

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

June 22, 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 are available upon request.

- ITEM 1. Call the Meeting to Order.
- ITEM 2. Roll Call
All members were present. JD Gregory and Calvin Clifton were in attendance by conference phone. Employees: Virginia Smelser and Robin Napier.
*JD Gregory called in at 9:25 a.m. and Jerry Malone arrived at 9:16 a.m.
- ITEM 3. Vote on Board Member Absence.
No absences.
- ITEM 4. Approval of Minutes – May 11, 2020
Darlene Calton made a motion to approve the minutes from May 11, 2020 meeting. The motion was seconded by Jeff Cassidy. All voted in favor.
- 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. Jerry Fleenor made a motion to accept the financial reports, seconded by Jim Bean. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – absent, Clifton –yes, Stewart – yes. Motion passed.
 - D. CD Renewal
 - 1. 2 at \$230,000 each expire in June.
 - 2. 1 @ \$114,000 expires in August.Darlene Calton made a motion to keep the money at Citizens Bank. Terry Jones seconded the motion. Roll call vote: Bean – yes, Fleenor – yes,

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

- E. Move \$2,500 line item 4240 (Liability insurance) to 4338 Building (package insurance) in the 2021 budget.
- F. Move \$500 from line item 4248 (travel) to 4106 (dental insurance) to cover state increase (Letter dated 05/26/2020) in 2021 budget
- G. Move \$1,000 from line item 4248 (travel) to 4104 (medical insurance) to cover increase (Letter dated 05/26/2020) in 2021 budget
Mrs. Smelser explained there will be in increase in medical insurance and possible increase for dental insurance for the 2020-21 fiscal year. She asked the board to make the line item adjustments in the 2020-21 budget. The transfer of \$2,500 from liability insurance to package insurance is to align with account codes. Jeff Cassidy made a motion to make the suggested adjustments to the line items. Jerry Fleenor seconded this motion. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – absent, Clifton –yes, Stewart – yes. Motion passed.

ITEM 6. Director's Report
Mrs. Smelser reviewed the Director's Report. (copy attached)

ITEM 7. Old Business

- A. Report from Jerry Fleenor on land.
Jerry Fleenor said he does not have an official update.
- B. Update on Sullivan County Regional Health Dept's use of our Training Facility.
The county commission passed the usage of the training building by the Health Department on their consent agenda.

ITEM 8. New Business

- A. Board terms expire August 31, 2020 for Lynn Stewart, Terry Jones, and Calvin Clifton.
Mrs. Smelser informed the board of the expiring terms. She reminded the board of the passed motion on August 13, 2018 stating, "Anyone interested in a board seat must fill out an application and consent to a background check." Robin Napier passed out an application to those board members whose terms are expiring. Mrs. Smelser said the board candidate

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application would be posted online, for transparency. The applications and resumes will then be brought to the August meeting for the board to make their recommendations. Mrs. Smelser will then send the board's recommendations to the mayor.

B. Purchase of New Vehicle off State Contract

Mrs. Smelser discussed three options in the price range previously agreed upon. The recommendation by the board is for Mrs. Smelser to order a Ford Explorer.

Jim Bean wanted to discuss the pay raise given to only one employee during the last board meeting. Mr. Bean stated that he felt it was unfair to not give Mrs. Jonas and Mr. Hager the same raise that was given to Mrs. Napier. After discussion, Jim Bean made the motion that except for Mrs. Smelser, every employee will get the same 2% pay raise for the 2020/2021 fiscal year. This motion was seconded by Jeff Cassidy. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – no, Cassidy – yes, Gregory – yes, Malone – no, Clifton –yes. Motion passed.

Jim Bean notified the board of a Com-L class in Kingsport on 9/29 – 10/2. Mrs. Smelser recommended Natasha Jonas and Sara Phillips attend the class. The class is at no cost to the district.

Jerry Malone requested an end of year accumulated time report. Mrs. Smelser said she would hand out the report at the next board meeting.

ITEM 9. Stats

Mrs. Smelser reviewed the statics handout with the board.

ITEM 10. Comments from Visitors.

None

ITEM 11. Next Meeting July 13, 2020 @ 9 a.m.

ITEM 12. Adjournment

Darlene Calton
SECRETARY

8-10-2020
DATE