

**Rock Springs, Green River, Sweetwater County Combined Communications**  
**Joint Powers Board**  
**Regular Meeting Minutes**  
**Monday, March 23, 2020**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 23, 2020 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Robinson, Clark Allred, Dwane Pacheco, Shaun Sturlaugson, Alex Visser, and Mera Souare via teleconference; and Tom Jarvie. Board members absent were: Jim Wamsley. Attorney George was also absent. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; Cheryl Johnson; and Henry Johnson with Day Wireless.

**Call to Order**

Chairman Tom Jarvie called the meeting to order at 2:32p.m.

**Agenda for Regular Meeting**

The executive session originally placed on the agenda was removed. Jarvie entertained a motion to accept the agenda as presented. A motion was made by Allred and seconded by Sturlaugson. Motion carried unanimously by board members.

**Minutes from Regular Meeting**

Jarvie entertained a motion to approve the minutes from regular meeting February 24, 2020. A motion was made by Allred and seconded by Grossnickle. Motion carried unanimously by board members.

**Financial Report**

Varley stated the contribution checks were received from City of Green River and Sweetwater County which was shown in the February financial report. City of Rock Springs contribution was received on March 23, 2020 and will be reflected in the March financial report. From the January financial report, a check that was sent to BlueCross BlueShield for \$41,927.00 was never received. A stop payment has been placed on the check and payment with me resubmitted for that amount. Jarvie entertained a motion to approve the February financial report. A motion was made by Sturlaugson and seconded by Visser. Motion carried unanimously by board members.

### **Comments from Floor**

No comments were made.

### **Executive Director Report**

Hawkins stated the 2019 report included in the meeting packet is publicly available to be shared with member agencies and direct any questions to himself or Halter. The Families First Coronavirus Response Act is being monitored to determine what the Center will need to have in place. The logger replacement originally included in FY2020 budget has been removed due to the delay in the building of a WyoLink site which will cause the Center to incur additional costs related to the microwave link. Under Bills and Claims, \$420.83 will need to be added for the ACH payment for the PCard invoice. The invoice wasn't received until March 21, 2020 so was not included in the transaction listing. For fiscal year 2021 budget request, a 0.01% increase is what was presented to City of Rock Springs and will be to City of Green River and County.

### **IT Director Report**

Halter stated the Center is providing the phone system for 311 which is being housed at Green River Courthouse. Sweetwater911.org has been set up for the website and a task force is publishing content to that page. Halter contacted WYDOT regarding the WyoLink faux invoice discussed during February's meeting and the next informational invoice should be accurate.

### **Committee Reports**

The personnel committee is currently working on the executive director's evaluation.

### **Bills & Claims**

Jarvie entertained a motion to approve the bills and claims as presented with the additional \$420.83 for the ACH PCard payment. A motion was made by Visser and seconded by Allred. Motion carried unanimously by board members.

### **Correspondence**

None noted.

### **New Business**

#### **Shredder Donation to Rock Springs Police Department**

Hawkins stated the Center now uses WyoData Security who does all of the shredding and there is no longer a use for the shredder in Dispatch. It is being requested that the shredder be donated to Rock

Springs Police Department records department. A motion was made by Allred and seconded by Souare to donate the shredder. Motion carried unanimously by board members.

### **Logger Replacement Discussion**

Covered under Executive Director Report.

### **Comments from the Chairman and Board**

Jarvie and Grossnickle thanked the Center for the efforts made to help establish a communication plan throughout the County for Covid-19 and for getting a 311 system running. Pacheco stated resources the Center has available has made for good interagency cooperation as well. Grossnickle also stated Commissioner Wendling has spoken with others around the State and everyone has been impressed with how far along the Center is in creating these communications and getting information out to the public.

### **Old Business**

#### **Drug & Alcohol Policy Update**

Hawkins stated changes were made to the Drug and Alcohol Policy to include the specific language required for the discount from Workforce Services. A copy of the policy was included in the meeting packet to show the changes. Jarvie entertained a motion to approve the Drug and Alcohol Policy as presented. A motion was made by Sturlaugson and seconded by Robinson. Motion carried unanimously by board members.

### **Next Meeting**

The next meeting of the board was scheduled for Monday, April 27, 2020 at 5 Shoshone Avenue in Green River, WY.

### **Adjournment**

Jarvie entertained a motion for adjournment. A motion was made by Allred and seconded by Visser. Motion carried unanimously by board members. Meeting adjourned at 2:52p.m.

John M. Rossmore Jr

Vice-Chair

Date: 04/28/2020

[Signature]

Chairman

Date: 4/27/20