

**Tazewell County Consolidated
Communications Governance Board**

Special Meeting

Time: Friday, June 17, 2022, 9:00 A.M.
Morton Police Department – Training Room
375 W Birchwood St, Morton, IL 61550

CALL TO ORDER

The special meeting was called to order by Chairman Kahl at 9:01 A.M. and the following members were present:

Members in Attendance

John Kahl, Chairman	Jeff Lower, TCSO
Brian Butler, Washington	Jason Miller, Morton
Nick Graff, Tazewell County	Mark Rothert, Pekin
Robert Zimmerman, East Peoria	Ed Meister, ETSB

Others in Attendance at Table

Melissa Ketcham, Director	Sue Vansaghi, Interim Deputy Director
Kate Carter, MH&T	Shannon Hoog, Administrative Specialist
John Dossey, Operations Chair	

Public Attendees

Mike McIntyre

APPROVAL OF MINUTES

MOTION BY Zimmerman, SECOND BY Meister to approve the minutes of the 04/29/22. On voice vote, motion carried.

PUBLIC COMMENTS

None.

COMMUNICATIONS

None.

TREASURER'S REPORT

Treasurer Graff gave a financial report, see attached statements.

MOTION BY Graff, SECOND BY Meister to approve the schedule of bills.

On voice vote, motion carried.

DIRECTOR'S REPORT

We currently have 12 full time and 8 part time TC's. We have 1 training QA floor manager and 3 floor managers. TC3 has 2 new hires in training that started May 24, 2022. Also, 3 additional new hires starting June 7th, June 14th (lateral transfer from Sangamon County), and June 21st. Some of the part-time employees are not fulfilling their 16 hours minimum monthly requirement but have been notified by email. Open enrollment for Ease insurance is available for all eligible full-time employees. The effective date for insurance starts July 1, 2022. The annual audit for FY21-22 is in process and almost completed. All documents requested have been uploaded to the Suralink application for the Sikich audit.

COMMITTEE REPORT

None.

OPERATION'S COMMITTEE REPORT

Sue Vansaghi has transferred over as Interim Deputy Director and is assisting Melissa Ketcham in her new role as TC3 Director. Shannon Hoog has started her new role as an Administrative Specialist. Sue and Melissa have been focusing on training and scheduling solutions to provide better coverage and knowledge for the telecommunicators. One of the issues recognized is that full-time employees should have priority over part-time employees especially when it comes to scheduling needs. Coverage has been established with floor managers working on all shifts to provide leadership and better coverage. It was recommended that all floor managers be provided with education and mentoring to provide their employees with better expectations in their current work environment and thus moving forward. There is a Labor Management meeting scheduled to go over the grievance filed under Section 18.2 Filling of Overtime Vacancies and is anticipated to be resolved at the meeting.

UNFINISHED BUSINESS

None.

New Business

A. Resolution to approve Guardian Group Plan #00552108 employee benefits package renewal for TC3 effective July 1, 2022.

MOTION BY Zimmerman, SECOND BY Meister to approve the plan. On voice vote, motion carried.

- B. Resolution to approve MOU regarding the Filling of Overtime Vacancies. **MOTION BY Meister, SECOND BY Butler** to approve filling of overtime vacancies. On voice vote, motion carried.
- C. Resolution to approve MOU regarding the Center Manager Seniority. **MOTION BY Graff, SECOND BY Lower** to approve Center Manager Seniority. On voice vote, motion carried.
- D. Resolution to appoint Shannon Hoog as Secretary of the TC3 Governance Board. **MOTION BY Rothert, SECOND BY Butler** to approve Shannon Hoog as TC3 Governance Board Secretary. On voice vote, motion carried.
- E. Appointment of TC3 Labor Management Committee. **MOTION BY Graff, SECOND BY Meister** to appoint Jason Miller, Robert Zimmerman to TC3 Labor Management Committee. On voice vote, motion carried.

COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION/CLOSED MEETING

None.

FUTURE MEETING DATE

TBD

ADJOURNMENT

MOTION BY Meister, SECOND BY Zimmerman to adjourn at 9:35 a.m. On voice vote, motion carried.

Respectfully Submitted,
Shannon Hoog