

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING MINUTES December 12, 2022

ITEM 1.

The regular meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, December 12, 2022. Lesley Musick, Executive Director, called the meeting to order at 09:02 AM.

ITEM 2.

Roll Call by Natasha Jonas. Present: Jim Bean, Darlene Calton, Calvin Clifton, Jerry Fleenor, JD Gregory, and Lynn Stewart. Absent: Amy Brown (delayed arrival), Jeff Cassidy, Drew Deakins. Others present: Sara Phillips, Virginia Smelser, Jim Tucker, Mark Hollomon.

ITEM 3.

Motion made by Calvin Clifton, seconded by Darlene Calton to excuse absent members. Jim Bean-yes, Amy Brown-absent (delayed arrival), Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

ITEM 4.

Motion made by Jim Bean, seconded by JD Gregory to approve the minutes from the December 12, 2022, meeting. Discussion. All in favor. Motion passed.

ITEM 5. **FINANCIAL REPORT**

Lesley Musick presented the November financial reports. Discussion.

Lesley Musick advised two CDars will expire on 12/22/2022. She has reached out to Citizens Bank & Truist for interest rates and will contact other banks for interest rates as the expiration date approaches. No discussion.

Lesley Musick advised the Board that \$80,000 was transferred from Operating 1940 to Truist Money Market account ending 7384 bringing the account balance to \$240,793.23, and \$220,000 was transferred from Operating 1940 to Citizen's Bank Money Market account ending 5420 bringing the account balance to \$245,047.04.

Lesley Musick advised the Central Square contract has been signed. \$32,640 is due upon signing and those funds need to be moved from account 1308 to account 4413. Discussion. JD Gregory made a motion to move \$65,280 to account 4413, Darlene Calton seconded. Jim Bean-yes, Amy Brown-absent (delayed arrival), Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

ITEM 6. OLD BUSINESS

Lesley Musick advised the letter from Attorney Ben Adams and the representation letter have been signed and returned to the auditors. Kevin Peters from BCS CPA sent the final PDFs of the audit Friday afternoon. He advised they are the same as those in the November packet. He will submit the final audit, the governance and management letters to the State Comptroller's Office. They will work on making bound hard copies to send to us next week.

ITEM 7. NEW BUSINESS

Lesley Musick requested to adjust the pay period for administrative staff from Sunday through Saturday and to allow ten days to process payroll. Discussion. Lesley Musick advised the current pay period is Thursday 00:00 through Wednesday 23:59 with a bi-weekly payroll. Payroll is processed on Wednesday afternoon, the last day of the pay period before the pay period ends. This is not a common business practice, as payroll is processed for hours not yet worked. Director Musick asked the Board to approve a \$1,500 retention bonus to assist with the adjustment of the payroll processing. Motion made by Jim Bean, seconded by Calvin Clifton, to approve agenda items 7A-7C to adjust the payroll processing to a 10-day hold, approve a \$1,500 one-time retention bonus for District employees, and move \$4,500 to 4013-03 for the retention bonus as a one-time expenditure. Jim Bean-yes, Amy Brown, Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

Lesley Musick advised the State Comptroller requires annual approval of credit card use. No discussion. Motion made by Amy Brown, seconded by Darlene Carlton to approve the use of the company issued Truist Visa credit cards by Chris Hager, Natasha Jonas, Lesley Musick. Jim Bean-yes, Amy Brown, Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

Lesley Musick requested the Board to consider disposal of 4 old dispatch chairs. Discussion. Calvin Clifton made a motion, seconded by Amy Brown to make the chairs surplus for disposal. All in favor. Motion passed.

Lesley Musick provided a Holiday and Meeting Schedule for 2022. Discussion.

ITEM 8. DIRECTOR'S REPORT

TECB special called meeting scheduled December 13th is cancelled.

Sara, Natasha & Lesley will be attending the Winter Workshop in Gatlinburg 1/23-1/26. Anyone interested in attending should let the office know. Cost is \$95 per person for conference, \$95 per person for room.

Lesley Musick will be opening a WEX fleet account. Currently, the District is using a credit card and paying taxes on fuel.

The District mailed a \$600 check to Weathertap in September. The check was not received by the vendor and has not cleared the bank. Payment was stopped this week, costing \$36 and a new check was cut.

Two vendors (Xybix & Watson) have toured the facilities, met with admin staff, operations supervisors, and IT from the Sheriff's Office. Different configurations for both dispatch and the backup facility have been discussed. A representative from Russ Bassett should be visiting soon. The RFP is being prepared.

A copy of the email from Jim Barnes concerning expenditures was received stating, the District can buy almost anything that is not illegal or prohibited to be used for the operation of the district. Jim Barnes also sent the Revenue Standards which cover required, permissible and prohibited uses of 911 funds. Jim Barnes also sent a Budget Form which has many identified items listed in the Best Practices coding list. His email stated that if the Board of Directors determine that an expenditure is to be used for the district's operations, then it would be an allowable purchase.

A call with Central Square, is scheduled Monday the 19th at 10am to discuss the pros/cons of going live with the SC 911 CAD and SCSO RMS projects concurrently. If any board members wish to be part of the call, let Lesley know and the call information will be forwarded to them.

Next month individual and group pictures of the Board members will be taken for the website.

ITEM 9. **MONTHLY STATS REPORT** included in the packet.

ITEM 10. No Comments from visitors.

ITEM 11. Next Board of Directors meeting Monday, January 9th, 2023, at 9:00AM.

Recognition of Virginia Smelser for her service to Sullivan County ECD.

Motion made by Lynn Stewart, seconded by JD Gregory to adjourn the meeting at 0935AM.

Approved

Darlene Calton, Secretary