



**Barry County Central Dispatch  
Administrative Board Meeting Minutes  
Monday, November 28, 2022**

- A. Forbes called the meeting to order at 2:00 p.m.  
Introductions  
Roll call was taken.  
Attendance: Forbes, Smelker, Boulter, Dunlap, Cove, Peck, Yarger, Wilson and Vujea.  
Absent: Leaf and Weeks  
Others in attendance: Lehman, (BCCD) Hall (BCCD), Booth, (BCCD)
- B. A motion was made by Cove and supported by Smelker to approve the agenda as written. **All in favor. Motion carried.**
- C. A motion was made by Peck and supported by Vujea to approve the October 20th, 2022 meeting minutes. **All in favor. Motion carried.**
- D. No Public Comment
- E. Committee Reports:
1. Personnel Committee Report
    - a. Cove shared with the board the 2023 wage increase proposals for the non-represented employees. Discussed the increased healthcare cost. A wage increase comparison was passed out. A motion was made by Cove and seconded by Smelker to approve a 4% wage increase for Supervisors, Deputy Director, Systems & Network Administrator and Office Manager. **Roll call vote. Motion Carried.**
    - b. Director Evaluation.  
The Administrative Board stayed in open session to discuss the evaluation of the Director as Stephanie, Katlin and Vanessa left the room.  
Director Lehman received 4.7 out of 5 and an excellent rating in her evaluation. The board thanked Director Lemman for her leadership, dedication and hard work. A motion was made by Vujea and supported by Smelker to give the Director a wage increase of 6.5% effective January 1, 2023 and the flexibility to work from home 1 day a week. **Roll call vote. Motion Carried.**
  2. Finance Committee
    - a. Budget Amendments  
Overall Operating Budget line-item budget amendment of \$4,500.00.  
Motion made by Cove and supported by Bolter to transfer \$4,500 out of 325-980 Capital, \$2,000.00 into 325-703 Salary Supervision; \$ 150.00 into 325-729 Postage; and \$2,350.00 into 325-816 Contractual. **Roll call vote. Motion Carried.**  
Overall State Budget line-item budget amendment in the amount of \$ 3,800.00.  
Motion made by Yarger and supported by Smelker to transfer \$ 1,300.00 out of 326-980 Capital into 326-807 Dues and \$2,500.00 into 326-816 Contractual. **Roll call vote. Motion carried.**
  3. Equipment Committee
    - a. No Report

- F. Directors Report was reviewed
  - 1. Discussed Here All Year award.
  - 2. TVSS update
  - 3. Discussions with Ionia regarding Dispatch Exchange and back up centers.
  - 4. ARPA Economic Impact Payment
- G. New Business
  - 1. The Pixelvine recruitment/public relations video quote was discussed.
  - 2. A motion was made by Bolter and supported by Peck to approve the Pixelvine video quote. Roll call vote. Motion carried.
- H. October 2022 Operating & State Budget Reports were reviewed and discussed.
- I. Expenses
  - 1. Operating Disbursements were reviewed. A motion was made by Cove and supported by Smelker to approve the November 2022 Operating Disbursements. Roll call vote. **All in favor. Motion carried.**
  - 2. State Disbursements were reviewed. A motion was made by Vujea and supported by Cove to approve the November 2022 State Disbursements. Roll call vote. **All in favor. Motion carried.**
  - 3. Motion was made by Smelker and supported by Dunlap to approve the November 2022 Contingent Vouchers. Roll call vote. **All in favor. Motion carried.**
- J. Old Business
  - 1. Motorola Change Order was reviewed and discussed.
  - 2. A motion was made by Bolter and supported by Smelker for Director Lehman to be the signer of the approved amended contract. Motion Carried.
- K. No Miscellaneous
- L. No Second Limited Public Comment
- M. Motion was made by Smelker and supported by Cove to adjourn at 3:38 p.m. **All in favor. Motion carried.**

The next Administrative Board Meeting will be held on Monday, December 19, 2022 at 2:00 p.m.; with desserts starting at 1:00pm.

Respectfully submitted by Vanessa Booth