

COMMUNICATIONS CENTER BOARD

Meeting minutes from May 29, 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.
Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD
Tom Clark, ETSB Chairman
Sheriff Nick Petitgout, McDonough County

Communications Board Members absent:

None

Also present:

Jessica Shoopman, Director
David Bland, Assistant Director
Jeanette Moon, Administrative Assistant
Chad Lucas, Sikich

Mayor Inman called the meeting to order at 3:31 p.m.

A motion to approve the minutes from April 24, 2018 was made by Scott Schwerer seconded by Sheriff Petitgout and was approved by voice vote.

A motion to approve the claims was made by Scott Schwerer seconded by Sheriff Petitgout and were approved by roll call vote with six (6) yes votes.

Treasurer Reports:

The total income received in April was \$57,816.92. The expenses were \$50,397.25. The income received for May so far is \$30,427.00. The expenses for May are at \$28,333.68. A motion to approve the Treasurer's report was made by Chief Barker seconded by Tom Clark.

Old Business

Staff Update:

Both trainees are doing well. We expect they will finish their training around the end of June. We have 12-14 people who are interested in testing with us, there are 4-6 looking for a full time position which is what we really need. Both our trainees have not shown an interest in full time either. Our overtime is expected to increase as we will have a dispatcher start her maternity leave soon.

New Business

Sikich Audit Report:

Chad Lucas gave an overview of the audit report prepared by Sikich for our Macomb/McDonough County Emergency Dispatch Center. He went over each section of the report, the Annual Financial Report, the Auditor's Communication to the Board and the Summary of Operations. Mayor Inman asked what might be the most significant issues under the comments and recommendations on pages 11 and 12 in the Auditor's Communication to the Board. Chad noted on page 10 is where they list Material Weaknesses. They are required to list this if they propose significant audit adjustments. He stated it is frequent they have to make adjustments but if we wanted help making the adjustments before they got here to do the audit they could do that. The rest of the items are less significant, for instance, the formal policy for compensatory time for administrative employees. Jessica stated she has spoken to Megan about this and really what they are looking for is an actual written policy stating how compensatory time is earned and to be used. Megan has some examples she will be sending over. Chad also mentioned the whistleblower policy is something they have examples of they can send over. Jessica stated Megan sent her an email right before this meeting started today.

The full audit report will be filed along with the minutes of the meeting. A motion to approve and accept the audit report was made by Scott Schwerer seconded by Chief Barker and was approved by voice vote.

Website discussion; review and approval of proposal:

A company out of Quincy called Vervocity has given us a proposal to create and host our 9-1-1 web site. We believe this could have many applications for us to include: staffing/employment applications, road closure information, addressing information, traveler information, fact page, scheduling, etc. The initial quote for set up is \$4,140. We do have funds which are unaccounted for in the miscellaneous funds line right now. Sheriff Petitgout stated this is the company they use and he believes they didn't pay as much and will look into that and get back to Jessica with that information.

Public Comment

None

The next meeting is June 26, 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 six (6) yes votes and zero (0) no votes from the Board. The meeting was closed at 4:04.

The meeting was re-opened at 4:32.

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

The meeting adjourned at 4:33 pm.

Jeanette Moon
Recording Secretary
Administrative Assistant
McDonough County 911