

**SULLIVAN COUNTY EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS MEETING
OCTOBER 17, 2022**

- ITEM 1. Meeting called to order at 9:06 a.m.
- ITEM 2. Roll Call
Present -Amy Brown, Darlene Calton, Jeff Cassidy, Calvin Clifton, Drew Deakins.
Absent -Jim Bean, Jerry Fleenor, J.D. Gregory, Lynn Stewart.
Also present -Virginia Smelser, Lesley Musick, Sara Phillips.
- Discussion of reappointments not on the County Commission October 2022 Agenda.
- Introduction of new Executive Director -Lesley Musick.
- ITEM 3. Vote on Board Member absence
Jeff Cassidy made motion, seconded by Amy Brown, to excuse the absent members, Jim Bean, Jerry Fleenor, JD Gregory, and Lynn Stewart.
All voted in favor, motion passed.
- ITEM 4. Approval of Minutes -Meetings – 08/22/2022, 09/07/2022
Calvin Clifton made motion, seconded by Darlene Calton to accept the minutes of both meetings. All voted in favor, motion passed.
- ITEM 5. Financial Report
- A. Review GJ Entries.
The general journal entries were presented to the Board for their review.
 - B. Review Expenditures (check approvals).
The expenditures, deposits, payroll, and bank statements were presented to the Board for their review.
 - C. Review Monthly Financial/Budget Reports and Balance Sheet.
Mrs. Smelser presented and reviewed the monthly financial, budget, and balance sheet reports. Calvin Clifton made a motion, seconded by Jeff Cassidy to approve as presented. Roll Call vote Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-absent, J.D. Gregory-absent, Lynn Stewart-absent. Motion Passed.
- ITEM 6. OLD BUSINESS
- A. Investigation of Medical Insurance cost postponed to next month.
 - B. Discussion of Central Square. Director Musick to follow up with Ben Adams.
 - C. Update on Powerphone Training Subscription. The subscription has been paid, and the Board was advised this covered the initial training of the new hires.

ITEM 7.

NEW BUSINESS

- A. Election of Board Officers: Chair, Vice-Chair, Treasurer and Secretary. Postponed until November 2022 meeting.
- B. Discussion and Payment Approval for May/June 2018 – Wooden Life Insurance. Board was advised that the account was behind a payment from June 2018. Payment has been made.
- C. Request for Approval to Move \$4000 from Account #4247 Administration Training to Account #4418 Operations Training. Motion was made by Calvin Clifton, seconded by Darlene Calton to approve as presented. Roll Call vote Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-absent, J.D. Gregory-absent, Lynn Stewart-absent. Motion Passed.
- D. Discussion of establishing sick time for Director Musick of 200 hours as discussed during the hiring process. Motion was made by Jeff Cassidy, seconded by Amy Brown to approve as presented. Roll Call vote Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-absent, J.D. Gregory-absent, Lynn Stewart-absent. Motion Passed.

Motion to amend the sick time to 240 hours made by Darlene, seconded by Jeff Cassidy. Roll Call vote Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-absent, J.D. Gregory-absent, Lynn Stewart-absent. Motion Passed.

- E. Discussion of Audit Report Finding.
 - 1. OPEB numbers were received in August after the start of the audit. The figures came in over what had been estimated.
 - 2. The Capitalization policy was changed after the budget was completed. The plotter was originally budgeted as a capital expense. However, after the policy change, it should have been moved to a regular expense.
 - 3. The auditors will present the official report at the November meeting.

Discussion of the need to transfer monies from the operating checking account to a money market account. This transfer is necessary to keep the operating checking account balance under \$250,000. Transfer will be \$193,394. No action needed by the Board. The Board had voted in the past to allow the Director to move funds in these circumstances.

ITEM 8.

DIRECTOR'S REPORT

No report was provided.

ITEM 9.

STATS

No report was provided.

ITEM 10.

COMMENTS FROM VISITORS

No comments.

ITEM 11.

Next Meeting Monday, November 14, 2022, 09:00 a.m.

ITEM 12.

ADJOURNMENT

Meeting adjourned.