



**North Carolina 911 Board  
Funding Committee Meeting  
MINUTES**

**April 21, 2022  
1:00pm – 2:00pm**

**Microsoft Teams, Raleigh, NC**

*Meeting was Conducted via Use of Simultaneous Communications*

<u>Members on Phone</u>	<u>Staff on Phone</u>	<u>Others on Phone</u>
Randy Beeman	Stephanie Conner	Jonathan Bell ( <i>Randolph County</i> )
David Bone	Greg Dotson	Gene Booth ( <i>Cumberland County</i> )
Greg Coltrain	Kristen Falco	Justin Buxton ( <i>Randolph County</i> )
Chuck Greene	Tina Gardner	Belinda Clawson ( <i>Jackson County</i> )
Del Hall	Pokey Harris	Ryan Hepler ( <i>City of Rocky Mount</i> )
Melanie Neal	David Newberry	Martha Hix ( <i>City of Winston-Salem</i> )
Stephanie Wiseman	Amanda Reeder	Leigh Jackson ( <i>NC DIT</i> )
	Tom Rogers	Adam Johnson ( <i>Cumberland County</i> )
	Marsha Tapler	Theresa Junaluska ( <i>Jackson County</i> )
	Sarah Templeton	Mike Reitz ( <i>Chatham County</i> )
	Angie Turbeville	Jack Scarborough ( <i>Dare County</i> )
		Jeff Shipp ( <i>NC 911 Board</i> )
		Herbert Swaim ( <i>Forsyth County</i> )
		Suzanne Walker ( <i>Raleigh Wake 911</i> )
		Doug Workman ( <i>Cary Police Department</i> )
		Donna Wright ( <i>NC 911 Board</i> )
		Susan Nelson ( <i>Joined after Roll Call</i> )

**1. Roll Call -**

The meeting was called to order at 1:00 pm by Mr. Bone. Ms. Templeton proceeded to call the roll.

**2. Executive Director's Opening Remarks -**

Ms. Harris congratulated Ms. Neal on being elected to the office of Second Vice President for National NENA. Ms. Neal will be sworn in on June 15, 2022, at the National NENA Conference.

**3. Chair’s Opening Remarks -**

Mr. Bone welcomed everyone to the meeting. As recommended by legal counsel, Ms. Reeder, Mr. Bone noted the committee will open future meetings reading the Ethics Awareness statement in accordance with G.S. 138A-15.

*In accordance with G.S. 138A-15, it is the duty of every Board member to avoid both conflicts of interest and potential conflicts of interest. Does any Committee member have any known conflict of interest or potential conflict of interest with respect to any matters coming before the Committee today? If so, please identify the actual or potential conflict and refrain from any undue participation in the particular matter involved.*

No conflicts noted by the Committee.

**4. Approval of March 2022 Minutes (Vote Required) -**

Mr. Bone requested a motion to approve the minutes as presented. No corrections were noted by the committee. Motion made by Mr. Greene to approve. Seconded by Ms. Neal. After no discussion on the motion, Ms. Templeton conducted a roll call vote. The motion carried unanimously.

<b>Approval of March 2022 Funding Committee Minutes</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**5. Chatham County FY2023 Funding Reconsideration Request (Vote Required) -**

Mr. Newberry presented Chatham County’s FY2023 Funding Reconsideration request for \$196,690.37 to purchase furniture and desks that hold eligible equipment. Staff recommendation is to approve Chatham County’s funding reconsideration request of \$196,690.37.

Mr. Beeman asked about eligibility for the generator and UPS. Ms. Falco explained the percentage eligible for a generator is based on the square footage of the PSAP, and the UPS percentage eligible is based on what is connected to it.

Mr. Reitz thanked Mr. Newberry, Ms. Tapler, and Ms. Falco for their assistance during the reconsideration process.

Motion to approve staff’s recommendation made by Mr. Beeman. Seconded by Mr. Hall. After no discussion on the motion, Ms. Templeton conducted a roll call vote. The motion carried unanimously.

<b>Chatham County FY2023 Funding Reconsideration Request</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**6. Dare County FY2023 Funding Reconsideration Request (Vote Required) -**

Ms. Falco presented Dare County's FY2023 Funding Reconsideration request of \$269,666.34 to purchase eligible portions of a recorder, Locution, a UPS, and associated UPS maintenance. Staff recommendation is to approve the Funding Reconsideration request of \$269,666.34.

Captain Scarborough thanked Ms. Turbeville and Ms. Falco for their assistance during the reconsideration process, especially as a new PSAP Director.

Motion to approve staff's recommendation made by Mr. Greene. Seconded by Mr. Beeman. After no discussion on the motion, Ms. Templeton conducted a roll call vote. The motion carried unanimously.

<b>Dare County FY2023 Funding Reconsideration Request</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**7. PSAP FY2023 Non-Distribution Recommendations (Votes Required) –**

Ms. Harris noted each recommendation will be presented separately by the Regional Coordinator and will require a separate roll call vote. Ms. Harris reminded the Committee of the high fund balance review procedure presented to the Funding Committee in November 2021 and NC 911 Board in December 2021.

Mr. Bone noted reviewing the high fund balances is a product of the current funding model and does not reflect negatively on the PSAP. The high fund balances are a result of the funding formula based on the five-year rolling average.

All Regional Coordinators reviewed spend plans and created financial planning tools with PSAPs identified as having more than 300% over distribution in fund balance at the end of FY2021. The following PSAPs were brought forward as staff recommendations

for non-distribution based on analysis of review:

**a) Cumberland County Communications (Vote Required) -**

Ms. Turbeville presented Cumberland County's financial planning tool and noted they are currently building a new PSAP for which they also received a grant. Even with Cumberland County spending money for the new PSAP, it leaves them with a significant fund balance without planned capital purchases in the future. Staff recommendation is non-distribution in FY2023 for Cumberland County.

Mr. Booth, the Emergency Services Director from Cumberland County commented on the potential capital expenditures for the new building. However, he stated the Legislative constraints hinder the PSAP from using its fund balance for this purpose. Mr. Booth gave an example of his radio purchase. Ms. Harris noted the quotes and scopes of work are reviewed using Legislation, the Approved Use of Funds list, and Administrative Code to determine eligibility.

Motion to approve staff recommendation for non-distribution in FY2023 for Cumberland County Communications made by Mr. Greene. Seconded by Mr. Coltrain. After no discussion on the motion, Ms. Templeton conducted a roll call vote. Motion passed unanimously.

<b>Cumberland County Communications FY2023 Non-Distribution</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**b) Forsyth County 911 Communications (Vote Required) -**

Ms. Gardner noted Forsyth County was identified as having a high fund balance in 2020. However, the PSAP had a planned radio project. The radio project has not been completed but is planned for the FY2023. Staff recommendation is non-distribution for FY2023 for Forsyth County 911 Communications.

Mr. Swaim commented he understood the fund balance issue and that the radio project had not progressed as quickly as the County wanted it to. Forsyth built a new PSAP in 2018 and does not have a current need for new equipment. Ms. Harris advised should Forsyth County need additional funds after the radio project is complete, there are two opportunities throughout the year to request additional funding if needed through the funding reconsideration process.

Motion to approve staff recommendation for non-distribution in FY2023 for Forsyth County made by Mr. Beeman. Seconded by Mr. Greene. After no discussion on the motion, Ms. Templeton conducted a roll call vote. Motion passed unanimously.

<b>Forsyth County 911 Communications FY2023 Non-Distribution</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**c) Jackson County Emergency Communications (Vote Required) -**

Ms. Conner presented Jackson County’s financial planning tool. Staff recommendation is for non-distribution in FY2023 for Jackson County.

Ms. Clawson thanked Ms. Conner and staff for their assistance creating the spend plan.

Motion to approve staff recommendation for non-distribution in FY2023 for Jackson County made by Mr. Coltrain. Seconded by Mr. Greene. After no discussion on the motion, Ms. Templeton conducted a roll call vote. Motion passed unanimously.

<b>Jackson County Emergency Communications FY2023 Non-Distribution</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**d) Rocky Mount Police Communications (Vote Required) -**

Ms. Gardner presented the Rocky Mount Police Communications financial planning tool. Staff recommendation is for non-distribution in FY2023 for Rocky Mount Police Communications. Ms. Gardner advised the previous PSAP Manager retired, and Lt. Hepler is currently managing the PSAP until a new PSAP Manager is named. Lt. Hepler has created a spend plan. However, eligibility has not been determined for future purchases. Ms. Gardner informed Lt.

Hepler about the Funding Reconsideration Policy and the two times a year Rocky Mount can request additional funds.

Lt. Hepler thanked Ms. Gardner and Ms. Templeton for their assistance with the spend plan. Lt. Hepler said he understood the funding process and noted this process will assist with internal changes necessary for the PSAP.

Motion to approve staff recommendation for non-distribution in FY2023 for Rocky Mount Police Communications made by Mr. Greene. Seconded by Mr. Beeman. After no discussion on the motion, Ms. Templeton conducted a roll call vote. Motion passed unanimously.

<b>Rocky Mount Police Communications FY2023 Non-Distribution</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**e) Winston-Salem 911 Communications (Vote Required) -**

Ms. Gardner presented the Winston-Salem 911 Communications financial planning tool. Ms. Gardner noted Winston-Salem was identified as having a high fund balance in 2020 and did not receive a distribution in FY2022. Winston-Salem did not spend down the fund balance. A radio project planned in the future, but the eligibility has not been completed. Winston-Salem 911 has a new PSAP Manger who is working on creating a viable spend plan for their fund balance. Ms. Gardner informed Ms. Hix about the Funding Reconsideration Policy and the two times a year Winston-Salem can request additional funds. Staff recommendation is for non-distribution in FY2023 for Winston-Salem 911 Communications.

Ms. Hix thanked Ms. Gardner and Ms. Templeton for their assistance during the transition into her new position. She said she looks forward to creating a spend plan for the fund balance.

Motion to approve staff recommendation for non-distribution in FY2023 for Winston-Salem 911 Communications made by Mr. Beeman. Seconded by Mr. Greene. After no discussion on the motion, Ms. Templeton conducted a roll call vote. Motion passed unanimously.

<b>Winston-Salem 911 Communications FY2023 Non-Distribution</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

Mr. Bone commented on the non-distribution process aligning with the focus of the Funding Committee and NC 911 Board. The review helps to ensure the alignment with PSAPs technology needs and ensures resources are being spent wisely. Mr. Bone noted the cost shift is factored into the distribution formula and high fund balances. Ms. Harris commented staff does not like to recommend non-distribution, however, it is a requirement of the NC 911 Board to review fund balances. Staff reviewed twenty-six PSAPs identified as having high fund balance, and only five were brought before the Committee with a non-distribution recommendation. Ms. Harris informed PSAPs of the Funding Reconsideration Policy should a need arise. Mr. Greene recognized staff for their hard work during this process as a testament to the PSAP Assistant Team (PAT) concept as a success. Mr. Bone thanked the PSAPs for their partnership with staff and the positive comments during the review.

**8. Proposed FY2023 PSAP Distribution (Votes Required) –**

Ms. Tapler presented the proposed FY2023 PSAP Distribution of \$35,664,931.40. The proposed FY2023 PSAP Distribution presented was updated to include the five PSAPs (Cumberland County, Forsyth County, Jackson County, City of Rocky Mount, and City of Winston-Salem) for which the committee voted to receive non-distribution. Ms. Tapler advised Perquimans County and City of Jacksonville’s request to not be reduced had been updated on this sheet, based on the Board’s approval in March 2022.

Ms. Tapler noted the Eastern Band of Cherokee Indians PSAP is receiving \$0.00 in FY2023 distribution due to their 20% carryforward and being reduced to a negative distribution, which results in a distribution of \$0.00. The PSAP Manager and the Chief were contacted via email, and a read receipt was received. Mr. Bone asked if this needed to be a separate roll call vote. Ms. Conner noted Eastern Band of Cherokee was identified as having a high fund balance. However, based on the spend plan, it was not recommended for non-distribution. Ms. Tapler noted this is separate from the non-distribution because of the funding model showing a negative distribution, due to the reduction and the completion of the cost shift. Mr. Greene commented this is a different situation, because Eastern Band of Cherokee is not having funds withheld, and under the normal funding formula, they would receive no distribution. Ms. Harris noted this situation falls within the calculation of PSAP distribution.

Motion to approve staff’s recommendation for the FY2023 PSAP Distribution of \$35,664,931.40 made by Mr. Coltrain. Seconded by Mr. Beeman. After no discussion on the motion, Ms. Templeton conducted a roll call vote. Motion carried unanimously.

Ms. Harris stated the cost shift is not a reduction of funds to the PSAP, but the legacy phone costs are no longer being billed to the PSAP and are being shifted and direct billed to the NC 911 Board on behalf of the PSAP.

<b>Proposed FY2023 PSAP Distribution</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

**9. 911 Board Staff Office/NMAC Relocation –**

Mr. Rogers presented the proposed staff office and NMAC relocation from the Phillips Building to 3700 Wake Forest Rd, Raleigh. The presented plan is to utilize the new space and existing NMAC office space for the project. Mr. Bone noted this is an informational item since the request for funding will be in the proposed FY2023 budget presentation.

**10. Proposed FY2023 Budget Presentation (Votes Required) –**

Ms. Tapler presented the proposed FY2023 Budget. The funding for 911 Board staff office and NMAC relocation is included in the proposed budget. For the relocation, the Administrative Fund will provide 25% funding based on the square footage for staff offices, and the NG911 Fund will provide 75% funding based on the square footage for the NMAC if the proposed budget is approved. Discussions about the fund balances for several accounts occurred.

Motion to approve the proposed FY2023 Budget by Mr. Coltrain. Seconded by Mr. Greene. After no discussion on the motion, Ms. Templeton conducted a roll call vote. Motion passed unanimously.

<b>Proposed FY2023 Budget Presentation</b>		
<b>Committee Member</b>	<b>Vote to Approve</b>	<b>Vote to Not Approve</b>
Randy Beeman	Y	
David Bone	Y	
Greg Coltrain	Y	
Chuck Greene	Y	
Del Hall	Y	
Melanie Neal	Y	
Stephanie Wiseman	Y	

### **11. PSAP Report Status Update -**

Ms. Templeton presented the PSAP report status update for FY2020 and FY2021 revenue expenditure reports as of April 14, 2022. For FY2020, 127 reports were received, 113 are finalized (89% complete), six are in the clarification process, and eight are awaiting the signed revised report. For FY2021, 128 reports were received, 64 are finalized (50% complete), 51 are in the clarification process, and 13 are awaiting the signed revised report.

### **12. PSAP Eligibility Request Report -**

Ms. Falco reported there were 30 eligibility requests received for the Eastern and South-Central regions since the last Funding Committee meeting. Ms. Falco discussed the range of requests received, along with the total cost of the requests and the total cost approved thus far. Ms. Falco advised some requests are still under review by staff or are waiting further information from the PSAP or vendor.

Ms. Templeton reported there were 35 eligibility requests received for the Western and North-Central regions since the last Funding Committee meeting. Ms. Templeton discussed the range of requests received, along with the total costs of the requests and the total cost approved thus far. Ms. Templeton advised some requests are still under review by staff or are waiting further information from the PSAP or vendor.

### **13. Closing Remarks –**

Mr. Bone noted the Board is getting more information through the addition of eligibility to the agenda to show the outreach, communication, and partnerships with the PSAPs. Mr. Bone appreciates the staff's investments with the PSAPs.

Ms. Harris thanked the committee members for their commitment to the Committee and the attendees for attending.

The meeting was adjourned at 2:57 pm.