

out the duties and responsibilities of the county purchasing agent as provided by law and as may be delegated by the appointing authority. Provided, the acquisition of such furnishings, equipment and supplies shall be upon the approval of the appointing authority, and the acquisition of office space shall be upon the approval of the board of county commissioners.

Title 68 – Revenue and Taxation

Chapter 1 - Tax Codes

Section 3006 - Meetings of County Excise Board - Organization – Powers and Duties

68 O.S. 2021, § 3006

A. The county excise board shall meet at the county seat on the first Monday of July of each year as provided in [Section 3014](#) of this title or on such earlier date in the year as determined by the excise board, and organize by electing one of its members as chair, and another as vice chair who shall preside in the absence of the chair, for the purpose of performing the duties required of it by law during such fiscal year. Thenceforth, the board may meet from day to day, or adjourn from day to day and time to time thereafter for the purpose.

B. In its functioning it is hereby declared an agency of the state, as a part of the system of checks and balances required by the Constitution, and as such it is empowered to require adequate and accurate reporting of finances and expenditures for all budget and supplemental purposes, charged with the duty of requiring adequate provision for performance of mandatory constitutional and statutory governmental functions within the means available, but it shall have no authority thereafter to deny any appropriation for a lawful purpose if within the income and revenue provided.

C. Each member of the county excise board shall be required to attend and successfully complete a course of instruction consisting of at least six (6) hours within twelve (12) months of appointment and three (3) hours of instruction for every year of service. The course of instruction shall include the duties and responsibilities of the county excise board including duties and responsibilities related to authorized millage rates imposed by local taxing jurisdictions, and the courses shall be offered by or approved by the Oklahoma State University Cooperative Extension Service.

D. Failure of a county excise board member to complete the initial six (6) hours of instruction within twelve (12) months of appointment or the annual three (3) hours of continuing education course of instruction shall result in forfeiture of office and the vacancy shall be filled in the manner provided by law.

E. The program director of the County Training Program of the Oklahoma State University Cooperative Extension Service shall send written notification of failure to comply with the educational requirements described in this section to the county clerk of the county, the board of county commissioners and the State Auditor and Inspector.

1. Upon receiving such notice, the board of county commissioners shall no longer approve compensation or travel reimbursement for the noncompliant board member.

2. Within thirty (30) calendar days of receipt of such notice, the State Auditor and Inspector shall contact the noncompliant board member and provide him or her the opportunity to come into compliance.

F. A member of a county excise board may not miss more than three (3) meeting days of the board per calendar year unless, upon a review by the member's appointing authority, one or more of the absences were excused. Failure by a member of a county excise board to comply with the attendance requirement shall result in forfeiture of office and the vacancy shall be filled in the manner provided by law.

G. Forfeitures of office resulting from the failure to comply with provisions of this section shall be administered by the State Auditor and Inspector.

H. The State Auditor and Inspector may promulgate rules as necessary to implement the provisions of this act.