

ORLEANS PARISH COMMUNICATION DISTRICT BOARD OF COMMISSIONERS

Regular Quarterly Meeting
Tuesday, June 9, 2015, at 10:00am
Board Room, Chief Warren E. McDaniels, Sr. 9-1-1 Center
118 City Park Avenue
New Orleans, LA 70119

I. CALL TO ORDER

OPCD Board Chair Col. Terry Ebbert called the meeting to order at 10:00 am.

II. ROLL CALL

Ms. Ausetua AmorAmenkum called the roll. The following Board members were present:

Board Chair Col. Terry Ebbert; Vice Chair Dr. Brobson Lutz; Lt. John Stelly (proxy for Capt. Donovan Archote); Dr. Aiken (proxy for Dr. Cindy Nuesslein); Deputy Supt. Roman Nelson (proxy for Supt. Timothy McConnell); Dr. Jeffrey Elder; Deputy Supt. Robert Bardy (proxy for Supt. Harrison), and OEP Interim Director Aaron Miller.

The following Board members were absent: CAO Andy Kopplin; Major Gen. Glenn Curtis; and Ms. Charlotte Parent

III. ADOPTION OF BOARD MEETING MINUTES (March 9, 2015)

Board Chair Terry Ebbert called for the adoption of the minutes from the OPCD Board meeting held March 9, 2015. Lt. Stelly motioned and Dr. Aiken seconded to accept the minutes. Board members unanimously adopted the minutes.

IV. AUDIT PRESENTATION FOR FY2014

Michelle Cunningham, auditor from Duplantier, Hrapmann, Hogan and Maher LLP advised the Board of the responsibility of management and auditors in the facilitation of the audit. She advised the Board that OPCD received an unmodified opinion, which means that there was nothing that could not be audited, or nothing that we were asked not to audit. The financial statements were materially stated and had supporting documents. There were no significant deficiencies or weakness and no material violations of laws or regulations. According to Ms. Cunningham, the most significant change involved a decrease in assets, from \$27 million in 2013 to \$25.7 million in 2014. Overall, net income is a loss of \$432,000.

Board Chair Terry Ebbert thanked Ms. Cunningham and advised the Board that this gives us a good view of where we are and where we are going. He stressed the need to continue properly managing OPCD funds to prepare for broadband and its implementation.

V. QUARTERLY FINANCIAL REPORTS

Board Chair Ebbert recognized Finance Officer Ms. Denise Clayville. Ms. Clayville informed Board members that she had prepared a graph with the last 10 years of revenue, and distributed the graph to Board members. Ms. Clayville pointed out that all revenue categories are decreasing, except for prepaid wireless, which is growing. The problem with that is OPCD receives less money for pre-paid than with "regular" customers. That is, with the implementation of the pre-paid fee, OPCD has lost about \$120,000 per quarter, while picking up only \$105,000-\$110,000 per quarter.

Ms. Clayville then referred Board members to the Budget vs. Actual report in their packets. Ms. Clayville referred Board members to the line item, Building Systems Maintenance. Expenses in that category are at 42 percent of budget, which is high, but costs incurred are for maintenance and repairs of the McDaniels HVAC system and the generators.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Renovation Update on Administration Building

Executive Director Stephen Gordon pointed out to Board members that the meeting was being held in the newly renovated Administration Building. The building has six offices, a storage room, a training room, a fitness/workout room, break room, and restrooms. The building's back-up power is provided by the McDaniels building generators, and can withstand CAT-5 hurricane winds.

B. MARCO Advertising

Mr. Gordon reported that MARCO is planning to start construction in mid-July. The delays in construction have to do with obtaining AMTRAK approval for the billboard.

C. Load Bank for Over-sized Generators

Mr. Gordon informed Board members that he released the RFP for the load bank, which is needed to solve the problem of wet stacking of the generators. Mr. Gordon explained that the problems are occurring because the generators were not designed correctly and are over-sized. Mr. Gordon stated that the deadline for bids is June 22, 2015, and he expects to issue a formal notice to proceed on June 30, 2015.

D. Presentation on Co-Location at NAED Annual Conference

Mr. Gordon reported that he, EMS Director Barbara Ireland, NOPD Captain Simon Hargrove, and NOFD Chief Maxine Vappie had made a presentation at the NAED (National Academies of Emergency Dispatch) on "The Challenges of Co-Location: Going from Us to We."

VII. SPECIAL PRESENTATIONS

A. Personnel Committee Report

Board Chair Ebbert announced that Ms. Parent was not available for the meeting today, and that the Committee would make its recommendations at the September meeting. Dr. Lutz stated that he was present at the last personnel committee meeting and he thought that the staff was authorized to amend the suggested ranges as needed, so he

was confused as to what happened. Director Gordon stated that Ms. Parent needed to be present to answer that question. Board Chair Ebbert stated that raises could be retroactive back to January.

B. 9-1-1 Call Answering Times

Board Chair Ebbert recognized Deputy Director Frith Malin, who directed the Board to a handout. Ms. Malin pointed out that we are still not meeting national call answering standards, which could indicate that the Center is still not adequately staffed. At the same time, abandoned calls seem to be decreasing as a percent of total call volume. The drop in abandoned calls means that they are answering more calls, and that fewer 9-1-1 callers are hanging up before their call is answered. Captain Simon Hargrove reported that NOPD currently has six operators in training now, scheduled to be released from training in a month and eight new hires scheduled to begin on June 14.

VIII. OLD BUSINESS

Board Chair Ebbert congratulated staff for their work in moving out of the trailers to the new Admin Building, and into two sustainable structures that do not require evacuation.

IX. NEW BUSINESS

Board Chair Terry Ebbert recognized Lt. Col. Jerry Sneed, who gave the Board an update about consolidation. He told the Board that he was moved to OPCD to make consolidation happen. He stated that all agencies and staff have been extremely cooperative and he has learned a lot. An ambitious goal has been set for consolidation of January 1, 2016. To make this happen, Col. Sneed stated that he would need to hire an HR Manager and a Training Coordinator right away, because these two positions were seen as crucial to meeting the January 1 deadline. He announced that he would reach out to department heads to assign personnel to committees to begin the process to merge policies and procedures.

Col. Ebbert directed Board members to a letter from CAO Andy Kopplin. The proposal would allow OPCD to redirect funds from their current line item (reimbursement of NOPD Complaint Operators) to pay for the HR Manager and Training Coordinator. Executive Director Gordon stated that the proposal would not represent a financial gain or loss to OPCD, but would result in funding fewer complaint operators. Lt. Col. Sneed stated that the two proposed staff members would report to OPCD, but would work for him towards consolidation. Mr. Gordon expressed concern that the 9-1-1 fees should go to the 9-1-1 call-takers, and that the City should allocate funding for the HR Manager and Training Coordinator positions.

Dr. Elder asked whether the call-takers and dispatchers, once consolidated, would work for OPCD or the City. Lt. Col. Sneed replied that the decision had not been made yet. Col. Ebbert reiterated that the Board must determine what path is the best available for the four agencies and their employees.

A short discussion ensued regarding the best way to complete the process of consolidation and whether to approve the request from Col. Sneed. Dr. Aiken expressed concern about the timing of the request and other events, and asked if other steps should be taken before hiring personnel.

Deputy Director Frith Malin stated that the funds that are appropriated to reimburse the City, although for personnel, are budgeted under a separate line item, under Contractual Services.

OPCD personnel costs are budgeted under Personnel. This proposal, if approved, would require moving funds from operating expenditures to personnel. In addition, because this would represent a budget amendment greater than 10 percent, under State Law, the Board would have to vote to move the funds. In addition, OPCD's enabling legislation requires that the City Council approve OPCD's annual budget, so OPCD may have to seek Council approval to amend the budget. Finally, OPCD's by-laws prohibit any new item from being voted on the same meeting that it is introduced. As a result, Chair Ebbert would have to call a special meeting, or this would be deferred to the September Board meeting.

Dr. Aiken made a motion to direct staff to meet with Lt. Col. Sneed to discuss the issues raised in the letter. Further, in an effort to reduce duplication, staff is directed to explore the option as to whether OPCD personnel can be used for the two positions. Dr. Aiken went on to say that he respects the January 1 deadline, but did not want to rush anything, because it is more important to do this right and not just fast. He concluded his motion by stating the Board should not be in the business of hiring, firing, or micromanaging. Dr. Lutz seconded the motion. Board members unanimously adopted the motion. Chair Ebbert requested an interim report so the Board can be kept up-to-date on any issues or problems.

X. ANNOUNCEMENTS

A. Next OPCD Board Meeting: Tuesday, September 15, 2015

Board Chair Ebbert reminded Board members that the next Board meeting would be Tuesday, September 15, 2015, at 10:00 AM.

B. National Telecommunications Week

Education Coordinator Ausetua AmorAmenkum announced that in honor of National Telecommunications Week, all personnel received 9-1-1 umbrellas, which are available to Board members. She directed them to the "9-1-1 Communicator" newsletter, which had information on the recipients of the Telecommunicator of the Year Award, 9-1-1 Children's Day, and the 9-1-1 Poster Contest Winners.

XI. ADJOURN

Dr. Aiken motioned, and Lt. Stelly seconded, to adjourn the meeting. Chair Ebbert adjourned the meeting at 10:58 AM.

Respectfully Submitted,



Stephen J. Gordon
Executive Director