

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, November 25, 2019**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, November 25, 2019 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Robinson, Shaun Sturlaugson, Jim Wamsley, Tom Jarvie, Alex Visser, and Dwane Pacheco. Board members absent were: Clark Allred, Mera Souare, and John Grossnickle. George Lemich, attorney, and Drew Varley, accountant, were also absent. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; and Becca Thornock.

Call to Order

Chairman Tom Jarvie called the meeting to order at 2:20p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Jarvie entertained a motion to approve the agenda as presented. A motion was made by Wamsley and seconded by Robinson. Motion carried unanimously by board members.

Minutes from Regular Meeting

Jarvie entertained a motion to approve the minutes from regular meeting October 28, 2019. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members.

Financial Report

Hawkins presented the financial report on behalf of Varley. Hawkins stated payments have been received from all three funding entities. Jarvie entertained a motion to accept the October financial report. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Hawkins stated the first meeting for the strategic plan was held and more will be discussed under Committee Reports.

IT Director Report

Halter stated equipment from the C Street tower has been stripped and the tower will not be moved until the weather improves. BHI is who was hired to move the tower. Battery systems were replaced on Wilkins Peak and Mansface WyoLink building as they were only good for five years. The new batteries are made to last 15 years.

Pacheco confirmed that there will be a Motorola conference call on November 26, 2019.

Committee Reports

Strategic Plan

Hawkins stated on November 22, 2019 himself, Wamsley, Jarvie, Souare, Halter, and Thornock met to discuss the strategic plan and arrange what was presented by Beech Consulting into the three areas of Marketing, Operations, and Financial as discussed during October's board meeting. Proposals were also made as to who should be placed on the committees for the three areas. The committees will be looking at the goals that were presented in the original strategic plan and moving forward with completing any necessary research. The committees will report back to Hawkins who will keep everything in order to present back to the board. Jarvie stated that the group who met on November 22nd will meet again towards the end of January 2020 for a progress report.

Bills & Claims

Jarvie entertained a motion to accept the bills and claims. A motion was made by Pacheco and seconded by Wamsley. Motion carried unanimously by board members. Hawkins stated two signatories will need to stop by the accountant's office to sign the checks.

Correspondence

The board received an invitation to an open house at Commerce Bank from 5-6p.m. on Thursday, December 5, 2019.

An informational invoice was received from Wyoming Department of Transportation in regards to WyoLink for \$52,361. Halter stated that dollar amount is incorrect and should only be a few hundred dollars based on the fact that the Center gets charged for the amount of air time on consolettes which there are 8 of that the Center owns and they rarely get used.

New Business

Hawkins stated last year the board approved a holiday bonus of \$50 for each employee. It was well received and it is being proposed that the holiday bonus occur this year as well. There will not need to be a budget amendment to accommodate the bonus. Wamsley made a motion to approve the holiday bonus as outlined by Hawkins. Visser seconded and motion carried unanimously by board members.

Comments from the Chairman and Board

Jarvie thanked Hawkins for putting together the strategic planning group.

Wamsley thanks dispatch and the Center's admin for all of the work that they do daily.

Pacheco seconded Wamsley's thanks and for the prompt responses to any problems that may arise. The RAVE training that was done for the Rock Springs Police Department was also appreciated. Pacheco also stated there was a meeting with businesses on Elk Street and Stagecoach in Rock Springs to discuss the traffic increase when the roads close. Work is being done to put a plan together for traffic when the overflow parking is open at Events Complex and how to let travelers know where that parking is as well as having amenities available.

Old Business

Uinta Bank-Pledged Securities Signature Card

Uinta Bank has requested that customers update the FTB signature card for pledged securities even if the approved signatories stay the same. Currently the board has Wamsley and Souare listed on the signature cards. Jarvie entertained a motion to authorize Wamsley and Souare to remain on the signature card. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members.

WY Dept. of Workforce-EMR Discounts

Hawkins stated based on October's meeting, research was done to determine what tasks would be required for the various EMR discounts. For the Drug and Alcohol Discount, the Center currently participates in random drug testing as well as pre-employment testing. In order to add alcohol testing, there would be a fee increase. Castle Rock, who is the current service provider, will be decreasing their collection fees so it would be approximately \$15 more per test than what the Center pays now to add the alcohol testing. The Center currently tests 3 employees a month for random drug tests however the discount only requires there to be a 20% average total number of employees in random testing pool each year. There would be a 10% savings on the current base rate discount per year which is 1.44%. Dollar-wise it would be a little over \$2,000 savings in that premium alone with a \$500 increase in testing costs. For the required substance abuse training, Hawkins only anticipates there being an increase in the employees' overtime hours. For the Safety Discount, a qualified safety program must be in place which can be accomplished by publishing health and safety policies and practices in the Center's employee

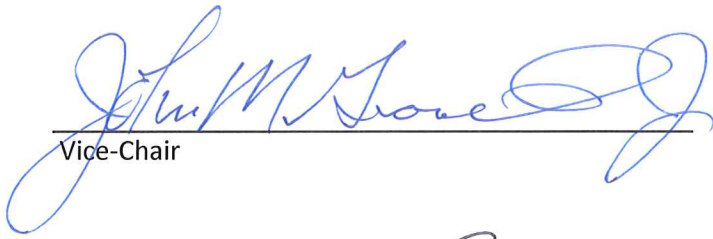
handbook. There are policies in place currently but they will need to be reviewed to make sure they're up to date. If the Center is able to meet the requirements for the 10% discount, it would be a savings of approximately \$4600 per year. For the Deductible Program, Hawkins spoke with Varley to discuss how much the employer may pay upfront for a claim. Currently the Center doesn't pay anything as Worker's Compensation handles all aspects of a filed claim and uses the premium to cover the costs. Hawkins stated there are difference levels of discounts based on what the employer is willing to pay of all claims. In the discussion with Varley, it was determined that a 10% discount with the employer paying the first \$5,000 of all claims would be the best level to be at. There would be approximately \$6,900 premium savings per year if all three discount programs are met. For the Health and Safety Consultation Discount, the 10% discount was discussed. This would require the Center to have an OSHA consultant or WCSR Safety Specialist visit the Center see if there are any hazards and how they would be corrected to be below the TRC and DART. There would be an annual savings of approximately \$9,000 if all four discounts occur. The Workers Compensation rate would then go from 1.44% to .864%. If only three discounts are met it would go from 1.44% to 1.008%, two discounts from 1.44% to 1.152%, and one discount from 1.44% to 1.296%. Wamsley suggested that OSHA come in first to see if the Center has any safety hazards without the Center being penalized for the hazards and being allowed to make any necessary corrections. Visser made a motion to allow Hawkins to move forward with pursuing the Drug and Alcohol Discount, Safety Discount, and Deductible Program as well as inviting OSHA to inspect the Center for the potential Health and Safety Consultation Discount. Motion was seconded by Robinson and carried unanimously by board members. Hawkins will also contact Lemich to confirm how many employees should be randomly drug and alcohol tested per year.

Next Meeting

The next meeting of the board was scheduled for Monday, December 16, 2019 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Jarvie entertained a motion for adjournment. A motion was made by Wamsley and seconded by Robinson. Motion carried unanimously by board members. Meeting was adjourned at 3:40p.m.



Vice-Chair

Date: 12/16/19



Chairman

Date: 12/16/19