

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

August 10, 2020 @ 9 A.M.

- ITEM 1. Call the Meeting to Order.
Chairman Lynn Stewart called the meeting to order.
- ITEM 2. Roll Call
Present: Jim Bean, Jerry Fleenor, Darlene Calton, Terry Jones, Sheriff Cassidy, J.D. Gregory, Jerry Malone, Calvin Clifton (by conference call), and Lynn Stewart.
- Also present: Attorney Ben Adams, Virginia Smelser, Robin Napier, Michelle Wexler, and Sara Phillips.
- ITEM 3. Vote on Board Member Absence.
There were no absences.
- ITEM 4. Approval of Minutes – 06/22/2020
Motion to approve the 06/22/2020 minutes made by Sheriff Cassidy and seconded by Jerry Fleenor. All voted in favor. Motion passed.
- ITEM 5. Financial Report
- A. Review Credit Card Bills, Check Register, GJ Entries
The credit card bills, check register, and the GJ entries were provided to the Board for review.
 - B. Review Expenditures (check approvals)
All bills and payments were provided to the Board for their review and appropriate signatures.
 - C. Review Monthly Financial/Budget Reports and Balance Sheet
Mrs. Smelser presented the monthly financial and budget reports, and the balance sheet as of June 30, 2020. The July reports are delayed due to changes in the chart of accounts and reports required by the state. The July reports will be sent to the Board via email or mail as soon as they are completed.
- Calvin Clifton made a motion to approve the reports as presented. Motion was seconded by Darlene Calton. Roll call vote: Jim Bean - yes, Jerry

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Fleenor - yes, Darlene Calton - yes, Terry Jones - yes, Sheriff Cassidy - yes, J.D. Gregory - yes, Jerry Malone -yes , Calvin Clifton – yes (by conference call), and Lynn Stewart - yes. Motion passed.

D. Request to Approve Budget Line Item Changes Due to State Chart of Accounts Definitions Document

Mrs. Smelser received definitions for the new chart of accounts mandated by the state and several adjustments need to be made to our line items to bring us into compliance. She presented a line item explanation that included all the proposed changes highlighted in yellow reviewed each change with the Board. The changes do not require any additional funding. Motion to approve the requested changes was made by J.D. Gregory and seconded by Jim Bean. Roll call vote: Jim Bean - yes, Jerry Fleenor - yes, Darlene Calton - yes, Terry Jones - yes, Sheriff Cassidy - yes, J.D. Gregory - yes, Jerry Malone -yes , Calvin Clifton – yes (by conference call), and Lynn Stewart - yes. Motion passed.

ITEM 6. Director’s Report

Mrs. Smelser reviewed her Director’s Report. She also added that payment was received from the state for the 2021 fiscal year increase in the surcharges that take effect January 1, 2021. The amount is \$191,853.

ITEM 8. Old Business

A. 911 Facilities (Report by Jerry Fleenor)

After discussion, Mr. Fleenor agreed to verify the owner of the property being offered by the Board of Education. If the property is owned by the Board of Education, he will contact them to see if they are interested in selling or donating the property. Mrs. Smelser will research whether one government entity may sell to another governmental entity without utilizing a bid process.

B. End of Fiscal Year – Accumulated Time Report

A report of accumulated, available vacation and sick time for each employee as of July 1 was presented to the Board.

ITEM 9. New Business

A. Recommendation for Mayor on Appointments/Reappointments.

Four applications were received. The applicants for appointment are Terry Jones, Calvin Clifton, Lynn Stewart, and Dr. James Messimer. Jerry Malone made a motion, seconded by Jim Bean, to recommend appointment of Terry Jones, Calvin Clifton, and Lynn Stewart to the Sullivan County

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Mayor. All voted in favor. Motion passed. Mrs. Smelser will prepare a letter to the Mayor with these recommendations to be signed by Chairman Stewart.

- B. Jim Bean commended Sheriff Cassidy, Sara Phillips, Michelle Wexler, and the dispatchers on their dispatching of upper end medical, first responder, and fire units. The system currently only shows the first line of responders. 911 staff are working with EMS and Jim Bean on adding a second and third line of response.

- ITEM 10. Stats
The monthly statistics were presented to the Board.

Closing of Business Meeting/Opening of Executive Session
The Chairman adjourned the business meeting. The Board members and the Attorney went into Executive session. Mrs. Smelser's presence was requested, and the board explained a directive being issued to her.

The Executive session was closed, and the business meeting was reopened.

Jerry Fleenor made a motion, seconded by Sheriff Cassidy, to have Mrs. Smelser implement the directive given to her by the Board. All voted in favor. Motion passed.

- ITEM 11. Comments from Visitors

- ITEM 12. Next Meeting September 14, 2020 @ 9 a.m.

- ITEM 13. Adjournment

SECRETARY

DATE