



## EXECUTIVE & PERSONNEL COMMITTEE PROPOSED SPECIAL MEETING MINUTES

May 23, 2018 (Wednesday) at 4:30 p.m.  
Tri-County Regional Planning Commission

### I. Call to Order

Ch/Draheim called the meeting to order at 4:36 p.m.

### II. Mid-Year Discussion Topics

- A. Executive Director Search – The Executive Committee discussed the progress being made toward hiring a new Executive Director for the agency. Outreach & Communications Coordinator Nicole Baumer updated the committee on some of the tasks that had been completed and the status of the work that was yet to be undertaken for the consultant. There was discussion surrounding the need for adequate communication moving forward between the working group(s), staff, consultant, and committee(s) regarding various ongoing efforts to improve the agency's appearance and efficiency of operations. There was consensus that Coordinator Baumer should be included in communications between all parties involved in the executive director search for issues related to the agency's image, and to confirm consistency between all the process improvement efforts. It was also decided that she be given the opportunity to review any materials related to the search process for quality and consistency purposes before being distributed.
- B. 2018-2019 Coming Events – Staff distributed a yearly calendar outlining the major undertakings the agency will be involved in through the end of 2019. Events such as a new speaker series, the outreach for the 2045 long-range transportation plan (Moving Mid-Michigan), the CEDS adoption later this fall, and other efforts were discussed. It was noted that many of these efforts are new to the TRCPC and staff would be working hard to make each of them a positive reflection on the agency. Members felt the format of the calendar was helpful and advised staff to provide updates to the calendar as appropriate throughout the year.
- C. Bylaws Review – The Executive Committee briefly discussed the results of the April Commission meeting related to the TCRPC Bylaws review. Interim Director Snell updated the Executive Committee on the status of the approved revisions and noted some discussions that staff has had with the agency's federal partners (FHWA & EDA). It was explained these discussions were a result of questions that were being raised because of the proposed actions in April. Interim Director Snell informed the committee of the potential ramifications that would result from any significant membership changes on the TCRPC Board of Commissioners. He added that staff was doing their due diligence to ensure that Commissioners had as much information as possible should there be a negative impact on the Board's membership. Interim Director Snell urged members to work together to resolve any issues that may still exist.

**III. Other Business**

The members present agreed that more special Executive Committee meetings should be held prior to the Board of Commissioners meeting to provide the opportunity for detailed discussions on issues facing the agency.

**IV. Adjourn**

The meeting was adjourned at 5:58 p.m.

***The next regularly scheduled meeting of the Executive and Personnel Committee is scheduled for June 14, 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	5/23	6/14	7/12	8/9	9/13	10/11	11/8
Chris Swope (Secretary)	City of Lansing	N/A	X	X	X	X	X						
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X	X	X	X						
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X	X	Y	X						
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X	X	-	X						
	TOTAL (4)	/	4	4	4	3	4						

**Y = Participated via telephone connection**

**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

4/12/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Jennifer Tadgerson

5/10/2018: TCRPC Staff: Jim Snell, Greg Hoffman

5/23/2018: TCRPC Staff: Nicole Baumer, Jim Snell