

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

Sault Ste. Marie SmartZone; 2345 Meridian; Sault Ste. Marie, Michigan

Friday, March 11, 2022

Attendance

Allison Watkins
Richard Timmer

Dean Reid

Jeff Holt

Mike Patrick

Staff

Jeff Hagan Kim Wilcox

Guest

Ken Talsma, *Anderson, Tackman & Company*

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Chair M. Patrick.

APPROVAL OF AGENDA

The agenda was approved as submitted following a motion by R. Timmer with support by D. Reid.

PUBLIC COMMENT

There was no public comment addressed at this meeting.

2021 AUDIT PRESENTATION – Ken Talsma, Anderson Tackman

Ken Talsma from Anderson, Tackman & Company provided a presentation of the EUP Regional Planning & Development Commission's audit and financial statements for the fiscal year ending September 30, 2021. The audit indicates that the financial statements and reports follow the government auditing standards and is classified as an unmodified, clean audit. The audit also noted that there were no concerns with the status of the pension plan. There were no significant findings. Ken expressed his appreciation to the EUPRPDC staff with their assistance during this audit. Board members also commended the EUPRPDC staff and Anderson, Tackman for their professionalism and assistance in completing the audit. R. Timmer moved to approve the audit report for fiscal year ending September 30, 2021. D. Reid supported. The audit report was approved unanimously.

FINANCIAL UPDATE & PROGRAM UPDATE

CEO J. Hagan provided a review of the financial report along with a general overview of current program updates. Overall, there are no areas of concern with the Financial Report as presented. J. Holt moved to approve the Financial Update/Program Report as presented. R. Timmer supported. Motion passed.

NEW BUSINESS—Personnel Policy Proposed Amendments

The following amendments to the personnel policy were reviewed:

1. Clarification of Vacation Leave Payout: Employees must have a minimum balance of 15 days of vacation leave following payout of vacation leave requested. The request for payout must be approved by the CEO and the maximum amount to be approved is 80 hours during the calendar year.
2. Clarification of Emergency/Bereavement Leave: An employee is eligible for up to 5 days of bereavement leave for a death of an immediate family member. One day of bereavement leave will be allowable for attendance of funeral/memorial service outside of the immediate family member. The definition of Immediate Family was also updated.
3. Holidays: Part-time employees working 20 or more hours per week shall receive holiday pay for one-half day for approved legal holidays. Temporary employees are not eligible for holiday pay.

R. Timmer moved to approve the Personnel Policy Amendments as presented. D. Reid supported. Motion passed.

OLD BUSINESS—Member Updates

Jeff Holt mentioned that the Great Wall restaurant building on the Business Spur is being renovated to offer services in the Eastern Upper Peninsula.

Richard Timmer indicated that the Chippewa County EDC has recently received inquiries about possible locations for cold weather military training.

Dean Reid asked questions regarding wetland mitigation and land bank rules.

It was noted that the next Executive Committee Meeting is scheduled to be held on June 10, 2022, at 10:00 a.m.

ADJOURNMENT

The meeting adjourned at 11:25 a.m. following a motion by J. Holt and support by D. Reid.