

**ADMINISTRATIVE BOARD MEETING MINUTES
MAY 29, 2018**

- A. CALL TO ORDER 2:03p.m.
Pledge of Allegiance

Attendance: Redman, Weeks, Leaf, Smelker, Forbes, Meindertsma, Murphy, Wilson, Vujea, Cove,
Director Lehman

Absent: Rothenberger

- C. ADDITIONS / DELETIONS TO AGENDA- None

- D. APPROVAL OF TODAY'S AGENDA

Motion: Leaf Second: Redman Ayes: All Nays: None Motion: CARRIED

- E. APPROVAL OF APRIL 2018 MINUTES

Motion: Leaf Second: Redman Ayes: All Nays: None Motion: CARRIED

- F. LIMITED PUBLIC COMMENT- None

- G. COMMITTEE REPORTS- No committees met. Finance will be scheduling a budget meeting.

H. DIRECTOR'S MONTHLY REPORT: Director Lehman provided a detailed written report. A few highlights include: Two new telecommunicators have begun their training. Jamie Stafford was offered the Administrative Assistant position. 911 Public Relations Committee has been presenting in local schools. Director Lehman will represent Barry County and Michigan at the National NENA Conference.

- I. OLD BUSINESS-None

- J. BUDGET REPORTS

1. April 2018 Operating Budget-\$394,854.39 utilized making up 24.25% of budget
2. April 2018 State Budget- \$67,976.66 utilized making up 15.59% of budget

- K. MAY EXPENSES FOR APPROVAL

Murphy initially made a motion to approve expenses with Redman supporting. A typographical error was found on the monthly reports. A brief recess was taken from 2:23p.m. to 2:34p.m. to give Director Lehman time to correct the error. Murphy rescinded his motions.

1. Operating- \$14,251.07

Motion: Murphy Second: Redman Roll Call Vote: All Ayes. Motion: CARRIED

2. State- \$3,606.99

Motion: Murphy Second: Smelker Roll Call Vote: All Ayes Motion: CARRIED

3. JUNE 2018 Contingent Vouchers for Approval-

Motion: Murphy Second: Redman Roll Call Vote: All Ayes. Motion: CARRIED

- L. MISCELLANEOUS

1. MERS Retirement Plan for Administrative Assistant- Director Lehman recommends that Jamie Stafford, Administrative Assistant be assigned to the MERS Hybrid Plan. This plan is the only plan that would be appropriate for this job title. This move would be consistent with other positions in the County.

Motion by Leaf to ask the Barry County Commissioners to approve this decision at the recommendation of the Barry County Central Dispatch Administrative Board. Second: Smelker Roll Call Vote: All Ayes Motion: CARRIED

2. MCDA Professional Fees- MCDA is asking PSAP's to assist with fees for the lobbying firm

Capitol Services. MCDA has incurred additional expenses due to pending legislation. In total they are hoping PSAP's can cover \$24,000.00 in fees per year for the next 3 years. Weeks moves that Barry Central contribute \$500.00 one time to assist with the additional fees. Second: Murphy
Roll Call Vote: Ayes: Weeks, Leaf, Forbes, Meindertsma, Murphy, Vujea, Cove. Nays: Redman, Smelker, Wilson. Motion: CARRIED

M. SECOND LIMITED PUBLIC COMMENT -None

N. ADJOURN Motion: Murphy Second: Redman Ayes: All Nays: None Motion: CARRIED
3:12p.m.

Respectfully Submitted: Kristen Cove

NEXT MEETING IS SCHEDULED FOR MONDAY JUNE 25, 2018