

MISSISSIPPI WIRELESS COMMUNICATION COMMISSION

June 6, 2019 Meeting Minutes

Place: Woolfolk Building, Room 145, 501 North West Street, Jackson, MS

<b>Commission Members Present:</b>	
MS Department of Transportation	Huff, Willie(Chairman)
MS Department of Wildlife Fisheries and Parks	Bolden, Michael (Vice-Chairman)
MS Department of Information Technology Services	Johnson, David
MS Association of Fire Chiefs	Lariviere, Tom
MS Highway Safety Patrol	Loper, Don
MS Department of Corrections	McAfee, Audrey
MS Department of Emergency Management	McCraney, Stephen
MS Department of Environmental Quality	Sanders, Chris
MS Department of Health	Vaughn, Wayne
MS Association of Police Chiefs	Waggener, Perry
<b>Advisory Members Present:</b>	
Senate Appropriations Committee	Burton, Senator Terry
House of Representatives Public Utilities Committee	Beckett, Representative Jim
House of Representatives Public Utilities Committee	Steverson, Representative Jody

Chairman Willie Huff called the meeting to order at 1:30 PM and welcomed everyone. Chairman Huff then called for the review of the May 2, 2019 minutes. Mr. Wayne Vaughn made a motion to approve the minutes, seconded by Mr. Don Loper, and the motion carried with none opposed.

Ms. Vicki Helfrich then provided the MSWIN Project Update for May 2019. She reported information on special event talk groups assigned, radios loaned out, activities the WCC staff participated in during the month, the number of current MSWIN users, the top ten (10) state agencies/number of devices by system use, and the top ten (10) Local /other agencies/number of devices by system use.

Mr. Bill Buffington provided an update on the MSWIN build-out status. Mr. Buffington reported the due diligence is in process and preliminary orders for the tower has been made for the Canton tower site; Staff continues working with FirstNet/AT&T vendors to co-locate equipment on MSWIN towers; and Staff relocated the SOW (Mobile Site-on-Wheels) at the USM Campus in Long Beach, MS to resolve coverage issues in the area.

Ms. Helfrich gave an update on the contract status. Ms. Helfrich reported that there are several renewals finalized including G S Holdings, Inc., Butler Snow, and Contract Workers.

Chairman Huff called for the report of the Procurement Committee. Chairman Waggener reported that there were two (2) procurement requests to be reviewed for the month. The first procurement request was submitted by the Lawrence County School District in the amount of \$114,483.60 in order to purchase APX 900 portable radios, APX 1500 mobile radios with installation and programming that are compatible with MSWIN. This request was approved by the Procurement Committee with no further action from the Full Commission. The second procurement request was submitted by the MS Department of Corrections in the amount of \$2,953,165.00 through competitive procurement, for an exception to the Master Cellular Agreement in order to allow Sentinel Offender Services the flexibility to configure RF and GPS electronic monitoring devices to AT&T, Sprint or Verizon in a manner that will yield the optimal tracking results by device type and offender location which includes daily service fees. The ITS Board approved this exception at their May 2019 Meeting. Chairman Huff then entertained a motion to approve the procurement request submitted from MS Department of Corrections. Chairman Waggener made a motion of behalf of the Procurement Committee for Full Commission approval, Mr. Vaughn seconded the motion, with abstention from Ms. Audrey McAfee, and the motion carried with none opposed.

Chairman Huff called for the report of the Governance/Interoperability Committee. Chairman Tom Lariviere had nothing to report.

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Chairman Huff called for approval of expenditures. Mr. David Johnson provided the current month's FY19 financial report through May 31<sup>st</sup> including operating expenses, deficit funding, grant funding, and program income as provided on the WCC Detail of Monthly Expenses and the WCC Activity reports. Chairman Huff called for any discussion. With no further discussion, Mr. Vaughn made a motion to approve the monthly expenditures, seconded by Ms. McAfee, and the motion carried with none opposed.

The Chairman called for any Other Business. Ms. Helfrich presented the Renewal of the MSWIN Facilities Maintenance Services Agreement. In 2016, the Commission approved the WCC exercising its contractual option in the original MSWIN 3429 Contract with Motorola Solutions, Inc. to provide facilities maintenance services for one (1) year with the option to renew for four (4) additional years with annual approval; the current Agreement expires on June 30, 2019. Motorola Solutions, Inc. has agreed to provide Facilities Maintenance Services for FY20 as a third renewal at \$612,850.00. Staff recommends the Commission renew the Agreement with Motorola Solutions, Inc. to provide Facilities Maintenance Services through June 30, 2020 for \$612,850.00. Chairman Huff entertained a motion to approve the Renewal of Agreement with Motorola Solutions, Inc. Mr. Michael Bolden made a motion to approve the renewal of the MSWIN Facilities Maintenance Services Agreement, seconded by Ms. McAfee and the motion carried with none opposed.

Chairman Huff called for any Other Business. Ms. Helfrich then presented the Recommendation of Approval of Policy for the Recording and Approval of Minutes of the Commission. The MS Office of Audit is currently conducting a Compliance Audit of ITS at Fiscal Year-End 2018 that included reviewing the Commission's Minutes. For FY18, the Auditor noted eight (8) instances where the Minutes were not approved and made available for public viewing within thirty (30) days in accordance with MS Code Section 25-41-1. The eight (8) instances noted by the Auditor fell on a Date more than thirty (30) days from the previous Meeting or on the occasion when the Chairman changed the Date of the Regular Meeting in advance to accommodate rare circumstances, being a State or Federal Holiday, or Other Business of the WCC and Staff; thus delaying the Approval of Minutes within thirty (30) days. It was also noted by the Auditor that the Minutes were not signed, documenting them as Official Record. Unlike some State Entities, State Law does not require the Minutes of the WCC to be signed by a Member of the Commission. Ms. Helfrich then recommended to ensure good internal control and compliance with MS Code 25-41-11(1), Staff is asking the WCC to implement a new Policy going forward: 1) To require the Minutes to be recorded and made available for public viewing within thirty (30) days following the Adjournment of the Meeting; 2) The Minutes to become Official once Approved by the Commission at a Subsequent Meeting and signed by the Chairman or Vice-Chairman. After further discussion, Chairman Huff made the suggestion to place a Watermark on the Draft Minutes and send electronically for Commission review before making available for public viewing. Chairman Huff then entertained a motion to approve the new Policy for Recording and Approval of the Minutes of the Commission. Mr. Tom Lariviere made a motion to approve, seconded by Mr. Chris Sanders, and the motion carried with none opposed.

With no further business to discuss, Chairman Huff announced that there will be a Called Special Meeting for procurement review by the Procurement Review Committee on Friday, June 21, 2019, 10 AM, in the Commission Conference Room of the MS Department of Wildlife, Fisheries & Parks Building at 1505 Eastover Drive, Jackson, MS.

Chairman Huff then announced the next monthly meeting will be continued to July 11, 2019, due to Fourth of July Holiday, at 1:30 PM, in Room 145 of the Woolfolk Building at 501 North West Street, Jackson, MS. Chairman Huff entertained a motion to adjourn. Mr. Michael Bolden made a motion to adjourn and the motion carried with none opposed. The meeting adjourned at approximately 2:03 PM.

 7/11/19  
Willie Huff, Chairman