

TOWN OF WASHINGTON BOARD OF TRUSTEES
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

Type: Emergency Meeting

Date: Friday August 9, 2024

Place: Washington Town Hall Temporary Building

219 N. Turner St.

Washington, OK. 73093

- Nature of the emergency: Immediate financial loss and public safety.
- Reasons for declaring the emergency meeting:

An Emergency Meeting for the purpose of dealing with an immediate financial loss and public safety that has been brought to the Board of Trustees attention by Salesha Wilken (SIU Audit Manager, Oklahoma State & Inspector's Office). An email from Ms. Wilkens regarding areas of immediate concern and suggestions on areas to mitigate the risks of misappropriation or statutory violations. We believe the time requirement for public notice of a special meeting would make such a procedure impractical and result in immediate financial, record loss and possible public safety due to unsecure weapons. Financial Loss's include loss of services due to unpaid invoices, public bank accounts linked to personal on-line shopping sites (i.e.. Amazon, eBay, PayPal, Venmo), Credit/Debit Cards associated with on-line shopping sites and secure access to blank checks and cash. In addition to financial loss, we have been made aware that the Auditor observed at least one computer set up for remote access/VPN to the Washington Network that puts the Town's ability to protect Town records from being accessed, modified or deleted. Ms. Wilkens confiscated known Town Debit and Credit Cards of Paul Aday's and turned them over to Joel Siria out of concern of Mr. Aday using the Cards improperly. In addition to financial loss the auditor witnessed members of the staff throwing records in the trash that she has deemed necessary for the Audit review, storing/securing records improperly and deleting files on their computers.

- 1) Call to order and establish a quorum.

Joel Siria called the meeting to order.

Roll: Joel Siria, present; Duane Branham, present.

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- 2) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding the email sent by Salesha Wilken (SIU Audit Manager, Oklahoma State & Inspector's Office) highlighting financial and public record areas of concern that are at risk of unauthorized access to or use of public funds or resources:
- a. ADP Payroll Account
 - b. Protect Financial Accounts
 - c. Safeguard Public Funds
 - d. Protect Town/Authority Records
 - e. Safeguard Financial Instruments (Checks, Credit/Debit Cards, Cash)

The Board of Trustees instructed Paul Aday to give access to the ADP payroll software to Mica Lunt the new Town Administrator so that Susan Noel may be removed from Town of Washington payroll. They have instructed that Paul Aday also provide the last five years of his personal Paypal account statements with a minimum of three years since Paul has used his personal Paypal for both personal and professional expenses. We also need to make sure that only authorized personnel have access to Town of Washington accounts, vendors, etc.

Joel Siria made a motion for Mica Lunt to cancel and replace all known town purchase cards as deemed appropriate for town staff. Seconded by Duane Branham.

Ayes: Joel Siria, Duane Branham.

Nays: None.

Joel Siria made a motion to remove Paul Aday from the Town of Washington Online Banking Profile for First United Bank seconded by Duane Branham.

Ayes: Joel Siria, Duane Branham.

Nays: None.

Joel Siria made a motion to close and transfer existing balances to new accounts on all existing First United Bank Accounts for the Town of Washington including all Trusts, Trust Accounts, Safe Deposit Boxes, First United Bank Accounts ending in: 9116, 4866, 3282, 2083, 9742, 0657, 0668, 3049, 9785 and all billings associated with the Town of Washington and to start appropriate new accounts for the Town of Washington with account access to Joel Siria, Duane

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Branham, and Mica Lunt and to have Joel Siria, Duane Branham, and Mica Lunt as Authorized signers on all of the newly established Town of Washington Bank Accounts also allowing Administrator status of the Washington Town Online Banking Access for First United Bank to be changed from Kasey Leshner to Mica Lunt.

Duane Branham made a motion to change the Town of Washington First United Bank Account ending in #1058 from a personal account to a non-profit account and to add Joel Siria, Duane Branham, and Mica Lunt onto this account as authorized signers. Seconded by Joel Siria.

Ayes: Joel Siria, Duane Branham.

Nays: None.

Joel Siria stated that he would be following up with the Town Attorney on the possible conflict of interest regarding Aflac Insurance and former Board of Trustee James Franklin.

- 3) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding an allegation of unsecured weapons and evidence as a matter of public safety.

After discussion with Police Chief Ruben Ruiz there is evidence unsecure at the Town of Washington Shop Building but, that he was unsure of any weapons being there. At this time the Board of Trustees, including the Town Administrator continued the meeting to The Town of Washington Shop Building to confirm whether there were weapons or evidence that was unsecure. Upon this inspection it was found that evidence had been unsecure at the Town of Washington Shop Building, but no weapons were there. Chief Ruiz moved the evidence to a secure location within the Town of Washington Storage Pods located in front of The Town Hall Building located at 204 N. Main St. Chief Ruiz will be documenting the chain of custody during the remodel and the movement of evidence today.

- 4) Adjourn.

Joel Siria made a motion to adjourn, Duane Branham seconded.

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Ayes: Joel Siria, Duane Branham.

Nays: None.



Joel Siria, Mayor



Kasey Lesher

