

ADMINISTRATIVE BOARD MEETING MINUTES

January 22, 2018

2:00 P.M.

- A. CALL TO ORDER
Pledge of Allegiance
- B. ROLL CALL/ATTENDANCE: Redman, Weeks, Lt.Ouwinga, Smelker, Forbes, Meindertsma, Murphy, Wilson, Vujea, Cove, Interim Director Lehman.
- C. ADDITIONS / DELETIONS TO AGENDA
None
- D. APPROVAL OF TODAY'S AGENDA
Motion: Leaf Second: Murphy Motion:Carried
- E. APPROVAL OF DECEMBER 2017 MINUTES
Motion: Murphy Second:Redman Motion: Carried
- F. LIMITED PUBLIC COMMENT
None
- G. ELECTION OF CHAIR AND VICE CHAIR
Redman nominates Forbes as Chair with Smelker supporting the nomination. Vujea motions to close nominations.
Motion: Carried

Leaf nominates Smelker for Vice Chair. Redman seconds and motions to close the nominations. Motion: Carried

Committee Appointments

Finance: Chair Smelker, Wilson, Redman

Personnel: Chair Vujea, Weeks, Cove, Leaf

Equipment: Chair Lt.Rothenberger, Murphy, Meindertsma

H. COMMITTEE REPORTS

PERSONNEL:

Motion by Leaf to go into closed session. Redman seconds. Motion: Carried. 2:07p.m.

The board entered into close session to discuss personnel matters in relation to hiring a new director.

Motion to leave close session: Murphy Second: Redman Motion:Carried

Motion by Leaf Second: Murphy to return to open session Motion: Carried

Board returned to open session at 2:26p.m.

FINANCE: Did not meet

EQUIPMENT: MDC Steering Committee. Lehman shared that the demo time was extended until February 14th. They have ruled out the tablet.

I. INTERIM DIRECTOR'S MONTHLY REPORT:

Lehman provided a written report. She has been meeting with the County treasurer and administrator to receive updates. Lehman addressed the changes in staffing with her title change. She resolved this issue with the staff via a swing shift position. There has not been an increase in overtime. BCCD is participating in the Barry County Church

Security Summit. They will highlight the role that dispatch plays in major incidents. Lehman has been working with Chrouch and Emergency Management to discuss the Wayland Tower. Lehman provided Meindertsma with new board member orientation. 3% of Barry County has a Smart911 profile.

J. OLD BUSINESS

1. Status of appointments/reappointments to the board -No changes

K. BUDGET REPORTS

1. December 2017 Final Operating Budget with Chargebacks
We used 85.96%
2. December 2017 Final State Budget with Chargebacks
We used 89.59% of the budget

L. DECEMBER 2017 CHARGEBACK VOUCHERS for \$15,583.69

Motion: Leaf Second: Smelker Roll Call: All in favor, motion carried

DECEMBER 2017 STATE CHARGEBACK VOUCHER for \$3,612.08

Motion: Leaf Second: Redman Roll Call: All in favor, motion carried

M. JANUARY EXPENSES FOR APPROVAL

1. Operating January 2018 for \$12,313.71 Motion: Leaf Second: Smelker Roll Call Vote: All Yea's
2. State Funds Disbursements January 2018 \$24,790.00 Motion: Leaf Second: Smelker Roll Call: All in favor, motion carried
3. February Contingent Vouchers for Approval
Motion: Murphy Second: Redman Roll Call: All in favor, motion carried

N. MISCELLANEOUS

1. Swearing in of board members. Pam Palmer swore in Redman, Weeks, Leaf, Smelker, Ouwinga, Forbes, Meindertsma, Murphy, Wilson, Vujea, and Cove.
2. Alert Barry County Policy/Kickoff Policy 402
Motion to adopt Policy 402: Leaf Second: Redman Motion: Carried
3. NetMotion
Motion by Leaf to contract with CDW-G for net motion computing needs in the amount of \$19,412.00 with 3 year maintenance. Support: Murphy Roll Call: All Yea's
4. Wayland (5602) Tower Site Antenna System
Motion by Leaf to contract with Chrouch in the amount of \$2,908.77 Second by: Murphy
Roll Call vote: All in favor, motion carried

O. SECOND LIMITED PUBLIC COMMENT -None

P. ADJOURN- 3:12p.m.

Motion: Redman Second: Leaf Motion: Carried

NEXT MEETING IS SCHEDULED FOR FEBRUARY 26, 2018