



**Barry County Central Dispatch  
Administrative Board Meeting Minutes  
Monday November, 25, 2025**

- A. Forbes called the meeting to order at 2:00 p.m.  
The Pledge of Allegiance was recited.  
Roll call was taken.  
Attendance: Forbes, Erb, Linebaugh, Smelker, Boulter, Cove, Peck, Yarger, Weeks, Wilson and Vujea. Others in attendance: Lehman, (BCCD) Hall (BCCD), Booth, (BCCD)
- B. A motion was made by Cove and supported by Vujea to approve the agenda as written.  
**All in favor. Motion carried.**
- C. A motion was made by Cove and supported by Weeks to approve the October 17, 2024 meeting minutes. **All in favor. Motion carried.**
- D. No Public Comment
- E. Committee Reports:
1. Personnel Committee
    - a. Non-represented employees. The Finance Chair met on October 21<sup>th</sup>. Director Lehman described the comprehensive compensation study that was done this year specific to 9-1-1. Cove shared that the personnel committee supports Director Lehman's recommendation for the salary increase for the non-represented employees. A salary recommendation spreadsheet was passed out to board members. Discussed creating a wage scale in the future for the non-represented employees. A motion was made by Smelker and seconded by Vujea to approve the wage increases with a start date of January 1, 2025 for the non-represented employees. Increases were presented as follows: Supervisor (\$66,456.00) and Office Manager (\$68,348.80) positions receive a 4 % increase; Network & Systems Administrator receives a 6.70% (\$79,500.00) increase; Deputy Director (\$84,750.00) receives an increase of 11.40%. **Roll call vote. All in favor. Motion Carried.**
    - b. Cove reported that the Directors evaluation has been completed. Unfortunately, we did not receive 100% participation from the board this year. Director Lehman received a 4.8; rating highly effective in every area. A motion was made by Peck and supported by Linebaugh to give the Director a wage increase of 8% (\$111,533.76) in addition to the 1% contribution to a retirement account of her choosing which will be effective January 1, 2025. **Roll call vote. All in favor. Motion Carried.** The board thanked Director Leman for her leadership, dedication and hard work.
  2. Finance Committee meeting was held on November 19<sup>th</sup> at 1pm. Director Lehman explained the reasons for the necessary line-item amendments.
    - a. Overall Operating Budget line-item budget amendment recommendation in the amount of \$10,000.00. Motion made by Vujea and supported by Cove to transfer a total of \$10,000.00 out of **205.325.714 Fringes** putting \$500.00 into

**205.325.703.010 Longevity;** \$2,500.00 into **205.325-0806.110 Labor Counsel** and \$7,000.00 into **205.325.960 Miscellaneous. Roll Call vote. All in favor. Motion Carried.**

- b. Overall State Budget line-item budget amendment recommendation in the amount of \$500.00. Motion made by Smelker and supported by Vujea to transfer \$500.00 out of **205.326.980 Capital** into **205.326.807 Dues. Roll call vote. All in favor. Motion carried.**

3. No Equipment Committee or report

**F.** Directors Report was reviewed and discussed.

**G.** No New Business

**H.** October 2024 Operating and State Budget Reports were reviewed and discussed.

**I.** November Expenses

- 1. Operating Disbursements were reviewed. A motion was made by Cove and supported by Weeks to approve the November Operating Disbursements. **Roll call vote. All in favor. Motion carried.**
- 2. State Disbursements were reviewed. A motion was made by Vujea and supported by Smelker to approve the November State Disbursements. **Roll call vote. All in favor. Motion carried.**
- 3. Public Safety 800 MHz Fund Disbursement was reviewed for the month of November. A motion was made by Vujea and supported by Peck to approve the November Public Safety 800 MHz Fund Disbursement. Roll call vote. All in favor. Motion carried.
- 4. Motion was made by Linebaugh and supported by Boulter to approve the December 2024 Contingent Vouchers. **Roll call vote. All in favor. Motion carried**

**J.** Old Business

- 1. Director Lehman gave an update on the towers.

**K.** No Miscellaneous

**L.** No Second Limited Public Comment

**M.** Motion was made by Wilson and supported by Smelker to adjourn at 2:45p.m. **All in favor. Motion carried.**

The next Administrative Board Meeting will be held on **Monday, December 16, 2024 at 2:00 p.m.**

Respectfully submitted by Vanessa Booth