

**Tazewell County Consolidated
Communications Governance Board**

Special Meeting

Time: Friday, December 9, 2022
Morton Police Department –Training Room
375 W Birchwood St, Morton, IL 61550

CALL TO ORDER

The special meeting was called to order by Vice Chairman Butler at 9:00 A.M. and the following members were present:

Members in Attendance

Brian Butler, Vice Chairman	Jeff Lower, TCSO
Nick Graff, Tazewell County	Ed Meister, TC ETSB
Robert Zimmerman, East Peoria	Jason Miller, Morton
Mark Luft, City of Pekin	Daryl Weseloh, Minier
Tom Haas, Tremont	

Others in Attendance at Table

Melissa Ketcham, Director of TC3	Josh Hermann, M, H&T
Shannon Hoog, Administrative Specialist	John Dossey, City of Pekin

Regrets

John Kahl, Chairman

Public Attendees

Mike McIntyre-911 Coordinator (ETSB)
Bruce Marston-City of Pekin Finance

APPROVAL OF MINUTES

Motion by Zimmerman, seconded by Miller to approve the minutes of the 10/14/22. **On voice vote, motion carried.**

PUBLIC COMMENTS

None.

COMMUNICATIONS

None.

TREASURER'S REPORT

A. Financial Update-Treasurer Graff reported that income since May 1st was \$2,170,350.49, expenses totaled \$1,659,773.77, for a net income for 7 months out of the year totaling \$510,933.36. Total Current Assets of \$1,614,633.10 at Morton Community Bank.

B. Approval of Bills included in the packet-Motion by Graff, seconded by Meister. **On voice vote, motion carried.**

DIRECTOR'S REPORT

Director Melissa Ketcham advised the board that there are 20 full-time telecommunicators with 2 still in training. Once the training is completed, there will be 5 people with 1 floor manager on each shift, totaling 6 telecommunicators per shift. Part-time has slowed down a lot, there are currently only 4 part-time telecommunicators. There are not a lot of part-time or overtime hours saving overall costs. Mike McIntyre and Melissa are working on text to 911. This needs to be implemented by the end of the year. Some people have had questions about CESSA, which is a 988-suicide hotline. There is not a lot we are doing internally at this time, as we are waiting on direction from the state. Microsoft Office has been halfway installed, so we are working with up to date software. Also, Melissa mentioned that she would like the employee files housed back at TC3 if possible. Currently, Melissa is waiting on a quote for re-design of the center from Ragan Communications. Lastly, we are introducing payroll through Paylocity to TC3.

COMMITTEE REPORT

Initially, with the formation of TC3, the City of Pekin had agreed to provide accounts payable and payroll processing services for a short time until TC3 could stand alone. With TC3 able to stand alone, the agreement now has been updated where TC3 will be handling payroll services excluding the accounts payable services that the City of Pekin is still maintaining. The city has agreed to provide technical assistance during this transition to Paylocity. The city will finish out calendar year 2022 with any W2's or 1099's that need to be provided. As of January 1, 2023, TC3 will be ready to start the process of payroll through Paylocity.

OPERATION'S COMMITTEE REPORT

John Dossey stated what a year a difference makes as this time last year things were in crisis mode. TC3 will be processing their own payroll and lots of changes to be made in the future. We are heading in the right direction and haven't heard any complaints from any of the neighboring agencies, so things seem to be on track.

UNFINISHED BUSINESS

Treasurer Graff stated that he will have the preliminary audit report ending fiscal year last April by the January meeting. It was suggested that with turnover at the current auditing firm, it might be good to look at bids from other auditing firms. This will be a topic on the agenda for a future meeting to be determined.

NEW BUSINESS

A. Resolution to approve agreement between the City of Pekin and TC3 for accounts payable services. Motion by Meister, seconded by Luft. **On voice vote, motion carried.**

Roll Call Vote:

Recorded as:

Kahl-Not Present (Did not vote)

Butler-Yay

Graff-Yay

Lower-Yay

Meister-Yay

Miller-Yay

Luft-Yay

Zimmerman-Yay

Weseloh-Yay

Haas-Yay

On voice vote, motion carried.

B. Resolution to approve agreement between Paylocity and TC3 for payroll services. Motion by Zimmerman, seconded by Lower. **On voice vote, motion carried.**

Roll Call Vote:

Recorded as:

Kahl-Not Present (Did not vote)

Butler-Yay

Graff-Yay

Lower-Yay

Meister-Yay

Miller-Yay

Luft-Yay

Zimmerman-Yay

Weseloh-Yay

Haas-Yay

On voice vote, motion carried.

C. Resolution to appoint Melissa Ketcham as the Tazewell County Consolidated Communications(TC3) IMRF Authorized Agent. Motion by Luft, seconded by Lower. **On voice vote, motion carried.**

COMMENTS FROM BOARD MEMBERS

Treasurer Graff mentioned the budget needs to be in place by January 31, 2023, and the funding formula must go out in February. Director Ketcham will need to come up with a budget for TC3 by next meeting to be voted on by the board.

EXECUTIVE SESSION/CLOSED MEETING

None.

FUTURE MEETING DATE

TBD

ADJOURNMENT

Motion by Meister, seconded by Luft to adjourn the meeting at 9:18 a.m. **On voice vote, motion carried.**

DISCLAIMER

This document shall not be considered to be a verbatim copy of every word spoken at the meeting.

Minutes prepared by Secretary, Shannon Hoog. From an audio recording.

Respectfully Submitted,

Shannon Hoog