

**GENESEE COUNTY COMMUNICATIONS CONSORTIUM
EXECUTIVE BOARD
July 11, 2017**

Harris Auditorium
2:00 p.m.

BOARD MEMBERS PRESENT: Mark Emmendorfer, Larry Green, Karen Miller, Brad Barrett, Paul Zelenak, Chris Gehringer, Karyn Miller, Steve Fuhr, Jakki Sidge, Kim Courts

BOARD MEMBERS ABSENT: Shapiro, Kish, Pickell

ALSO PRESENT: Dave Ackley, Tim Jones, David Plumb, Lyndon Lattie, Max Machuta, Scott Hillerman, Brian Fairchild, Paul Trinka, Tonya Ketzler, George Sippert, Gary Stevens, Paul Fortino, Tere Onica, Vicki Fishell, Steve Branch, Robin Bush - Secretary

1. CALL TO ORDER:

The 9-1-1 Central Communications Executive Board was called to order by Chairman Emmendorfer at 2:00 p.m. at the Harris Auditorium.

2. PLEDGE OF ALLEGIANCE TO THE FLAG:

All those able stood for the Pledge of Allegiance.

3. ROLL CALL:

Roll Call was taken by the 9-1-1 Recording Secretary.

4. AGENDA APPROVAL:

**MOTION: MADE BY MR. FUHR, SUPPORTED BY MR. BARRETT TO APPROVE THE JULY 11, 2017 EXECUTIVE BOARD MEETING AGENDA AS PRESENTED.
ALL AYES, MOTION CARRIED.**

5. PUBLIC COMMENTS ON AGENDA ITEMS:

There were no public comments.

6. APPROVAL OF MINUTES:

**MOTION: MADE BY MR. GEHRINGER, SUPPORTED BY MR. ZELENAK TO APPROVE THE JUNE 13, 2017 EXECUTIVE BOARD MEETING MINUTES.
ALL AYES, MOTION CARRIED.**

7. TREASURER'S REPORT:

**MOTION: MADE BY MR. GEHRINGER, SUPPORTED BY MR. FUHR TO APPROVE THE 9-1-1 EXPENDITURE REPORTS FOR THE MONTH OF JUNE 2017 AS PRESENTED.
ALL AYES, MOTION CARRIED.**

8. PAYMENT OF BILLS:

**MOTION: MADE BY MS. SIDGE SUPPORTED BY MR. BARRETT TO APPROVE THE PAYMENT OF BILLS FOR THE MONTH OF JUNE 2017 IN THE AMOUNT OF \$138,690.60 AS PRESENTED.
ALL AYES, MOTION CARRIED.**

9. OLD BUSINESS:

A. City of Flint Update

1. Nothing new to report

B. U of M Back-up Center

Once Mr. Machuta hears back from U of M, a walk through with the Building and Grounds Committee will be scheduled.

C. New 800MHz Radios

Mr. Machuta presented the board with 2 funding requests and 1 funding consideration. (see handout attached). He reviewed each item with the board.

- Funding request#1 - Pager Equipment
Cost - \$535.00 per pager. Currently working on getting final count from departments across the county. The overall estimate at this time is 800 pagers. Mr. Machuta is requesting funding up to \$450,000.

Mr. Machuta met with the Advisory Board who approved moving forward with 800MHz paging. As a result the pager equipment went out to bid. The bids are due back on July 12, 2017. Mr. Machuta stressed the importance of ordering the pagers as soon as possible since the current paging system is no longer supported by the State. Mr. Machuta went over the procedure for pager distribution as well as distribution of additional pagers (i.e. Pagers in reserve). The Advisory Board requested that testing be extended until the end of the month

MOTION: MADE BY MR. ZELENAK, SUPPORTED BY MR. GEHRINGER TO MOVE FORWARD WITH THE 800MHZ PAGER PURCHASE (FUNDING REQUEST #1) NOT TO EXCEED \$450,000.

Roll Call Vote:

Emmendorfer Aye
Green Aye
Gehring Aye
Miller (Davison) Aye
Miller (Flint Twp) Aye
Fuhr Aye
Barrett Nay
Zelenak Aye
Sidge Aye
Courts Aye
9 Ayes, 1 Nay Motion Carried.

- Funding request #2 - Pager Equipment - Accessories
Cost - 3 year extended warranty 129.00 (800 quantity)
Charger Amps 149.00 (800 quantity)
Desk Charger 89.00 (800 quantity)

MOTION: MADE BY MR. GREEN, SUPPORTED BY MS. KAREN MILLER (Davison) TO MOVE FORWARD WITH THE PURCHASE OF PAGER ACCESSORIES INCLUDING THE HOLDERS (FUNDING REQUEST #2) NOT TO EXCEED \$240,000.

Roll Call Vote:

Emmendorfer Nay
Green Aye
Gehring Aye
Miller (Davison) Aye
Miller (Flint Twp) Aye
Fuhr Nay
Barrett Nay
Zelenak Aye
Sidge Aye
Courts Nay
6 Ayes, 4 Nays Motion Carried.

- Funding Consideration #1 - Position Expansion Equipment

Cost -Call taker positions phone equipment	\$52,004.00(2 positions)
Furniture positions	\$38,996.00(2 positions)
Flooring Change	\$ 9,226.00
Quiet Room	\$ 7,880.00
Additional Sound Proofing	\$ 8,018.00 (optional)

Mr. Machuta presented the board with changes to the center for future consideration. The building and grounds committee will review the request and come back to the board with a recommendation. The above project was already included in the existing budget.

D. Advisory Board Report

The Advisory Board met on June 27, 2017. Chief Fairchild reviewed the minutes with the board. He mentioned that the police and fire chiefs will compare their testing results and from there make a recommendation to the General Membership as to which company to go with.

10. NEW BUSINESS:

A. Shook / Wambold Employment Contracts

Mr. Lattie reviewed the employment contract for Mr. Wambold. His contract expired September 30, 2017.

MOTION: MADE BY MS. KARYN MILLER (Flint Twp), SUPPORTED BY MR. FUHR TO APPROVE THE EMPLOYMENT CONTRACT FOR MR. JOSEPH WAMBOLD AS PRESENTED WITH THE STIPULATION THAT HE WILL NOT RECEIVE 90 DAYS SEVERENCE PAY IF HE IS IN VILOATION OF HIS CONTRACT.

Roll Call Vote:

Emmendorfer	Aye
Green	Aye
Gehringer	Aye
Miller (Davison)	Aye
Miller (Flint Twp)	Aye
Fuhr	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Courts	Aye

10 Ayes, 0 Nays Motion Carried.

Mr. Shook has elected to finish out his current contract which expires in 2018.

MOTION: MADE BY CHAIRMAN EMMENDORFER, SUPPORTED BY MR. GEHRINGER TO HONOR MR. SHOOKS CURRENT EMPLOYMENT CONTRACT UNTIL IT EXPIRES IN 2018. ALSO TO ALLOW MR. LATTIE TO NOTIFY MR. SHOOK IMMEDIATELY THAT A RENEGOTIATION IS REQUIRED OR THE CONTRACT WILL BE ALLOWED TO LAPSE WITHOUT NOTICE.

Roll Call Vote:

Emmendorfer	Aye
Green	Aye
Gehringer	Aye
Miller (Davison)	Aye
Miller (Flint Twp)	Aye
Fuhr	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Courts	Aye

10 Ayes, 0 Nays Motion Carried.

Recommendation: Ms. Miller (Davison) made a recommendation that a job description for Mr. Shook as well as Official Performance Appraisals from the Director and Deputy Director be supplied to help determine Mr. Shook's value to the Center. She also requested an official salary survey.

Mr. Lattie stated that the Personnel/Professional Contract Committee should request a job descriptions, official performance appraisals and salary surveys for all employee contracts to be brought before the Executive Board.

Mr. Barrett requested a legal opinion from Mr. Lattie of the pros and cons as to why the board is doing non-union employee contracts instead of doing an at-will handbook for them and leaving the responsibility with the Director. Mr. Lattie stated that the majority of the Executive Board want to take control of negotiating and approving employee contracts. Mr. Lattie stated that the board would be less involved if the board adopts a handbook of rules, regulations, policies, procedures as well as salary levels.

11. OTHER BUSINESS:

A. David Ackley extension beyond November 9, 2017

Mr. Ackley stated he will be retiring November 9, 2017.

B. Director's Search

Chairman Emmendorfer stated that of the two organizations notified to help with the Director's search only one replied. Notified were Michigan Municipal League (MML) and Michigan Society of Association Executives (MSAE).

Ms. Cheryl Ronk of The Michigan Society of Association Executives (MSAE) attended the board meeting. She discussed step by step what MSAE would provide (i.e. establishing criteria, job postings, updated job description, recruiting, national searches-with an emphasis on the Mid-West, reference checks, interviews, etc.). Cheryl also stated that if there are any problems within the first year MSAE guarantees their work.

Cost: Ms. Ronk stated that there is a 6,000 non-refundable down payment. After finding and placing the new director MSAE would receive 20% of the his/hers first years base salary. Other associated cost not included in the initial 6,000 down or the 20% first years salary would be posting placement expenses which Ms. Ronk stated she feels she can keep under 5,000 and travel expenses which she feels she can keep under 4,000.

MOTION: MADE BY MR. ZELENAK, SUPPORTED BY MR. GEHRINGER TO ALLOW THE BOARD CHAIRMAN AND THE CONSORITUM ATTORNEY THE LATITUDE TO SIGN A CONTRACT WITH MSAE RIGHT AWAY WITH A RETAINER LETTER (To Include the Brochure presented) AS AN ADENDUM.

Roll Call Vote:

Emmendorfer	Aye
Green	Aye
Gehring	Aye
Miller (Davison)	Aye
Miller (Flint Twp)	Aye
Fuhr	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Courts	Aye

10 Ayes, 0 Nays Motion Carried.

C. Additional IT Department Personnel

1. IT Right Presentation

Mr. Paul Trenka from IT Right gave a presentation to the board regarding filing the vacant IT position. Mr. Trenka's quote included bringing in an entry level 1 (lowest level) IT support person 3 days a week 8 hours a day at \$60,000. He reiterated that the IT entry level support given would be basic and that it would not rise to the level of the IT Director or his assistant. He also went on to explain that their normal work hours are until 5:00pm at which point call in help can be reached until 11:00pm. Several board members stated based on the presentation it would appear that IT Right would not meet the needs of the 911 IT department.

Mr. Shook stated that he is looking for a person with more experience that has done some work with computers and servers. He also stated that an entry level position at \$100,000 (5 days a week) doesn't make financial sense to him. Mr. Shook has been asked to put together a job description for the vacant IT position as well as how many days a week this person would be needed and present it to the board.

Mr. Green commented that we hired a director to run 911 to make it efficient and maintain that it is the premier 911 centers in the State of Michigan. He also stated that the board is stepping on the Director's toes not allowing him the opportunity to do his job. He

finished with "the Director was hired to do his job...Let him do his job".

**MOTION: MADE BY MR. ZELENAK, SUPPORTED BY MS. MILLER (Flint Twp) TO DIRECT MR. SHOOK/STAFF TO PUT TOGETHER A JOB DESCRIPTION FOR THE VACANT IT POSITION AND BRING IT BACK TO THE EXECUTIVE BOARD TO HELP DETERMINE WHAT DIRECTION TO GO IN WHETHER WITH AN OUTSIDE FIRM OR WHETHER TO HIRE A FULL TIME EMPLOYEE.
9 AYES, 1 NAY MOTION CARRIED.**

D. HR Report Update

Mr. Jones gave a summary of the Human Resources Audit Report dated July 18, 2016. He discussed the high risk areas, the medium risk areas and the low risk areas as well as the recommended changes that were addressed.

Recommendation: there was a recommendation to bring Ms. Nelson from Human Resources back to see if 911 is in compliance with the recommended changes from her July 18, 2016 report. Mr. Ackley, Mr. Jones and Attorney Lattie will speak with Ms. Nelson regarding costs associated with re-hiring her.

**MOTION: MADE BY MR. ZELENAK, SUPPORTED BY MS. MILLER (Davison) TO GET A QUOTE FROM MS. NELSON FROM HUMAN RESOURCES AS TO THE COST OF RE-HIRING HER TO DO A RE-ANALYSYS
ALL AYES, MOTION CARRIED.**

E. Proposed By-Laws of Consortium

Mr. Lattie reviewed the changes to the By-Laws.

12. PUBLIC COMMENTS:

Mr. Fortino stated that he also uses IT Right and has no issue with them. He also stated that he completely agrees with Mr. Green's comments about letting the Director do his job. Also that Mr. Shook should have input into filing the IT position and that it should not be an outside entity but should be an employee of 911 so that Scott can have say about how the person is trained. He also said with all of the project coming down the line 2 IT personnel is not enough.

Chief Sippert stated that his experience over the years with Scott has been exceptional and that whenever he was in need Scott was there to help him through the issue. He also stated that Scott is a very big asset to the county and he'd hate to lose him. Chief Sippert also commented on IT Right and how helpful they have been for him, however, he stated he knows what it is like having an inept IT person working for you...it slows things down to a halt. He also encouraged the Executive Board to keep the IT staff satisfied so they stay which will help the whole organization.

Chief Fairchild commented that he was involved with 911 when the first CAD system came in and he's watched what goes on at the Center during transition times and it's crazy. He said you need to have people that can be reliable. Another

concern he brought up was if the IT Right employee calls in sick would they send a replacement for the day and if so that person would need training.

Ms. Miller - Davison commented on the person that was interviewed by the panel a few months back and was he still available? Mr. Ackley stated he has been keeping in touch with him.

13. ADJOURNMENT:

There being no further business to discuss the meeting was adjourned at 5:00p.m.

These minutes were prepared by *Robin Bush*, Secretary for Genesee County 9-1-1.