

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Board of Directors Meeting Minutes

February 7, 2019

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District (“Shelby County 911”) held on Thursday, February 7, 2019, at 3150 Lenox Park Blvd. Suite 108, Memphis, TN.

Call to Order and Roll Call

Vice-Chair Carter called the meeting to order at 8:30 a.m. He began a roll call of the Board members. He then welcomed new Board members Rex Hollaway and Stephanie Love. Finding a quorum present, the meeting commenced.

Board Members Present:

P. Carter III, Glen Kneeland, R. Hollaway, B. Kramer, Clarence Cash Jr., S. Love, M. Shull.

Board Members Excused:

B Anderson, M. Balee.

Introduction of Guests:

James E Stokes, R. Thompson, T. Halford, R. Ivory, L. Ness, R. Bailey, G. Cloyd, R. Stanback, J Stokely, S. Lovejoy, C. Cunningham, T. Fisher, R. Davis, W. Green, M. Spencer, J. Tow, S. Chittom, T. Watkins, T. Welch.

Review and Approval of December 6, 2018 Full Board Minutes

Vice-Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 6, 2018. He then requested a motion to accept the minutes from the full Board meeting.

Director Kramer offered a motion to accept the minutes from the full Board meeting December 6, 2018

Director Cash seconded the motion to accept the minutes from the full Board meeting on December 6, 2018.

The Board voted 7-0 to accept the minutes from the full Board meeting on December 6, 2018.

Treasurer's Report

Vice-Chair Carter advanced the agenda to the next item for consideration: A review of the Treasurer's Report presented by Director Kneeland.

▪ **Financial Report**

Director Kneeland presented a review of the previous fiscal year revenue and expenses for the period July 1, 2018 through June 30, 2019 as follows:

- \$ 6.076 million total year-to-date revenue,
- \$ 5.960 million total year-to-date expenses,
- \$ 116 thousand year-to-date income.

▪ **Fund Balances and Investments**

Director Kneeland presented a review of the Working Capital Accounts and Reserve Fund Account as of December 3, 2018 as follows:

- *Working Capital Accounts*
 - \$11.025 million total
- *Reserve Fund Account*
 - \$22.435 million total

FY2017-18 Audit

Vice-Chair Carter advanced the agenda to the next item for consideration: A presentation of the FY2017-18 Audit presented by Trey Watkins and Stephanie Chittom, Watkins Uiberall.

Ms. Chittom highlighted the following points:

- An unmodified opinion was issued,
- Material adjustments were remedied,
- Financial Statements reflected healthy balances,
- OPEB Benefits required restating the Balance Sheet,
- No difficulties, misstatements or disagreements with management related to the Governance Letter.

Mr. Watkins thanked the District for the opportunity to service our needs and advised he would be available if any additional questions or concerns arose.

Director Kramer offered a motion to accept the final Audit as presented.

Director Cash seconded the motion to accept the final Audit as presented.

The Board voted 7-0 to accept the final Audit as presented.

Vice-Chair Carter then requested a motion to accept the Treasurer's Report as presented.

Director Kramer offered a motion to accept the Treasurer's Report as presented.

Director Cash seconded the motion to accept the Treasurer's Report as presented.

The Board voted 7-0 to accept the Treasurer's Report as presented.

Committee Appointments

Vice-Chair Carter advanced the agenda to the next item for consideration: The Board of Directors Committee Appointments.

Director Carter confirmed the current Officers would remain in their respective positions for another term as follows:

Executive & Finance Committee

Beky Anderson – Chair
Patrick Carter III – Vice-Chair
Glen Kneeland – Treasurer

Building Committee

Mary Balee – Chair
Bruce Kramer
Clarence Cash Jr.

Personnel Committee

Patrick Carter III - Chair
Bruce Kramer
Rex Hollaway

Public Education Committee

Clarence Cash, Jr. – Chair
Mendi Shull
Stephanie P. Love

Building Committee Report

Vice-Chair Carter advanced the agenda to the next item for consideration: A review of the Building Committee Report presented by Director Chiozza.

Director Chiozza advised the Armour Center Phase II project is scheduled for completion around the end of May 2019. Photos were included in the Directors Report.

Personnel Committee Report

Vice-Chair Carter advanced the agenda to the next item for consideration: A review of the Personnel Committee Report.

An upcoming date will be scheduled to review Performance Appraisals of the current employees in addition to creating the position of IT Technician.

Directors Report

Vice-Chair Anderson advanced the agenda to the next item for consideration: A review of the Directors Report presented by Director Chiozza.

Director Chiozza provided highlights on the following:

- *Connecting PSAPs to the State of Tennessee ESINET,*
- *Motorola Vesta 7.2,*
- *A Demonstration of Motorola Vesta Map Local,*
- *Personnel Committee Items,*
 1. *New employee*
 2. *Office renovations*
 3. *Equipment*
- *Shelby County ECD – Text to 9-1-1:*
- *Enhanced Data Window in Motorola Vesta,*
- *Avaya Pilot End-to-End Call Test Project,*
- *Notice from Jim Barnes,*
- *Letters of Thanks,*
- *Building Committee Photos,*
- *2019 Board Meeting Dates and Conference Dates,*
- *Future Projects / Strategic Plan Estimated Costs Next 5 Years.*

Director Chiozza concluded his report.

Vice-Chair Carter requested a motion to accept the Directors Report as presented.

Director Cash offered a motion to accept the Directors Report as presented.

Director Kneeland seconded the motion to accept the Directors Report as presented.

The Board voted 7-0 to accept the Directors Report as presented.

Vice-Chair Carter asked if there was any old business, hearing none, he asked if there was any new business. He then requested a motion to adjourn the meeting.

Director Hollaway offered the motion to adjourn the meeting.

Director Shull seconded the motion to adjourn the meeting.

The meeting was adjourned at 9:36 AM

Approved by:



Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager