

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

**September 14, 2020 @ 9 A.M.  
AGENDA**

- ITEM 1. Call the Meeting to Order.
- ITEM 2. Roll Call  
Present: Bean, Fleenor, Calton, Jones, Cassidy, Malone, Clifton, Stewart.  
Absent: Gregory
- Also present: Ben Adams, Virginia Smelser, Natasha Jonas, Michelle Wexler, Sara Phillips, and Robin Napier
- ITEM 3. Vote on Board Member Absence.  
Motion by Darlene Calton, second by Jerry Fleenor, to excuse Mr. Gregory due to a work obligation. All voted in favor
- ITEM 4. Approval of Minutes – Called meeting 07/20/2020 and regular meeting 08/10/2020  
Motion by Jerry Fleenor, second by Darlene Calton, to approve the minutes from the 07/20/2020 and 08/10/2020 meetings. All voted in favor
- ITEM 5. Financial Report
- A. Review Credit Card Bills, Check Register, GJ Entries  
The credit card bills, bank statements for July and August, and the check register were provided for review. There were no general journal entries presented.
  - B. Review Expenditures (check approvals)  
Bill payments from July, August, and September were provided for review and signatures.
  - C. Review Monthly Financial/Budget Reports and Balance Sheet  
Mrs. Smelser reviewed the balance sheet accounts and called attention to a couple of entries on the monthly budget report. Motion by Jerry Fleenor, second by Calvin Clifton, to approve these reports as presented. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.

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- D. Request to move \$1,850 from 5010 back to 2012. Due to Update on State Chart of Accounts from Jim Barnes (TECB).  
Motion by Sheriff Cassidy, second by Jim Bean, to approve moving \$1,850 from 5010 to account 2012. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.
- E. Citizens CD #3995 for \$204,940 plus interest is set to expire 10/03/2020. This amount was in error. The true amount is \$209,050.03. Motion by Jerry Fleenor, second by Darlene Calton, to compare rates and place in CD at bank with highest rate. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.
- F. Validate Phone Poll Vote to Move Expired (08/11/2020) CD#3588 to New CD at Citizens for .55% for 12 months.  
Motion by Calvin Clifton, second by Jim Bean, to validate the phone vote to place the CD that expired on 08/11/2020 at Citizens Bank at 0.55% for 12 months. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.
- G. Request to Adjust Line Item #4217 Legal Fees from \$4,900 to \$15,000. (Current balance remaining \$880)  
Motion by Jerry Fleenor, second by Calvin Clifton, to increase this line item to \$15,000 with budget surplus funds. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.
- H. Request to Increase Account #4427 Equipment Communications (non-capital) by \$5,500 to cover cost of the new GEO/GIS workstation. (Current \$10,500 raise to \$16,000)  
Motion by Calvin Clifton, second by Darlene Calton, to increase line item #4427 by \$5,500 for a total of \$16,000. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.
- I. Request to move \$400,000 to two new CD's and move an additional \$100,000 to a new CD after the State payment in October  
Mrs. Smelser asked the board to disregard the request for moving funds in October as that can be addressed in the future. Motion by Jerry Fleenor,

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second by Calvin Clifton, to move \$400,000 from operating checking account to two \$200,000 CD's to the bank offering the highest interest rate. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.

Mrs. Smelser requested \$3,000 be moved from account #4247 Training Admin to account #4426 Certifications and Recertifications. This is not a request for new funds, only a transfer among line items. Motion by Sheriff Cassidy, second by Jim Bean, to transfer \$3,000 from #4247 to #4426. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.

- J. Mrs. Smelser explained she had contacted Lynn Stewart and Jerry Fleenor over the weekend due to a water line that busted in front of the Dynamark building. The crew began work this morning on the repair. A rough estimate of \$3,500 was provided by the contractor. Motion by Lynn Stewart, second by Sheriff Cassidy, to approve adding \$5,000 to the #4333 Building Repair and Maintenance account Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.

ITEM 6. Old Business

- A. 911 Facilities (Report by Jerry Fleenor)  
Jerry Fleenor stated he had talked with Codes, Deeds, etc. and the property is owned by the Sullivan County School System and there are no restrictions. Lynn Stewart said he would prefer not to lease property. Motion by Calvin Clifton, second by Darlene Calton, to have Jerry Fleenor discuss this matter with the school system, look at options and report back to the board. All voted in favor.
- B. Administrative Assistant Administrative Leave with Pay  
Motion by Jerry Fleenor, second by Sheriff Cassidy, to dissolve the Administrative Assistant position and remove it from the budget. After a lengthy discussion concerning the need for this position and whether current staff could absorb the responsibilities, the chairman called for the vote. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – no, Cassidy – yes, Gregory – absent, Malone – no, Clifton – no, Stewart – yes. Motion passed.

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- ITEM 7. New Business
- A. Board Appointments/Reappointments. Sullivan County has reappointed Terry Jones, Calvin Clifton, and Lynn Stewart. The County Commission reappointed these members for new four-year terms.
  - B. Election of 2020-2021 Officers  
Motion by Terry Jones, second by Jerry Malone, to reelect the current slate of officers by acclamation. All voted in favor.
  - C. Mrs. Smelser stated that Mission Critical Partners has contacted us regarding the TECB grant to audit the computer network. There is an additional option to have them do a penetration and phishing test. This is an extra cost of \$5,500 to the Districts. Mrs. Smelser will talk with the other Districts and report back to the Board at the next meeting.
  - D. Motion by Calvin Clifton, second by Jerry Fleenor, to have Mrs. Smelser contact the State Comptroller's office to review the audit response to Brown, Edwards, and Company. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – yes, Clifton – yes, Stewart – yes.
- ITEM 8. Director's Report  
Mrs. Smelser reviewed the report.
- ITEM 9. Stats  
Each member was provided a copy of the monthly statistical report.
- ITEM 10. Comments from Visitors
- ITEM 11. Next Meeting October 12, 2020 @ 9 a.m. (This meeting was cancelled)
- ITEM 12. Adjournment

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SECRETARY

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DATE