

**SULLIVAN COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT  
BOARD OF DIRECTORS MEETING**

**May 11, 2020 @ 9 A.M.**

**Due to COVID 19 meeting will be held at the 911 Board Meeting Facility and available for attendance by telephone or electronically. Instructions for online or phone attendance will be sent by separate cover.**

- ITEM 1. Call the Meeting to Order.
- ITEM 2. Roll Call  
All members were present. JD Gregory was in attendance by conference phone.  
Employees: Virginia Smelser and Robin Napier.
- ITEM 3. Vote on Board Member Absence.
- ITEM 4. Approval of Minutes – February 10, 2020  
Jerry Fleenor made a motion to approve the minutes from February 10, 2020 meeting. The motion was seconded by Darlene Calton. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton –yes, Stewart – yes. Motion passed.
- ITEM 5. Financial Report
- A. Review Credit Card Bills, Check Register, GJ Entries  
These documents were reviewed by the board members.
- B. Review Expenditures (check approvals)  
These documents were reviewed by the board members.
- C. Review Monthly Financial/Budget Reports and Balance Sheet  
Mrs. Smelser reviewed the monthly budget, financial, and balance sheet reports. Calvin Clifton made a motion to accept the financial reports, seconded by Jeff Cassidy. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- D. Citizens Bank CD renews on 05/24/2020. The current amount is \$209,483. Lynn Stewart made a motion to use the highest rate available. This motion was seconded by Darlene Calton. Citizens Bank offered the highest CD rate at 1.15% for 12 months. Roll call vote: Bean – yes, Fleenor – yes, Calton –

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yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton –yes, Stewart – yes. Motion passed.

- E. Request to move \$200 from 4408 Insurance Liability to 4311 Utilities Cell Phone. Request to move \$1,000 from 1306 Office Equipment Capital, \$1,000 from 4204 Accounting and Bookkeeping, and \$1,000 from 4209 Data Processing to account 4312 Call Center Phone Lines. Jeff Cassidy made a motion to move monies into suggested line items, seconded by Lynn Stewart. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton –yes, Stewart – yes. Motion passed

ITEM 6. Director’s Report

Mrs. Smelser reviewed the Director’s Report. (copy attached)

ITEM 8. Old Business

A. Report from Jerry Fleenor on land

Jerry Fleenor asked the board if they wanted to move forward with getting the current facilities appraised. Mr. Fleenor was asked by the board to first investigate if there are any building restrictions and then to see if the land is available to purchase instead of leasing.

B. Discussion of State mandated chart of accounts and the resulting changes on the proposed budget.

Mrs. Smelser explained to the board the changes in the chart of accounts and how that will impact our 2020-2021 budget.

C. Second reading of the proposed 2020-2021 budget.

The board reconsidered the proposed 2% pay increase for the employees. After discussion, Jeff Cassidy made the motion to only give Robin Napier a 2% pay increase, seconded by Darlene Calton. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton –yes, Stewart – yes. Motion passed.

Jerry Fleenor made the motion to approve the 2<sup>nd</sup> reading of the 2020/2021 budget with the modifications in place to the state mandated chart of account codes and the only pay increase going to Robin Napier, seconded by Calvin Clifton. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – no, Clifton –yes, Stewart – yes. Motion passed.

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- ITEM 9.     New Business
- A.     Approval of the proposed Inter-Local Agreement with Sullivan County. Jerry Fleenor made the motion to approve the Inter-Local Agreement, seconded by Jim Bean. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton –yes, Stewart – yes. Motion passed
  
  - B.     Approval of phone/email vote for installation of GIS/GEO office wall for up to \$2,000. Votes were Cassidy – yes, Malone – yes, Gregory – yes, Stewart – yes, Bean – yes, Clifton – yes, Fleenor – yes.
  
  - C.     Update on Sullivan County Regional Health Dept’s use of our Training Facility.  
Mrs. Smelser said the tenants are in the process of moving in.
- ITEM 10.    Stats  
The board was given a handout of the 911 statistics for their review.
- ITEM 11.    Comments from Visitors  
No visitors
- ITEM 12.    Next Meeting June 22, 2020 @ 9 a.m.
- ITEM 13.    Adjournment  
Motion made to adjourn by Darlene Calton, seconded by Jerry Fleenor.

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SECRETARY

\_\_\_\_\_  
DATE