



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

## **CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY**

### **Governing Board of Directors**

#### **Meeting Minutes**

**Tuesday, November 8<sup>th</sup>, 2016 3:00 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Vice-Chairperson Jeff Albaugh at 3:02 p.m. in the Law Library of the Calhoun County Administrative Building.

#### **ROLL CALL:**

Directors Present: Jeff Albaugh, Vice-Chairperson  
Ken Snyder, City of Albion  
Susan Baldwin, City of Battle Creek (Seat #2)  
Brent Williams, City of Marshall  
Steve Frisbie, County Board of Commissioners  
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Matt Saxton, Chairperson  
Jim Coleman, Michigan State Police  
Tim Hill, Area Metropolitan Services Agency

Others Present: Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Haley Snyder, CCCDA

#### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the November 8, 2016 CCCDA Governing Board agenda. The motion was seconded by Ken Snyder.

All in favor  
Motion approved

#### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the October 11<sup>th</sup>, 2016 CCCDA Governing Board minutes. The motion was seconded by Susan Jim Blocker.

All in favor  
Motion approved

## **PUBLIC COMMENT**

No public comment was provided.

## **CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Check Register: October 5<sup>th</sup> – November 1<sup>st</sup>
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Brent Williams to approve the November 2016 Consent Agenda. The motion was seconded by Susan Baldwin.

All in favor

Motion approved

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Feole reported on the following items:

1. **LEIN Audit** - Trevor Carlson from MSP will be onsite conducting an audit of LEIN criminal history information. The audit will take place on November 22<sup>nd</sup>.
2. **EOM November – Sam Troyer** – Executive Director Feole reported that Sam Troyer has been named CCCDA's Employee of the Month November 2016. Sam began her career with CCCDA in 2013. She is a Communication Training Officer and a member of the Public Education and Relations Committee (PERC).
3. **POAM Contract** – Feole stated that union contract negotiations have begun with POAM representatives. The next meeting is scheduled for November 21<sup>st</sup>.
4. **Staffing Update** – Feole stated that Dispatch Supervisor interviews were held on Friday, November 4<sup>th</sup>. There were three internal candidates interviewed for the position. Lindsay Smith was selected for the position.

Two trainees (Ashlyn Blashfield and Melissa Glispy) have been released from the training program. Feole stated that Preston Rizer has submitted his resignation with CCCDA.

## **OLD BUSINESS**

## **NEW BUSINESS**

- 1. 2017 Health Benefits** – Executive Director Feole presented the board with various healthcare options for 2017, both self-funded and fully funded plans. A general discussion was held regarding the different healthcare options. No action was taken at this time.
- 2. Executive Director 2017 Budget Proposal** – Executive Director Feole presented the Governing Board with the recommended 2017 Budget. An open discussion was held allowing for any changes to be made to any budgetary item prior to it being mailed to all Service Users and the Public Hearing Notice being published. A public hearing on the 2017 budget will be held at the December Governing Board of Directors meeting.

## **PUBLIC COMMENTS**

## **ADJOURNMENT**

A motion was made by Susan Baldwin, seconded by Brent Williams to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:45pm by Vice-Chairperson Jeff Albaugh.