

**Eastern U.P. Regional Planning & Development Commission
Executive Committee Meeting**

**Wednesday, September 11, 2019 – 11:30 a.m.
Smart Zone; 2345 Meridian Street; Sault Ste. Marie, Michigan**

Attendance

Bill Henry Dean Reid Joe Dobrowolski

Staff:

Jeff Hagan Kim Wilcox

Guest:

Jeremy Peacock-Garceau Pam Chipman-Andersen

CALL TO ORDER

The meeting was called to order at 11:30 a.m. by Chair B. Henry.

APPROVAL OF AGENDA

The agenda was approved as submitted following a motion by J. Dobrowolski with support by D. Reid.

PUBLIC COMMENT

There was no public comment addressed at this meeting.

AUDIT PROPOSAL—ANDERSON TACKMAN

Following up the previous Committee discussion on potentially running an RFP for auditing services, CEO Hagan contacted the auditors, Anderson, Tackman & Company, to review the reason for the increase and also to inquire about a 3-year proposal for upcoming audits. It was mentioned that one of the main reasons for the increase in the audit cost last year as the additional work that Anderson, Tackman & Company completed onsite during the scheduled audit. The auditors submitted a three-year proposal with the requirement that staff complete the requested prep work as identified in the itemized list provided with the agreement. The expectation is that these items will be completed prior to the audit and be available during the audit if any additional information is needed. The proposed fee for the 2019 audit totals

\$8,500. D. Reid moved to accept the proposal from Anderson, Tackman for the 2019 audit with the understanding that EUPRPDC staff will provide the information requested to offset additional fees. J. Dobrowolski supported. Motion passed.

HEALTH INSURANCE CONSIDERATION—JEREMY PEACOCK-GARCEAU

As the employee health insurance plan will be due for renewal soon, CEO J. Hagan began researching potential options for insurance plans. The service of the current agency which brokers the BC/BS plan has been disappointing in the last few years. It was noted that last year a proposal for renewal had to be manually retrieved with no discussion of suggested options. With a recommendation from Sue Bowlby (Auditor with Anderson, Tackman), J. Hagan contacted Jeremy Peacock-Garceau of the Garceau Insurance Agency. Jeremy explained that the agency is a broker of health insurance plans as well as a claim advocate that specializes in benefits. This type of service can be beneficial to both the employer and employee. He indicated that his agency could provide options of possible insurance plans for consideration prior to the next renewal. A letter of record to change the broker of health insurance to the Garceau Insurance Agency would be necessary. Upon further discussion, J. Dobrowolski moved for the approval of the letter of record indicating the change of the health insurance agent of record to Jeremy Peacock-Garceau. D. Reid supported. Motion passed.

JOINT EMPLOYMENT AGREEMENT—GIS SHARED POSITION

A joint employment agreement for a shared GIS position between Regional Planning and Mackinac County was reviewed. Mackinac County would be the employer of record. The employee will be housed at the Mackinac County Equalization Office roughly three days a week and at Regional Planning roughly two days. Regional Planning would quarterly reimburse Mackinac County 25% of the employee's wages including fringe benefits. Pam Chipman-Andersen, Director of Mackinac County Equalization, described the impact it would have for both agencies. In order to proceed with the hiring process, approval is needed by the Executive Committee and the Mackinac County Board. D. Reid moved to approve the joint employment agreement for a shared GIS position with Mackinac County. J. Dobrowolski supported. Motion passed.

OLD BUSINESS – PROGRAM REPORTS

It was noted that staff is working on year-end closeouts for the MCACA, MDOT, and Community Energy Grants.

NEW BUSINESS--Financial Report

A brief update of the financial report was reviewed.

MERS Staff Exemption

During a routine MERS payroll audit, it was discovered that one employee had elected to not participate in the MERS retirement plan upon full time employment. As Regional Planning was not aware that this option was not allowable, MERS indicated that in order to rectify this issue without significant financial impact to the Commission or employee, the job title would hereby be exempt from participation, now and at any time moving forward. It was noted that any employee hired with that job title would not be eligible for the MERS retirement plan. In order to exempt a job title, the employee and CEO signed a memo specifically exempting the job title (Economic Development Specialist) of the MERS Plan. The MERS plan agreement (Amended) will be submitted to MERS upon Board approval after the October 23, 2019 meeting.

MERS Authorized Signatory Resolution

Committee members reviewed a MERS Authorized Signatory Resolution which authorizes the EUPRPDC CEO to sign MERS documentation and service credit purchase approvals. D. Reid moved to approve the resolution as submitted. J. Dobrowolski supported. Motion passed upon a roll call vote.

FY 2020 Budget

CEO J. Hagan provided a brief overview of the FY 2020 budget. It was noted that some programs did receive an increase in funding—Transportation and Asset Management. The main concern at this time is the future of the RPI program as this is unknown at this time until the State has finalized its budget.

Manufacturing Excellence Summit—October 2

Members were urged to contact the Regional Planning office if they were interested in attending the Manufacturing Excellence Summit on October 2.

Member Updates

D. Reid mentioned that the Sault Tribe of Chippewa Indians is considering passing a resolution to disallow any 2% funding to any agency associated with Enbridge or Graymont. It has been tabled at this time but could be considered in the future.

J. Dobrowolski noted that Superior Fabrication will be hosting an open house to celebrate their 40-year anniversary.

B. Henry provided an update of the adult education program.

Adjournment

The meeting adjourned at 12:50 p.m. following a motion by D. Reid and support by J. Dobrowolski.