

Minutes September 21, 1999

Members Present: Chuck Kinen, Don Volk, Dave Jones, Lynn Crozier
Staff Present: Rob Koppert, Gloria Abild, Jeff Richter
Others Present: None

Vice Chairperson Chuck Kinen called the meeting to order 5:01 p.m.

MSC Jones/Crozier to approve the agenda as published.

Approval of the August minutes were tabled until the October meeting.

MSC Volk/Jones to approve the August financial statements as distributed.

Due to the administrator being absent, there was no terminal agency administrators report.

Terminal Agency Coordinator Koppert gave his report. The Biennial Audit conducted by the Iowa Department of Public Safety Field Services Bureau was completed and findings mailed to Administrator Larry Jones. Areas found deficit and labeled as "potential problems areas" by the audit including TAC training, quality control procedures, and dissemination of criminal history records. Those areas found to be non compliant included the secondary review policy, cancellation policy, validation policy, ORI usage for entries and criminal history, and documentation of transactions. TAC Koppert stated the state is responsible for setting up TAC training, and has scheduled it only to cancel it the day before. The other items listed as problem areas or non compliant are due to what is written in the manual and not necessarily dispatcher problems with the exception of ORI usage and documentation of transactions. TAC Koppert was able to identify those dispatchers showing a greater frequency of errors and will be discussing this with them individually as well as placing a general reminder memo in the communications center.

In old business, the need for a second dispatcher was tabled until the October meeting. The Articles of Agreement have been signed by the county, and the City of Atlantic, and the City of Anita. TAC Koppert will take the document to the next Griswold City Council meeting to obtain the appropriate signatures.

In new business, TAC Koppert requested the commission pass a policy regarding the mandatory initialing and dating of memorandums posted in the communications center. With the exception of one dispatcher, all have been routinely initialing and dating them as requested. Dispatcher Jef Richter presented his opinions on why he doesn't initial or date them. It was discussed that by initialing and dating the documents, its just an acknowledgment that it has been read by all employees. Dave Jones related on many business's following a similar policy.

MSC Jones/Crozier to adopt a policy requiring all employees to initial and date memorandums and other documents as necessary and listed in TAC Koppert's memorandum dated August 24, 1999 to the dispatchers.

Dispatcher Jennifer Schwartz gave a proposal of a Halloween promotion. She requested the commission donate whatever funding they could to pay for promotional items and the like. The promotion would feature a hot-dog grill out for children and freebies given to those who attended. Schwartz related she conducted a similar promotion last year and it was well received. Dave Jones suggested contacting Hy-Vee and Godfathers for sponsorship, as well as other companies.

MSC Crozier/Jones to provide up to \$100 to back expenses not covered by donations, if such an expense is allowed by law. TAC Koppert to check into the matter with county auditor Dale Sunderman and report back at the October meeting.

MSC Jones/Kinen to adjourn at 6:06pm.

Respectfully Submitted,

Rob Koppert, Secretary, TAC