**RED RIVER REGIONAL DISPATCH CENTER  
Authority Board Meeting – Special Meeting  
Thursday, November 9th, 2023 1000hrs**

**Cass County Courthouse, 211 9 St S, Fargo, ND**

**Commission Room 105W**

1. **MEETING CALLED TO ORDER by Cass Commissioner Peterson at 1000hrs**

**Present:**

RRRDC Director Mary Phillippi

Cass Commissioner Peterson

Clay Commissioner Ebinger

Clay Commissioner Campbell

Fargo Mayor Mahoney

West Fargo Mayor Dardis

Cass Commissioner Scherling

Moorhead Commissioner Nelson

**Also, in Attendance:**

Amanda Glasoe, RRRDC

RRRDC Attorney Erik Johnson

Cass Co Administrator Robert Wilson

Cass Finance Director Madrigga

Cass Finance Sarah Heinle

Fargo IS Todd Keel

1. **APPROVAL OF AGENDA**

Approval of November 9th, 2023 Agenda with amendments VI. New Director Search, VII. Other Business, VIII. Adjournment

Campbell made a **motion to approve the agenda with additions**; Scherling seconded the motion. All approved updated agenda; **motion carried.**

1. **APPROVAL OF OCTOBER 12TH 2023 MEETING MINUTES**

Approval of November 9th, 2023 Agenda.

Scherling made a **motion to approve the agenda**; Ebinger seconded the motion. No Discussion. All approved; **motion carried**.

1. **FACILITY UPDATE**

Phillippi working with SEH and IS to determine what RRRDC vs SEH is to provide under construction for technical items.

Erik Johnson – circulated exhibit that describes lease premise and copy of JPA amendment to lease agreement as agreed upon on October 12th. Recommended circulation of the information to Executive Committee who will bring to respective entity. Executive committee meets November 22nd.

1. **COMMITTEE REPORTS**
   1. **BUDGET AND FINANCE**

Madrigga was unable to attend meeting and deferred to Commissioner Nelson who was present. Nelson advised reviewed year to date budget and with 80% of budget expended and 83% thru the year. Reviewed PCard process thru Cass County and will follow recommendation by Cass Finance.

Madrigga advised that action is needed on behalf of Authority Board as requirement for bank to proceed with procurement cards.

**Motion to authorize PCard for RRRDC from Authority Board.**

**Mahoney, second Ebinger. All approved, motion carried.**

* 1. **EXECUTIVE –** Next meeting November 22nd

1. **NEW DIRECTOR SEARCH**

Director Phillippi resignation as of January 1st.

**Discussion:**

Ebinger – Third time involved in RRRDC Director hiring. Validity to having a process. Recommends HR commitment from one of the agencies – looking to see if ND agency could provide. Robert Wilson: Wilson would need to discuss with HR director and could consider. Ebinger – would need to hire a search firm if not agency provided. Process should also include Executive committee.

Phillippi: Per JPA, City of Fargo is lead for HR. Mahoney asked if there was a job description, Phillippi confirmed and was updated in 2015 but could be reviewed, recommends personnel committee review. Peterson agrees it should be reviewed. Mahoney urges process not be delayed due to timeframe.

Mahoney doesn’t believe a national search is necessary. Ebinger stated a national search occurred last hiring process. Phillippi advised there were approx. 40 candidates that were narrowed down to 9, with many dropping out, the process narrowed to 2.

Scherling asked about interim process. Phillippi recommended AD Glasoe as interim.

Campbell asked if anything documented JPA for hiring. Phillippi advised Authority Board responsible per JPA. Campbell – discussed committee and having equal representation in the hiring process from entities but doesn’t want the group to get too large. Dardis added difficulty with schedules may occur with too many involved.

Ebinger recommends Fire, Municipal and Sheriff designee from Executive Committee.

Carlson asked how hiring was structured for Phillippi hiring process. Personnel set up process, included interviews by then BOA, media component, PowerPoint tech component, panel interview but did not happen due to limited candidates.

Campbell recommends Chair and Vice go through the narrowing field with HR, screen candidates as a sub-committee. Interview process to include larger panel. Ebinger recommends Executive committee filter candidates as well as Phillippi be a part of the process and provide input. Mahoney to clarify: Chair and Vice would participate with the executive to narrow down search along with Director Phillippi.

Erik Johnson – If no action according to JPA, vacant director position defers to AD as Interim Director automatically. Supermajority vote required for hiring but does not require Cass County favorable vote.

Campbell – Comfortable moving forward with search committee include: Executive Committee along with HR as lead, and Chair/Vice involved in narrowing down.

Robert Wilson clarified- Cass County HR would be open to assisting COF with the process as needed.

***Motion:*** **Establish search committee for RRRDC Director to include: Executive Committee, Chair and Vice Chair of Authority Board, Director Phillippi, COF HR and Personnel Committee will spearhead. Committee will review job description, post for Director position, make recommendation to Authority Board. Mahoney/Ebinger second.**

**Dardis: friendly amendment to motion– Timeline be done within 60 days.**

**Motion passes**

1. **OTHER BUSINESS**

**January meeting:** Same date, January 11th, will move to **3pm** due to conflicts.

1. **ADJOURNMENT** Ebinger/Nelson second - **Meeting adjourned**.

*Meeting minutes by: Amanda Glasoe, RRRDC*