



March 15, 2018 REDA Executive Board Meeting Minutes

Called to order by Aubrey Hobson @ 1107, determined to have a quorum.

Present:

Aubrey Hobson
Jim Townsend
Jon Henry
John Ross Null
Mayor Miller

REDA Executive Director Robbie McCormick
REDA Operations Manager Bambi Kern
REDA Training Coordinator Melissa Wooten
REDA H/R Admin. Assistant Kirstene Campbell
REDA QA/QI Skylar Calicoat
REDA Acting Supervisor Christina Hernandez
REDA Acting Supervisor Megan Headrick
REDA PST II Emely Stubbs-Ponce
REDA IT/CIO Gary Romine
REDA IT Chris Walker

Artesia Police Department Chief Roberts
Harvey & Simons, CPA's LLC. Chris Simons

Absent: Rick Rudometkin, Vernon Asbill

Approval of March 15, 2018 Agenda: There is a minor wording change under number 3, item b, option one which should state single grade and not single step, and under Consent Agenda item a, needs to be removed. Motion made to approve agenda by John Ross Null, seconded by Jon Henry. All in favor, motion carried.

Approval of the February 15, 2018 REDA Executive Board Meeting Minutes:
Motion made to approve minutes by Jon Henry, seconded by Aubrey Hobson. All in favor, motion carried.

Agenda Items

1. Introduction of Mayor Miller.

2. Election of a Vice Chairman of the Board. Jim Townsend nominated Mayor Miller.

Mayor Miller accepts nomination.

Motion made to elect Mayor Miller as the Vice Chairman of the REDA Executive board, seconded by John Ross Null. All in favor, motion carried.

3. Financials Report/ Budget

- a. February Financial Statements, Actuals & Invoices: Director McCormick advised nothing of note, one percent over budget but part of that is expending things out. Motion made to approve by John Ross Null, seconded by Jon Henry. All in favor, motion carried.
- b. REDA Proposed 2019 Budget – 2nd Board Review:
 - i. Option 1 Payroll: Single Grade Increase + COLA starting July 1, 2018
 - ii. Option 2 Payroll: Single Step Increase + COLA starting July 1, 2018
 - iii. Option 3 Payroll: COLA Increase Only starting July 1, 2018

Director McCormick advised that at the last meeting everything else on the proposed budget was good by consensus, these would be just changes to payroll. In the previous proposed budget, it was presented to bring everyone up to where they should be, it was suggested to come back with a cost

of living (COLA) and merit increase. Director McCormick advised she reached out to the City of Artesia and the number they use for COLA is 2.1%, and Eddy County uses 2.5%. All three options include a 2.3% increase for COLA since it is mid-number between the two entities and REDA is also looking at other increases.

Director McCormick explained that in each of the options in the packets have a payroll worksheet, as well as a 2017 2018 comparison and overall budget worksheet, she also advised she came with all three options hoping to have one approved today.

Discussion had regarding the pay-step scale and moving out of that scale by using COLA.

Aubrey Hobson pointed out that some of the increases are rather large compared to last year.

Kirstene Campbell explained that one of the positions, training coordinator, received a higher rate than proposed last year due to years of experience, and IT received a larger amount than what was proposed last year as well.

Aubrey Hobson advised that the bottom lines 23-25 are showing a 75% increase, asked about them.

Kirstene Campbell advised that those were due to last year only being budgeted as PRN positions, and they are now PTE positions which come at a much higher number of hours per year.

John Ross Null asked Director McCormick if she had a recommendation.

Director McCormick advised she is recommending option 1 to have leeway for steps for annual evaluations. Director advised she would like to offer the optimum based on those evaluations.

Discussion had regarding City and County trying to keep costs down, and why the budget has gone up the past couple of years.

Motion to approve Option 3, COLA increase only, made by Jon Henry, seconded by Mayor Miller. No further discussion. All in favor, motion carried.

Motion made to approve the budget reflecting payroll option 3 made by Jon Henry, seconded by John Ross Null. All in favor, motion carried.

4. Expenditures Review/ Emergency Business Approval: None.

5. Operations Committee Meeting Decisions and Recommendations: None.

6. Director Comments / Announcements / Reports

a. February Personnel Report: Director McCormick advised no change in number of employees. There are four supervisor positions open.

No questions from the board.

b. Approval of Over Hire Prior to Promotions (4 PST Positions): Director McCormick is asking to approve an over hire. As of now the only open positions are Supervisor positions and REDA is currently in the process of promotion PST II's to those positions. Once the promotion has occurred there will be four PST slots open. Director is wanting to go ahead and hire for those positions to start the training process.

Motion to approve the over hire made by John Ross Null, seconded by Jon Henry. All in favor, motion carried.

c. January/February Operations and Information Technology Report: Gary Romine advised they are trucking along making sure everything is in line for the end of the year, advised he has been working with ECSO to get them up and running and Chris Walker has been running a lot of reports. Gary advised he would let Bambi continue with the rest.

Aubrey Hobson wanted to extend his thanks to REDA IT staff for helping the City out.

d. January/February Authority Overview & Statistical Information: Director McCormick advised they finally got the information out of the system and got it plugged in, and it shows the comparison from last year for all agencies.

7. Ordinances: None.

8. Legislative: DFA E911 Program Money – NM DoIT: Director McCormick advised that they have confirmation that this has been done, DFA has relocated all employees into the DoIT.

Discussion had regarding the changes that could be made and how it will affect REDA. Discussion also had regarding the NMDPS "supercenters", and how this change may help that out.

No further questions from the board.

9. Resolutions:

a. #2018-004: National Public Safety Telecommunicator Week April 8-14, 2018: Director McCormick advised this is the resolution we put out every year for PST week.

Motion to approve resolution 2018-004 made by Jon Henry, seconded by Mayor Miller. All in favor, motion carried.

b. #2018-005: REDA Vehicles Back to County: Director McCormick advised these are the four vehicles originally donated by Eddy County for use by REDA. This resolution is just requesting to return the vehicles back to the county for auction, since REDA cannot auction these at this time.

Motion to approve resolution 2018-005 made by Mayor Miller, seconded by John Ross Null. All in favor, motion carried.

10. Agreements/Contracts / MOU's:

a. Motorola Maintenance Agreements: Director McCormick advised these are the Motorola contracts for the upcoming year, they are all maintenance contracts for each of our systems.

i. Verint (Logging Recorder):

ii. Vesta 4.1 (911 Program)

iii. MC7100 (Radio)

iv. Premier One (CAD/RMS)

Aubrey Hobson asked if all of these contracts could be passed in one motion, it was advised yes, they could be.

Motion to approve all four of the above maintenance contracts made by Jon Henry, seconded by Mayor Miller. All in favor, motion carried.

11. Consent Agenda:

a. National Center for Missing & Exploited Children (NCMEC) Executive Officer Training, Alexandria, VA.: Director McCormick asked this to be strike out and brought back in April.

b. Santa Fe New Mexico DPS PST Academy.: Director McCormick advised three of REDA's uncertified dispatchers to attend the DPS PST Academy.

Motion to approve made by Jon Henry, seconded by Mayor Miller. No further discussion. All in favor, motion carried.

12. Public Comments / Announcements: None

13. Board Member Comments:

Jon Henry advised he thinks it would be helpful to be able to do something to catch the newest members of the board on the history of REDA.

Director McCormick asked if he would like a Q&A for specific questions or how.

Jon Henry advised he thinks it may be beneficial for them to go and see REDA.

John Ross Null agreed that it would be good to see REDA.

Director McCormick asked if everyone had done their paperwork for their badge or if it has expired. Also advised the badges are good for a year, and the door at REDA is always open for anyone who wants to come and observe.

Director advised she recommends sitting in for a shift to see how the operations work. Advised she will have Bambi send out the forms.

Chief Roberts advised if several of the board shows up at REDA for something like this is may be against the rules of the open meetings act, and the public would not have access.

Aubrey Hobson advised it could be advertised as a short sleeve session with a possible quorum and no action taken. No further comments.

14. Closed Meeting: Limited Personnel Issues: Employee Discipline

Motion to go into closed meeting made by Jim Townsend, seconded by Jon Henry.

Roll Call vote for Closed Meeting:

John Ross Null – Yes.

Mayor Miller – Yes.

Aubrey Hobson – Yes.

Jon Henry – Yes.

Jim Townsend – Yes.

15. Re-Open Meeting: @1227

Motion to re-open meeting made by Aubrey Hobson, seconded by Jim Townsend. All in favor.

Aubrey Hobson advised no action taken during closed meeting.

The first item to uphold was the one shift suspension recommended by the staff.

Motion to uphold made by Aubrey Hobson, seconded by John Ross Null. All in favor, motion carried.

Jim Townsend advised that in reference to the closed session a number of formal grievances were filed against Director Robbie McCormick and the board had not yet had the opportunity to review the information.

Jim Townsend advised that he is recommending the board place Director McCormick on administrative leave with pay for a short period of time, not only to protect her, but also the employees at REDA. Jim advised he did not think there is anything in the grievances that would be physical but to protect everyone, they are asking that Chief Roberts accompany Director McCormick to retrieve any personal items from REDA, and that Director McCormick will be placed on leave until the investigation into the grievances is done. Once they have been considered the board will inform Director McCormick of the matters in more detail and of the outcome of the investigation.

Jim Townsend advised they are asking Sandi Countryman as a third-party HR to work with Ms. Campbell, who is REDA's HR, and work together with the council and with Matt Byers (City of Artesia Attorney) and Cas Tabor (Eddy County Attorney) collectively so that an unbiased report can be brought back to clear the air.

Director McCormick advised that J Francis is the retained attorney for REDA.

Jim Townsend advised that they appreciate the complexity of the issues and the board wants to make sure that all the facts are known and not just one side of the story is told, so that is why they believe this is the best course of action.

Mayor Miller asked about making OM Bambi Kern Interim Director during this time.

Jim Townsend advised yes, he did think it was appropriate. Jim advised OM Kern that effective immediately she is acting director, and very well may be asked for input into the investigation.

It was asked for a motion to be made.

Motion to place Director McCormick on paid administrative leave pending the grievance investigation made by Jim Townsend, seconded by Mayor Miller. All in favor, motion carried.

Director McCormick asked if it is immediate she is in a REDA vehicle, asked about driving it home.

Jim Townsend advised that someone else would take the vehicle back to REDA and that Director McCormick would be shuttled home.

Jim Townsend also advised to protect Director McCormick have a memo go out to employees so they know what is going on.

Gary Romine asked that if there is anything IT related that the Board or investigative team needs to ask him directly.

13. Next Board Meeting is scheduled for April 26, 2018 at 1100 hours / Artesia Council Chambers.

14. Adjourn meeting: Motion made to adjourn, seconded by Mayor Miller. All in favor, motion carried.

Rick Rudometkin, Executive Board Chairman (or designee)

Date

Bambi Kern, REDA Acting Director (or designee)

Date