



EXECUTIVE & PERSONNEL COMMITTEE

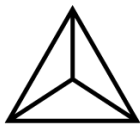
April 12, 2018

8:30 a.m.

TCRPC Small Conference Room

AGENDA

- I. **CALL TO ORDER/INTRODUCTIONS**
- II. **APPROVAL OF AGENDA** – *(action)*
- III. **APPROVAL OF MINUTES** of the March 15, 2018 meeting – *(action)*
- IV. **PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. **WORKING GROUP REPORTS**
 - A. Bylaws, Operating Procedures & Personnel Policy Review – *(action)*
 - B. Administrative & Executive Staff Functions – *(action)*
 - C. Programmatic – *(information)*
- VI. **TCRPC STANDING COMMITTEE REPORTS**
 - A. Finance Committee – *(information)*
 - B. Program & Grant Review – *(information)*
 - C. Transportation Review – *(information)*
- VII. **ADMINISTRATIVE FUNCTIONS** – *(discussion)*
- VIII. **APPROVAL OF APRIL 25, 2018 COMMISSION AGENDA** – *(action)*
- IX. **PUBLIC COMMENT**
- X. **OTHER BUSINESS**
- XI. **ADJOURN**



EXECUTIVE & PERSONNEL COMMITTEE PROPOSED MEETING MINUTES

March 15, 2018 (Thursday) at 8:30 a.m.
Tri-County Regional Planning Commission

- I. **Call to Order**
Ch/Draheim called the meeting to order at 8:31 a.m.
- II. **Approval of Agenda**
It was **MOVED** by C/Swope, **SUPPORTED** by C/Eakin, to approve the Agenda. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**
It was **MOVED** by C/Eakin, **SUPPORTED** by C/Watkins, to approve the meeting minutes from February 16, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**
There was no public comment.
- V. **Wellhead Protection Viewer Upgrade Contract**
Environmental Sustainability Planner Jeremy Orr distributed an updated Memo. Mr. Orr advised the Committee that the Wellhead Protection Viewer (WPV) is a map-centric GIS database that is used by the Groundwater Management Board (GMB) and its regional planning partners. The WPV displays essential groundwater information to assist area planners in making development decisions that may affect the region's drinking water supply.

Mr. Orr explained that the WPV's current software is only available offline and the software is outdated. GMB, in cooperation with its partner, East Lansing-Meridian Water & Sewer Authority, applied for and received a \$10,000 Wellhead Protection Grant from the Michigan Department of Environmental Quality. The funding is to seek a firm to complete the WPV in accordance with the needs of the GMB.

The GMB submitted Requests for Proposals (RFP) and received several proposals. Upon meeting March 9, 2018, and through subsequent discussions, the GMB's Wellhead Protection Viewer Upgrade team selected North Arrow Technologies, Inc. as the preferred consultant to complete the software upgrade.

Mr. Orr stated that the WPV will be available to the public, and planners will be trained in its use.

It was **MOTIONED** by C/Draheim, **SUPPORTED** by C/Watkins, that the Committee recommend to the Board of Commissioners the selection of North Arrow Technologies, Inc for Wellhead Protection Viewer upgrades to a modern, cloud-based system. **MOTION CARRIED UNANIMOUSLY.**

VI. Working Group Reports

A. Bylaws, Operating Procedures and Personnel Policy Review

C/Eakin and C/Watkins advised the Committee that the Bylaws Working Group had met on Tuesday, March 13, 2018, and it was recommended that there would be the following change only made to the Bylaws: Article II, Section 2 C. would be changed from “shall” to “may.”

It was MOVED by C/Eakin, SUPPORTED by C/Swope, to accept the recommendation of the Bylaws, Operating Procedures and Personnel Policy Review Working Group to change Article II, Section 2 C. from “shall” to “may”. MOTION CARRIED UNANIMOUSLY.

B. Executive and Administrative Staff Functions

Ch/Draheim informed the Committee that the Executive and Administrative Staff Functions Working Group had met on Monday, March 12, 2018. A Selection Committee was discussed regarding the search for the new Executive Director. It was determined that there would be 9 members of the Selection Committee, subject to the approval of the Board of Commissioners. Once the Selection Committee was approved, letters would be sent inviting them to participate. Greg Hoffman and Linda Thomas-Boyd will draft the letters.

It was agreed that the name of the Working Group would be changed to Administrative and Executive Staff Functions.

C. Programmatic

Interim Director Snell informed the Committee that staff has been working on the Programmatic Working Group content and there is a Working Group meeting scheduled for March 29, 2018. C/Watkins stated he would like to get the Group going at full steam in April. Interim Director Snell advised that TCRPC is reestablishing itself as a valued partner in the region. Interim Director Snell also stated that there will be a more detailed report next month, and that some of the Programmatic Working Group topics will be incorporated into the Bylaws.

VII. Administrative Functions

Interim Director Snell informed the Committee that several required annual reviews were to be conducted in the coming weeks. He requested guidance on the authority that had been given him by the Commission in October. The Committee reaffirmed the Interim Executive Director’s authority related to staff functions noting he has full authority on these matters as the appointed Interim Executive Director.

VIII. TCRPC Standing Committee Reports

A. Finance Report

C/Eakin informed the Committee that there would be 3 items going before the Board of Commissioners:

1. The February Financial Report
2. FY 2018 Budget Revision – To amend the budget for Regional Prosperity Initiative grants and to increase the Contractual Services line item by \$30,000 for the Executive Director search consultant contract.

3. Proposed 2019 Budget – C/Eakin discussed that this needs to be voted on by the full Commission so the dues may be set for the upcoming year. It was mentioned that dues will not be increased in 2019.

B. Transportation Review Committee

1. Interim Director Snell directed the Committee to the Draft Agenda for the Board of Commissioners meeting to be held on March 28, 2018. The Proposed Transportation Improvement Program (TIP) amendments listed must be voted on by the Commissioners.
2. Interim Director Snell described the 2045 Socio-Economic Data and advised it also must be approved by the full Commission at the next meeting.

IX. Approval of March 28, 2018 Commission Agenda

C/Watkins stated that he would like to see the full Commission take an up or down vote on the originally suggested bylaws option that provided 5 votes to Clinton County. He asked if the draft March 28th agenda should be amended to reflect this. After a brief discussion the consensus was that C/Watkins could seek to amend the agenda at the Commission meeting to call for a vote of the original Bylaws Working Group recommendation.

It was MOVED by C/Swope, SUPPORTED by C/Eakin to approve the March 28, 2018 Commission Agenda.

X. Opportunity for Public Comment

There was no public comment.

XI. Other Business

Interim Director Snell informed the Committee that an intern from South Korea will be starting at TCRPC in July. Interim Director Snell discussed the major achievements of the intern and advised that she is part of a program at MSU. Her name is Lim Ju-eun, and she will be assisting the different Program Planners. She has been here for almost a year learning the English language and acclimating to America. This is a full-time unpaid internship.

Interim Director Snell also displayed a perpetual plaque dedicated in honor of Shirley Rodgers for going over and above in her contributions to TCRPC. Her portrait and name will be going on the plaque. Going forward, the award will be bestowed to a commissioner who shows exemplary support to TCRPC.

Linda Thomas-Boyd will provide a list of the 9 suggested Selection Committee names. Ms. Thomas-Boyd will also provide a sample Selection Committee invite letter.

XII. Adjourn

It was MOVED by C/Eakin, SUPPORTED by Ch/Draheim, to adjourn the meeting at 9:09 a.m. MOTION CARRIED UNANIMOUSLY.

The next Executive & Personnel Committee meeting is scheduled for April 12, 2018 at 8:30 a.m. at the TCRPC office.

2018 Executive & Personnel Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/3	2/16	3/15	4/12	5/10	6/14	7/12	8/9	9/13	10/11	11/8	12/6
Chris Swope (Secretary)	City of Lansing	N/A	X	X									
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X									
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X									
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X									
	TOTAL (4)	/	4	4									

Others in attendance

1/3/2018: Meeting was attended by commissioners appointed on the committee in 2017 (C/Banas, C/ Watkins, C/ Eakin) and Judi Brown Clarke via telephone; TCRPC Staff Jim Snell and Linda Thomas-Boyd

2/16/2018: Christine Barnes, TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

3/15/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd