

COMMUNICATIONS CENTER BOARD

Meeting minutes from June 26, 2018
Held in the Macomb Police Department Training Room

Communications Board Members present:

Mayor Inman, Comm. Bd. Chairman
Scott Schwerer, Comm. Bd. Vice Chair, McDonough County Bd.
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD
Tom Clark, ETSB Chairman
Sheriff Nick Petitgout, McDonough County

Communications Board Members absent:

Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid

Also present:

Jessica Shoopman, Director
Jeanette Moon, Administrative Assistant

Mayor Inman called the meeting to order at 3:00 p.m.

Sheriff Petitgout joined the meeting via speaker phone and was present for the entire regular meeting.

A motion to approve the minutes from May 29, 2018 was made by Scott Schwerer seconded by Chief Barker and was approved by voice vote.

A motion to approve the claims was made by Chief Barker seconded by Scott Schwerer and were approved by roll call vote with five (5) yes votes.

Treasurer Reports:

The total income received in May was \$57,807.94. The expenses were \$60,812.85. The income received for June so far is \$29,033.45. The expenses for May are at \$25,875.39. A motion to approve the Treasurer's report was made by Tom Clark seconded by Scott Schwerer.

Old Business

Staff Update:

We are happy to announce that Shelbi Taylor delivered a healthy baby girl! Both our trainees are doing well. We expect they will finish their training around the end of June. We plan to start two new trainees around the first of July, one who is a potential for full time and the other for part time. The question was asked if we have looked into moving to 8 hour shifts to help with some of the overtime we have been facing. Jessica answered, Dave has worked up some mock schedules but the eight hour shifts have to

be mutually agreed to by management and the union. Dave has taken on some overnight shifts which were opened when Shelbi went on maternity leave. Mayor Inman thanked him for doing that.

Website discussion; review and approval of proposal:

We discussed this at last months' meeting and Sheriff Petitgout was going to look into his expenses for his website to see if the prices we have were comparable. He determined our quote is very similar to what he paid. Jessica reviewed the quote again for the board which was sent via email for last months' meeting. The website design and development would be \$4,140. There is a third party wordpress plugin licensing fee that could be up to \$200/year. The first years' hosting and maintenance promotional fee would be \$708, with a fee of \$948 after the first year. The monthly hosting fee would be \$59 for the first year and \$79 a month after the first year. The total investment for the first year would be \$5,248. Jessica would be responsible for updating the site. As Tom stated, he believes a website should be "living & changing frequently" and Jessica would be the best to keep it up to date with daily information like road closures, employee calendars and current job postings.

Scott Schwerer asked if the company can track how many times people visit the website. Jessica replied, yes, they have reporting capabilities. Mayor asked if the term of the contract was for one year. Jessica answered yes. It was then asked if after the year, do we own the content of the website. Jessica answered yes. Scott made a motion stating if we own the content of the website after the one year to enter into the contract with Vervocity to build the website for 911 and we'll see if it's worth having after the first year. Mayor Inman gave the second to Scott's motion and it was approved with a voice vote.

New Business

There was no new business.

Public Comment

None

The next meeting is July 31, 2018 directly following the ETSB meeting which starts at 3:00pm.

Executive Session

A motion was made to enter into executive session by Scott Schwerer pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2 (C) Sec. 2 (C) (1) to consider the appointment, employment, compensation, discipline, performance or dismissal of an employee of the public body or legal counsel for the public body, and pending or probable litigation, pursuant to Sec. 2(c) (11), Chief Barker gave the second and a roll call vote was taken. The motion passed with five (5) yes votes and zero (0) no votes from the Board.

Sheriff Petitgout and Jeanette Moon left the meeting.

The meeting was closed at 3:30.

The meeting was re-opened at 4:37.

A motion to adjourn the meeting was made by Scott Schwerer seconded by Tom Clark and was approved by voice vote.

The meeting adjourned at 4:38 pm.

Jeanette Moon
Recording Secretary
Administrative Assistant
McDonough County 911