

# MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County Policy Board  
Friday, March 22, 2013, at 7:30 a.m.  
4529 Melrose Avenue, Iowa City, Iowa  
Policy Board Conference Room

DIRECTORS PRESENT:	Coralville:	John Lundell
	North Liberty:	Tom Salm
	Iowa City:	Tom Markus; Michelle Payne
	Johnson County:	Janelle Rettig; Terrance Neuzil
	Johnson County EMA:	Don Saxton

## 1. Call to order; recognize alternates.

Tom Salm called the meeting to order. Iowa City, Councilwoman Michelle Payne was recognized as an alternate for Susan Mims. Terrance Neuzil was recognized as an alternate for Lonny Pulkrabek; Don Saxton was present for Dave Wilson. Also present were Jeff Stone, JECSA Attorney; and Michael Podliska from Anderson Larkin & Co. P.C. (Auditors).

## 2. Action to approve minutes of the January 25, 2013, Policy Board Meetings.

Lundell moved to approve the minutes and Payne made a second to this motion. Markus abstained. Motion passed 6-0.

## 3. Comments from the public.

No public present.

## 4. Executive Director's Report/Update.

Jones reported that the UPS had failed last night, March 21, 2013, and JECC was without power for approximately 15 minutes. He indicated it is very rare for the system to go down with 2 UPS's at the same time. A technician was able to get one of the UPS's back online and parts were being shipped today to get the second unit back online. Both Jones and Trenary were on site immediately after the power failure. Jones gave an update on radio system upgrade that Harris has been onsite for one week at a time for the last three months.

On March 1, 2013 the Corridor Business Journal on behalf of the Eastern Iowa Green Building Council sent a letter to the JECC announcing they wanted to present an award for their LEED certification at their annual symposium in April. Jones will be attending the symposium and accepting the award on behalf of JECSA.

Lundell again asked about the road sign status on Melrose Avenue and Jones responded he will check on it again.

**5. Discussion item: Anderson Larkin & Co., PC, to present financial audit from Fiscal Year 2012.**

Michael Podliska from Anderson Larkin went over the results of the fiscal year 2012 audit with the policy board. He referred to certain pages of the audit during his presentation. The auditor pointed out that JECSA's main source of revenue comes from property taxes and the main expenses are payroll, depreciation and contract work.

One main finding in the audit was a lack of segregation of duties. Jones pointed out that this has been addressed by the hiring of a part-time office assistant, having the chairperson approve bills before payment. Rettig suggested the same be done for payroll and also that this procedure should be typed out.

**6. Discussion and update on additional insurance coverage options.**

Jones presented the board with information that he had gathered regarding the purchase of additional insurance coverage for employee dishonestly/theft that was recommended by the policy board at their November meeting. Jones stated the auditor recommended a \$100,000 policy based on JECSA's exposure and JECSA's insurance representative recommended a \$500,000 policy. Rettig made a motion, second by Markus to purchase the \$100,000 policy and re-evaluate the coverage as needed in the future. Motion carried.

**7. Other business.**

Salm indicated he had been called by a press representative stating an anonymous caller had heard that Tom Jones had been fired. Salm told the press this was incorrect. Rettig also mentioned she had been called, but referred them to either Tom Jones or Tom Salm. This is what protocol should be followed.

**8. Consider a Motion to adjourn the meeting.**

Saxton motioned for adjournment, second by Neuzil. Motion carried. Meeting adjourned at 8:10 a.m.