

**ORLEANS PARISH COMMUNICATION DISTRICT
BOARD OF COMMISSIONERS**

Special Board Meeting

Friday, December 9, 2016, at 2:00 pm
Chief Warren McDaniels PSAP Board Room
118 City Park Avenue
New Orleans, LA 70119

I. CALL TO ORDER

OPCD Board Chair Col. Terry Ebbert called the meeting to order at 2:00 pm.

II. ROLL CALL

Mr. Claude Flot called the roll. The following Board members were present:

Chair Terry Ebbert, Dr. Brobson Lutz, Lt. John Stelly (proxy for Capt. Donovan Archote), Dr. James Aiken (proxy for Mr. William Masterton), Col. Timothy Chastain (proxy for Major General Glenn H. Curtis, Chief Administrative Officer Jeff Hebert (arrived at end of roll call), NOFD Supt. Timothy McConnell, (arrived at end of roll call); NOPD Supt. Michael Harrison; NOEMS Director Dr. Jeffrey Elder (arrived after roll call); NOHSEP Director Mr. Aaron Miller; NO Health Director Dr. Marsha Broussard.

Chairman Ebbert extended his appreciation for all Board members attending and their service to the Board, and welcomed new Board member Dr. Marsha Broussard, and new Board proxy Dev Jani, for Director Aaron Miller.

III. FINANCE REPORT

QUARTERLY FINANCIAL REPORT

Board Chair Terry Ebbert recognized OPCD Director of Finance Ms. Denise Clayville, to present the fiscal year 2017 Annual Budget.

Ms. Clayville advised the Board members that the budget was emailed to all the Board members and consisted of the combined intergovernmental funds from the City of New Orleans and the OPCD to be used for Operations expenses. The total of nine and a half million was listed under revenue.

A further review of line item budgeted items, such as contract expenditures, purchases, and the combination of Administrative and Operations salaries were presented.

There were no further discussions regarding the combined budget.

Chair Ebbert called upon OPCD Director of Operations Shinar Haynes for any comments regarding the combined budget. Ms. Haynes replied that the parties collaborated on the budget for about three hours. Ms. Haynes observed that OPCD now has a combined budget for administration and operations which is appropriate for a consolidated PSAP.

Chairman Ebbert observed that there were no objections to the budget and requested a motion for **Adoption of Resolution 16-12 OPCD 2017 Annual Budget.**

The motion was made by Col. Chastain and seconded by Director Aaron Miller. The motion passed without any dissent.

IV. EXECUTIVE DIRECTOR'S REPORT

Director Gordon advised the Board that OPCD has previously discussed additional security measures. Director Gordon requested a site analysis vulnerability study by the New Orleans Police Department to assess vulnerabilities and identify any recommendations, needs or concerns. Chair Ebbert added that his concern was since consolidation, there were no longer armed police officers on site. Chair Ebbert requested Superintendent Harrison conduct that analysis for presentation at the next Board meeting for discussion.

Director Gordon then presented the request for purchase and installation of an oven for the PSAP Break Room. Cost estimates have been obtained and are being reviewed by Director Gordon. Chair Ebbert called upon Supt. McConnell for his thoughts on this purchase. Supt. McConnell confirmed that he looked into the request and found that if it was a residential type stove, it would not require a commercial fire suppression system.

A question was asked by Lt. Stelly about the present type of range installed and it was explained that it was an electric cooktop and no oven was present.

Additional information was requested regarding the need for the oven and Operations Director Haynes explained that during Thanksgiving there was an issue with warming food for the employees.

Dr. Aiken also asked what the oven would cost and it was stated the cost was approximately \$3200.00.

V. EXTENSION OF CONSOLIDATION CEA – Adoption of Resolution 16-13

Chair Ebbert called upon Mr. Eric Melancon, City ITI, for his presentation of the Cooperative Endeavor Agreement Amendment between OPCD and the City. Mr. Melancon explained that this was an amendment to extend the CEA for another year, and there were no other changes to this CEA. Mr. Melancon also requested any feedback the Board may have regarding any future changes for the CEA.

Chair Ebbert requested a motion for adoption of **Resolution 16-13, Amendment to Extend the CEA with the City of New Orleans**. The motion was made by Director Aaron Miller and seconded by Supt. McConnell. The motion passed.

VI. DIRECTOR OF OPERATIONS REPORT

A. Deputy Director of Operation

Shinar Haynes, Operations Director, requested the discussion be tabled until the next Board meeting in light of some recent findings in order to evaluate additional candidates for the position.

Chair Ebbert requested a motion to suspend the Deputy Director of Operations review. Supt. McConnell made the motion and it was seconded by Dr. Elder. The motion passed.

B. Sixteen (16) Hours of paid volunteer time per employee annually

Ms. Haynes presented a request to provide paid volunteer hours to allow OPCD Operations employees to engage in volunteer activity in the community, as they had done in Fairfax County, Virginia. The Board raised several questions such as legality, policy and procedural issues, what controls would be/are in place, workman's compensation issues, and if it's allowable.

Chair Ebbert stated that he was in favor of volunteering, however not for pay. Under the current situation with shortages in floor staff, he suggested employees might use their sick time. Chief Harrison stated that he would be cautious of using sick time as it may present legal problems. Chief Harrison suggested looking at a community outreach project with specific goals and procedures. Supt. McConnell suggested it could be associated with NOLA For Life. Eric Melancon estimated the cost could be between \$90k - \$100k. Col. Chastain suggested that the volunteer efforts be specific to improving call answer times.

Chair Ebbert suggested that Ms. Haynes prepare a more detailed request with the management and cost incurred for this type of program to present to the Board at a future meeting for review and approval.

VII. VOTE TO ENTER INTO EXECUTIVE SESSION (For the purpose of discussing a response to threatened litigation of an employee termination)

Chair Terry Ebbert requested a moved to go into Executive Session to discuss possible litigation of an employee termination. Col. Chastain motioned to go into Executive Session, Supt. Jeff Elder seconded; the motion passed and the Board went into Executive Session.

VIII. OLD BUSINESS

Chair Ebbert again expressed his appreciation to all the Board members for their service and contributions to the consolidation effort, and extended his greetings during the holiday season.

IX. NEW BUSINESS

No new business was presented for discussion.

X. ANNOUNCEMENTS

Ms. Ausetua Amenkum requested that all Board members take time upon conclusion of the meeting to vote in the OPCD 911 Poster Contest, since the posters were on display just outside the board room. She also invited them to the upcoming Poster Awards Luncheon on Friday, December 16, 2016 at the Roosevelt Hotel.

XI. Adjourn

Chair Ebbert called for a motion to adjourn. Supt. Timothy McConnell moved to adjourn the meeting, and Chief Administrative Officer Jeff Hebert seconded the motion. The motion passed.

Respectfully Submitted,



Stephen J. Gordon
Executive Director