

PSAP Grant Committee Meeting

September 15, 2016

Commonwealth Enterprise Solutions Center

Members Present Terry Ellis J.R. Powell Kathleen Boone Cheryl Lee
 Qiana Foote Steve McMurrer
 Chris Caldwell (on audio bridge)

Members Absent: Kathy Seay

Staff Present: Lisa Nicholson Dorothy Spears-Dean Steve Marzolf
 Lewis Cassada

1) Call to Order:

The meeting of the PSAP Grant Committee was called to order at 1:00PM. The members and staff in attendance introduced themselves.

2) Approval of the Minutes:

Ms. Lisa Nicholson called for the approval of the meeting minutes from April 14th. Mr. Steve McMurrer made the motion. Mr. J.R. Powell seconded it. The motion was approved **6-0-0**.

3) Welcome New Members:

Ms. Nicholson introduced the three new PSAP Grant members; Terry Ellis, Kathleen Boone, and Chris Caldwell. Ms. Ellis asked if there were any major changes between FY17 and FY18. Ms. Spears-Dean and Ms. Nicholson highlighted the changes listed in the Summary Document provided to the Committee members.

4) Metrics for the PSAP Grant Program:

Ms. Nicholson began the discussion on metrics for the PSAP Grant Program. Staff is in the process of developing performance metrics. Currently, performance of the program is defined as the ability to meet the needs of the PSAP community. Staff will review the past three funding cycles for the following critical grant priorities; Call handling equipment, GIS data, GIS mapping hardware, CAD, text to 9-1-1, voice logging, and all other grant program types. The basic data elements to be reviewed are the number of awards for critical grant priorities, awards by region, awards by grant type, and applications for which funding was not received. The analysis will be based on year and the results will be aggregated. The initial results are expected to be more of a utilization analysis than true metrics. Additional data elements will be added bases on input received from the PSA Grant Committee. Mr. McMurrer suggested adding the number of citizens served for each grant. There was Committee discussion.

5) Parking Lot Issues:

Ms. Nicholson and Ms. Spears-Dean reviewed the parking lot issues for the Committee.

- Use of interns and local government personnel. Currently these are not addressed in the guidelines. Staff does not recommend adding them to the guidelines. Staff recommends leaving it up to the localities, it needs to be well documented in the application, and also recommends a locality use a 3rd party to manage the interns and develop the scope of work. There was no committee discussion.

- Prioritization of hosted and geo-diverse solutions. Ms. Spears-Dean reviewed the current definitions of geo-diverse and shared services. Currently hosted is not defined. Staff's plan of action is to address this in the FY19 guidelines. There was committee discussion.

- Addition of language limiting the commitment of funds to only the grant award period. Invoice dates need to fall within the grant award period. It was suggested at the last Board meeting to address the commitment of funds. (Purchase order, placing order, finalizing statement of work). Language will be added to the FY19 guidelines. There was committee discussion. Ms. Spears-Dean and Ms. Foote discussed the scenario where a locality that was going ahead with a project, and was seeking additional funds through the grant. Language might be softened to "strongly recommend". Mr. Marzolf said, in the end it's the dates on the invoice that matter. There was additional discussion on pre-award language, and a pre-award definition.

- Provide additional guidance for allowable and non-allowable items for CAD projects. This item was added as a result of a payment to Southampton County for their CAD grant. Staff will review CAD awards for the last 3 years to address which items are allowable. If the CAD software comes bundled with the basic CAD products, then that is allowable. If software costs are separated (such as RMS) then those additional software costs are not allowed. Clarifying language will be in the FY19 guidelines. There was committee discussion. Mr. Marzolf discussed bundled software. It can become "unbundled" if you can separate line items. Mr. Marzolf asked if the Committee thought it was important to take into consideration what was being replaced. Mr. McMurrer said it would be important to look at which department with the locality would primarily be using the software. There was additional discussion.

- Revision of the definition of emergency grant. The Board has received several emergency grant requests. Staff will revise the definition to restrict emergency grants to the top 3 priorities: call handling, mapping and CAD.

- Shared Services projects and consolidations. The relationship between consolidations to a shared service is not discussed in the guidelines. Two localities could potentially be eligible for \$175,000 each regarding feasibility study grant applications. Staff had made an offer to perform a feasibility study for an existing PSAP exploring this with their current grant application. This would save the Grant Program money.

6) PGC Report to the Board:

Decision briefs for emergency grant requests are on the website, and have been provided to the Board. If the Board agrees with staff recommendation, then no action is required.

7) Next Meeting

The next meeting date for the PSAP Grant Committee is December 8th, 2016

8) Public Comments

There were none.

9) Adjourn

The meeting of the PSAP Grant Committee adjourned at 2:15PM.