

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

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

Call to Order

Chairman Tom Jarvie called the meeting to order at 2:31p.m.

Agenda for Regular Meeting

Jarvie entertained a motion to approve the agenda as presented. 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 October 26, 2020. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Financial Report

Varley stated the final report for FY2019-2020 audit should be received for December 2020's board meeting once the representation letter is signed. Jarvie entertained a motion to accept the October financial report as presented. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Hawkins stated the Center's 3 new hires have started the in-house training program. The mobile Command Center and EOC are being utilized for employee quarantines during their work schedule due to the increase in COVID 19 cases. Meetings are continuing for the law dispatch consolidation group. StateLink 2.0 acceptance testing has begun and Hawkins has been running the required tests through the Spillman product.

IT Director Report

Halter stated an interface for Guardian RFID for the Detention Center is being set up with Spillman. The T1s, on Aspen Mountain, have been interconnected and tested. Once Motorola gives Halter the configurations for site routers, both the Center and backup Center will have redundant connectivity.

Committee Reports

On behalf of the Finance Committee, Souare spoke with Kyle Gruver with McGee, Hearne & Paiz regarding the financial audit for FY2019-2020. Everything went well with the audit and there will be no adjustments for the fiscal year. Visser and Jarvie thanked the finance committee, Varley, Hawkins, and staff for the work done on the audit.

Jarvie stated the Personnel Committee spoke with Hawkins in regards to allowing Center employees to cash out part of their personal time off (PTO) prior to the end of a fiscal year. Based on that conversation, a PTO Cash In policy was created and will be presented during New Business.

Bills & Claims

Jarvie entertained a motion to approve the bills and claims as presented. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Correspondence

The final representation letter was received from McGee, Hearne & Paiz for signatures from the Board Chair, Treasurer, Accountant, and Executive Director. A copy of the letter was included in the board meeting packet. Jarvie entertained a motion to allow the above listed to sign the representation letter. A motion was made by Visser and seconded by Wamsley. Motion carried unanimously by board members.

New Business

WY CLASS Resolution

A copy of the resolution was included in the board meeting packet. Jarvie entertained a motion to adopt the resolution as presented along with designating authorized signers for the WY CLASS account. Wamsley made a motion to approve the resolution and designate the Board Chairman and Treasurer as

signers on the account. Motion was seconded by Grossnickle and carried unanimously by board members. Varley was also authorized to receive email notifications on monthly statements and transactions.

PTO Cash In Policy

A copy of the policy was included in the board meeting packet. Hawkins again stated the policy was created based on the discussion with the Personnel Committee and was reviewed by Lemich. Wamsley made a motion to approve the PTO Cash In policy as presented. Motion was seconded by Grossnickle and carried unanimously by board members.

Holiday Bonus

Hawkins stated in the years past, the Board has acted on paying a holiday bonus to the Center employees. The amount has been for an additional \$50 per employee included in payroll. Grossnickle suggested that the \$50 holiday bonus be given in the form of chamber gift certificates to help give back to the community businesses. Wamsley made a motion to authorize payment of \$50 per Center employee in the form of chamber gift certificates. Motion was seconded by Allred and carried unanimously by board members.

Comments from the Chairman and Board

Jarvie thanked dispatch for everything they do daily and their continued hard work. Jarvie also thanked the executive director and IT director for setting up the mobile command center.

Wamsley thanked the Center staff for the job that they do daily as well and for their adaptability.

Old Business

None noted.

Next Meeting


The next meeting of the board was scheduled for Monday, December 21, 2020 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Jarvie entertained a motion for adjournment. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members. Meeting was adjourned at 2:59p.m.


Secretary

Date: 12/22/20


Chairman

Date: 12/21/20