

MOBILE COUNTY COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS
Minutes of September 14, 2023

Commissioners Attending:

Roy Hodge
Chris McLean

Cynthia Coleman
Stephen Bowden

Glenn Hodge
Robert Adams

Staff Attending:

Kristi Stamnes, Acting Executive Director
Hayley Clough, Recording Secretary
Katrina Brewer, Communications Manager

Jeffery Hartley, Attorney
Ashley Carlisle, Comptroller
Robert Jackson, Radio System Administrator

The ANNUAL board meeting of the Board of Commissioners was held on September 14, 2023, at the Mobile County Communications Center.

Call to Order – Chairman R. Hodge called the meeting to order at 8:01 A.M.

Approval of Minutes – Commissioner Adams made a motion to approve the minutes from the August 10, 2023, meeting, seconded by Commissioner G. Hodge, all approved.

Treasurer Report – Commissioner Coleman made a motion to approve the August claims list, seconded by Commissioner Adams, all approved.

Commissioner Coleman presented the MCCD Budget-To-Actual.

Personnel – Commissioner McLean stated that back in January of 2021, the board voted to create a Deputy Director position. He stated that a job description was created for the position and then we hired Kristi Stamnes as the Operations Manager. Somehow the position changed from the Deputy Director position to the Operations Manager position, and he would like to change that. Mr. Hartley stated that the MCCD by-laws state that the name of the position is Assistant Executive Director but would have the same duties as a Deputy Director. Commissioner Adams made a motion to reclassify Kristi to the Assistant Executive Director, Commissioner Bowden seconded, all approved. Commissioner McLean stated that Assistant Executive Director Stamnes has restructured the organizational chart and can provide that to you. Commissioner McLean made a motion to approve the new organizational chart, Commissioner Adams seconded. Chairman R. Hodge asked if this new organizational chart was the most streamlined chain of command and Commissioner G. Hodge asked if we were keeping the position titled as the Assistant Executive Director or change it to Deputy Director? Mr. Hartley responded that to change the title from Assistant Executive Director to Deputy Director, we would need to change the by-laws. He also stated that as the Assistant Executive Director, Kristi will automatically assume the duties of the Director until further changes are made as Acting Executive Director. All approved of the motion.

Planning – Commissioner G. Hodge asked if there were any updates on the potential new building property off Schillinger. Mr. Hartley and Acting Executive Director Stamnes both stated that there were no updates. Mr. Hartley will work with Acting Executive Director Stamnes to move the project forward.

Communications – No Report

Emergency Medical – No Report

Building/Configuration – Chairman R. Hodge inquired about the warehouse project that was put on hold due to cost and the possibility of building the new Center. We have several million dollars of equipment that is not under shelter, and it does not look like we will be building a new Center soon. He asked Ashley Carlisle if there were still funds for a new warehouse to which she responded yes. Chairman R. Hodge asked Robert Jackson if

he already had plans for the warehouse to which he responded yes, and we have already spent money and time working on the lot to ready it for the warehouse. If we were to start now, building the warehouse would take approximately 6-8 months. Commissioner Adams made a motion to pursue building the warehouse, seconded by Commissioner McLean. Chairman R. Hodge asked if he would amend the motion to state that Acting Executive Director Stamnes and Robert will work on obtaining the new cost for the building. Ashley stated that the project would have to be re-bid. All approved of the motion.

Board Attorney – No Report

Director – Acting Executive Director Stamnes presented to the board a payment to Hexagon. She stated that this payment is for our annual maintenance agreement. Any amount over \$50,000 must be presented to the board for approval. Commissioner McLean made a motion to approve the payment, seconded by Commissioner Adams, all approved.

Acting Executive Director Stamnes presented to the board a payment to Streetwise. She stated that this payment is also for our annual maintenance agreement. Any amount over \$50,000 must be presented to the board for approval. Commissioner McLean made a motion to approve the payment, seconded by Commissioner Adams, all approved.

Acting Executive Director Stamnes presented to the board a payment to TSA. She stated that this payment is for server equipment to be used at the backup site. Any amount over \$50,000 must be presented to the board for approval. Commissioner McLean made a motion to approve the payment, seconded by Commissioner Adams, all approved.

Acting Executive Director Stamnes recommended adoption of the FY 2023-2024 Budget as presented in the August board meeting. Commissioner Coleman made a motion to approve the budget, seconded by Commissioner G. Hodge, all approved.

Acting Executive Director Stamnes asked the board to consider the 2023-2024 Holiday Calendar. Commissioner R. Hodge made a motion to approve, seconded by Commissioner McLean, all approved. Commissioner G. Hodge stated that he knows the MCCD Holiday Calendar was based on the one approved by the County Commission. He stated that there will be discussion in next month's meeting about amending the calendar for the days around Christmas. The current calendar lists Friday, December 22nd as one of the days for the Christmas holiday but there will be discussion about amending the calendar to reflect December 26th instead. He will keep the board informed.

Acting Executive Director Stamnes congratulated Kaitlyn Hicks on 1 year of service with MCCD. She presented Kaitlyn with a service pin.

Old Business – No Report

New Business – Commissioner Adams asked if we could postpone the election of officers to another meeting to which Mr. Hartley stated no, this is done at this meeting every year. Commissioner Adams made a motion to retain the officers as they currently stand, Commissioner McLean seconded, all approved.

Commissioner Adams wanted the record to reflect that the board appreciated the way Acting Executive Director Stamnes has stepped right in and taken over the responsibilities of Director with seamless ability. Chairman R. Hodge stated that it has been extremely helpful in this situation. He stated that when Commissioner McLean brought up the position of Deputy Director more than 2 years ago, it was meant for this moment. Commissioner Adams also gave appreciation to the entire staff during this time for being supportive and easy to work with.

Chairman R. Hodge stated he would like to discuss the vacant Director position and made a motion that Acting Executive Director Stamnes complete a 6-month working test period. He stated that the time frame may be shorter than 6 months but if not, at the end of the working test period, the board will make a decision to make her Director or advertise the position. Commissioner Adams seconded the motion, all approved. Commissioner Adams asked if the board should discuss Acting Executive Director Stamnes pay at this time or wait until the next meeting to which Chairman R. Hodge stated that the board should have some discussions and then reconvene at the October meeting.

Announcement – Next board meeting to be held October 12, 2023.

Adjournment – Meeting adjourned by 8:25 A.M.

Respectfully Submitted:



Roy Hodge, Chairman



Hayley Clough, Recording Secretary