



Barry County Central Dispatch
Administrative Board Meeting Minutes

March 23, 2020

- A. Due to the COVID-19 Pandemic the meeting was held via ZOOM. Forbes called the meeting to order at 2:02 pm.
 - The Pledge of Allegiance was recited.
- B. Roll call was taken.
 - Attendance via Zoom: Rothenberger, Vujea, Cove, Yarger, Smelker, Weeks, Leaf and Forbes
 - Absent: Murphy and Wilson (Redman came in late)
 - Others in attendance via Zoom: Director Lehman (BCCD), Booth (BCCD)
- C. Additions/Deletions to the Agenda – Add Closed Session Minutes to the Agenda
- D. A motion was made by Leaf and seconded by Weeks to approve the agenda with the Closed Meeting Minutes attached. **All in favor. Motion carried.**
- E. A motion was made by Cove and seconded by Weeks to approve the February 24, 2020 Meeting Minutes as presented. **All in favor. Motion carried.**
- F. A motion was made by Leaf and seconded by Smelker to approve the Closed Session Meeting Minutes as presented. **All in favor. Motion carried.**
- G. There were no Public Comments.
- H. There were no Committee Reports.
- I. Directors Report was reviewed with no questions.
- J. New Business
 - a. COVID-19 Operations Plan (COOP)
 - i. Director Lehman presented the Board with COVID-19 Continuity of Operations Plan (COOP) prior to the meeting for review. The plan was reviewed with no questions. A motion was made by Cove and seconded by Vujea to approve the COVID-19 COOP. **All in favor. Motion carried.**
 - b. State 9-1-1 Office Newsletter
 - i. Director Lehman noted that she just wanted the Board to be aware of the article in the State 9-1-1 Office Newsletter giving recognition to Don Glasgow and his service to Barry County Central Dispatch. The retirement party for Don will be rescheduled.
- K. Miscellaneous. A motion was made by Vujea and seconded by Cove to give Stephanie the ability during the COVID-19 emergency to make any and all policy and procedure changes that she needs to ensure the safety of the 9-1-1 dispatch staff and center. **All in favor. Motion carried.**
- L. February Budget Reports were reviewed. No questions or discussion.
- M. Expenses
 - 1. March 2020 operating disbursements were discussed. A motion was made by Cove and seconded by Vujea to approve the March operating disbursements. Roll call vote. **All in favor. Motion carried.**
 - 2. March 2020 state expenses were discussed. A discrepancy was found in that the updated Disbursement sheet was not emailed to all members therefore a motion was made by Cove

and seconded by Smelker to approve the corrected amount for the state expenses. The updated March Disbursement sheet was emailed to the board at the end of the meeting. Roll call vote. **All in favor. Motion carried.**

3. April 2020 contingent vouchers were discussed. A motion was made by Cove and seconded by Vujea to approve the April 2020 contingent vouchers. Roll call vote. **All in favor. Motion carried.**
- N.** There was no Old Business.
- O.** Lani thanked all of the board members for all of their hard work addressing all of the different issues that have come up during these difficult times. Stephanie mentioned that Barry County Health Department has notified the center of the confirmed COVID-19 case in our county. She thanked the board for approving the new CAD which allowed us the ability to flag that address of the confirmed COVID-19 case for our dispatchers as well as law enforcement which would not have been possible without the new CAD. Lani also encouraged the board members to use the Barry County United Way website there is a COVID-19 landing page can be used as a point of reference for up to date information.
- P.** A motion was made by Leaf and seconded by Cove to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 2:26 pm.

The next Administrative Board Meeting will be held on Monday April 27, 2020 at 2:24 p.m.

Respectfully submitted by Vanessa Booth