

**Kentucky 911 Services Board Meeting Minutes**  
**7/10/2018**

**Call to Order**

911 Services Board Chair John Holiday called to order the meeting of the Kentucky 911 Services Board at 2:00 p.m. EST on July 10, 2018, at the Muhlenberg County Emergency Management Center in Powderly, Kentucky. He asked the Secretary to call the roll.

**Attendance**

Members Present: KOHS Executive Director John W. Holiday, DLG Commissioner Sandra Dunahoo, PPC Secretary Gail Russell.

Absent was Michael Dossett, Director, KY Emergency Management. The citizen representative is vacant.

**Proceedings**

Chairman Holiday thanked Kristi Jenkins and Muhlenberg County for hosting the event today. He also welcomed Gail Russell as acting Secretary of the Public Protection Cabinet.

Chairman Holiday moved for the minutes from the May 30, 2018 meeting to be approved. There was a motion by Commissioner Sandra Dunahoo and a second by Acting Secretary Gail Russell. The motion was adopted unanimously.

**New Business**

Board Administrator Mike Sunseri gave an overview of the 2019 911 competitive grant process. He stated that there were 70 requests totaling more than \$5 million and there was \$2,000,000 available for this grant cycle. There were seven PSAP director peer reviewers from across the state that participated in scoring the grant applications over a two-day period in Frankfort. An emphasis was placed on projects that had a multi-county impact. A list of 23 grants totaling \$1.994 million was presented to the Board. A motion was made by Acting Secretary Gail Russell and a second was made by Commissioner Dunahoo to approve the recommended grants. The motion was adopted unanimously.

Chairman Holiday stated that there was a request for the Kentucky 911 Services Board to help sponsor the Kentucky Emergency Services Conference for \$5,000. A motion to sponsor the conference was made by Acting Secretary Gail Russell and a second was made by Commissioner Sandra Dunahoo. The motion was adopted unanimously.

**Administrators Report**

1. Audit findings.
  - Largely administrative in nature.
  - Staff has adopted policies and procedures to avoid similar findings in future audits.
  - The most significant finding for the 911 community related to method of payment for the last board's technical consultant. Over the course of the audit period, the board paid more than \$230,000 to the consultant from the PSAP grant fund. After being made aware of this, the grant fund was fully reimbursed. Also, during fiscal years 2015 and 2016, \$34,000 in staff salaries were paid out of the grant fund. That amount has also been reimbursed out of the administrative fund.

## 2. Technical consultant contract

- A group of highly experienced professionals from across the spectrum of state government and the 911 community evaluated the five vendor proposals for the Board's technical consultant RFP. Board staff are in the process of negotiating a contract with the top scoring firm.

## 3. Geoaudit contract issued.

A contract has been issued with the Bluegrass Area Development District to conduct geoaudits on behalf of the Board. The geoaudit ensures the accuracy of a PSAPs electronic mapping. Chairman Holiday asked about state law requirements for geoaudits. Sunseri explained that statutes do not state how often they have to be, but are required for PSAPs wishing to become certified to receive CMRS funds, and can be done at the request of the Board. Initial geoaudits are paid out of the Board's administrative fund, but reaudits for those that failed initially may be charged to PSAPs. Chairman Holiday asked how far behind are we on geoaudits. Sunseri answered that he has not been aware of any concerted effort to geoaudit all certified PSAPs since Phase 2 certification was completed about a decade ago. Sunseri explained how accurate electronic mapping is a critical component of Next Generation 911 so the Board staff would be placing a high emphasis on GIS/geoaudits moving forward. Commissioner Dunahoo asked how much the geoaudits cost. Sunseri responded that the fee is \$1,800 per audit plus actual travel expenses not to exceed 15%.

## 4. Legal Services contract extension

The Board has had a long-standing contract with the Goldberg Simpson law firm. That contract expired on June 30 but the Board has received approval from the Governor's office to extend the contract another two years. We are in the process of finalizing that contract.

## 5. HB 424 impact

- Bill goes into effect July 14
- Board membership will increase to 7
- New Board members: One elected city official, one elected county official, one alternating position between a city/county (city will be taking the first slot), a PSAP director nominated by KENA & APCO, and one alternating Tier 1/3 provider. Nominations have been received from most entities.
- Once all Board members are officially named, Board staff will conduct an orientation session.

## 6. KY 911 Board annual report

One audit finding covered the Board's delinquency of filing annual reports. In years past, the Board approved its annual report at their December meeting. However, statute requires the filing of an annual report of the Board's income and planned spending no later than 60 days after the end of the fiscal year (June 30). In order to meet the statutory requirement, the Board will need to hold an emergency meeting after the 2018 fiscal year is closed out. Board members should anticipate a late August special Board meeting to be held in Frankfort. This will be the first meeting of the newly constituted Board. Also, the Board will seek to modify the due date of the annual report to November 1 to align with KOHS and most other state government entities.

### 7. Third quarter Board meeting location & date

Statute requires the Board to hold two meetings outside of Frankfort each year, while also alternating between congressional districts. Therefore, rather than holding the typical September meeting in conjunction with the Kentucky Emergency Services Conference, the Board will hold its September meeting on Tuesday, September 18 at 2 p.m. at a location in either the second or fifth congressional district.

### **Financial Report**

KOHS Financial Manager LeAnn Straley gave the financial report below:

CMRS fund balances:

Administrative Fund \$1,994,566.68

Grant Fund \$4,716,418.93 with \$2,399,014.20 obligated from 2017 making \$2,317,404.73 available

Pro Rata \$1,453,815.72

Cost Recovery \$20,653.77 (payments made in June)

Volume \$1,674,884.79

Straley stated that reimbursements were made to the grant fund from the administrative fund for payroll expenditures that were made in 2015 and 2016. \$31,134.66 was reimbursed for 2015 and \$3,082.26 was reimbursed for 2016. She stated that there was also a reimbursement to the grant fund from the administrative fund in the amount of \$233,149 for payments that were authorized to the technical consultant that should have initially been paid out of the grant fund.

The operational budget was included for Board members to review. A motion was made by Commissioner Sandra Dunahoo and a second was made by Acting Secretary Gail Russell to approve the operational budget for Fiscal Year 2019. The motion was adopted unanimously.

### **Adjournment**

A motion was made by Commissioner Sandra Dunahoo to adjourn the meeting and seconded by Acting Secretary Gail Russell. The motion was adopted unanimously. The meeting was adjourned at 2:30 p.m. EST.