

REGIONAL PLANNING & DEVELOPMENT COMMISSION
Executive Committee Meeting
Wednesday, March 2, 2016 – 10:00 a.m.
Sault Service Center – 1118 E. Easterday Avenue; Sault Ste. Marie, MI 49783

Minutes

Call to Order

The EUP Regional Planning Development Commission Executive Committee meeting was called to order at 10:00 a.m.

Attendance

Don McLean

Dean Reid (Video)

Colleen Duflo (Phone)

Approval of Agenda

D. McLean moved to approve the agenda as presented with support by D. Reid.

Public Comment

There was no public comment addressed at this meeting.

Financial Report

Upon review, it was noted that there are currently no concerns. The RPI 2016 funds have been received. D. Reid moved to approve the financial reports as submitted. D. McLean supported.

Regional Prosperity Grant Update

- a. **2015 Grant Progress:** Video conferencing set up is complete at the St. Ignace and SSM Smart Zone locations. The budget is being reviewed to determine if funds are available to assist the Snowmobile Museum in Naubinway in obtaining equipment to become a video conference site. It was noted that another agency may have to partner with Regional Planning to provide continued support and maintenance at this site. There is no cost for site-to-site video meetings but any meeting that requires a Bridge through NMU or Upward has a cost ranging \$35-\$180 a meeting. A process for a centralized scheduling system for all sites is currently being reviewed.

The township recreation plans for 2015 are in the final stages of completion. Additional township recreation plans will be continued into 2016.

ZoomProspector was described. This site can be used as a marketing tool for economic development in the area.

Target Market Analysis is ongoing in Sault Ste. Marie, Newberry, St. Ignace, Hessel/Cedarville, and Mackinac Island.

- b. **2016 Grant Award:** An updated 2016 budget totaling \$185,000 and project initiatives were reviewed. One of the activities, Community Development Mini-Grants, was described. These mini-grants applications are available to local units of government, nonprofit, and economic development groups. A committee to review and score the applications is currently being considered. It is anticipated that grant applications will be available in April.

New Business:

- a. **HB5232/SB720 – Historic Districts:** Director Hagan described a Bill that is currently in committee at the House and Senate that could make historic districts obsolete. Approval of these bills could affect tourism and economic development in many areas.
- b. **Personnel Policy:** Proposed amendments to the personnel policy were reviewed:
- Probationary Period—During the employee’s 3-month probation, the Executive Director will perform a *written* evaluation of the employee’s job performance at least *once*. D. McLean moved to approve this amendment. C. Duflo supported.
 - Annual Leave—At no time can an employee accrue more than 25 days of unused vacation *as of September 30 annually*. D. McLean moved to approve this amendment. C. Duflo supported.
 - Annual Leave—*The use of unearned leave time may be allowed on a limited, case-by-case basis*. This will be considered by the Executive Director if an employee needs leave time before time is officially received. D. Reid moved to approve this amendment. D. McLean supported.
 - Payout of Vacation Leave—*An employee with a minimum balance of 15 days of vacation leave may request a payout of leave time over and above the 15 day minimum balance*. For example, if an employee has 20 days of earned vacation leave, that employee can request a payout of 5 days in lieu of utilizing the days. C. Duflo moved to approve this amendment. D. McLean supported. Upon further discussion, it was determined that a disclaimer be added indicating that the Director would review any requests for payouts of vacation leave to avoid any type of abuse. C. Duflo moved to amend her motion to include this disclaimer. D. McLean supported.
 - Payout of Vacation Leave Upon Termination—*Upon termination of employment, the employee may be paid for the accumulated leave at the employee’s existing salary level in the final paycheck. This determination will be made by the Executive Director on a case-by-case basis*. C. Duflo moved to approve this amendment. D. McLean supported.
- c. **CZM 2017 Amended Resolution:** D. McLean moved to approve the CZM 2017 Amended Resolution to authorize the application to the Michigan DEQ Coastal Zone Management Program. C. Duflo supported. Upon a roll call vote, the motion passed unanimously.

- d. Committee Structure – REDAC/Workforce Development Board:** A possible option to integrate the REDAC and Workforce Development Board is currently being considered. It has been noted that many of the same members are on both Boards with many of the same priorities. Staff is currently reviewing the rosters to compare with WIOA board composition requirements. Further review will be discussed with the EUP Workforce Development Board and the EUP Employment & Training Consortium Administrative Board.
- e. Regional Economic Development Discussion:** The current Technical Assistance Program provided to the Chippewa County EDC may be expanded to other EDCs in the area. This program is a method to provide resources and consolidate marketing to EDCs. The possibility of scheduling a meeting among area EDC directors to determine top needs was discussed.

Mackinac County has a meeting scheduled with the Northern Lakes Economic Alliance (NLEA).

There may be a possible change to the Community Development Council (CDC).

f. Committee Member Updates

- Kanava International is hosting a meeting focusing on Hosting International Visitors at the Bayliss Public Library on March 8 at 4:00 p.m. This meeting could be beneficial due to the increase in international travelers to this region.
- Idea to present to MDOT of recycling glass for road surfaces was discussed.
- A broadband pilot project among Naubinway, Engadine, Trout Lake and Brevort was described.
- The Corps of Engineers has raised the high water mark in many areas which now requires many property owners to obtain flood insurance. A suggestion was made to have a representative of the Corps attend a Regional Planning Board meeting to address this issue.

Old Business

Michigan Works! UPWARD Talent Council update – MERS/Staffing: There are no updates at this time. A meeting with MERS, EUP Administrative Board, and the Chippewa County Controller is being planned to be held in April to discuss possible options.

Next Meeting Dates:

- Governing Board Meeting, April 27, 2016; 9:00 a.m.; Location TBD
- Executive Committee: June 8, 2016 – VIDEO (Date Change)

Adjourn: The meeting adjourned at 11:50 a.m. following a motion by D. McLean and support by D. Reid.