

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING Minutes - May 08, 2023

ITEM 1.

The regular meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, May 08, 2023. Lesley Musick, Executive Director, called the meeting to order at 09:03 a.m.

ITEM 2.

Roll Call – Jim Bean- present, Amy Brown- present, Darlene Calton- present, Jeff Cassidy- present, Calvin Clifton- absent, Drew Deakins- present, Jerry Fleenor- present, JD Gregory- absent, Lynn Stewart- present. Others present: Sara Phillips, Michelle Wexler, Jim Tucker, Wendy Doran and Freddie Doran.

ITEM 3.

Motion made by Darlene Calton, seconded by Amy Brown to excuse absent members: Calvin Clifton and JD Gregory. Motion passed unanimously.

ITEM 4.

Motion made by Jeff Cassidy, seconded by Jerry Fleenor to approve the minutes as submitted from the March 13, 2023 meeting. No Discussion. Motion passed unanimously.

ITEM 5.

A. Lesley Musick presented the March 2023 financial reports. Discussion. Beginning with the Journal Entries, Lesley Musick advised the Board of check #8221 for \$35.96 written to North American Benefits for a payroll liability in January of 2021. The check had not cleared in July 2021. Ms. Musick was advised there was a stop payment issued for the check, however, she has been unable to find a receipt of the stop payment. The original check was voided in the accounting software and a new check was issued. In March 2023 check #8221 for \$35.96 cleared the bank. An email was sent to North American Benefits inquiring about the check clearing. They could not provide any information other than our account had been credited for the amount of the check on March 13, 2023. Lesley emailed Jim Barnes, spoke with the bank, and Lisa Beller with the comptroller's office. Lisa advised Lesley to make a general journal entry to record the payment. The general journal entry was made (913 CORR) with the accountant.

Lesley Musick advised the Board that a CD was up for renewal on May 24th. She has been checking rates and would check on an 18-month rate. The deposits, expenditures, the balance sheet and profit and loss statement were reviewed. A motion was made by Jerry Fleenor and seconded by Jeff Cassidy to approve the financial reports for March 2023 as presented. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

B. Lesley Musick presented the April 2023 financial reports. Discussion. The deposits, expenditures, the balance sheet and profit and loss statement were reviewed. Motion made by Jeff Cassidy and seconded by Darlene Calton to approve the financial reports for April

2023 as presented. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

C. CD expiring: 5/24/2023 – QB acct 1001-12

D. Lesley Musick requested to increase current year line item #4204- Accounting Services by \$1000. Discussion. Motion made by Jeff Cassidy, seconded by Amy Brown to increase line item #4204 Accounting Services by \$1,000 to \$1,400 for current year 2022-2023. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

E. Lesley Musick requested to move funds from #4003 Assistant Director to #4002 Administrative Personnel. Discussion. Motion made by Lynn Stewart, seconded by Darlene Calton to move remaining monies from line item #4003 Assistant Director to line item #4002 Administrative Personnel. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

F. Lesley Musick advised the Board of the April Base Funding Distribution will be \$169,904 and the Surcharge Subsidy \$63,951.

G. Lesley Musick reviewed 2021 check to North American Benefits during March Financials.

H. Lesley Musick presented the proposed 2023-2024 budget for second reading.

1. Lesley Musick requested the Board increase line item #4203 Audit Services by \$50.
2. Lesley Musick requested an increase to line item #4204 Accounting Services \$1000. Discussion. Motion made by Jeff Cassidy and seconded by Amy Brown to increase line item #4203 Audit Services by \$50 to \$12,150 and increase line item #4204 Accounting Services by \$1,000 to \$3,500. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.
3. Lesley Musick requested to move funds from #4003 Assistant Director to line item #4002 Administrative Personnel. Discussion. Motion made by Amy Brown, seconded by Jeff Cassidy to move funds from #4003 Assistant Director to line item #4002 Administrative Personnel. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

ITEM 6.

- A. Lesley Musick advised the Covid-19 Federal Public Health Emergency set to expire 5/11/2023. She spoke to Dr. Spivey, and he would verify with Dr. Mays at the Sullivan County Health Dept to discontinue asking the Covid questions on 911 calls.

- B. Lesley Musick advised Virtual Academy is back online as of April 24, 2023.
- C. Lesley Musick advised she renewed the Radio License- WPMB797 at no cost. It will expire May 20, 2033. Discussion.

ITEM 7.

- A. Lesley Musick brought the 2023-2024 Interlocal Agreement with Sullivan County and the Sullivan County Sheriff's Office for review. Discussion. Motion made by Darlene Calton, seconded by Jerry Fleenor to accept the 2023-2024 Interlocal with Sullivan County and the Sullivan County Sheriff's Office as presented. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.
- B. Discussion to change meeting day. No Action Taken.

The Quality Assurance Award was presented to Wendy Doran for her outstanding Quality Assurance scores throughout the year.

ITEM 8.

The Director's Report was presented by Lesley Musick. Jim Bean discussed NICE/ADS stopping the recording Kingsport's radio traffic without his permission. There are also issues with Motorola's firewall.

ITEM 9.

The Monthly Stats Report was reviewed. Discussion of the skewed stat reports for Fire/Rescue.

ITEM 10.

Comments from visitors.

ITEM 11.

NEXT BOARD MEETING – JUNE 12, 2023

ITEM 12.

Motion made by Jerry Fleenor, seconded by Amy Brown to adjourn. All in favor.

Approved

Darlene Calton, Secretary