MOBILE COUNTY COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS
Minutes of July 13, 2017

Commissioners Attending:
Trey Oliver
Stephen Bowden
Richard Landolt
Bob Adams
Chris McLean
Cynthia Coleman

Staff Attending:
Charlie McNichol, Director
Hayley Clough, Administrative Assistant
Jeff Hartley, Attorney

The REGULAR board meeting of the Board of Commissioners was held July 13, 2017, at the Mobile County Communications Center.

Call to Order – Commissioner Bowden called the meeting to order at 08:02 A.M.

Approval of Minutes – Commissioner Adams called for a motion to approve the minutes from June 8, 2017, seconded by Commissioner McLean, all approved.

Chairman Report – No Report

Treasurer Report – Commissioner Adams made a motion to approve the June claims list, seconded by Commissioner McLean, all approved. Commissioner McLean made a motion to approve the transfer of $1,185,710 from the operating account to the debt service account, seconded by Commissioner Adams, all approved. Commissioner McLean made a motion to approve the wire transfer from the debt service account to Key Equipment Finance in the amount of $5,138,115.32 for Principal Interest requirements due on the Series 2013 Bond Issue, seconded by Commissioner Adams, all approved.

Personnel – Commissioner Oliver took a moment to recognize MCCD’s Employee of the Quarter, Erica Wilson. Commissioner Oliver reminded the board of the employee hearing held the previous week. Commissioner Adams asked if the board needed to go into Executive Session, to which Mr. Hartley stated it will not be needed if personal aspects of the employee are not discussed. Mr. Hartley then asked the board was the suspension 30 calendar days or 30 work days? Commissioner Adams responded that it was to be at least 30 calendar days, could be more but no less with no accrual of paid time off (vacation and sick leave) or pay. The employee will also not be allowed to use paid time off during the suspension. Benefits such as retirement and insurance will not have a break in coverage for the employee. The probation will be handled as a new hire with tardiness being handled by Director McNichol. Commissioner Adams stated if the employee does not comply with the rules set for probation, Director McNichol does not need to come back to the board for approval of discipline. Commissioner Adams also wanted it known that shift supervisors are more than welcome to make recommendations. The board will not need a monthly report but at the end of the probationary period in six months, a report will be needed by the board. The employee has an annual review in August to which the board decided no review will be needed along with no merit increase. Mr. Hartley asked if the employee signed anything stating the conditions of probation, to which the board responded no but that the employee verbally agreed. Mr. Hartley will formulate an agreement that will need to be signed by both Director McNichol and the employee. If the employee does not agree at that time, the termination will remain. Commissioner Oliver stated the probation should be 160 hours based on a 40-hour work week. There should be no difference in discipline for 12 or 8 hour employees. Commissioner Oliver made a motion to accept the 160 hour probation, seconded by Commissioner Adams, all approved.
**Planning** – Commissioner Landolt informed the board that MCCD staff is working on the FY 2017-2018 budget. He also informed the board that the July 13 meeting would be his last as he has taken another position. Commissioner Adams made a motion of appreciation for all Commissioner Landolt has done for the board and wishes him well in his future endeavors, seconded by Commissioner Oliver, all approved.

**Communications** – Jeya Selvaratnam provided an update from Tusa Consulting. The new Harris system is moving forward. The microwave antenna work is completed with Harris engineers doing the final testing. The system should be ready next week for users. Mobile Police Department programming will be next Monday. Harris has several teams committed to programming. Jeya is working with the Harris project manager on the actual cut-over date. MPD programming will take longer than the other agencies, because of that, the cutover date will be delayed. Jeya feels positive about the project and doesn’t see any issues so far. The last projected cutover was August but now it is looking more like the end of September or beginning of October. All the radios need to be programmed before the cutover. Jeya mentioned that if any of the smaller agencies wanted to migrate to the new system, he would be more than happy to help. Commissioner Oliver asked why wouldn’t the smaller agencies migrate to the new system to which Jeya answered they may want to communicate with other agencies still on the EDACS system. Commissioner McLean stated that it is very easy to change from the old to the new with just the flip of a switch.

**Emergency Medical** – No Report

**Building/Configuration** – No Report

**Board Attorney** – No report

**Director** – Director McNichol presented to the board a final copy of the employee handbook and recommends the board adopt it. Commissioner Oliver made a motion to adopt the handbook, seconded by Commissioner McLean, all approved. Commissioner Adams wanted it known that he appreciates all the hard work that has been put into creating the newly adopted handbook. He would like the board to take a look at the handbook annually with any changes being acknowledged by all employees. Director McNichol stated that all employees will receive a paper and electronic copy of the handbook. A trainer will also be coming in to educate everyone on the policies.

Director McNichol recommended approval of the Radio System Administrator/Technician job description. Tusa Consulting and Hurricane are currently doing the job. Once the radio system is up and running, this position will be needed even more. Director McNichol stated MCCD has more responsibility now that we actually own the P-25 system instead of the County owned EDACS.

Director McNichol presented to the board a proposal from RSA. The resolution is not something that has to be done but it is something to consider. A decision does not need to be made immediately. Commissioner Adams made a motion to table the item until MCCD learns what other agencies in the county are doing and then the board can make a decision, seconded by Coleman, all approved.

Director McNichol presented to the board a proposal from the City of Mobile with ALDOT for the widening of Zeigler Blvd in front of the communications center. Commissioner Adams made a motion to approve the proposal, seconded by Commissioner Coleman, all approved.

**Old Business** – No Report

**New Business** – Commissioner Oliver reminded the board that Charlie McNichol has been the Director of MCCD for one year as of July 1st. Commissioner Oliver made a motion to give Director McNichol a 10% pay increase, seconded by Commissioner McLean, all approved.
**Announcement** – Next board meeting to be held August 10, 2017

**Adjournment** – Meeting adjourned at 8:47 A.M.

Respectfully Submitted:

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Stephen Bowden, Chairman

Hayley Clough, Recording Secretary