

**EUP REGIONAL PLANNING & DEVELOPMENT COMMISSION
Executive Committee Meeting
Wednesday, June 21, 2017 – 10:00 a.m.
SmartZone; 2345 Meridian Street; Sault Ste. Marie, MI 49783**

Minutes

Call to Order

The EUP Regional Planning Development Commission Executive Committee meeting was called to order at 10:15 a.m.

Attendance

Colleen Duflo
Richard Timmer

Jeff Holt

Don McLean

Dean Reid

Guest

Sue Bowlby—Anderson, Tackman & Company, PLC

Staff

Jeff Hagan

Kim Wilcox

Approval of Agenda

The agenda was approved as presented following a motion by R. Timmer and support by D. McLean.

Public Comment

There was no public comment addressed at this meeting.

2016 Audit Presentation – Sue Bowlby, Anderson, Tackman

Sue Bowlby from Anderson, Tackman & Company provided highlights and a graphical presentation of the EUP Regional Planning & Development Commission's audit and financial statements for the fiscal year ending September 30, 2016. Overall, the audit report indicates that the financial statements and reports are in compliance with the government auditing standards. The audit has been submitted and accepted by the State. Upon reviewing the graph of assets, it was highlighted that the status of the pension plan is currently overfunded. Ms. Bowlby noted that the past issue of segregation of duties has been resolved yet there is still an issue of inadequate design

of preparation of financial statements due to the number of staff members. The auditors also recommended that a policy should be created to address electronic banking controls. R. Timmer moved to approve the audit report for fiscal year ending September 30, 2016. J. Holt supported. The audit report was then approved unanimously.

Approval of Meeting Minutes – May 30, 2017

R. Timmer moved to approve the May 30, 2017, Executive Committee Special Meeting and Regular Meeting Minutes as presented. D. McLean supported. Motion passed.

Old Business – Personnel Discussions

CEO J. Hagan provided an update on personnel matter. He indicated that there has not been a lot of communication since the grievance hearing but it does appear that staffer is working on required projects.

As a follow up of the special meeting, a statement documenting the issues raised at the Special Meeting, along with the staff member's responses, needs to be drafted. This statement should also indicate that staff member acknowledges that they do not have a grievance against the CEO or the Executive Committee. It was agreed that this statement is to be signed by both the Executive Committee Chair and the staff member. The signed statement will then be placed in EUPRPDC records.

Due to the issues raised at the special meeting and other instances of unprofessionalism by the staff member, Committee Members discussed varying options for moving forward in a way that is harmonious for the staffer and the Commission.

It was also determined that the financial aspect of this position could be outsourced to eliminate possible abuse of staffs' confidential information. The RFP would indicate that this process will begin October 1, 2017 and would require staff to assist in this transfer of duties if necessary.

Following discussing different options, R. Timmer moved to investigate the potential of outsourcing the financial aspect, not to exceed \$50,000, for EUP Regional Planning and to review severance options. C. Duflo seconded. Motion passed.

Furthermore, Committee Member recommended that a blanket statement be sent to all staff noting that professional behavior is required in the office and whenever they are representing Regional Planning.

New Business

R. Timmer indicated that responses to group emails need to be directed to the CEO and not the entire committee as it could be interpreted as an official meeting.

Adjourn

The meeting adjourned at 12:05 p.m.