



**Barry County Central Dispatch
Administrative Board Meeting Minutes
Monday, November 27, 2023**

- A. Forbes called the meeting to order at 2:00 p.m.
Roll call was taken.
Attendance: Forbes, Leaf, Smelker, Boulter, Cove, Peck, Yarger, Weeks, Wilson and Vujea.
Disselkoen was absent with advance notice
Others in attendance: Lehman, (BCCD) Hall (BCCD), Booth, (BCCD)
- B. A motion was made by Cove and supported by Leaf to approve the agenda as written. **All in favor. Motion carried.**
- C. A motion was made by Leaf and supported by Smelker to approve the October 19th, 2023 meeting minutes. **All in favor. Motion carried.**
- D. No Public Comment
- E. Committee Reports:
1. Personnel Committee Report
 - a. Director Evaluation.
Reviewed the proposed director evaluation summary. 100% participation from the board this year and all evaluations were turned in prior to the deadline. Only consistent comment is that the director does not need to read the directors report during the meetings.
A motion was made by Vujea and supported by Smelker to give the Director a wage increase of 5.5% (\$103,270.64) in addition to the 1% contribution to a retirement account of her choosing, and roll in the yearly stipend of \$1,646.00 into her salary so that it is no longer a separate check which will be effective January 1, 2024. **Roll call vote. All in favor. Motion Carried.** The board thanked Director Lemman for her leadership, dedication and hard work.
 - b. Non-represented employees.
Cove shared with the board that the personnel committee supports Director Lehman's recommendation for the next two items on the agenda. Director Lehman reported that the committee met on October 30th. Director Lehman discussed the 2024 wage increase proposals for the non-represented employees. A wage increase comparison was passed out. A motion was made by Vujea and seconded by Smelker to approve a 5% wage increase for the non-represented employees which include the Supervisors, Deputy Director, Network & Systems Administrator and Office Manager. **Roll call vote. All in favor. Motion Carried.**
 - c. Emergency Communications Officers.
The recommendation is to give the Emergency Communications Officers an additional 1% each year for the remaining two years of the contract. A motion was made by Vujea and seconded by Leaf to approve a 1% wage increase for Emergency Communication Officers for the remaining two years of the contract. **Roll call vote. All in favor. Motion Carried.** We will enter into a Letter of Agreement with the union for this specific change in the contract.

2. Finance Committee
 - a. Budget Amendments

Overall Operating Budget line-item budget amendment recommendation in the amount of \$4,450.00. Motion made by Leaf and supported by Weeks to transfer a total of \$4,450.00 out of 325.714 *Fringes* putting \$4,000.00 into 325-703 *Supervision*; \$50.00 into 325-704 *Longevity*; \$ 400.00 into 325-729 *Postage*

Overall State Budget line-item budget amendment recommendation in the amount of \$500.00.

Motion made by Smelker and supported by Leaf to transfer \$500.00 out of 326-980 *Capital* into 326-807 *Dues*. Roll call vote. **All in favor. Motion carried.**
 3. No Equipment Committee Report
- F. Directors Report was reviewed
- G. New Business
 1. Millage Renewal was discussed
 2. Motion was made by Vujea and supported by Weeks to approve the ballot language for the millage renewal. **Motion carried.**
 3. Moton was made by Bolter and supported by Cove to approve the ballot expenditures up to \$7,000.00. **Roll call vote. All in favor. Motion Carried.**
- H. October 2023 Operating & State Budget Reports were reviewed and discussed.
- I. Expenses
 1. Operating Disbursements were reviewed. A motion was made by Cove and supported by Leaf to approve the November 2023 Operating Disbursements. Roll call vote. **All in favor. Motion carried.**
 2. State Disbursements were reviewed. A motion was made by Leaf and supported by Wilson to approve the November 2023 State Disbursements. Roll call vote. **All in favor. Motion carried.**
 3. Motion was made by Leaf and supported by Smelker to approve the December 2023 Contingent Vouchers. Roll call vote. **All in favor. Motion carried.**
- J. Old Business
 1. Motorola Change Order for modifications to the tower at the dispatch center was reviewed and discussed.
 2. A motion was made by Cove and supported by Weeks for to approve the Motorola Change Order. **Roll call vote. All in favor. Motion Carried.**
- K. Miscellaneous
 1. Earl Wilson agreed to renew his seat on the board. Current term ends December 31, 2023.
- L. No Second Limited Public Comment
- M. Motion was made by Smelker and supported by Wilson to adjourn at 2:52 p.m. **All in favor. Motion carried.**

The next Administrative Board Meeting will be held on Monday, December 18, 2023 at 2:00 p.m.

Respectfully submitted by Vanessa Booth