

**SULLIVAN COUNTY EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2022
MINUTES**

- ITEM 1. Meeting called to order at 9:00 a.m.
- ITEM 2. Roll Call
Present -Amy Brown, Darlene Calton, Jeff Cassidy, Calvin Clifton, Jerry Fleenor, J.D.Gregory, Lynn Stewart.
Absent - Drew Deakins.
Also present -Lesley Musick-Director, Natasha Jonas-Asst Director, Virginia Smelser, Sara Phillips, Mark Hollomon, Jim Tucker, Jarrod Wiseman-Central Square, Kevin Peters-BCS, CPA.
- ITEM 3. Vote on Board Member absence.
Lynn Stewart made motion, seconded by Darlene Calton, to excuse the absent member. Drew Deakins
All voted in favor, motion passed.
Member Drew Deakins arrived.
- ITEM 4. Approval of Minutes -Meetings – 10/17/2022.
Lynn Stewart made motion, seconded by Amy Brown to accept the October 17, 2022, minutes. All voted in favor. Motion passed.
- ITEM 5. Financial Reports
- A. Audit Report for fiscal year ending 06/30/2022 was presented by Kevin Peters of Blackburn, Childers, & Stegall, CPAs.
Mr. Peters advised a response from the attorney is needed to finalize the audit. There was only one finding in the report. After the audit adjustments, some of the line items exceeded the final amended budget. This is a common finding, and an unmodified, clean opinion was given for the 2021-2022 audit. A copy of the draft audit was provided to each board member. Lynn Stewart will follow up with Attorney Ben Adams about the letter. Lynn Stewart requested Lesley Musick to seek other options for a staff attorney. Mr. Peters advised they could finalize the audit without the letter. Motion was made by Calvin Clifton, seconded by Jerry Fleenor if a letter is not received from Attorney Ben Adams by December 1, 2022, the Board authorizes the audit be finalized and filed with the State Comptroller’s Office. Roll Call Vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-yes, J.D. Gregory-yes, Lynn Stewart-yes. Motion passed.
 - B. Review GJ Entries
The general journal entries were presented to the Board for their review.
 - C. Review Expenditures (check approvals)
The expenditures, deposits, payroll, and bank statements were presented to the Board for their review.
 - D. Review Monthly Financial/Budget Reports and Balance Sheet.

Lesley Musick presented the financial reports. She advised Citizens Bank CDar 0014 was closed, and monies moved to 0024. Motion was made by Darlene Calton, seconded by Jeff Cassidy to accept the financial reports as presented. Roll Call vote Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-yes, J.D. Gregory-yes, Lynn Stewart-yes. Motion passed.

- E. Lesley Musick also advised more money will need to be moved from the Truist Operating Account- 1940.

ITEM 6.

OLD BUSINESS

- A. Reappointment of Jim Bean, Jeff Cassidy & Darlene Calton by the County Commission was discussed. Darlene Calton advised she had checked, and the appointments will be on the agenda for the November 17, 2022 County Commission meeting.
- B. Motion was made by Jerry Fleenor and seconded by Calvin Clifton, pending the reappointment of board members with expired terms by the County Commission, the board will reappoint the officers, Lynn Stewart-Chairman, Jim Bean-Vice Chairman, Darlene Calton-Secretary, Jerry Fleenor-Treasurer. Roll Call vote Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-yes, J.D. Gregory-yes, Lynn Stewart-yes. Motion passed.
- C. Reimbursement cost of medical insurance coverage for employee's family members was presented to the board by Lesley Musick and Natasha Jonas. Open enrollment will not be open until October 2023. Cost comparisons between 50%, 60%, & 70% were given for future consideration.
- D. Discussion of Central Square contract and Access agreement between 9-1-1 and the Sheriff's Department. Jarred Wiseman, Senior Account Executive, CentralSquare Technologies advised the quote has been open for two years, and the contract needs to be signed before year end to avoid an increase. It was discussed the Access Agreement has been in review with Attorney Ben Adams since March. Motion made by Jim Bean, Jerry Fleenor seconded, for Lesley Musick to sign the contract. Roll Call vote Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-yes, J.D. Gregory-yes, Lynn Stewart-yes. Motion passed.

ITEM 7.

NEW BUSINESS

- A. Replacement of consoles for the dispatch center. Lesley Musick advised the Board that the consoles in dispatch need to be replaced. She spoke to the TECB's Fiscal Director, Jim Barnes on Thursday, November 10th. Mr. Barnes advised the purchasing of the consoles was a proper purchase for the District to provide the equipment necessary to answer 9-1-1 calls.

ITEM 8.

DIRECTOR'S REPORT

- I. The TECB's contract with Virtual Academy expired on October 31, 2022. TECB is in the process of signing with Vector Solutions. Discussion of options for the

dispatchers training. The Sheriff advised the Sheriff's Department can put dispatchers back on their account for training with Virtual Academy.

II. Lesley Musick advised TECB will be having a called meeting in December in reference to the distribution of funds. She will try to attend.

III. Lesley Musick advised the Board that the District needs to replenish their dispatch monitor inventory.

IV. Lesley Musick contacted BTES about replacing the power pole that services the administrative offices and backup center. Jeff Cassidy advised the pole has been ordered.

V. Signature Resolutions complete at Truist and Citizens Bank and a credit card has been issued to Lesley Musick.

ITEM 9. STATS- Monthly Statistics report presented to the Board .

ITEM 10. COMMENTS FROM VISITORS
No comments

ITEM 11. Next Meeting Monday, December 12, 2022, 09:00 a.m.

ITEM 12. ADJOURNMENT
Meeting adjourned.