



ADMINISTRATIVE BOARD MEETING MINUTES

JULY 23, 2018

- A. Lani Forbes called the meeting to order at 2:01 pm.
The Pledge of Allegiance was recited.
- B. Roll call was taken.
Attendance: Forbes, Weeks, Wilson, Cove, Murphy, Redman, Vujea
Absent: Leaf, Smelker, Rothenberger, VonSeggern, Lehman
Others in attendance: Stafford, Dunlap (MSP)
- C. No additions were made to the agenda.
- D. A motion was made by Redman and seconded by Cove to approve the agenda for today's meeting. **All in favor. Motion carried.**
- E. A motion was made by Vujea and seconded by Redman to approve the minutes from the June 2018 meeting. **All in favor. Motion carried.**
- F. No public comment.
- G. Committee Reports
 - a. Personnel Committee met today to discuss the mid-year review of Director Stephanie Lehman. It was discussed that she is meeting expectations as well as exceeding those expectations in many areas. A salary review was forwarded to Smelker as chair of the Finance Committee. Once he approves the recommendation, the personnel committee will move forward with their meeting with Lehman. Forbes, as chair of the Equipment Committee, approves the recommendation.
 - b. Finance Committee did not meet in the past month.
 - c. Equipment Committee did not meet in the past month.
- H. Directors Report was reviewed and discussed. The new telecommunicators are moving through the training stages well. Supervisor Che'rie Baldwin-White will be retiring on September 6, 2018, and a reception will be held that same day from 1-4pm. A new supervisor will not be hired until after the current trainees have completed their CTO program. MDC equipment was received and installation is tentatively set for September 30, 2018. CAD project has begun. Letters of interest to be on the CAD committee are due July 27, 2018. Forbes is interested in being on that committee. Also noted was the need for a representative from Fire, EMS, and Police. Public Relations Committee has been busy. Service at the Charlton Park Gas & Steam show and the Barry County fair was completed by several Dispatchers as well as the Director. The team will be at the Hastings City National Night Out program on August 7, 2018. Fraudulent charges and interest have all been properly credited. Smart911 profiles increased by 14 safety profiles and 1 facility profile. Total calls dispatched for June 2018 were 4,301.
- I. There was no old business to discuss at this time.
- J. July 2018 operating disbursements were discussed. A motion was made by Murphy and seconded by Wilson to approve the operating disbursements in the amount of \$16,019.96. Roll call vote. **All in favor. Motion carried.**

- K. July 2018 state expenses were discussed. A motion was made by Murphy and seconded by Wilson to approve the July state expenses in the amount of \$7,349.99. Roll call vote. **All in favor. Motion carried.**
- L. August 2018 contingent vouchers were discussed. A motion was made by Murphy and seconded by Wilson to approve the August 2018 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- M. An error found in the term dates for EMS Representative VonSeggern was discussed. This term will end December 31, 2020, not 2018. The term for the City of Hastings was discussed and adjusted to reflect that this position is appointed annually by the City of Hastings.
- N. No public comment
- O. A motion was made by Murphy and seconded by Redman to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 2:25 pm.

Respectfully submitted by Jamie Stafford