

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, December 16, 2019**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 16, 2019 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Jim Wamsley, Mera Souare, John Grossnickle, Alex Visser, Dwane Pacheco, and Tom Jarvie. Board members absent were: Clark Robinson, Clark Allred, and Shaun Sturlaugson. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Randal Wendling; Becca Thornock; and Cheryl Johnson.

Call to Order

Chairman Tom Jarvie called the meeting to order at 2:33p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Lemich requested an Executive Session be added after Old Business. Jarvie entertained a motion to approve the agenda as presented with the addition of an Executive Session. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Minutes from Regular Meeting

Jarvie entertained a motion to approve the minutes from regular meeting November 25, 2019. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Financial Report

Varley stated invoices will be sent out towards the end of December 2019 to the Cities and County for the 3rd quarter contributions. Jarvie entertained a motion to accept the November financial report. A motion was made by Visser and seconded by Souare. Motion carried unanimously by board members.

FY2018-2019 Audit Report

A summary of the FY2018-2019 audit report was distributed to board members in attendance. PDF files of the report will also be sent to the two cities, county, and state as well. Hawkins stated there were no areas of concern noted. Lemich stated he did not receive a request letter for material claims as had been done in the past. Varley stated he would look into the auditing standards and contact the auditors to see

if there were any changes made that would have negated the need for that. Varley also stated the deadline for having the audit filed is December 31, 2019 but an extension can be requested. In the representation letter, Varley stated there were a few adjustments made because the auditors requested a preliminary copy of QuickBooks so the adjustments were made by the accountant rather than the auditor. Wamsley made a motion to approve the FY2018-2019 audit report as presented by McGee, Hearne, and Paiz to the Board and authorize the Chairman and Treasurer to sign said report for it to be filed with the State and governing entities. Motion was seconded by Grossnickle and carried unanimously by board members. Later in the meeting, Varley received a response from Robert Dahill with McGee, Hearne, and Paiz who stated an attorney letter was not sent out based on the knowledge of the client, review of attorney invoices, and board meeting minutes they did not feel that it was necessary to send out the attorney letter.

Comments from Floor

No comments were made.

Executive Director Report

Hawkins stated per Board direction from November's board meeting, the discounts from Worker's Compensation were looked into further. Hawkins looked at current policies and spoke with Lemich regarding the 20% of employees tested for drug and alcohol per year. Currently over 100% are tested yearly. It was determined that anywhere between 20% to 100% is sufficient. Hawkins proposed that rather than testing 3 employees a month, it be changed to 3 employees a quarter. It was agreed upon by those in attendance that 3 employees a quarter is fine. According to policies currently in place, that is up to the board Chairman to determine how many are tested. Hawkins also stated a policy will need to be created for post-accident testing and he is working with Lemich to do so. Hawkins had follow-up meetings with all employees to see how things are going. Testing was done for the open Shift Supervisor position and a decision will be made this week. Background checks have been completed for the potential new hires to fill the 2 open dispatcher positions and letters will be sent out to those chosen. Hawkins stated the company credit card had a fraud alert and was suspended. Replacement cards have been ordered.

IT Director Report

Halter showed pictures of the tower move at the Justice Center from the old Courthouse as the move has been completed. A temporary microwave link will be installed this week between the Broadway building and Wilkins Peak as well.

Committee Reports

Wamsley stated the personnel committee will be meeting to discuss the executive director annual evaluation. Materials have been sent to committee members for that.

Bills & Claims

Jarvie stated in addition to the bills and claims presented in the meeting packet, two additional invoices were received after the first bill submission. One is from Verizon Wireless for \$270.93 and the other is from Sinclair Fleet Services which is the company gas card. Visser made a motion to approve the bills and claim with the 2 additional invoices, up to the amount of \$270.93 and the dollar amount the Sinclair Fleet Services invoice ends up being submitted for. Motion was seconded by Wamsley and carried unanimously by board members.

Correspondence

WY. Dept. of Workforce-Final Rate Notice

Jarvie stated the final rate notice was received with a premium rate of 1.15%, a base rate of 1.84% and the EMR factor is .6238. Jarvie entertained a motion to place the correspondence on file. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

New Business

Travel Policy

Jarvie stated to try and avoid the problems that arise when the only company credit card gets locked while employees are away for travel; Hawkins suggested a per diem basis for travel be used. This would entail paying the employees scheduled for travel a per diem based on the GSA rate on their paycheck before the travel. If a per diem would not be able to be given before the travel, the Center would then reimburse the employee for using their personal funds. A copy of the proposed travel policy was including in the board meeting packet. Visser stated a concern with paying the per diem before an employee leaves rather than upon their return would be if the trip had to be cut short or if it had to be extended, then it would require more tracking of the back and forth of money. Jarvie stated when the City of Green River used the per diem method, it was done as a prepayment and then paperwork had to be submitted upon the employee's return and that's where the balance of funds occurred. Hawkins stated the Center uses the per diem rates now as the guideline for how much money each employee is allowed to spend during their travel for reimbursement or if they use the company credit card. It is being proposed that paying the per diem up front would be for meals and incidentals whereas hotels, rental cars, etc. would be paid with the company credit card. This new policy will only affect overnight travel. If it's a single day trip, the employee would make their expenses and be reimbursed as single day

travel has to be taxed. Souare made a motion to approve the updated travel policy as presented to the board. Motion was seconded by Wamsley and carried unanimously by board members.

Comments from the Chairman and Board

Wamsley thanked dispatch for their generous contribution for Toys for Kids.

Pacheco thanked dispatch for their participation in Shop with a Cop.

The board and Commissioner Wendling thanked dispatch for the Christmas card that they send out each year.

Old Business

None noted.

Executive Session

Jarvie entertained a motion to move into Executive Session at 3:12p.m. A motion was made by Grossnickle and seconded by Wamsley. Motion carried unanimously by board members. A motion was made by Wamsley and seconded by Grossnickle to place the regular meeting back in order at 3:30p.m. It was noted that the Executive Session was held for personnel and potential litigation matters.

Next Meeting

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

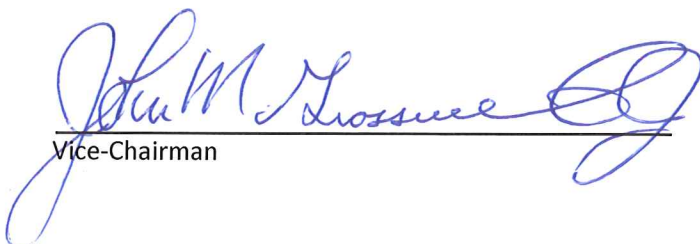
Adjournment

Jarvie entertained a motion of adjournment. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members. Meeting was adjourned at 3:32p.m.



Secretary

Date: 1/27/20



Vice-Chairman

Date: 01/27/2020