

**Metro Emergency Operations Center
Finance Committee/Executive Board**
Conducted via Conference Call
June 22, 2021—11:30 am
Minutes

Present: Board President Jennifer Herrald
Keith Vititoe for Commission President Kent Carper
Mark Strickland for Mayor Amy Goodwin
Sheriff Mike Rutherford
Chuck Boggs
Derek Johnson

Staff: Director John Rutherford
Dep. Director Russell Emrick
Dep. Director Rick McElhaney
Lindsay White
Amy Larch
Joanna Edwards
Josh Knox
David O'Brien
Sarah Bowman

Call to Order

President Jennifer Herrald called the meeting to order at 11:30.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve Finance Committee/Executive Board minutes from March 23, 2021 and April 7, 2021.

Motion: Mr. Boggs

Second: Sheriff Rutherford

The motion carried unanimously.

Finance Committee Update

FY21 F/S YTD

Lindsay White stated Amy Larch emailed financial statements, through the end of April, to Board Members Friday. White stated Metro had a good report to present. White stated

Metro's revenues are up from budget and prior year largely driven by Metro's increase in landline fee revenues. White stated operating expenses are down from budget and prior year largely driven by the decrease in payroll and related benefits costs which is further driven by the change in the employer portion of the health premium costs. White stated Metro has saved money by switching to PEIA.

White added that Metro has scheduled an annual planning day for audit, which is scheduled for July 9, 2021. White stated Metro will be working with auditors to get a good head start on fiscal year 2021 audit. White stated Metro's field work for the current fiscal year is scheduled for October.

Budget and Open Purchase Order Amendments Requests/Ratification Requests/Updates

Lindsay White stated that Metro has no purchase order requests, but would like to request a budget amendment for supplies and materials. White requested an increase of \$6,000 to supplies and materials to be offset by an equal increase in Metro's wireless fee revenues.

Motion to approve the budget amendment request.

Motion: Sheriff Rutherford

Second: Mr. Boggs

The Motion was carried unanimously.

Ratification of April United Bank Card Payment of \$15,693.17

Lindsay White requested ratification for the April United Bankcard payment in the amount of \$15,693.17. White stated purchases over \$15,000 and above, that are not included on Metro's open purchase order listing, require Board approval. White stated in April Metro's credit card bill was slightly higher than the threshold, so staff consulted with Ms. Herral who approved moving forward with the payment and then ratifying at the June Board Meeting. White explained a couple of purchases that put Metro over the threshold on the April credit card. White stated on the radio system purchase, Metro received a discount due to paying with the credit card. White stated Metro also had a vendor who incorrectly billed during that month but did receive a credit the next month. White stated those two things were out of the ordinary and put us over the threshold. White requested a ratification of United Bankcard in the amount of \$15,693.17.

Motion to approve the ratification.

Motion: Mr. Boggs

Second: Mr. Vititoe

The Motion was carried unanimously.

Increase of \$23,150.00 to Frontier Purchase Order for 911 Workstation Refresh

Lindsay White stated Metro needed an increase of \$23,150 to the Frontier purchase order for 911 work station refresh. White stated the Finance Committee had previously approved the dispatch station refresh for \$147,181.12. White stated essentially, on a previous project, Frontier did not fulfill an obligation that they had for the contract, so Metro held back a portion of that payment on that particular project and Frontier had taken off that amount that they owed Metro in credit off of this quote instead of taking it off the erroneous previous balance that they showed. White stated Metro needs to ratify this purchase order to reflect a \$23,150 increase, which is still within budget for this project. White stated this will cancel out the credit that Frontier shows for not paying the amount Frontier charged Metro that was not owed on a previous project.

Motion to increase the Frontier purchase order.

Motion: Sheriff Rutherford

Second: Mr. Vititoe

The Motion was carried unanimously.

Presentation and Approval of Open Purchase Orders for FY22

Joanna Edwards stated the open purchase order listing was included in the email that Amy had circulated on Friday. Edwards stated open purchase orders allow Metro to process foreseeable Board preapproved purchases without a time prohibitive amount of paper work. Edwards stated all of the purchase orders that are included on the handout are in Metro's budget that the Executive Board approved in the March meeting. Edwards stated Metro management approves changes up to \$5,000 per year for an open purchase order. Edwards stated in the ordinary course of business Metro is satisfied with these products and services that the vendors are providing and refresh quotes when needed. Edwards stated Metro has removed or changed some vendors or adjusted amounts as necessary.

Edwards discussed the first section, General Vendors. Edwards started with a few changes that occurred in this section, the first being for Brown Edwards and Company. Edwards stated for fiscal year 2022, audit services included an increase for the single audit, that is due to Federal funds that Metro received from CARES over the past year.

Edwards discussed new vendors, Dormakaba USA, that Metro has been using in the current year that helps repair automatic doors and related accessories such as the arms on automatic doors and handicapped buttons. Edwards stated that Metro has also added a new vendor for radio repair and maintenance called B & C Communications.

Edwards stated that in fiscal year 2021 Metro added Graybar, which guarantees state contract pricing for miscellaneous items around Metro. Edwards discussed a name change to one of Metro's vendors, Swiftreach is now known as RAVE, which Edwards believes has been previously discussed in a board meeting. Edwards stated that South

Charleston Electric was also added for miscellaneous service needs around Metro like light switches, etc.

Edwards discussed the next section items under IT Vendors. Edwards discussed a few new vendors. Carolina Recording Systems, Metro recently upgraded the recorder in fiscal year 2021 and the amount associated with their Open purchase order is the annual maintenance associated with the upgrade. NotePage, a new Vendor in the IT section. Metro has used NotePage for several years and now adding to the Open Purchase order listing. Edwards stated NotePage is renewed annually.

Edwards discussed another new vendor in the IT section, PDQ.com, which is being carried forward from fiscal year 2021 for fiscal year 2022. Edwards discussed the vendor called VISA under the IT section. Edwards stated that Metro uses a company called ITGlue for documenting services for IT and their transaction is considered an international transaction fee. Edwards stated that VISA charges 1% per month for the transaction, so it ends up being \$6.44 per month and it is just easier to have it on an Open Purchase order listing to be approved at the beginning instead of having to have it approved every month. Edwards added Metro has also added Zoom to the Open Purchase order listing to do some training through conference calls if needed.

Edwards discussed the next section for Utilities. Edwards stated that WVNet is new. They were added due to the new radio system. They are our fiber service provider. Edwards finished with the last section under Radio Tower. Edwards stated B & C Communications is added there as well so they may help with repairs and maintenance at radio tower sites if needed. Edwards stated Metro also added Xspec Power. Metro has a contract with them and they perform generator maintenance at the tower sites.

Ms. Herrald asked Lindsay how many years Metro has left on the Chase bond payment. Lindsay stated Metro has five payments left, and the last payment will be November 1, 2021.

Motion to approve the Open PO list for fiscal year 2022.

Motion: Mr. Boggs

Second: Mr. Vititoe

The Motion was carried unanimously.

Upcoming Procurement

Rave \$28,000 for Reverse 911 Services Billed Annually (Previously Billed Monthly)

Russell Emrick discussed the first item, Rave \$28,000. Emrick stated that this is not a new purchase but it is related to the name change Joanna talked about earlier. The company named RAVE bought out Metro's mass notification system called Swiftreach. Russell stated both products, RAVE and Swiftreach, are still offered but they highly encouraged Metro to upgrade to RAVE. Emrick stated it was a no cost upgrade, however, they prefer to bill annually instead of monthly, which is actually easier anyway.

Emrick requested a motion to approve paying the \$28,000 in one annual payment rather than monthly.

Motion: Mr. Vititoe

Second: Sheriff Rutherford

The Motion was carried unanimously.

Renewal of Audit Contract (2nd Year in 3-Year Contract) - \$20,400.00

Director Rutherford stated this was the second year of Metro's three-year contract with the auditors. Rutherford requested a motion to pay the \$20,400 amount for the second year of audit services.

Motion for the renewal and the payment of Metro's auditors.

Motion: Mr. Boggs

Second: Sheriff Rutherford

The motion was carried unanimously.

Other Budgeted IT Procurement

Russell Emrick stated Metro wanted to inform the Board regarding the recent round of cyber security applications. Emrick stated the insurers are asking for requirements above and beyond what even the Department of Justice requires. Emrick stated Metro has begun implementing minor changes, but will require some purchases, and all of it will be below the threshold. Emrick discussed making sure Metro is at the highest level of security at the Department of Justice standards as well as Cyber Security standards.

Policy Updates

Federal Purchasing Guidelines for Single Audit

Lindsay White stated that Metro has requested review on two different policies. The first, Metro's purchasing policy. White stated the Uniform Federal Guidance was circulated to Board Members. White stated that this policy is required when Metro expends federal funds which exceeds the threshold for a Single Audit, which is currently \$750,000. White requested to have to have a stand-alone policy that Metro referenced in its current policy, with a statement that when Metro could be potentially utilizing federal funds for a purchase – that is Metro is provided a grant or reimbursement for a particular purpose – that Metro will follow this slightly-more stringent federal purchasing policy. White stated for day-to-day purchases Metro will follow the current policy, which is modeled after the Kanawha County Commission's; this is just required for a Single Audit. White stated most of Metro's CARES money was payroll-related so this does not pertain to that, but White believes Metro will be requesting money that would be related to purchases in the future. White re-stated this makes Metro compliant with the purchasing piece of the Single Audit and that Metro is requesting Board approval.

Earmarked Funds Transfers

White stated that additionally, Metro is requesting approval on anything that is earmark-funded for a particular purpose to be run back to the line item for which it was earmarked. (i.e. when the Commission funded a portion of Metro's radio project a couple months back, this policy update would allow Metro to automatically increase the radio budget by the amount of the earmarked funds and would not require Metro to wait for the next Board meeting to obtain a budget amendment).

Motion to approve the federal purchasing guidelines and also to allow anything that is earmark-funded for a particular purpose to be run back to the line item for which it was earmarked without requiring Board approval.

Motion: Ms. Herrald

Second: Mr. Vititoe

Motion was carried unanimously.

Legislative Actions

Director Rutherford stated as in the past years, Metro is still working on enhancing the retirement system for the Metro 911 personnel. Rutherford stated Commissioners Carper, Salango and Wheeler are all helping Metro with this and Metro is preparing now to make a push towards this year's Legislative session. Rutherford stated Metro does have some traction and are hoping it will move forward this year.

Old Business – None.

New Business – None.

Public Comment – None.

Announcements

Ms. Herrald stated that the next meeting is scheduled for Tuesday, September 28, 2021 and are hoping to meet in person. Metro will notify board members regarding the next board meeting.

Adjournment

Motion to adjourn.

Motion: Sheriff Rutherford

Second: Mr. Boggs

Motion was carried unanimously.

Meeting adjourned at 11:50.


Respectfully submitted,