

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

January 14, 2016

ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Van Der Kley, at 3:58 p.m. in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on January 14, 2016.

ITEM 2 - Roll Call

Introductions were made.

Members Present: Jeff Heppler, Rick Fuller, Mark Barnes, Jeff Hadley, Jan Van Der Kley, Jim Ritsema, Dale Hinz, George Cochran, Ron Reid, Claudette Reid, Jim Pearson, Bobby Hopewell

Others Present: Thom Canny, Don Martin, Rick White, Ed Switalski, Scott Merlo, Tim Bourgeois, Larry Shaffer, Terrence Neuzil, Jeff Troyer, Dan Mills, Karianne Thomas, Bob Beam, Mike Seals, Julia Jankowiak

ITEM 3 - Approval of Minutes

Motion made for approval of the December 10, 2015 minutes. The motion carried by a voice vote.

ITEM 4 - Citizens' Time

No citizens shared comments at this time.

ITEM 5- For Consideration

A. Old Business

1. Search/Personnel Committee: Jim Pearson

Mr. Pearson confirmed Mr. Troyer's start date as February 15, 2016. As the next meeting is scheduled for February 11, 2016, no further action is needed today.

Mr. Pearson indicated that at the December 10 meeting, he and Larry Shaffer were asked to compile the 3 performance goals for Mr. Troyer. They asked the Technical Committee for input.

The three goals developed were: 1) Develop a timeline; 2) Establish the business plan 3) Staffing. These three goals were presented to Mr. Troyer for input.

Mr. Troyer responded the goals should be prioritized as 1) Develop a comprehensive funding plan; 2) Develop a timeline; 3) Staffing.

The Technical Committee also suggested quarterly reports should be given by the Executive Director to the Board. Mr. Troyer suggested he would report at each monthly meeting.

Final wording needs to be developed and provided to the Board for action. Ms. Van Der Kley requested that this language be sent out two weeks prior to the next meeting for initial consideration. Mr. Cochran also requested that meeting minutes be sent out as soon as possible after the meeting is held.

Mr. Switalski asked if the Committee could also compile a list for Mr. Troyer of upcoming referendums throughout the county. Mr. Pearson indicated he has this list available and will provide it to Mr. Troyer.

2. Technical Committee: Karianne Thomas

Ms. Thomas advised that Mr. Pearson covered the work they accomplished in establishing the performance goals. The Technical Committee is eager to begin working with Mr. Troyer.

Ms. Van Der Kley thanked the Search and Technical Committees for their hard work.

3. Executive Committee: Jim Ritsema

Nothing at this time.

4. Legal Committee: Jim Ritsema

Four proposals have been received.

They are in the process of setting up a meeting with the committee to review the proposals. Mr. Hadley sent an email to those on the Committee (Mr. Hadley, Mr. Ritsema, Ms. Van Der Kley, Mr. Seals, Mr. Barnes).

Mr. Cochran advised that there are some things that could be considered legal that Burnham & Flower are reviewing in the contract with the Executive Director.

5. Business: George Cochran

Discussion was resumed from the Annual Meeting:

Mr. Heppler found out last month that the surcharge revenue does not come in as anticipated. Treasurer Mary Balkema stated it comes in a little here and a little there which will cause more clerical work. She originally thought it would be one check coming in.

Mr. Cochran indicated Mary Balkema is collecting money every week or so. April 1 is the date for distribution to the PSAP. The providers are currently paying on a monthly basis and the payment timing is unique to each company. A schedule needs to be set up with the County Treasurer to distribute funds to the Authority. Mr. Cochran is assuming quarterly payments would be appropriate.

Mr. Canny indicated this needs to be done in correct fashion. April 1 is the date for the annual \$100,000 distribution based on population to the 5 PSAPs with the balance of funds going to the Authority. The Treasurer's Office is incurring extra costs they weren't expecting due to the large number of small payments being received. An administrative service fee is being requested by the County Treasurer. The best way to handle this matter is an agreement between the Authority and County Treasurer that includes a distribution schedule and the service fee. It was noted that the fee discussed by the County Treasurer is 2% to be paid to the Treasurer.

The Board was agreeable to a quarterly payment schedule.

Mr. Reid thinks the 2% fee is outrageous.

Mr. Ritsema indicated the property tax administration fee is 1% and the management of this process requires a lot of work.

Ms. Reid indicated that not only is the Treasurer figuring all of this out but all of the companies sending in money are as well. As it goes on, it will become an easier task for the Treasurer's Office. Ms. Reid doesn't want to base a service fee on the work that is currently involved. She does believe 2% is too much.

Mr. Hopewell inquired if these were the monies coming in from the cell phone companies.

Mr. Canny indicated that it is the providers remitting the money collected from the users.

Mr. Hopewell indicated that the cell phone companies are remitting funds collected by the cell phone companies. Mr. Hopewell believes we need to hear from the County Treasurer as to what she is thinking. He recommends the Treasurer come to a meeting and explain this and the 2% requested.

Mr. Fuller asked Mr. Troyer how they do it in Calhoun County.

Mr. Troyer indicated that when the county initially started collecting the surcharge the providers remitted on a monthly basis. They can remit on a quarterly basis and the providers changed to a quarterly schedule. They also have the option of electronic deposit or check. The manual work can be reduced significantly if remittance occurs quarterly and electronically. Mr. Troyer recommends waiting until he is on board to contact the telecommunication providers asking them to remit quarterly and to pay electronically. Mr. Troyer will also meet with the County Treasurer.

Mr. Cochran indicated it can wait until Mr. Troyer is on board as the Authority will not be receiving funds until April 1.

Mr. Troyer indicated that Calhoun County Authority does pay a small fee to Calhoun County along with other fees in an agreement. They pay approximately \$5-6,000 for this service.

Ms. Van Der Kley asked if there were any concerns with the approach suggested by Mr. Troyer.

Mr. Canny indicated the County Treasurer has to be the one to receive funds and distribute accordingly.

Mr. Barnes asked if the 2% is discretionary.

Mr. Canny indicated that the 2% is discretionary.

Mr. Cochran indicated the Financial Committee will have a meeting with Mr. Troyer to see how to move forward.

B. New Business – None

C. Any Other Items -

1. Next Regular Meeting Date February 11, 2016 at 3:30 p.m. at the County Administration building.

The meeting was adjourned at 4:23 p.m.

There being no discussion, the motion carried by a voice vote.