

**Metro Emergency Operations Center  
Finance Committee/Executive Board (Rescheduled from March 24, 2020)  
April 15, 2020  
Minutes**

Present: Jennifer Herral  
Mayor Amy Goodwin  
Derek Johnson  
Sheriff Mike Rutherford, via telephone  
Keith Vititoe, for Commissioner Kent Carper, via telephone  
Chuck Boggs, via telephone

Staff: John Rutherford  
Russell Emrick, via telephone  
Rick McElhaney  
Lindsay White  
Joanna Edwards

Ms. Herral called the meeting to order at 2:01 p.m. Roll call was noted.

**“Hero Pay”**

Jennifer Herral stated that the County Commission had approved “Hero Pay” for the employees at \$4/hour extra and an extra \$320 flat per pay period for exempt employees, and had suggested Metro and the Ambulance Authority consider doing the same. Ms. Herral stated the agenda read “until cancelled” for the end date, and clarified that it would go through at least April 30, but be re-evaluated for extension on April 21.

Motion was made to approve the outlined “Hero Pay,” to be consistent with Kanawha County Commission order 4/7/20, requesting an effective date of 3/15/20 until cancelled.

Motion: Boggs

Second: Goodwin

The motion carried unanimously.

**Finance Update**

*Open Purchase Order/Budget Amendment Requests* – Lindsay White requested the following budget amendments: \$2,000 increase to Office Equipment, \$2,000 increase to M&R Auto, \$1,000 increase to Dues and Subscriptions, \$2,000 increase to Fuel Expense, and \$2,000 increase to Supplies Expense (related to janitorial supplies due to COVID19). White stated the offset would come from an increase in Wireless Fees Revenue budget. White also requested a \$75,000 decrease to Full-Time Payroll, offset by a \$25,000 increase in Overtime Payroll and \$50,000 to Part-Time Payroll. White stated that if approved, there would be a \$0 net effect to the budget.

Lindsay White made the following open purchase order amendment requests, which she stated were still within Metro’s budget, assuming the above budget amendments are

approved: \$1,500 increase to Appalachian Power for electricity at the radio tower sites, \$1,500 to Anchor Supply Company for janitorial supplies, \$1,500 to Google Maps service, \$1,200 increase and account number change to Mid-Atlantic Maintenance for radio tower site signs, \$2,000 increase to KCEAA for Metro auto repairs and maintenance, and \$1,400 to WV State Police for Metro's WEAPONS Training, for a total of \$9,100.

Motion was made to approve the outlined budget amendments and open purchase order amendment requests.

Motion: Goodwin

Second: Vititoe

The motion carried unanimously.

### **Presentation of FY21 Budget and Three-Year Cash Flow Projection**

Lindsay White stated per the Metro charter, the Executive Board will "approve the annual budget within 60 days of the start of the new fiscal year, then submit to the Board of Directors for final approval." White briefly explained the process for creating the budget and cash flow projection and stated that the cash flow projection with imbedded proposed budget had been circulated to Board members prior to this meeting for their review. White stated Metro expected to see a decrease in Operating Revenues due to a decrease in Landline Revenues. White stated that Wireless Fee Revenues greatly offset that decrease, but there was still a 1% decrease expected from the current year's budget to the next years. White stated there would be a decrease in total Wages and Related Benefits over the current year budget, due to a combination of an increase in payroll expenses and a decrease in Hospitalization Insurance. White stated this was related to Metro following suit with the County and switching the PEIA Insurance effective 7/1/20. White stated there was an increase in M&R-Grounds, due to Metro's need to do some building grounding work in the next year. White stated there was a new account for M&R-Software, which would consolidate several others and have a \$0 net effect. White stated that under Equipment-Computers, the difference was due to Metro expecting to replace admin computers in the next fiscal year. White concluded that when considering all expenses, Metro expected to have a 2% decrease from FY20 budget to FY21; and when considering various incomes and long-term debt interest expenses, Metro's expected Net Position was -\$707,000.00, which includes a negative cash position the fiscal year, which is expected in the 911 funding cycle.

Lindsay White noted the \$1.5 million budgeted for the radio project that had been discussed the last several years. Considering all expected revenues and expenses plus capital outlay and long-term debt payments, Lindsay White stated that we would be looking at a total cumulative cash position estimated at \$1.7 million at the end of fiscal year 2021. John Rutherford reminded the Board that we would need to be considering additional funding alternatives by early calendar year 2021, as the cumulative cash balance would be below the \$2 million threshold (one-quarter of a year of Metro's expenses) at that time.

Motion was made to approve the FY21 budget and three-year cash flow projection.

Motion: Goodwin

Second: Boggs

The motion carried unanimously.

### **Upcoming Procurement**

*Upcoming IT Procurement* – Russell Emrick briefly explained two recent occurrences of power failures at Metro, both of which had ended without missing 911 calls due to redundancy plans that Metro had in place. Emrick stated that due to this, Metro had been seeking alternate back-up power sources and had formulated a plan to efficiently replace the UPS, generator, and transfer switch. John Rutherford stated that these were normal occurrences due to the building's age and management had been working with the vendors to get the lowest possible prices.

Motion was made to approve the purchase of a new transfer switch, generator, and UPS up to \$250,000 with the Board President and Executive Director working together for final approval.

Motion: Goodwin

Second: M. Rutherford

The motion carried unanimously.

Mayor Amy Goodwin asked about a timeline for the acquisition and installation of all this equipment. Rick McElhaney stated it would take approximately two months to obtain the equipment, and then the UPS and generator would be approximately a week for installation. McElhaney stated that Metro had not pursued the transfer switch at this time, but in 2010 it was a day and a half to install.

### **Approval of Scoring Committee for FY20-22 Financial Statement Audit Bids & Approval of Audit Contract for FY20-FY22**

Jennifer Herral stated that Lindsay White had helped assemble a Scoring Committee for the FY20-22 Audit bids, pursuant to the WV State Auditor's Office regulations. White stated the members were Derek Johnson, Keith Vititoe, and herself. White clarified that she was included on the Committee because the WV State Auditor's Office rules state that there must be a member with working knowledge of the accounting system.

Lindsay White stated that herself, Derek Johnson, and Keith Vititoe used a template provided by the State Auditor's Office to rate the two proposals that Metro had received from Suttle & Stalnaker and Brown Edwards & Company. White commended both of the firms. White stated that Suttle & Stalnaker had received an initial higher score by two points, but over the three-year term, the Brown Edwards & Company bid was \$5,400 less. White stated that because of this, the Committee moved to award preference points to Brown Edwards & Company, giving them two more points than Suttle & Stalnaker. White stated the Committee was recommending to the Board to approve the three-year audit contract bid from Brown Edwards & Company in the amount of \$42,600.

Motion was made to accept the three-year audit bid from Brown Edwards & Company in the amount of \$42,600.

Motion: Goodwin

Second: M. Rutherford

The motion carried unanimously.

**Old Business** – None.

**New Business** – Lindsay White stated that Metro was seeking approval to pay the credit card statement, which exceeded \$10,000 due to unforeseen COVID-19 related expenses.

Motion was made to approve payment of the credit card statement in the amount of \$11,985.97.

Motion: Goodwin

Second: M. Rutherford

The motion carried unanimously.

**Public Comment** – None.

**Announcements** – Jennifer Herral announced the next meeting was scheduled for Tuesday, June 23.

Motion was made to adjourn by Jennifer Herral at 2:29 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joel Rutherford", with a long horizontal flourish extending to the right.