

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING Meeting Minutes – September 11, 2023

ITEM 1. MEETING CALLED TO ORDER

The monthly board meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, September 11, 2023. Director Musick called the meeting to order at 09:03 a.m.

ITEM 2. ROLL CALL

Roll Call – Jim Bean-present, Amy Brown-absent, Darlene Calton-present, Jeff Cassidy-present, Calvin Clifton-present, Drew Deakins-absent, Jerry Fleenor-absent/late, JD Gregory-present, Lynn Stewart-present. Others present: Lesley Musick, Ronette Hurley, Chris Hager, Mark Hollomon, Michelle Wexler, Sara Phillips, Jim Tucker.

ITEM 3. VOTE ON BOARD MEMBER ABSENCE

Motion made by Jeff Cassidy, seconded by Darlene Calton to excuse absent members: Amy Brown, Drew Deakins and Jerry Fleenor (arrived at 9:12). Motion passed unanimously.

ITEM 4. APPROVAL OF MINUTES

Motion made by Darlene Calton, seconded by J.D. Gregory to approve minutes as submitted by Director Musick for July 10, 2023, meeting. No Discussion. Motion passed unanimously.

ITEM 5. FINANCIAL REPORT

A. Director Musick presented the July financial reports, including the Balance Sheet, General Journal, Investment Accounts, Check & Deposit Detail reports, Profit & Loss Statement, Trial Balance, and General Ledger. Director Musick advised 4 CDARS accounts were renewed in July at 4.6% at Citizens Bank. The compensated absences are accounted for on separate line items. Motion made by Jeff Cassidy, seconded by Calvin Clifton to accept July 2023 Financial Report as presented. Roll Call – Jim Bean – yes, Amy Brown – absent, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton – yes, Drew Deakins – absent, Jerry Fleenor – yes, JD Gregory – yes, Lynn Stewart – yes. Motion passed unanimously.

B. Director Musick presented the August financial reports, including the Balance Sheet, General Journal, Investment Accounts, Check & Deposit Detail reports, General Journal, Investment Accounts, Check & Deposit Detail reports, Profit & Loss Statement, Trial Balance, General Ledger. Motion made by Darlene Calton, seconded by Jeff Cassidy to accept August 2023 Financial Report as presented. Roll Call – Jim Bean – yes, Amy Brown – absent, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

C. Director Musick presented the Board with the updated Tennessee Emergency Communications Districts Uniform Chart of Accounts from the TN Comptroller's Office. The new accounts added are to properly account for GASB 87 & 96.

D. Director Musick provided an audit update. The audit has been rescheduled for October 9th & 10th.

ITEM 6. OLD BUSINESS

A. Director Musick provided an update concerning the Actuarial Report Preparation. The actuarial evaluation contracted through Lauterbach & Amen began on July 21st. On August 7, Blackburn Childers and Steagall staff advised the Director the State's actuarial evaluation was sufficient for Sullivan Co and a third-party actuarial evaluation was not necessary. Director Musick advised Lauterbach & Amen and the check was returned uncashed. The District received notification from the State on August 7th advising the actuarial evaluation provided by the State only covers employees hired before July 2015. BCS agreed with Director Musick that the District would in fact need an actuarial evaluation by another party, due to two employees being hired after July 2015. As the contract was in the year 2022-2023 had been cancelled, a new contract was signed on August 17th. Director Musick requested an increase of \$900 to line-item #4221 (Consulting Services) for the 2023-2024 budget year. Director Musick recommended to the Board to take the check written to Virginia Smelser. Motion made by Jerry Fleenor, seconded by Darlene Calton, to increase line-item #4221 by \$900 for actuarial preparation by Lauterbach and Amen. Roll Call – Jim Bean-yes, Amy Brown-absent, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

B. Legal Services. The Board's attorney, Ben Adams, is now working for the Public Defenders' office. Discussion. Calvin Clifton requests staff send a letter terminating the agreement with Ben Adams and send out Statements of Qualifications to approximately six firms to continue the search for new legal representation.

ITEM 7. NEW BUSINESS

- A. Adjust line item #4217 for legal services tabled.

- B. Director Musick advised in reference to Central Square upgrade, we received a quote for \$3,200 from PowerPhone for Implementation Support. Discussion on new database installation. Motion made by Jeff Cassidy, seconded by Calvin Clifton to accept the quote from PowerPhone for \$3,200 to provide Implementation Support for the Zuercher Central Square Cad upgrade. Motion passed unanimously.

ITEM 8. BUILDING / FACILITIES REPORT

ITEM 9. DIRECTOR'S REPORT

Director Musick presented the Director's Report

ITEM 10. MONTHLY STATS REPORT

Director Musick presented the Monthly Stats Report

ITEM 11. VISITOR COMMENTS

No comments from visitors.

ITEM 12. NEXT BOARD OF DIRECTORS MEETING

October 9, 2023 @ 9 a. m.

ITEM 13. ADJOURNMENT

Motion by Darlene Calton, seconded by Lynn Stewart to adjourn at 10:20 a.m. Motion passed unanimously.

Approved

Darlene Calton, Secretary