

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

**November 8, 2021**

**Minutes**

- ITEM 1. Call the Meeting to Order.  
Meeting was called to order.
- ITEM 2. Roll Call  
All board members present. Also present: Virginia Smelser, Chris Hager, Michelle Wexler, Sara Phillips, Kevin Peters (Blackburn, Childers, and Stigall), Andy Seabolt, Jim Tucker, and Mark Hollomon.
- ITEM 3. Vote on Board Member Absence.  
There were no absent board members.
- ITEM 4. Approval of Minutes – Meeting 09/20/2021  
Darlene Calton made a motion, seconded by Calvin Clifton, to approve the minutes as submitted. All voted in favor. Motion passed.
- ITEM 5. Financial Report
- A. Review GJ Entries  
Board members were given a copy of the GJ entries made since the last board meeting for their review.
  - B. Review Expenditures (check approvals)  
All bank statements, deposits, payroll reports, and accounts payable bills and payments were presented to the Board for their review.
  - C. Review Monthly Financial/Budget Reports and Balance Sheet  
Mrs. Smelser reviewed the monthly financial, month budget, and balance sheet reports. There may be a change next month due to a check that had to be voided. Calvin Clifton made a motion, seconded by Darlene Calton, to approve the financial reports as presented. Roll call vote: Bean – yes, Brown – yes. Calton – yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Gregory – yes, Stewart – yes. Motion passed.
- ITEM 6. Old Business
- A. 911 Facilities (Report by Jerry Fleenor)  
There is nothing new to report currently.
  - B. Inter Local Agreement (correction) with Request to Increase line item #4435 to \$273,874 (\$14,064)  
Mrs. Smelser advised the Board of a mistake she made while calculating the interlocal formula with Sullivan County. When calculating the 25% of the IT salaries and benefits, she calculated it using the average of their salaries and benefits rather than the total. Instead of \$14,064, it should be \$28,128. The total payment

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will change to \$273,874. J.D. Gregory made a motion, seconded by Jerry Fleenor, to leave contract as is for this year and add the \$14,064 to the 2022-2023 contract. Roll call vote: Roll call vote: Bean – yes, Brown – yes. Calton – yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Gregory – yes, Stewart – yes. Motion passed.

ITEM 7.

New Business

A. Election of 2021-2022 Officers

Sheriff Cassidy made a motion, seconded by J.D. Gregory, to reelect the current officers – Chair – Lynn Stewart, Vice-Chair – Jim Bean, Treasurer – Jerry Fleenor, and Secretary – Darlene Calton. All voted in favor. Motion passed.

**B.** Audit Report for Fiscal Year Ending 06/30/2021 (*Move to start of meeting*)

Kevin Peters presented the results of the audit for fiscal year ending 06/30/2021. There were no findings. A copy of the audit was provided to each board member. Sheriff Cassidy made the motion to approve the audit, seconded by Amy Brown. Roll call vote: Bean – yes, Brown – yes. Calton – yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Gregory – yes, Stewart – yes. Motion passed.

C. Provide Holiday and Meeting Schedule for 2022

Each member was given a 2022 holiday and board meeting schedule.

D. Discussion of SCSO Response to Mission Critical Cyber Security and Penetration Tests and Needed Documentation for Insurance/Liability Purposes and Decision Not to Have Final Testing on Network

There was a lengthy discussion concerning the results of the two tests and the actions IT has taken since the release of those results. Sheriff Cassidy advised he will send a letter to the Board concerning the results and that they believe the network has been appropriately secured.

There was also discussion concerning the release of the findings under the open records act. Mrs. Smelser will follow up with State officials to make the determination if these records can be exempted and kept confidential. She will report back to the board by email.

E. Comptroller Requires Approval of Credit Card Use Annually (Chris Hager, Natasha Jonas, Virginia Smelser – Visa)

Mrs. Smelser stated the three members of staff had two credit cards each. One for Food City and a Visa card. She has closed the Food City accounts. The Comptroller requires approval annually for authorization of personnel to use a company credit card. Chris Hager, Natasha Jonas, and Mrs. Smelser all have a company Visa card. Calvin Clifton made a motion, seconded by Jim Bean, to authorize these three individuals to use the company Visa cards. Roll call vote: Bean – yes, Brown – yes. Calton – yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Gregory – yes, Stewart – yes. Motion passed.

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- F. Recommendation from Audit to Raise Pension, Request to Adjust #4108 from \$19,000 to \$24,000.  
Calvin Clifton made a motion, seconded by Darlene Calton, to adjust #4108 from \$19,000 to \$24,000. Roll call vote: Bean – yes, Brown – yes. Calton – yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Gregory – yes, Stewart – yes.  
Motion passed.

ITEM 8. Director’s Report  
Mrs. Smelser presented the Director’s report.

ITEM 9. Stats  
A copy of the statistical report was provided to each member.

ITEM 10. Comments from Visitors

ITEM 11. **Next Meeting December 13, 2021**  
**This meeting is cancelled. Next meeting will be Monday, January 10, 2022.**

ITEM 12. Adjournment