

# PSAP Grant Committee Meeting

April 14, 2016

**Members Preset:** Allan Weese Micah Meadows Steve McMurrer  
Qiana Foote JR Powell Bob Layman

**On Audio Bridge:** Kathy Seay

**Members Absent:** Cheryl Lee Shannon Williams

**Staff Present:** Lisa Nicholson Dorothy Spears-Dean Lewis Cassada

1) **Call to Order**

The PSAP Grant Committee meeting was called to order at 10:00AM.

2) **Minutes**

Ms. Lisa Nicholson asked the Committee to approve the minutes from the February 18<sup>th</sup> meeting. Mr. Micah Meadows made the motion, Mr. Steve McMurrer seconded it. The motion passed 5-0-0.

3) **Financial and Programmatic Reporting**

Ms. Nicholson stated that all PSAPs with open FY15 or FY16 grant awards have submitted their F&P reports, and they have been reviewed by Staff. The Staff recommendation is to accept all the reports, and no further action is required. Ms. Nicholson asked that the Committee accept the reports. Mr. McMurrer made the motion to accept the reports, Mr. Weese seconded it. The motion passed 5-0-0.

4) **Grant Extension Requests**

Ms. Nicholson reviewed seven grant extension requests from Buchanan, Colonial Heights, Gloucester, Greene, Newport News, Page and Twin County. There was Committee/Staff discussion on adding an eighth request from Goochland. Ms. Nicholson asked for a motion to approve the first seven grant extension requests. Mr. JR Powell made the motion, Mr. McMurrer seconded the motion. There was Committee discussion. The motion was approved 5-0-0. There was additional Staff/Committee discussion concerning Goochland. Ms. Nicholson asked for a motion to approve Goochland's grant extension request. Mr. Allan Weese made the motion, Mr. Micah Meadows seconded it. The motion passed 4-0-1 with Ms. Qiana Foote abstaining.

5) **Grant Guidelines**

Ms. Nicholson presented the proposed changes to the Grant Guidelines.

- NG9-1-1 GIS Project Definition - Consensus was to accept the change as presented.

- NG9-1-1 GIS Project Grant Ranking - Consensus was to accept the change as presented.
- Mission Critical NG9-1-1 GIS Data - Consensus was to accept the change as presented.
- Priorities - Consensus was to accept the change as presented.
- Definition of Mapping System - Consensus was to accept the change as presented.
- GIS Matrix - Consensus was to accept the change as presented.
- Geo-Diverse Approach – Consensus was to accept the change as presented.
- Shared services – Consensus was to accept the change as presented.
- Memorandum of Understanding – Consensus was to accept the change as presented.
- Multi-Jurisdictional Agreement – Consensus was to accept the change as presented.
- Other Definitions – Staff will add a workstation/server definition to the guideline. Consensus was to accept the change as presented.
- Call Accounting/MIS – There was Committee discussion about the actual impact once the Board makes a decision on a State-Wide solution (ECaTS). Staff will amend the Grant Guidelines removing rankings for MIS/Call Accounting.
- Other items schedule / 30 day follow / deadline / travel assistance
- Other Guideline Items – Consensus was to accept the change as presented.
- Forms – Mr. Weese suggested changing the Grant Closure Form to show “Final Cost”. Consensus was to accept the other changes as presented.

Ms. Spears-Dean summarized the additional changes to be made to the Grant Guidelines in addition to all the Staff recommendations. They are: Under the call handling equipment definition the word “is” will be added in the appropriate spot. Workstation/server will be added to the call handling equipment definition, accounting MIS. Due to call accounting/MIS changes the grant ranks 7, 8, 19, 20, 32, 33, 43, 44 will be removed from the guidelines. The “Final Cost” will be added to the Grant Closure form to replacing “Amount Paid to Date”. Mr. Meadows made a motion to accept the Staff recommendations and the additional 4 changes to the Grant Guidelines. Mr. Bob Layman seconded the motion. The motion passed 6-0-0.

**6) Newport News/Hampton – Host Agent**

Ms. Spears-Dean and Ms. Nicholson presented the issues with a Newport News and Hampton grant. Newport News is the fiscal agent, but Hampton would like to be reimbursed for an invoice because they have the contractual relationship with the vendor. The easiest solution is for VITA to be able to accept the invoice from Hampton and pay them directly. There was Committee discussion. Mr. Weese made a motion to modify the grant guidelines to allow for this, and apply to both FY17 and FY18. Mr. Meadows seconded the motion. The motion passed 6-0-0. Mr. Weese made a motion to recommend request to the Board. Mr. Meadows seconded the request. The motion passed 6-0-0.

**7) Rockbridge**

Ms. Nicholson reviewed the request by Rockbridge. They submitted a FY16 grant payment request which included invoices dated prior to July 1, 2015, and that request was denied by VITA. The PSAP has advised that he misunderstood the process. He ordered several items prior to July 1 and anticipated delivery after July 1 and also anticipated invoicing AFTER the July 1 date. It turned out that the invoice was sent 6-22/23-15 but with a NET30 payment so they thought the timing would be acceptable as they would not be asking for payment until after the July 1 date. The PSAP advised that his RC did make it very clear to that any grant funds would not be available for draw down until after July 1 but it was not clear that starting the process prior to the July 1 date would preclude the PSAP agency from drawing down funds. Rockbridge is seeking an exception to the dated invoice from the Board. There was Committee discussion. Mr. Meadows made a motion to recommend to the Board and exception based on the vendor billing the PSAP prior to the goods/services being received after July 1<sup>st</sup>. Mr. McMurrer seconded the motion. There was additional Committee discussion. Ms. Nicholson stated there is no specific language that clearly says invoices dated before the start of the fiscal year will not be paid. Ms. Spears-Dean said VITA Staff can't process invoices that are contrary to the laws of the Commonwealth. Staff will ask Rockbridge how they were able to contract for goods/services before the grant award period. Mr. Meadows amended his motion to recommend approval of the exception if the vendor can show the good/services was implemented after July 1<sup>st</sup>. Mr. McMurrer seconded the motion. There was Committee discussion. The motion did not pass 1-5-0.

**8) Report to the Board**

Ms. Kathy Seay will report the activities of the PSAP Grant Committee at the next Board meeting.

**9) Public Comment**

Mr. Jerry Smith from Southampton asked for Staff to review the WEP Grant program to assess the effectiveness of the program. There was discussion. Staff will provide an updated WEP utilization report at the September Committee meeting. Mr. Eric Beach from Newport News asked if any additional input was needed from their locality. Their request had been approved earlier in the meeting.

**10) Next Meeting of the PSAP Grant Committee**

The next meeting dates are September 8<sup>th</sup> from 1:00PM to 3:00PM and December 8<sup>th</sup> from 10:00AM to 2:00PM.

**11) Adjourn**

Mr. Layman asked for a motion to adjourn the meeting. Mr. Meadows made the motion, and Ms. Foote seconded it. The meeting of the PSAP Grant Committee ended at 11:45AM