

EUP REGIONAL PLANNING & DEVELOPMENT COMMISSION
Executive Committee Meeting
Wednesday, December 6, 2017
1118 E. Easterday Avenue; Sault Ste. Marie, Michigan

Minutes

Call to Order

The EUP Regional Planning Development Commission Executive Committee meeting was called to order at 11:48 a.m.

Attendance

Jeff Holt Don McLean Dean Reid Richard Timmer

Staff

Jeff Hagan Kim Wilcox

Approval of Agenda

J. Holt moved to approve the agenda as presented. R. Timmer supported. Motion passed.

Public Comment

There was no public comment addressed at this meeting.

Approval of Meeting Minutes

R. Timmer moved to approve the minutes of the Executive Committee Meeting and the Executive Committee Closed Meeting on July 26, 2017 as presented. D. McLean supported. Motion passed.

Old Business

- *Insurance Policy Renewals—Workers Compensation, Property & Liability, Commercial Umbrella Policy, Electronic Data Processing, Crime & Fidelity and Employment Practices*~CEO Hagan indicated that there is a slight increase (approximately 4%) with this renewal. The possibility of the need to increase the Employment Practices liability was discussed. The CEO was then directed to renew the current policy with no changes as the amount of coverage appears to be reasonable.

- *Program Updates*~Upon a brief review of the financial statements, it was noted that during the beginning of the fiscal year, funds from savings had to be utilized until certain planning funds were released. It was also mentioned that small projects were performed to offset costs.

CEO Hagan indicated that many communities are not retaining services to complete the entire Master Plans. There appears to be a pattern in which communities are retaining agency services for specific portions of the plan for a lower cost. Although this could be a cost savings for the townships, some of the fees do not cover all the costs associated with overhead and time of the EUPRPDC. The Committee may want to consider an adjustment to the current rate (\$50/hour) for staff time and overhead costs. Upon further discussion, R. Timmer moved to direct the CEO to research the average of other Regional Planning Agencies throughout the State and adjust the rate accordingly effective January 1, 2018. D. McLean supported. Motion passed.

D. Reid indicated that a new Master Plan for Mackinac County will be needed in the upcoming future.

CEO Hagan answered questions regarding the eligibility of nonprofits and art councils applications for MCACA mini grants.

New Business

- *Personnel Policy Proposed Changes*~A review of the proposed changes to the Personnel Policy were considered including: Office Hours, Changes to the Disciplinary Procedures, Updates to the Grievance Procedures, Eliminating Columbus Day Holiday and Adding the Day After Christmas as a Holiday. R. Timmer moved to approve the proposed changes to the Personnel Policy. D. McLean supported. Motion passed.
- *2018 Blue Cross/Blue Shield Policy*~ Renewal options for the Blue Cross Blue Shield Health Insurance plan effective January 2018 were reviewed. It was noted that the current policy reflects a 7.58% increase. A similar BCBS plan was reviewed which appears to have the same coverage except for a different prescription rider which would provide a cost savings to the EUPRPDC of approximately \$5000 annually. It was suggested to create a shared fund with the savings associated with changing to the Simply Blue Plan. A policy would have to be created to outline the requirements of utilizing this fund. D. McLean moved to switch to the Simply Blue insurance plan and research the possibility of creating a cost savings account. R. Timmer supported. Motion passed.

- *152 Resolution*~This resolution approves the exemption of employees paying 20% of their health insurance premiums. The EUPRPDC can be exempt as the current health insurance premium falls below the maximum threshold. D. McLean moved to approve the 152 Resolution as written. R. Timmer supported. Following a roll call vote, the motion passed unanimously.
- *Michigan Association of Regions Board Representative*~D. McLean moved to appoint Jeff Holt as the EUPRPDC MAR Board Representative. This appointment will replace Dean Reid's current representation. R. Timmer supported the new appointment. Motion passed.
- *2018 Budget Discussion*~The budget was briefly reviewed and discussed under Program Updates.
- *Credit Card Use Policy Resolution*~The current Credit Card Use Policy was updated to reflect the process of utilizing reward points. R. Timmer moved to approve the updated credit card use policy. D. McLean supported. Following a roll call vote, the motion passed unanimously.
- *Electronic Transactions Overview*~Upon the auditor's recommendation, this overview was written to describe the agency's process of electronic transactions. R. Timmer moved to approve the Electronic Transactions Overview as written. D. McLean supported. Motion passed.

Adjourn

The meeting adjourned at 12:45 p.m.