

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

**Wednesday, December 11, 2019 – 11:30 a.m.
Regional Planning Office; 1118 E. Easterday Avenue; Sault Ste. Marie, Michigan**

Attendance

Dean Reid Joe Dobrowolski Jeff Holt Richard Timmer

Guest

Jeremy Peacock-Garceau (Conference Call)

Staff:

Jeff Hagan Kim Wilcox

CALL TO ORDER

The meeting was called to order at 11:33 a.m. by Vice Chair J. Dobrowolski.

APPROVAL OF AGENDA

The agenda was revised to include the IT Services Contract with the EUP Intermediate School District under New Business (Item 5g). An adjustment to the line items of the agenda was presented to allow for the Health Insurance Renewal (Item 5a) to follow Public Comment (Item 3). J. Holt moved to approve the revised agenda with support by D. Reid.

PUBLIC COMMENT

There was no public comment addressed at this meeting.

HEALTH INSURANCE RENEWAL

CEO Hagan indicated that the renewal of the current Blue Cross/Blue Shield Simply Blue PPO Platinum plan noted an 11.2% increase. As a result of this increase, Jeremy Peacock-Garceau of the Garceau Insurance Agency provided options which could offset the costs. Of the four plans reviewed, the Executive Committee focused on two plans—Simply Blue PPO Gold and the Blue

Care Network (HMO) plans. Both plans would have a \$500 deductible (current plan is \$250). The Simply Blue PPO Gold plan mainly has the same features as the current plan other than the deductible increase. The Blue Care Network plan is an HMO which would require the medical services and providers be in Michigan except for emergency situations. The overall cost for either plan would reflect a decrease in premiums. Upon further review of the two plans, D. Timmer moved to change the staff health insurance plan to the BC/BS Simply Blue PPO Gold with the \$500 deductible with the possibility of transitioning to Blue Care Network plan in 2021, which would allow staff to determine if their providers are covered under the BCN. J. Holt supported. Motion passed.

PROGRAM & FINANCIAL UPDATE

A brief program and financial update followed. It was noted that there is still a budget for RPI to complete ongoing projects. The loss of RPI funding is a concern and staff are encouraged to seek other possible revenues to offset this loss.

CEO Hagan indicated that approximately \$20,000 will be added to the EDA-Sault Tribe budget to administer the Tribe's EDA grant.

Committee Member R. Timmer asked if traffic counting could be used to generate additional revenue. Services could be offered to assist Road Commissions with Asset Management and also provide services for economic development.

SALARY/COMPENSATION REVIEW

GIS Coordinator approached CEO Hagan about a possible increase in salary. Current salary is in the mid-range noted on the job description. The last increase in wages was in 2016. It was noted that the Coordinator began working full-time for EUPRPDC in 2012 and has been an asset to the agency with the county GIS program. Unfortunately, with the loss of RPI, the budget cannot withstand an increase right now. Without this funding, it could result in a loss of a staff position. It was noted that the current job description should be updated to reflect the duties more accurately and needs to include that staff should be continuously researching possible additional revenue opportunities. After further discussion regarding budget constraints and salary increases, R. Timmer moved that no staff salary increases be considered at this time and indicated that a more accurate job description for the GIS Coordinator be updated which would include that staff would need to identify additional revenue sources for the GIS Department. D. Reid supported. Motion passed.

STAMPS.COM

Upward Talent Council recently notified EUP that the Neopost Postage Machine located in the Sault Ste. Marie Service Center will soon be obsolete and will not be replaced. As Regional Planning uses this machine, staff began researching various options to meet mailing needs.

- Leasing a machine from Neopost or Pitney Bowes--\$30/month plus postage and supplies. Contract is required.
- Stamps.com service--\$17.99/per month plus postage. Labels can be printed on printer. No cancellation fee for service.
- Purchase stamps for general mail and bring larger mailings directly to post office for postage.

After reviewing the options, it was decided that purchasing the stamps would be the most economical option as the Agency's mailings have decreased significantly in the last few years.

BOARD MEMBER REPRESENTATIVES APPOINTMENTS

A list of Commission Board Members with terms ending January 2020 was reviewed. These members include: Joe Dobrowolski (Private Sector-Chippewa County), Kelly Freeman (City of Sault Ste. Marie), Jim Moore (Township—Chippewa County), Dr. Kim Muller (LSSU), and Allison Watkins (Village of Newberry). It was noted that the members have been contacted to determine interest in reappointment.

2020 MEETING DATES—BOARD & EXECUTIVE COMMITTEE

- **Governing Board Meeting**
 - January 29, 2020
 - April 22, 2020
 - July 22, 2020
 - October 28, 2020

Governing Board members will be sent a survey to determine the time of the meetings—either Breakfast or Lunch.

- **Executive Committee**
 - March 13, 2020 – 11:30 a.m.
 - June 12, 2020 – 11:30 a.m.
 - September 11, 2020 – 11:30 a.m.
 - December 9, 2020 – 10:00 a.m.

AUDIT UPDATE

It was noted that Anderson, Tackman recently completed the annual audit. There does not appear to be any findings with minor recommendations. The audit presentation will be scheduled for either the January Governing Board meeting or the Executive Committee meeting in March.

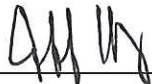
IT CONTRACT

The committee reviewed the IT Services Agreement with the EUP Intermediate School District. This agreement details the IT services provided to Regional Planning by the EUPISD. The contract totals \$6,055 (invoiced quarterly). CEO Hagan will request that the contract have an end date of June 30, 2021. It was noted that that EUPISD has been previously providing this service and it has been very satisfactory and professional. Following a brief review, D. Reid moved to approve the IT Services Contract with the EUPISD. R. Timmer supported. Motion passed.

Adjournment

The meeting adjourned at 1:20 p.m. following a motion by R. Timmer and support by J. Holt.

Respectfully Submitted:



Jeff Hagan, CEO