

ALABAMA 9-1-1 BOARD MEETING
1 Commerce Street
Montgomery, AL 36104
Minutes of 9/21/2016

Prior notice of this regularly scheduled meeting of the Alabama 9-1-1 Board was given in accordance with the Alabama Open Meetings Act. The minutes were recorded by Jayra Smith, Executive Assistant.

A quorum was established. The Acting Chair called the meeting to order at 10:06 a.m.

The roll was called as follows by the Secretary/Treasurer, Alan Campbell:

Alan Campbell, Secretary/Treasurer	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Evelyn Causey	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Melissa Dove	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Larry Fisher	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Chris Heger	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Wayne Hutchens	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Fred Johnson, Acting Chair	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
John Nettles	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Betty Sanders	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Robert Smith	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Chad Sowell	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Ryan Welty	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Roger Wilson	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent

Mr. Johnson called for unanimous consent for the adoption of the agenda. There were no objections; therefore, adoption of the agenda was so ordered.

Mr. Johnson called for unanimous consent for the approval of the minutes from the July 21, 2016 Board meeting with the following changes:

(Page 5, paragraph 5) Mr. Johnson called for action upon the Evaluation & Personnel Committee's Report and Recommendation. After discussion, the Committee's report and recommendation was approved without dissent.

(Page 5, paragraph 6) Mr. Johnson called for action upon the Finance & Grants Committee's report and recommendation. After discussion, the Committee's report and recommendation was approved without dissent.

There were no objections and the adoption of the minutes was so ordered.

Mr. Johnson asked for guest introductions.

Expenses

Secretary/Treasurer, Alan Campbell, presented the Board's expense reports for August with office expenses totaling \$7,970.03, ANGEN expenses totaling \$35,000.00, contract expenses totaling \$22,468.17, and committee and board member expenses totaling \$877.29. Mr. Campbell then presented the Board's expense reports for September with office expenses totaling \$43,856.92, ANGEN expenses totaling \$105,821.00, contract expenses totaling \$198,100.69, and committee and board member expenses totaling \$264.60. In summary, August's expenses totaled \$66,315.49 and September's expenses totaled \$348,043.21. Mr. Campbell recommended approval of all expenses. Mr. Johnson asked for unanimous approval of the expense report and for the authorization to pay those expenses. There were no objections and the approval of the report and expenses was so ordered.

Executive Director's Report:

Financial Statements: Mrs. Missildine reported that the financial reports were located in the board packet behind tab four and reviewed the total assets and liabilities, total revenue and expenses, and payments to ECDs for June, July, and August of 2016. For June 2016, the total liabilities and assets balanced out to \$22,878,133.13, the total revenue was equal to \$9,984,126.42, the total expenses were \$8,999,537.45, the total ECD cash in bank escrow was \$8,853,814.35 and payments to ECDs totaled \$8,561,290.27. For July 2016, the total liabilities and assets balanced out to \$22,357,645.50, the total revenue was equal to \$9,593,305.61, the total expenses were \$10,109,950.51, the total ECD cash in bank escrow was \$8,605,034.92 and payments to ECDs totaled \$9,279,974.12. For August 2016, the total liabilities and assets balanced out to \$22,898,259.62, the total revenue was equal to \$9,520,497.11, the total expenses were \$8,979,158.53, the total ECD cash in bank escrow was \$9,101,701.59 and payments to ECDs totaled \$8,893,048.59. Mrs. Missildine recommended approval of the financial statements provided by MDA Professional Group. The Chairman called for a motion for the approval of the financial statements. Robert Smith made the motion and Ryan Welty seconded. There was no discussion and the motion was carried unanimously.

Mrs. Missildine recommended approval to disburse \$1,000,000.00 from the Examiners Reserve to the ECDs per population prior to September 30, 2016. The Chairman called for a motion to disburse \$1,000,000.00 from the funds currently held in reserve for the Department of Public Examiners to the ECDs per population. Roger Wilson made the motion and Chad Sowell seconded. There was no discussion and the motion was carried unanimously.

Cost Recovery: Mrs. Missildine provided a report on cost recovery. Cost Recovery reimbursements for September 30, 2016 that were requested and paid in September are as follows:

Cellular South	\$ 19,217.08	(Phase I - recurring)
Cellular South	\$ 52,549.40	(Phase II - recurring)
Total	\$ 71,766.48	

Pine Belt	\$ 1,162.00	(Phase I - recurring)
Pine Belt	\$ 17,248.00	(Phase II – recurring)
Pine Belt	\$ 583.00	(Phase II - nonrecurring)
Total	\$ 18,993.00	

Southern Linc	\$108,316.05	(Phase I - recurring)
Southern Linc	\$ 19,774.04	(Phase II - recurring)
Total	\$128,090.09	

Mrs. Missildine sought approval of the payment of the cost recovery reimbursements. Mr. Johnson called for a motion to approve the cost recovery payments. Roger Wilson made the motion, Robert Smith seconded. There was no discussion and the motion was carried unanimously.

Remittance Issues: Mrs. Missildine explained that a remittance issue had been discovered in the past few weeks. The issue regards a firm, KPMG, who remits 9-1-1 service fees on behalf of carriers. She explained that the firm erroneously sent fees to the Department of Revenue rather than the Alabama 9-1-1 Board. Mr. Dowdy explained that the error did impact disbursements; however, it was in the process of being resolved. Mrs. Missildine was granted authorization to work with general counsel and MDA to make certain the carriers were notified of what had occurred.

Ryan Welty joined the meeting at 10:28 a.m.

Accounting Services RFP: Mrs. Missildine reported that the current contract with MDA Professional Group would expire on September 30, 2016. An RFP for accounting services was issued on August 8, 2016. Five proposals were received by the August 29, 2016 deadline. The proposals merit further evaluation to be certain that the scope of the work involved is understood. Mrs. Missildine recommended that the contract with MDA Professional Group be extended through December 31, 2016 at the current rate and level of service in order to give her an allowance of time to hire an in-house Financial Analyst. Mr. Johnson called for a motion to approve the recommendation. Chris Heger made the motion, Alan Campbell seconded. There was no discussion and the motion was carried unanimously.

Budget: Mrs. Missildine presented a recap of the budget and expenses for the past twelve months. She also presented and explained the planned budget for FY2017. Mrs. Missildine recommended that the FY2017 budget be approved as presented. Mr. Johnson called for a motion to approve the FY2017 budget as presented. Melissa Dove made the motion, Robert Smith seconded. There was no discussion and the motion was carried unanimously.

Office Space: Mrs. Missildine reported that the relocation to the new office space is pending as the space is substantially complete. An open house will be held as soon as the space is ready.

She stated that a recommendation would be made during the Finance & Grants Committee report.

Grants: Mrs. Missildine provided an update on Grant Cycle 3. Nine applications were received, which totaled a little over \$1,000,000.00. The Board previously budgeted and approved \$350,000.00 to go towards the grant cycle. The Finance & Grants Committee took a great deal of care in deliberating the financial need and viability of the projects that were put before them. She stated that a recommendation would be made during the Finance & Grants Committee report.

D & O Insurance: Mrs. Missildine stated that the current D & O insurance policy was set to expire in October 2016. She asked for confirmation from the Board that it was their opinion to continue seeking outside D & O insurance instead of insurance offered through the State. Mr. Sasser explained that general liability insurance would not provide adequate coverage. Mrs. Missildine recommended authority to work with general counsel and execute D & O insurance. Mr. Johnson called for a motion to grant the Executive Director authorization, with the advice of general counsel, to award the policy to the carrier with the most cost efficient proposal with a commensurate level of protection to the current policy. Chris Heger made the motion, Roger Wilson seconded. There was no discussion and the motion was carried unanimously.

Training: Mrs. Missildine provided an update on training being sponsored by the Alabama 9-1-1 Board. She shared that the training portal with High Impact Training Solutions (HITS) had 201 enrolled users as of August 12, 2016.

APCO's Communications Training Officer (CTO) Course was held in Enterprise from August 29th through August 31st, 2016. The class was full with 25 registered on July 13, 2016. An invoice in the amount of \$9,725 (25 students) was paid to APCO on July 13, 2016.

NENA's Center Manager Certification Program (CMCP) will be held in Birmingham from January 30th through February 3rd, 2017. 38 students have registered as of September 8, 2016. An invoice in the amount of \$30,000 (30 students) was sent to MDA for payment on September 8, 2016.

Legal Compliance Audit: Mrs. Missildine shared that the office was still undergoing its routine legal compliance examination by the Department of Examiners of Public Accounts. She will provide a full report to the Board as soon as it is complete.

Board Positions/Committee Seats: Mrs. Missildine reported that Board members would be contacted in the next two months in reference to committee membership.

Reminders: Mrs. Missildine shared that Board member and staff biographies have been added to the Alabama 9-1-1 Board website. In order for the process to be complete, she asked that the Board members complete a short survey at www.surveymonkey.com/r/board_member_info.

ANGEN: Mrs. Missildine shared the ANGEN statistics for August 2016. The Committee had a kick off call with INdigital, 911 Authority, staff, ANGEN Committee Chair, as well as General

Counsel and additional counsel (Maynard Cooper Gale) for contract negotiation purposes. The ANGEN Committee anticipates having a draft contract to present to the Board at the November meeting. A vendor, AT&T, began a protest of the RFP process. All inquiries regarding that process are being handled by the Board’s General Counsel. Mr. Johnson asked that any questions related to the protest be directed to Mr. Sasser. Mr. Sasser explained the process of the how the protest would be handled. No Board action was needed at this time.

Committee Reports:

ANGEN Committee: Mrs. Missildine reported that the Committee had met on Wednesday, September 14, 2016 to discuss the overall status of the ANGEN project and to produce a draft agreement for presentation to the Board to allow for the funding of ANGEN. The draft agreement was included in the Board packet for review.

Mrs. Missildine recommended acceptance of the ANGEN report and approval of the *Agreement and Assignment of Funds*. Mr. Campbell added that some verbiage changes had been made to the *Agreement* in order to include the promised amount for the specific ECD. Mrs. Missildine noted that it also included a clause to void the *Agreement* in the event that there is legislation passed to alternatively fund the ANGEN project. Mr. Campbell noted that the *Agreement* was for a five-year term and may be renewed or extended for an additional five years, with or without modification.

Mr. Johnson called for a motion to accept the recommendation of the ANGEN Committee to approve the *Agreement and Assignment of Funds* and to authorize the Executive Director to execute the *Agreement*. Roger Wilson made the motion, Chad Sowell seconded. After discussion, the motion was carried unanimously.

Finance & Grants Committee: Mrs. Missildine presented the Finance & Grants Committee report. She shared that the Committee had met on September 12, 2016 to discuss items impacting the operating budget and to deliberate on grant cycle 3 applications. On behalf of the Committee, Mrs. Missildine recommended the following actions:

GC3-2016-001	Grant Amount of \$149,175.05 requested.	\$149,175.05 to be granted.
GC3-2016-002	Grant Amount of \$154,252.50 requested.	\$154,252.50 to be granted.
GC3-2016-008	Grant Amount of \$100,952.39 requested.	\$ 75,369.39 to be granted.

The total for this cycle would be \$378,796.94 should the Board approve the Finance & Grants Committee’s recommendation and a budget amendment of \$25,796.94.

Mr. Johnson called for a motion to approve the Committee’s recommendation to award GC3-2016-001, GC3-2016-002, and GC3-2016-008 and to approve the budget amendment of \$25,796.94. Roger Wilson made the motion, Alan Campbell seconded. Evelyn Causey abstained from voting. After discussion, the motion was carried unanimously.

Mrs. Missildine announced that the grant recipients included Conecuh County, Perry County, and Butler County.

Mrs. Missildine requested a budget amendment to include a one-time allocation not to exceed \$200,000.00 to furnish the new office space. Mr. Johnson called for a motion to approve the request to authorize the expenditure of funds in the current fiscal year in an amount not to exceed \$200,000.00. Chris Heger made the motion, Robert Smith seconded. There was no discussion and the motion was carried unanimously.

Public Comments: Lon Jones shared that the 9-1-1 system was much more stable in the Wiregrass area.

Scott Stricklin thanked the Board for sponsoring the recent CTO class.

Roger Humphrey reported that the meeting notices were not being sent out when posted to the Board website. Mrs. Missildine assured him that the courtesy notification system would be looked into again, but encouraged all attendees to sign up for meeting notices through the Secretary of State's website.

Roger Wilson encouraged the Districts to sign the *ANGEN Agreement and Assignment of Funds*. Mrs. Missildine added that the *Agreement* would be sent out via USPS.

Legal Report: Mr. Sasser shared that the lawsuits with Ooma and iWireless were ongoing and he hoped to have an update at the November Board meeting.

Mr. Johnson reported that he had asked Mrs. Missildine to review the minutes from September 2015 to present to search for evidence that the Board had specifically authorized the appointment of an independent auditor. There was no evidence of authorization, acceptance of an independent auditor's report, or formal presentation by the firm completing the audit. Mr. Sasser stated that the statute did require the Board to undergo an annual independent audit. Mr. Dowdy added that the audit had been conducted by Mercer & Associates and filed with the Alabama Examiners of Public Accounts. Mercer & Associates will be at the November Board meeting to present the report to the Board.

Mr. Johnson asked if an RFP was required for the audit to be conducted at the end of this fiscal year. Mr. Sasser replied that, although it was not required, an RFP would be prudent. Mr. Dowdy added that Mercer & Associates was on the lower end of audit fees. After discussion, it was decided that an RFP would not be issued. Mr. Johnson requested that Mercer & Associates bring a proposed engagement letter for the 2016 audit to the November Board meeting for authorization as well.

Officer Elections: Upon nominations duly made, the following were qualified and elected:

Larry Fisher: Secretary/Treasurer

Alan Campbell: Vice Chair

Fred Johnson: Chair

The Chairman noted the next meeting was November 16th at 10:00 a.m.

Mr. Johnson called for a motion to adjourn. Chad Sowell made the motion and Wayne Hutchens seconded. There were no objections and the adjournment of the meeting was so ordered at 11:47 a.m.

Approved this 16th day of November, 2016



SECRETARY/TREASURER



CHAIRMAN

MEETING SIGN-IN SHEET

Agency: **Alabama 9-1-1 Board** Date/Time: **September 21, 2016 @ 10:00 a.m.**
 Chairman: **Location: 1 Commerce Street, Montgomery, AL 36104**
 Type: **Regular** Purpose: **Board Meeting**

Name	Title	Agency/Company	Phone	E-Mail
Bill Brodeur	Special projects	ETowhee 911	(352) 458-0911	
Roger Humphrey	Advisory	Alabama 6 911 (KSTZ)	734-0911	
ERNIE BLAIR	CEO	HUNTSVILLE MADISON CO, 911	(256) (679-911)	
L & E Jones	Coordinator	City of Enterprise 911	404-2600	
MARVIN METZGER	Coordinator	Allele Co 911	381-894-5242	
Mark Grody	Analyst	INDISTRI	571-461-2010	msgrody@industrial.net
Ken McKinney	Directr.	Marengo 911	334 995-3570	
Scott Specklin	Nieske	DeShaud 911	334-535-4834	e911@traylor.net
GREG SILAS	DIRECTOR	BIRMINGHAM 911	205 500 0492	greg.silas@birminghamal.gov
Julia Woods	DEPUTY Dir	BIRMINGHAM 911	205 937 3883	julia.woods@birminghamal.gov
Sara Weston	consultant	911 Authority 911	814-574-8258	Sara.Weston@westonshelton.com
Kristi Stammers	Director	Lovington County	334-407-7911	kstammers@cc911ema.com
Josh Yeager	Account Manager	ATT 4T	334 652 4058	jy@14k@att.com

MEETING SIGN-IN SHEET

Agency: **Alabama 9-1-1 Board** Date/Time: **September 21, 2016 @ 10:00 a.m.**
 Chairman: **Location: 1 Commerce Street, Montgomery, AL 36104**
 Type: **Regular** Purpose: **Board Meeting**

Name	Title	Agency/Company	Phone	E-Mail
Michael Wood	Captain	Bessemer PD	205-425-2111	dmwood@bessemer1.org
Hollyh Britain	Eqll Coordinator	Dithley Horseshoe	334-615-3685	hbritain@dohann.org
Barb Allen Britton	Emergency Services Coordinator	Southern Line	205-257-4911	jbritton@southline.com
Orville Mitchell	Director	Mobile 9-1-1	251-439-2300	cmitch11@mc911.com
Asmley Carlisle	Comptroller	Mobile 911	251-639-2300	acarlisle@mc911.com
Jaura Welden	Rev. Exam.	ADDR	353-8153	laura.welden@revenue.alabama.gov
Caleb Bral	Director	Blair-9-1-1	205-625-4011	caleb@blair111.org
Lorey Davis	Director	Orville 911	331-245-5444	loreydavis@orville911.org