Members Present:
Barb Lisiecki, SSM
Bill Ferguson, Chippewa
Eric Becks, LSSU,
Jim Moore, Chippewa Co.
Don McLean, Chippewa Co.
Leisa Mansfield, SSM COC

Dean Reid, Mackinac
Michelle Walk, MSU Ext.
Jim Durm, Moran Twp.
Diane Patrick, Mack Co.

Jill Maki, Luce County
Billie Jo Hermanson, Luce
Bev Holmes, Newberry
Mike Herbst, Luce Co.

Guests:
Jesse Knoll, Chippewa Co.
Jim Hendricks, SSM EDC
Kristen Claus, SSM EDC

Staff:
Jeff Hagan
Ellen Benoit

Nathan Fazer

CALL TO ORDER
Meeting called to order at 12:05 p.m, by Chairwoman Hermanson.

AGENDA APPROVAL
Chairwoman Hermanson asked if anyone would like to make any changes to the agenda. Director Hagan had a small change to move up the Director’s Report with some action items as some of the Board Members had a second meeting to attend and would have to leave early.

MINUTES OF THE LAST MEETING
Chairwoman Hermanson asked if there was any discussion on the Minutes from the November 10, 2010 EUPRPDC Board meeting that was sent along in the packet. E. Becks asked that a change be made regarding the SmartZone Project. Breeder Building should be the term used where it was referred to as the Incubator Building. (Ground breaking on the new Breeder Building is expected to start May 14th of this year.) With that correction, E. Becks moved to support the minutes as presented. B. Holmes supported the motion. It passed unanimously.

FINANCIAL REPORT -
Sue Bowlby, presented the Board with the Auditor’s findings regarding last fiscal year. During the presentation, it was discovered that the prepared Financial Statements were never received by the Agency so the Board Members had not seen them. The Board will vote on approval of the audit report at the next meeting after they have had a chance to review it. Ms. Bowlby expanded on ways to tighten up policies on information technology and also the importance of oversight and separation of duties in regard to the finances.

E. Benoit presented the Board with the Financial Report for the 1st Quarter of the new Fiscal Year just ending December 31, 2010. Two reports were presented – one which breaks down each funding program to date and one which shows the financial position for the Fiscal Year beginning October 1. A new projected budget was also passed around with updates on expected funding this year. A motion to approve the Financial Report as presented by E. Benoit was made by J. Durm with a second from J. Maki. The motion to approve the financial report passed unanimously.
DIRECTOR'S REPORT

BY-LAWS AMENDMENT
Director Hagan explained to the Board Members that he had met with the Executive Committee on December 8th to review the remaining proposed amendments to the Commission's By-Laws. The Executive Committee unanimously approved the following changes for a vote by the Commission Board:

- Changed vacancies to four unexcused absences (from three)
- Page 4 – Financial Support
  The Executive Committee agreed to a formula that utilizes the most recent SEV as reported by the State of Michigan and the most recent U.S. Census Bureau population, because of the increases to some counties, the Committee agreed to a graduated increase approach so as not to burden the counties that would see an increase in 2011 with the entire increase in one fiscal year.
- Page 5 – Officers
  Terms of Officers changed from one year to two year terms, elected each odd numbered year unless the Board provides by resolution that the officers shall be elected annually.
- Chairmanship of the Regional Commission shall be a revolving elected position on a biennial basis. Chair will serve a two year term only, succeeded by the Vice-Chair.
- Meetings – All meetings will be advertised in accordance with the OMA
- Page 6 – Executive Committee
  Shall meet at the most, quarterly throughout the calendar year.
- Page 7 – Records
  All official commission and committee records shall be matters of public record in accordance with the FOIA.

Commissioner Becks made the motion to approve the changes to the By-Laws as recommended by the Executive Committee. Commissioner Holmes seconded the motion. It was approved, unanimously.

PERSONNEL POLICY
Director Hagan continued explaining that during the Executive Committee's December meeting they unanimously agreed to forward the following proposed changes to the Commission’s Personnel Policy to a vote of the entire Commission Board.

The personnel policy was essentially re-drafted in order to reorganize certain sections and provide a more comprehensive policy. Following is a summary of the changes:

New policy is organized into four distinct sections:

1. Purpose
   - no changes, taken directly from the current policy

2. Personnel Procedural Statements
   - Relocated the affirmative action statement to this section
   - Deleted hiring procedures – replaced with Recruitment
   - Changes Michigan Employment Security to EUP Michigan Works!
   - Addition of language authorizing the creation of positions and various other positions in the Executive Director’s office.
• Added in language under non-professional, addressing special circumstances of part-time and temporary employees.
• Added statement into policy regarding benefits for part-time or temporary personnel.
• Added statement regarding 8 hour working days to comply with MERS (resolution from MERS must be passed)
• Added in language regarding orientation for new employees under Probationary Period.
• Added in language on restriction of certain types of political activity as governed by the Hatch Act.
• Added in section on computer policies and practices
• Added in Key policy

3. Management Procedures
• Added statement under management procedures on responsibilities of Executive Director.
• Relocated office hours, dress and demeanor, authorized absences to this section.
• Additional language pertaining to leaves of absence
• Added furlough to the discharge and grievance procedure
• Relocated sexual harassment to this section.
• Added language regarding staff development, need and procedure.
• Added in language on personnel records, notice of separation

4. Compensation Procedures
• Added compensation procedures statement
• Added in language regarding availability of funding for the Commission to provide for fringe benefits
• Added in language regarding the availability of funding for the Commission to provide for hospitalization benefits.
• Changed maximum accrual of sick leave time from 60 days to 100, in order to align with the current long-term disability plan.
• Under maternity leave, changed 10 days to 10 “business days”.
• Under annual leave, changed the structure of vacation time accrual to:
  Zero to three years of service = 15 working days annually (5 hrs. per payday)
  Four to seven years of service = 18 working days annually 6 hrs. Per payday)
  Seven or greater years of service = 27 working days annually (9 hrs. per payday)

  Previous accrual was 4 hours per pay for any employee plus “bonus” days on anniversary; this clearly spells out a process for awarding longevity.
• Changed maximum vacation leave accrual to 25 days (was 20)
• Added in travel reimbursement policy
• Additional language added under military leave.
• Retirement plan details added under “retirement”
• Added amendments section.

Commissioner McLean made a motion to approve the changes to the Personnel Policy as recommended by the Executive Committee. Commissioner Durm made a second to the motion. The motion passed unanimously.
MISCELLANEOUS:
Director Hagan informed the Board Members the Commission would like to transition to a direct deposit method of disbursing the employee payroll checks. By moving to this more automated system, the payday will now fall on a Wednesday, as opposed to Monday. The fee for processing this automated deposit is approximately $5.00 per payroll, and can be done through the Commission’s existing accounting software program. After some discussion, it was decided to allow up to 5 business days following the end of the pay period for the payroll to be available to employees, giving the Agency and Banks time to process the transactions. With that change made Director Hagan offered the following resolution for consideration by the Commission.

Whereas, the Eastern U.P. Regional Planning & Development Commission authorizes the Executive Director to enter into an automated direct deposit program in order to process bi-weekly payrolls, to be executed by the Assistant Director;

Whereas, the Eastern U.P. Regional Planning & Development Commission has an obligation to meet its bi-weekly payroll responsibilities to employees and has set forth that the direct deposited funds will be available within five (5) business days;

Whereas, the Eastern U.P. Regional Planning & Development Commission authorizes the Executive Director to execute the necessary paperwork and agreements between the Commission and employees in order to process the direct deposits to each employees financial institution;

Further be it resolved, that in the absence of the Executive Director, authorized signatories on the Commission’s account are hereby approved to authorize processing of the direct deposits to employees aforementioned financial institution for the purposes of meeting the Commission’s payroll obligation to said employee.

I hereby certify that this resolution was passed by a unanimous vote at a meeting of the Eastern U.P. Regional Planning & Development Commission on January 26, 2011

Moved: B. Holmes to accept resolution with a change to the specific date on availability of funds, to read “has set forth that the direct deposited funds will be available within five (5) business days”

Supported: E. Becks

Roll Call Vote – Yeas: Hermanson, Holmes, Ferguson, Mansfield, Patrick, Reid, Walk, Durm, Lisiecki, Becks, Moore.

Nays: none

EDA EDD
Director Hagan continued his report announcing his Annual Call for Projects that was sent out to all units of government and edo’s in the Region. An on-line survey was also made available this year. Once project information is compiled, there will be a meeting of the REDAC, probably during late March or early April to rank and review the priority projects and take public input on the Annual Update.

In other economic news, Regional Planning, along with Huntington Bank and the Sault Area Chamber of Commerce will be hosting an economic forecast event during mid-April, this event will feature a keynote speaker from the NWMICOG, as well as local presenters and a presentation from Huntington Bank. It is the hope of the Chamber and the RPC that this becomes an annual/regional event. The TC Area Chamber does a similar event annually, featuring a full scale economic forecast report, based on EMSI data. This software analyst tool is VERY expensive, the group would like to just get a taste of this going and see what the response from the Region is, and possibly move to something more in-depth for future events as funding permits.
EPRP&DC staff has begun to update the 2nd Edition of the EUP Directory which was first published last year. This directory contains contact information for all units of government in the EUP, as well as various other organizations such as transportation, economic development, chambers of commerce, colleges and universities, and legislators, just to name a few! Please help us by responding to requests for updated information.

Director Hagan also informed the Board members that during 2011 EPRP&DC will be conducting the bi-annual Major Employers Report. The potential for using an on-line survey is there so if there is additional information that anyone would like gathered now would be the time to let the staff know so it can be incorporated into the survey.

Finally, Director Hagan reported that earlier this week that he heard that a proposal submitted by the MSU CCED to EDA for planning funds to study exporting in our region and the East Central Michigan region looks to be moving forward. The two regions involved would get a small amount of funding to assist MSU with logistics. We will also be doing some transportation analysis using our GIS, it is an 18-month project.

REGIONAL GROWTH STRATEGY DEVELOPMENT –
Continuing with the Director’s report J. Hagan informed the Board members that the Commission received a piece of information from USDA State Director, Jim Turner, regarding a grant opportunity entitled “Your Town”, from the Citizens’ Institute on Rural Design. This is a National Endowment for the Arts funded opportunity for non-profits, community organizations and local governments to tackle critical regional planning issues through design by bringing design professionals to your community for a multi-day workshop. It is conducted in partnership with SUNY Syracuse’s Department of Landscape Architecture and consultant Shelley Mastran, Professor at Virginia Polytechnic Institute and State University. Funding in the amount of $22,000 is available for a 2 ½ day community design workshop, the workshop must occur between 3/1 and 12/31/11. Project proposals can come from a singular “town” or a “region”, typically all the local participants’ expenses (food, lodging, and materials) are paid, except for transportation. They strongly encourage partnership with an academic or other institution, organization or agency with experience and commitment to rural design issues. Director Hagan felt LSSU would be a logical partner on this, and the RPC could be the applicant. Information was sent out to the Cities of St. Ignace and SSM, the Village of Newberry and Clark and Kinross Charter Townships. The application deadline is February 25, 2011.

SCENIC BYWAYS PROJECTS
Reporting on the 2007 Scenic Byway grant for marketing, promotion and scenic turnout improvements along M-123, Director Hagan announced that it was obligated from FHWA to MDOT. We are awaiting a Project Authorization from MDOT in order to begin the project. This is a grant in the amount of $74,597. Ideally it would be great to get started sooner than later so site amenities for both Eckerman and Hamilton Lake could be ordered during the winter for installation in the spring.

On the 2009 grant the Commission also ran into match issues with the Northern Initiatives local match, and we are working with MDOT, Northern Initiatives and FHWA to obtain approval of the in-kind match proposal that was submitted last fall. We are hopeful to have a project authorization in place during this fiscal year. This grant proposes to market and promote the Native American history found along M-123 through audio tours, interactive mapping and the construction of a traditional long house (learning lodge) at the Rivermouth Campground Unit.

The 2008 Shipwreck Society project looks to be moving forward as FHWA, GLSHS and SHPO agreed to amend the scope of work to remove any mention of the Museum Wings that had previously been proposed in the grant application. Right now we are awaiting final sign off on the budget amendment from SHPO in order to convene a meeting of the RFP Review Team, once the RFP is finalized it will be published and we will assist the GLSHS in moving through the Quality Based Vendor Selection process.
TRAINING
MSU Extension District will be holding two key trainings in the EUP this spring, the first is Roles and Responsibilities Part I and II, which will be held at LSSU in the Cisler Center on Saturday, March 5th, from 9am-3pm. Extension will also be hosting a Complete The Streets Workshop at LSSU on March 3, from 6-9:30pm. Copies of the March 5th brochure are available, but nothing yet for the complete the streets workshop. Director Hagan strongly encouraged board members to forward this out to their constituents that are involved in planning at the township, city, village or county level.

DEQ CZM GRANT
Director Hagan reported that correspondence received from the DEQ indicates that a CZM application the agency submitted last year was sent to NOAA at the Federal level with a recommendation for funding. This project would compile an inventory of recreational assets, amenities and attractions along Lake Huron and the St. Mary’s river system, the grant portion of the proposal is $23,000 with a required match of $23,000 and covers an 18-month period.

LEGISLATION OF NOTE:
Director Hagan updated the Board members on recently proposed legislation to drastically amend the Regional Planning Act of 1945 and the implications to the Commission if the current draft were to be adopted. The Michigan Association of Regions has strongly engaged with the Michigan Association of Planning Law Committee to guide in the development of ANY changes to the legislation. The Director feels the current legislation suits our rural Regional Planning Commission fine at this time, but will monitor this situation and bring forward any proposed future legislation for review by the entire Board.

Commissioner Moore moved to accept the Director’s Report as presented with a second from Commissioner Ferguson. The motion passed unanimously.

NEW BUSINESS
Chairwoman Hermanson asked if there was any new business. Director Hagan expressed that it was time for the election of Officers. As approved previously, the Vice Chair position automatically moves into the Chairmanship.

Chairwoman Hermanson asked if there were any nominations for the Vice Chair position. Commissioner Patrick nominated Commissioner Hill for the Vice Chairman. Seconded by Commissioner Durm, the motion passed unanimously.

Chairwoman Hermanson asked if there were any nominations for the Treasurer position. Commissioner Moore moved to nominate Commissioner McLean for this position. Commissioner Reid supported the motion and it was passed unanimously.

Chairwoman Hermanson asked if there were any nominations for the Secretary position. Commissioner Ferguson moved that Commissioner Reid continue as Secretary. Commissioner Holmes seconded the motion and it passed with everyone in favor.

The Board discussed future meeting times for the 2011 calendar year, it was agreed that all future meeting would take place at noon at the Maple Ridge Restaurant at Eckerman Corners unless otherwise posted in accordance with the OMA.

UPCOMING EVENTS:
MEDA Capitol Day, February 24,
Complete the Streets, March 3, LSSU 6-9:30pm
Roles and Responsibilities, Marc 5, LSSU, 9am-3pm
TSHR Committee Meeting, March 16, 2011, 10am – Paradise
Executive Committee meeting, March 9th – CONFERENCE CALL (unless we need to meet face-to-face)

EUP RP&DC Commission Meeting
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1/26/11