

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

**EUPRPDC Office; 2345 Meridian; Sault Ste. Marie, Michigan**

**Wednesday, September 20, 2023**

**Attendance**

Dean Reid            Jeff Holt            Mike Patrick            Kelly Freeman

**Staff**

Jeff Hagan            Kim Wilcox

**CALL TO ORDER & ROLL CALL**

As the roll call sign-in form was in circulation, the meeting was called to order at 9:00 a.m. by M. Patrick.

**APPROVAL OF AGENDA**

Prior to the approval of the agenda, CEO J. Hagan indicated that an additional action item be included under New Business regarding an amendment to the Personnel Policy. The revised agenda with this additional item was approved following a motion by K. Freeman with support by D. Reid.

**PUBLIC COMMENT**

There was no public comment addressed at this meeting.

**NEW BUSINESS**

**FINANCIAL UPDATE & PROGRAM REPORT**

CEO Hagan provided a review of the financial report along with a general overview of current program updates. It was noted that the current fiscal year ends September 30; and overall, there are no areas of concern with the Financial Report as presented. D. Reid moved to approve the Financial Update/Program Report as presented. K. Freeman supported. The motion passed unanimously.

**FY 2024 BUDGET**

CEO Hagan provided a summary of the anticipated program budgets for FY 2024. There are not any foreseeable issues with the FY 2024 budget. It was noted that there are four additional grants/projects which are expected to be awarded soon. J. Holt moved to approve the FY 2024 Budget as presented. D. Reid supported. The motion passed unanimously.

**NEW HIRE: ASSISTANT PLANNER POSITION**

CEO Hagan completed an interview with the candidate for the open Assistant Planner position and requested Committee approval to move forward in the hiring process, with a salary of \$42,000 annually, and a start date of October 16, 2023. EUPRPDC has many projects, current and projected, which would allow for the funding of this position. J. Holt moved to approve the hiring for the Assistant Planner position as recommended. K. Freeman supported. Motion passed unanimously upon a roll call vote.

M. Patrick—Yes	D. Reid—Yes	J. Holt—Yes	K. Freeman—Yes
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**ANNUAL COMPENSATION REVIEW**

Considering the FY2024 budget, CEO Hagan requested that the Committee consider a one-time employee performance incentive of \$2,000 for full-time staff effective the start of the 2024 fiscal year. As the staff did not receive a wage adjustment in the last year, CEO indicated that this would be a topic of discussion at the December Executive Committee meeting, when the additional project budgets are reflected in the FY2024 budget. D. Reid moved to approve the one-time performance incentive payments as recommended.

K. Freeman supported. Upon a roll call vote, the motion passed unanimously.

D. Reid—Yes	J. Holt—Yes	K. Freeman—Yes	M. Patrick—Yes
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**PERSONNEL POLICY AMENDMENT**

It was noted that an amendment to the Emergency Leave section of the Personnel Policy should be considered regarding the definition of Immediate Family. The current wording defines the immediate family as present spouse, children, parents, present parents-in-law, sister, brother, sister/brother-in-law, half-brother, half-sister, stepparent, stepchild, stepbrother, and stepsister. It appears that “aunt” and “uncle” should be included as Immediate Family. J. Holt moved to include Aunt and Uncle in the immediate family definition under the Emergency Leave section of the Personnel Policy. K. Freeman supported. The motion passed unanimously.

**MEMBER UPDATES**

Dean Reid described a recent visit to Bois Blanc Island. It was noted that there could be a possible issue with the Bois Blanc Island Ferry Service as it is currently operated privately, and it is unknown for how long this service will be provided.

Jeff Holt congratulated EUPRPDC on their recent NADO award for the Recovery and Resiliency Plan.

Jeff Holt also noted that there have been three lot sales in the Air Industrial Park and there have been many developers expressing interest in building in the area. An update of the recent open houses hosted by the SSM EDC was also described.

**OLD BUSINESS**

The next EUPRPDC Board meeting is scheduled to be held on Wednesday, October 25, 2023, at 9:00 a.m.

The date for the December Executive Committee meeting may have to be adjusted a week earlier than scheduled due to the holiday season. Members will be updated of this change closer to the date.

**ADJOURNMENT**

The meeting adjourned at 9:50 a.m. following a motion by J. Holt and support by K. Freeman.