

**Jersey County ETSB/E911 Meeting Minutes for
Wednesday, July 15, 2026**

Members Present: Kevin Klaas, Kevin Hamilton, Dave Womack, Jeff Jorden, Joe Travers, Heidi Carter, Mark Wagner* (*in at 7:48 pm*), Alec Bowman, Rhonda Wilson

Members Absent: Shane Winters, Steve Pohlman, ~~Mark Wagner*~~

Public Present: None

NOTE: Chairman Mark Wagner arrived later to the meeting; hence, Vice-Chair Jeff Jorden conducted said meeting.

Jeff opened the meeting at 7:00 p.m.

Rhonda did a Roll Call:

Kevin Klaas	- Present	Joe Travers	- Present
Kevin Hamilton	- Present	Heidi Carter	- Present
Dave Womack	- Present	Alec Bowman	- Present
Jeff Jorden	- Present	Rhonda Wilson	- Present

Absent: Shane Winters, Steve Pohlman, ~~Mark Wagner~~*

Note: Mark Wanger - In at 7:48 pm*

Jeff asked for approval of the Regular Business Meeting Minutes of May 20, 2026. A motion to approve said minutes was made by Kevin Klaas and seconded by Joe Travers. Motion passed.

Comments or Concerns from the Public

None.

Treasurer's Report

Each board member was given a copy of the Monthly Budgetary Status Report dated July 13, 2026, for period ending June 30, 2026, reflecting a current fund balance of \$874,860.36. It was noted that on July 1, 2026, we received a check from the state regarding ETSA 911 Distribution for 202603, under 50 ILCS 750 Section 30 in the amount of \$60,389.06. This amount should be added to the above balance for a total of \$935,249.42. It was noted that the State is currently behind four months. A motion to approve the Treasurer's Report was made by Kevin Hamilton and seconded by Heidi Carter. Motion passed.

Director's Report

Alec reported as follows:

- All computers and systems in dispatch are functioning properly with no major issues since last meeting.
- All per-diem employees are doing well with their training. We've had issues with one employee, but Alec is trying to work with her and fellow employees to find a solution and get things back on track.

- Alec would like to commend Kaitlin on how well she is doing as a new trainer. She is taking the way she was trained from years back when she trained with Kelly and Tiffany and is using those methods to train one of our new per-diem employees. She's doing a phenomenal job.
- We were issued and have received a new Federal Employment Identification Number (FEIN) from the IRS, which is now separate from the County. The number has been given to the Treasurer's office and the bank. The transition went well.
- Alec received an email from the State of Illinois that our June surcharge payments will be delayed due to the statewide conversion of the statewide accounting management system that handles the Illinois Office of the Comptroller. The check we received in the amount of \$60,389.06 we believe represents funds for the period from June 2025 through March 2026.
- Back in June Alec was contacted by a private company that designs and manages software for 911 PSAPs across the US that helps with many different areas of 911 operations. So, he scheduled a meeting with one of their representatives to discuss and go over what they provided. The program, CommsCoach by GovWorx, uses AI. Alec was very impressed with how it all worked, even though he is not a big fan of AI. It offers quality assurance on protocols, generates reports on each dispatcher within a matter of minutes, as well as a full overview of the entire center. Our current method via Priority Dispatch takes about an hour for our in-house QA to generate a report. Reports can be made on all calls, not just random and/or pre-selected calls. There are training sessions for new and seasoned telecommunicators. There are pre-made tests as well as the ability to customize difference scenarios with actual real-life options as it is happening. Alec really feels this would be a great tool for new as well as the seasoned employees. He feels there could be a money saving aspect compared to what we pay to Priority Dispatch, but he will make some comparisons to be sure. The bid for an annual subscription given to Alec was for \$10,000.00. This bid is only good until July 31, 2026. Alec could set up a meeting for whomever would like to see a demonstration. Several members asked if the \$10,000 was the total cost or were there additional fees involved. Several members want Alec to check and make sure what exactly the \$10,000 fee affords. Are there any hidden fees associated with installation, integration, or training? Will there be a contract and if so, what does it involve? Be sure to review all fine print to see if there are any increased costs from year to year or additional costs that may be necessary along the way.
- The Budget for 2026 – 2027 will be discussed under New Business.

A motion to approve the Director's Report was made by Kevin Klaas and seconded by Dave Womack.

Motion passed.

Committee Reports:

Finance Report

None.

Personnel Report

None.

Old Business

None.

New Business

Discussion & Possible Action Re: Approval of Executive Director's Employment Contract to Include Salary, Terms, and Benefits

Executive Director, Alec's contract does not include any longevity, contract term lengths or increase in pay after his first year of service. He originally was given three (3) personal days, one (1) sick day per month and will receive one (1) week of vacation after completion of his first year of employment. Alec also stated that after January 8, 2027, he will no longer be on his parents' insurance plan, and he will need to enroll in the County's insurance plan. Currently, Alec receives a stipend for not taking the insurance.

(Mark Wagner joins the meeting during the discussion of the Executive Director's Employment Contract to include Salary, Terms and Benefits at 7:48 p.m.)

Discussions as to what other employees receive regarding vacation, personal days, sick time, longevity, and yearly raises per union contracts. Generally, after two (2) years of employment, the employee would receive an additional three (3) personal days, two (2) weeks of vacation, and one (1) sick day per month. For longevity a percentage is given on the employee's base pay with a cap of 10% on 20 years of service. Additionally, it was discussed as to what his raise should be after his first year of employment. A 5% increase was suggested as a fair increase in comparison to what other 911 directors get paid in the State of Illinois.

$[\$62,676.00 \times 5\% \text{ (raise)} = \$3,133.80 \quad \$62,676.00 + \$3,133.80 = \$65,809.80 \text{ (new wages for 2026/2027)}$
 $\$65,809.80 \times .5\% \text{ (longevity)} = \$329.05 \quad \$65,809.80 + \$329.05 = \$66,138.85 \text{ (gross pay for 2026 to 2027)}$

A motion to offer/extend the Executive Director's contract for one year beginning 9/11/2026 to 9/10/2027 with a 5% increase being added to his base pay, which is currently \$62,676, a longevity amount of .5% for his first year of employment, three (3) personal days, one sick day per month and will receive two (2) weeks' vacation after completion of the second year of employment was made by Kevin Klaas and seconded by Dave Womack. Roll call votes were as follows: Mark Wagner – "yes," Heidi Carter – "yes," Kevin Klaas – "yes," Kevin Hamilton – "yes," Joe Travers – "yes," Dave Womack – "yes," and Jeff Jorden – "yes." Number of "nays – none." Motion passed.

Discussion & Possible Action Re: Administrative Assistant Contract that Expires on November 30, 2026

A motion to table the matter until next meeting was made by Mark Wagner and seconded by Dave Womack.

Motion passed.

Discussion & Possible Action Re: Purchase of CommsCoach by GovWorx – QA, Training, and Simulations Software

Alec advised the board of a new product he has been approached with as discussed in his Director's Report hereinabove. He is very interested in this product and the many things it can provide. Several members wanted Alec to be sure and read the fine print to make sure there were no hidden consultation fees, additional costs from year to year, a hidden contract attached, implementation costs, integration costs or issues

with any of our existing equipment, term lengths/conditions or issues that would create problems should we decide to terminate services at any given time. A motion to seek further information on terms of integration and all costs associated with the product to bring back to the board at the September meeting was made by Kevin Hamilton and seconded by Mark Wagner.

Motion passed.

Discussion & Possible Action Re: Budget for FY 2026 – 2027

Alec presented a proposed Budget for 2026 – 2027. He explained that he increased the training line to include monies to possibly purchase the GovWorx product as previously discussed and additional monies for training the new per-diem employees. He pointed out the increases in salaries and insurance costs. After a discussion with the Treasurer, we are going to remove line item #301 since all monies received are being placed onto line item #304. This is to avoid any confusion in the future. Kevin Hamilton noted the budget for 2026 – 2027, by his calculations, only increased by 2% from the 2025 – 2026 budget, which is very good in his opinion. After some discussions, a motion to accept the proposed Budget for the FY 2026 – 2027 as presented was made by Kevin Klaas and seconded by Joe Travers. Roll call votes were as follows: Jeff Jorden – “yes,” Kevin Klaas – “yes,” Dave Womack – “yes,” Joe Travers – “yes,” Kevin Hamilton – “yes,” Mark Wagner – “yes,” and Heidi Carter – “yes.” Number of “nays – none.”

Motion passed.

Discussion & Possible Action Re: Bi-Annual Review of Executive Session Minutes

Alec prepared a letter reflecting on the board’s past decisions on how to handle any and all executive session minutes. Alec wants to keep all minutes closed until such time as a FOIA request has been received and a determination with the advice of legal counsel has been made as to whether or not the minutes should be released or remain closed. A motion to keep all minutes closed was made by Mark Wagner and seconded by Heidi Carter.

Motion passed.

Miscellaneous

None

Next Regular Meeting is **Wednesday, September 16, 2026.**

A motion to adjourn the Regular Business Meeting was made by Mark Wagner and seconded by Dave Womack.

Motion passed.

Meeting adjourned at 8:12 p.m.