MOBILE COUNTY COMMUNICATIONS DISTRICT
BOARD OF COMMISSIONERS
Minutes of January 16, 2025

Commissioners Attending:

Eric Linsley
Donnie Brown
Timothy Hughes
Chris McLean

Staff Attending:

Roy Hodge, Director
Hayley Clough, Recording Secretary
Ashley Carlisle, Comptroller
Jeffery Hartley, Attorney
Robert Jackson, Radio System Administrator
Katrina Brewer, Communications Center Manager

The REGULAR board meeting of the Board of Commissioners was held on January 16, 2025, at the Mobile County Communications Center.

Call to Order – Commissioner Linsley called the meeting to order at 9:00 AM. Commissioner Hughes opened the meeting in prayer.

Approval of Minutes – Commissioner Brown made a motion to approve the minutes from the December 20, 2024, meeting, seconded by Commissioner McLean, all approved.

Treasurer Report – Commissioner McLean made a motion to approve the December claims list and MCCD Budget-To-Actual, seconded by Commissioner Brown, all approved.

Personnel – Commissioner McLean stated that a contract has been created for Robert Jackson to work part-time for MCCD as the Radio System Administrator. Director Hodge and Mr. Hartley worked together on the contract to be beneficial for all parties. Commissioner McLean asked to table the contract until the end of the meeting so that the other board members can review for approval.

Commissioner McLean asked to also table the Deputy Director position until the next board meeting so that the job description can be reviewed in depth for qualifications.

Planning – No Report

Communications – Commissioner Hughes deferred to Robert for an update on communications. Robert stated that Director Hodge has some updates to the USA Mobile Tower Site. Commissioner Hughes stated that we will be voting on some equipment later in the meeting for the tower site project.

Emergency Medical – No Report

Building/Configuration – Director Hodge updated the board on the warehouse project. He stated that the electrical work is completed, and the dirt work should be completed by the next board meeting. We are hoping to be in the warehouse by the end of February.

Board Attorney – Mr. Hartley stated that he has had no update from the request for an AG's opinion.

Director – Director Hodge recommended approval of a payment to Roy Lewis Construction for the warehouse project in the amount of $177,991.05. Any amount over $50,000 must be presented to the board for approval. Commissioner Brown made a motion to approve the payment, seconded by Commissioner Hughes, all approved.

Director Hodge recommended approval of a quote from Communications International for the USA Mobile Tower Site in the amount of $1,182,284.66. He stated that this is in the range of what the project was going to cost when the project first started. Commissioner Hughes made a motion to approve the quote, seconded by Commissioner Brown, all approved. Commissioner Linsley stated that all pricing came from the state contract.

Director Hodge recommended approval of a quote from CMA for the Palo Alto renewal in the amount of $106,174.89. Commissioner Brown made a motion to approve, seconded by Commissioner Hughes, all approved.

Director Hodge updated the board on the USA Mobile Tower Site project. Now that the quote has been approved, the project can start immediately. The project should be completed by the beginning of summer. Robert stated that most of the equipment for the project is readily available, the only thing that may take time is the FCC licensing, but we can try and push it through. Mr. Hartley asked if USA had reviewed the agreement to which Robert replied that they are ready to receive it and put it before their board for approval.

Director Hodge stated that the building expansion project is moving along. There is a kickoff meeting happening at 1:00 PM today with the architects for the project.

Director Hodge presented a letter from the office of the mayor to the board. He stated he received the letter in December and was pleased when he saw it. The credit goes to the people that work in this building, and it is nice for a public official to recognize the hard work. He stated that the ISO 1 rating is difficult for a fire department to obtain, and Mobile is only 1 of 5 or 6 in the state to have it. He stated that he was glad that communications had a part in obtaining that for the City of Mobile.

Director Hodge informed the board that he wanted to recognize 2 employees. Hayley and Jordan are the girls that work in the front office and greet everyone who comes in. Jordan is the Records Custodian and handles all subpoenas for records and the audio. Hayley is the Human Resource Manager and handles everything for HR, payroll, employee benefits, and more. They both handle the front office, but they also end up in charge of lots of other things that aren't necessarily part of their job. Jordan took the initiative to have a sign designed and installed in front of the building and Hayley had new custom plaques made for the entryway. During Hurricane Helene they led the charge on receiving the donations for hurricane victims and he can't say enough about the good things they do. He requested the board to reclassify both of them from a grade 16 to a grade 18. This would be a 10% raise for them both. Commissioner Brown made a motion to approve the reclassification, seconded by Commissioner McLean, all approved.

Director Hodge informed the board that we have an employee with a milestone year of service. Cathy Hood has been with MCCD for 25 years this month. He stated that she works in the GIS department, and she will be one of the offices moving to the new building when it's constructed as she's currently housed in the data center. He presented her with a service pin.

Old Business – No Report

New Business – Commissioner Linsley stated that it was time to discuss the part-time position for Robert. Commissioner McLean stated that he believes the contract is reasonable with the job description. Commissioner McLean made a motion to approve the contract, seconded by Commissioner Hughes. Commissioner Brown asked if he would receive any benefits to which Director Hodge responded no that part-time employees do not receive benefits. Ashley Carlisle stated that he would still contribute to RSA as a part time employee. Commissioner Linsley asked if he would have a take home vehicle to which Commissioner McLean stated that he would like for Robert to have a take home vehicle. Commissioner Hughes stated that Robert has been called out to one of the tower sites already and had to use his personal vehicle. Director Hodge stated that he asked Robert to keep a log of how many times he got called out and it was a total of 7 times, and he had to go on site once. Commissioner Brown asked if the contract could be back dated to which the board responded yes.

Commissioner Brown amended his motion to be effective January 4, 2025, seconded by Commissioner Hughes, all approved.

Announcement –Next board meeting to be held February 20, 2025.

Adjournment – Commissioner Brown made a motion to adjourn, seconded by Commissioner McLean, all approved. The meeting adjourned by 9:21 AM.

Respectfully Submitted:

Pat Mitchell, Chairman

Hayley Clough, Recording Secretary