

For: County Offices

New COC/Advisor Orientation

Approved by: State Executive Director



1 Overview

A Background

COC Orientation training has proven to be beneficial to newly elected COC members and advisors. COC orientation gives these committee members a brief overview of FSA programs, administration and organization which is helpful to them in their new role as a committee member/advisor.

B Purpose

The purpose of this notice is to announce COC Orientation Training location, date and individuals who are to attend.

Disposal Date

June 1, 2003

Distribution

County Offices

2 Attendees

A Attendance

All newly elected COC members and advisors shall attend. See Exhibit 1 for a list of participants. CED's shall complete Exhibit 3 and fax to the State Office by May 7, 2003.

3 Location, Date and Time

A Course Date and Location

COC Orientation Training will be held at the Best Western, 600 E. McElroy in Stillwater beginning at 8:30 a.m. on Monday, May 19. The training will conclude at 3:30 p.m. A block of rooms have been reserved at the Best Western for the night of Sunday, May 18. Room rates are \$55.00 plus tax. Attendees must contact the hotel at 405-377-7010 by May 12 in order to reserve a room. Attendees from Payne, Logan, Noble, Pawnee and Lincoln counties are not authorized overnight lodging.

C Travel Authorization

Travel should be coordinated by DDs. Each participant will need a Type C AD-202 Travel Authorization. See Exhibit 2 for travel and time and attendance instructions.

D Accommodation Statement

Persons with disabilities who require accommodation to attend or participate in this meeting should contact Marty Alberts at 405-742-1140 by May 5, 2003.

Newly Elected COC Members/Advisors

COUNTY	Member/Advisor
Alfalfa	Larry R. Angle
Alfalfa	Ramona O. Herren
Atoka	Ralph Fugate
Atoka	Wade Glover
Atoka	Ted Hartsfield
Atoka	Dellora Miles
Beaver	Chris Dearmin
Beaver	Mary Ellen Overton
Beckham	Chris Anderson
Beckham	Gloria King
Blaine	Jim D. Strack
Bryan	Ralph Carter
Bryan	Patsy Graham
Bryan	Edmond Jones
Caddo	Frances Hatfield
Caddo	Robert Lawrence
Caddo	Ronald G. Wyatt
Canadian	Don Bornemann
Canadian	Jodi Tech
Cherokee/Adair/Sequoyah	Preston McCollum
Cherokee/Adair/Sequoyah	Roy Robbins
Choctaw	Mary Feco
Choctaw	Jack Ferguson
Choctaw	Bill Flanagan
Choctaw	Fernando Salas
Cimarron	Louise Dawson
Cimarron	Claude S. Smith
Cleveland	Ronald Cusack
Cleveland	Sandra Roberts
Comanche	Ralph Dickson, II
Comanche	Kenneth Goodin
Comanche	Joan Rankin
Cotton	Larry Ferguson
Cotton	Betty Vache
Craig	Maxine Callahan
Craig	Kenith McSpadden
Custer	Janie Cornell
Custer	Mark Mannering
Delaware	Joe Stansell
Dewey	Peggy Cole
Dewey	Bill Salisbury
Ellis	Dennie Jenkins
Ellis	Shirley Shafer
Garfield	Aletha Craig
Garfield	James Wuerflein

Garvin	David Byers
Garvin	Paul Ferguson
Grady	Leslie Osborn
Grady	Dale R. Shipley
Grant	Kris Grimes
Grant	Arthur N. Thomas
Greer	Janet Graumann
Greer	Teddy Ray Hodge
Harmon	Lynda Burns
Harmon	Kent Pence
Harper	James Adkins
Harper	Diann Adams
Haskell	Arlanda Eakle
Hughes	Gerry Gray
Hughes	Jim Luna
Hughes	Mary E. Wilson
Jackson	Iverna Kennedy
Jefferson	Margaret Bradley
Jefferson	Russell Weatherly
Johnston	Boyd Vestal
Johnston	Joann McGlocklin
Kay	Rozann F. Sebor
Kay	Daryl Vap
Kingfisher	Sandra Simunek
Kingfisher	Danny Struck
Kiowa	Sandra Keesee
Kiowa	Mickey May
LeFlore	Peggy Caldwell
LeFlore	James Delt
LeFlore	Homer Marrow
Lincoln	Louis Ethridge
Lincoln	Gerald Reedy
Lincoln	Jason Ward
Logan	Eddie F. Baker
Logan	Clarence Frey
Love/Carter/Marshall	Joe Farve
Love/Carter/Marshall	O L Gray, Jr.
Love/Carter/Marshall	Angie Hawkins
Love/Carter/Marshall	Joel Hicks
Love/Carter/Marshall	Ott Ladner
McClain	Bill Bacon
McClain	Carol Jones
McCurtain	Christine Clouse
McCurtain	Donald Hurd
McCurtain	Kathy Jones
McCurtain	Janet McCoy
Major	Vernon Barnes
Major	Elaine Flaming

Mayes	Robert Adair, III
Mayes	Sue McCollough
Muskogee	George Grayson, Jr.
Muskogee	Larry Naumann
Muskogee	Dorothy Stricklin
Noble	Neil Blubaugh
Noble	Dorothy Nemece
Nowata	Howard Herren
Nowata	E E Hollister
Nowata	Jacqueta Yearout
Okfuskee/Creek	Majel Frye
Okfuskee/Creek	Tom Holcomb
Okfuskee/Creek	Claude Palmer
Okfuskee/Creek	James H. Smith
Okmulgee	Dale Buttram
Okmulgee	Thurman M Brown
Osage	Barbara Myers
Osage	John Strom
Ottawa	Pamela Fuser
Ottawa	Charles Jennings
Pawnee	Junior Bryant
Pawnee	Donna Wilde
Payne	Wayne Grider
Payne	Jim Wilson
Payne	Debbie Franklin
Pittsburg/Latimer/McIntosh	A J Bristow
Pittsburg/Latimer/McIntosh	Rowena Handelman
Pittsburg/Latimer/McIntosh	Cecil Medley
Pittsburg/Latimer/McIntosh	Lena Prather
Pontotoc	Mike Casady
Pottawatomie	Anthony Lasley
Pottawatomie	Doris Morgan
Pottawatomie	Pete Rooker
Pushmataha	Larry Bell
Pushmataha	Jo Decker
Pushmataha	Eddie Leyba
Roger Mills	Roy LeGrand
Rogers/Tulsa	Tony Genoff
Rogers/Tulsa	Walter Parker
Rogers/Tulsa	Sherron Kriege
Rogers/Tulsa	E J Snider
Seminole	Lloyd Fisher
Seminole	Harry Nogle
Seminole	Georgia Pace
Stephens	H Turner Biffle
Stephens	Becky Prather
Texas	David Higgins
Texas	Nina Webb

OK Notice PM-1377**Exhibit 1**

Tillman	Kay Atkins
Tillman	Roger Fischer
Wagoner	Norma Harper
Wagoner	Stanley Hewitt
Wagoner	Sherd Parker, Jr.
Washita	Monte Beech
Washita	Juanita Gray
Woods	Connie Allen
Woods	Tina Baker
Woods	Tom Nighswonger
Woodward	Amber Heflin

County Committee Orientation Payroll and Travel

County Offices are to prepare a type "C", AD-202 Travel Authorization for each employee attending the COC Orientation in Stillwater, OK. The DD will serve as the approving official. The authorizations should be prepared immediately, and the approval shall be documented as soon as possible.

The Per Diem rate for Stillwater is \$85 (Lodging \$55, M&IE \$30). Lodging taxes are reimbursed as a miscellaneous expense. Travel in excess of 24 hours will be reimbursed $\frac{3}{4}$ of a day (\$21.50) the day of departure and the day of return. Travel in excess of 12 hours, but less than 24 hours is reimbursed at $\frac{3}{4}$ of a day per diem rate. ALL travel should be reviewed to ensure EXCESS of 24 hours prior to reimbursing M&IE for both calendar days. Personal phone calls are only allowed when an employee is in approved travel status in **excess** of one night. Travel for the orientation does not meet the criteria for reimbursable telephone calls of a personal nature.

Mileage for attendees shall be reimbursed as follows:

COC who drive established mileage to the County Office for coordinated travel will receive their established mileage with their payroll. The remainder will be filed on an AD-616, travel voucher.

COC who are being picked up at their residence will not receive their established mileage. Please notify your payroll person of this adjustment to affected COC.

COC who are authorized to drive directly from a residence will be reimbursed their established mileage with their payroll, and the remaining mileage shall be filed for reimbursement on an AD-616.

Payroll reminder – 27-PM Par. 699 A states, “Do not pay committee members for more than 8 hours per day” and “Round off fractions of an hour to the next half hour”. This shall be taken literally for each day. If duty is less than 8 hours, travel time (in full or in part) may be added not to exceed a total of 8 hours of pay for each day.

Examples are provided on the following page. Please contact the administrative section if you have any questions.

EXAMPLE 1.

COC Bob drives to the County Office at 6:00 p.m. Sunday evening. He rides to the hotel in Stillwater with the other attendees. Upon completion of the training meeting he returns to the County Office and drives home arriving at 4:35 p.m.

Bob has not exceeded 24 hours in temporary duty status. He will receive reimbursement for lodging and $\frac{3}{4}$ of one day M&IE. (HE WILL NOT RECEIVE $\frac{3}{4}$ of each calendar day M&IE, he cannot receive $1\frac{1}{2}$ days M&IE for TDY of less than 24 hours.)

He will be reimbursed for established mileage only on his payroll. He did not drive to Stillwater.

Bob will receive pay for travel time to the County Office and to Stillwater. He will receive pay for duty on the day of training and return to his residence not to exceed 8 hours.

EXAMPLE 2

COC Lucy drives to the County Office at 3:00 p.m. and picks up the other attendees. She drives to Stillwater. Upon completion of the training meeting she drives to the County Office and drives home arriving at 7:00 p.m. Lucy has exceeded 24 hours in temporary duty status. She will receive reimbursement for lodging and $\frac{3}{4}$ of M&IE each day.

She will be reimbursed for established mileage with her payroll. The remaining mileage round trip to Stillwater will be reimbursed upon completion of her AD-616 reflecting the round trip mileage.

Lucy will receive pay for travel time to the County Office and to Stillwater. She will receive pay for duty on the day of training and return to her residence not to exceed 8 hours.

EXAMPLE 3

COC Tony is picked up at his residence at 6:00 a.m. Monday and rides to Stillwater. Upon completion of the training meeting he returns to his residence arriving at 6:30 p.m.

Tony has exceeded 12 hours in Temporary Duty Status, he will receive $\frac{3}{4}$ of a day M&IE.

He will not be reimbursed for established mileage for this meeting on his payroll.

Tony will receive pay for travel and duty not to exceed 8 hours.

EXAMPLE 4

COC Carol departs from her residence at 8:00 a.m. Monday and drives to Stillwater. Upon completion of the training meeting she returns to her residence arriving at 4:30 p.m.

Carol has not exceeded 12 hours in Temporary Duty Status, she will not receive any M&IE.

She will be reimbursed for established mileage for this meeting on her payroll. Her AD-616 will reflect the mileage in excess of her established mileage.

Carol will receive pay for travel and duty not to exceed 8 hours.

NOTE: Since her duty and travel may be less than 8 hours, you need to consider she will not be paid for her lunch break. Where duty and travel exceed 8 hours, this is not a consideration.

This concludes our attempt to explain every situation. Please call if you have any questions. 😊

FAX to: Administrative Section
Attn: Jan Courtright

County

COC MEMBERS TO ATTEND ORIENTATION

COC MEMBERS WHO WILL NOT BE ATTENDING ORIENTATION

County Executive Director