CUPPAD REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
Meeting Minutes

July 28, 2017
11:00 AM EST

Present
R. Anderson, City of Norway
J. Beaudo, Hannahville Indian Community
G. Corkin, Marquette County
J. Doucette, Alger County
J. Linder, Nadeau Township (Menominee County)
D. Rivard, Delta County

Absent/Excused
C. Reiter, Schoolcraft County
S. Aldrich, Schoolcraft County
T. Edlebeck, City of Kingsford

Others Present
Dotty LaJoye, Director
Emilie Schada, Staff

1. CALL TO ORDER
The meeting was called to order at 11:12 a.m. by Chairperson Gerald Corkin with a quorum present.

2. APPROVAL OF AGENDA
A MOTION TO APPROVE THE June 22, 2017 AGENDA MADE BY R. ANDERSON SUPPORTED BY D. RIVARD CARRIED.

3. ACCEPTANCE OF THE MINUTES
A MOTION TO APPROVE THE JUNE 22, 2017 MINUTES MADE BY D. RIVARD, SUPPORTED BY R. ANDERSON CARRIED.

4. TREASURER’S REPORT
The Treasurer’s report was presented to the Executive Committee. Treasurer J. Beaudo highlighted the new format and confirmed with Director LaJoye that the new format was better to interpret than before and more user-friendly. The take away is that the budget format and Treasurer’s Report is an improvement for information sharing. As the 2018 budget begins to be developed, Jill emphasized the importance of getting a better idea of projections and tightening the cost of business more especially with contracts. Overall, the organization is under spending slightly but initial projections from last year’s budget may have been a best guestimate. This year it is encouraged to tighten up process to capture the true hours and time allocated per contract for budget purposes. Jill recommended Michelle clarify 1) accounts terminology i.e. cash in hand, receiveables, what to bill for but haven’t received; as well as the ArtPlace budget portion of contracting ($30,100). A MOTION BY J. DOUCETTE, SUPPORTED BY R. ANDERSON TO APPROVE THE TREASURER’S REPORT CARRIED.
5. **EXECUTIVE DIRECTOR’S REPORT**

Dotty LaJoye reported on contracts and grants: 1) Alger Parcel Project (December 31 deadline) but is on track. Our intern has been a power house in doing the parcel work- often tedious and time consuming- with great efficiency (600 per week or 6 times faster than average). 2) CUPPAD will be throwing itself in the ring in response to a request for proposals to administer the Superior Trade Zone which would greatly diversify and solidify CUPPAD’s position in regional economic development. 3) CUPPAD will respond to an RFP from MEDC to perform technical assistance for “Redevelopment Ready” participating communities in the Upper Peninsula- also a service CUPPAD can provide but can sustain CUPPAD’s relationships with regional local units. 4) CUPPAD will be submitting an EDA grant to work with qualified consultants to analyze the environmental and economic impact on the decline in coal-related economies.

The center of the organization’s productivity and relevance are its employees and Director LaJoye recommended the board take action on three different personnel issues-

1) Increasing Ben Dubois hourly wage to $18.00:  
   **A MOTION BY R. ANDERSON, SUPPORTED BY D. RIVARD TO INCREASE BEN DUBOIS’ HOURLY WAGE TO $18.00 CARRIED.**

2) To continue exploring cost effective solutions andremedying in some way that CUPPAD is the only regional planning organization in the state (15 total) to not provide or participate in providing health care to employees as confirmed by the Michigan Association of Regions. Director LaJoye summarized some of the individual cases involved in the organization (a diverse group from different ages and familial backgrounds) but it is a desire to solidify CUPPAD’s commitment to its employees and in turn the employees to the organization by making a concerted effort to provide them with a cost effective solution for both parties. It is the desire to include this cost in the 2018 budget cycle at approximately $48,000 based on estimates and then moving forward, ratifying and updating the personnel policy/handbook to reflect this benefit as it once did (or a portion thereof, and/or Payment in Lieu for affected employees). Director LaJoye added that she will continue exploring options, solutions, partnerships, and consulting from carriers. **A MOTION BY R. ANDERSON, SUPPORTED BY D. RIVARD, ENDORSED DIRECTOR LAJOYE TO CONTINUE TO SEEK AND BRING BACK ADDITIONAL INFORMATION RELATED TO HEALTH INSURANCE PROVISION FOR THE AUGUST 24TH MEETING.**

3) Extending the service agreement of CUPPAD’s intern until the end of the calendar year- **A MOTION MADE BY R. ANDERSON, SUPPORTED D. RIVARD, TO RETAIN CUPPAD’S INTERN UNTIL THE CALENDAR YEAR CARRIED.**

6. **UNFINISHED BUSINESS**

6A. Adoption of Bid Policy

**A MOTION BY J. DOUCETTE, SUPPORTED BY R. ANDERSON, TO ADOPT A BID POLICY AS PROVIDED WAS APPROVED WITH THE CAVEAT TO FOLLOW THE POLICIES AS REQUIRED BY GRANTORS, OR WHATSOEVER IS STRICTER.**

7. **NEW BUSINESS**

7A. Employee Healthcare

As discussed during the Director’s report, this has been a growing concern from employees who do not have the benefit of health care from employer and are susceptible to the volatility of the market place and it is the desire to not be known as the only regional planning organization in the state (15
total) to deny employees this benefit which is embedded in other organization’s as a general operating cost of doing business. On-going discussions with providers will continue in an attempt to bring to the board enough information to act upon during the next meeting in August or have a consultant come to the meeting to discuss potential options.

8. **FEDERAL REVIEWS**
   Menominee-Delta Schoolcraft Community Action Agency (FYI)

9. **NEXT MEETING**
The next Executive Committee will be August 24, 2017 in Escanaba.

10. **ITEMS FROM EXECUTIVE COMMITTEE**
    In lieu of updates, the Executive Committee adjourned for lunch and networking with colleagues prior to the Full Commission meeting at 1 p.m.

11. **ADJOURNMENT**
    Meeting adjourned at 12:11 pm by Chairperson Gerry Corkin.

Meeting Minutes prepared by: EAS