CUPPAD REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
Meeting Minutes

September 28, 2017
CUPPAD offices
3:00 pm EST
2950 College Ave
Escanaba, MI 49829

PRESENT
R. Anderson, Dickinson County
J. Beaudo, Hannahville Indian Community
G. Corkin, Marquette County
J. Doucette, Alger County
D. Rivard, Delta County

ABSENT/EXCUSED
S. Aldrich, Schoolcraft County
C. Reiter, Schoolcraft County
J. Linder, Menominee County

OTHERS PRESENT
Dotty LaJoye, Director
Peter Van Steen, Staff

1. CALL TO ORDER
The meeting was called to order at 3:00 p.m. by Chairperson Gerald Corkin; a quorum was not present but Ray Anderson was expected to attend.

2. APPROVAL OF AGENDA
A MOTION TO RECOMMEND APPROVAL OF THE AGENDA WITH THE ADDITION OF ITEM 7C APPROVAL OF MCACA MINI GRANT AWARDS MADE BY J. DOUCETTE SUPPORTED BY D. RIVARD CARRIED.

3. ACCEPTANCE OF THE MINUTES
A MOTION TO RECOMMEND APPROVAL OF THE AUGUST 24, 2017 MINUTES MADE BY D. RIVARD, SUPPORTED BY J. BEAUDO CARRIED.

4. TREASURER’S REPORT
The Treasurer’s Report was presented to the Executive Committee. Treasurer J. Beaudo highlighted that the budget looked in order with no major concerns. The Commission has a healthy cash balance and we are on target as to where we should be at the end of the fiscal year. Dotty was not able to look into a concern raised last month related to a $31,000 EDA budget amount. A MOTION TO RECOMMEND APPROVAL OF THE TREASURER’S REPORT MADE BY J. BEAUDO, SEAONDED BY D. RIVARD CARRIED.

5. EXECUTIVE DIRECTOR’S REPORT
Dotty LaJoye reported on an upcoming grant workshop sponsored by CUPPAD to be held in Manistique with Kayla West as the presenter; Dotty is working with Alan Barr on this project. CUPPAD will be attending a Redevelopment Ready Community training in October in Marquette; CUPPAD has a contract with MEDC to
provide RRC assistance to communities at the direction of MEDC. Dotty will be attending a Marquette County Townships Association presenting a “CUPPAD 101” to explain what we do, how funded, membership and so forth. Gerry suggested she provide in writing to each township and city background information and concentrate on services we provide and assistance we provide. Dave Rivard suggested she give a similar presentation at the UP County Association meeting in the future; Jon Mead would be the contact person.

Dotty recently attended an employee law class in Marquette where personnel issues, personnel manual and employee evaluations were discussed. The employee evaluations should be based on job descriptions. She discussed the need for an attorney to review the CUPPAD personnel policy manual; the consensus was to obtain a legal review of the document. Peter and Dotty will be attending a MEDC CDBG grant administrator recertification training, and Peter and Dotty will be attending a 3-day workshop on solid waste planning.

Ishpeming City has paid the invoice submitted to them for services rendered. MOTION TO APPROVE THE EXECUTIVE DIRECTOR’S REPORT MADE BY J. DOUCETTE, SECONDED BY R. ANDERSON CARRIED.

With Ray Anderson now in attendance, a quorum was present. MOTION TO APPROVE THE AGENDA, APPROVE THE AUGUST 24, 2017 MINUTES, HAVE DOTTY CHECK INTO EDA BUDGET QUESTION, AND ACCEPT THE FINANCIAL REPORT AS PRESENTED MADE BY R. ANDERSON, SECONDED BY J. BEAUDO CARRIED.

6. UNFINISHED BUSINESS
6A. COMPENSATION FOR INSURANCE BUY-OUT
Discussion on the dollar amount to be provided to employees as compensation for insurance buy-out. The insurance carrier suggested $100 per month. Dotty suggested a $2,000 yearly amount. A MOTION TO PROVIDE $2,000 TO EMPLOYEE FOR INSURANCE BUY OUT TO BE PAID ON BI-WEEKLY BASIS MADE BY J. DOUCETTE, SECONDED BY J. BEAUDO CARRIED.

7. NEW BUSINESS
7A. STAFFING CHANGES
Nathan Fazer has resigned to take a position in Midland County. Dotty had an “exit interview” with him prior to his departure date. Dotty mentioned that CUPPAD was doing a lot to retain him but he wanted to do more GIS work and found a job in Midland County. His last day is Friday September 29.

Dotty presented a staffing plan:
- Ben DuBois is currently doing GIS and would like to also do planning. Ben would move into Nathan’s position at an hourly rate of $20.63, an increase from his current hourly rate of $18.00 per hour.
- Rawan Alhabbal would like to stay with us and work full-time; she is wrapping up classes at Bay College. She would work 30 hours a week part-time until December when she graduates. In January, she would become full-time with hourly rate of $18.00 per hour for 40 hours a week.
- Dotty has been in touch with an individual from Traverse City who is looking to relocate from Texas to Michigan. This person would be a GIS Technician at an hourly rate of $18.00 per hour.

Jill mentioned that the area of environmental planning/energy is important to CUPPAD. She also questioned does the work bring in the dollars to pay for staff and the increase in productivity recoup expenses. Gerry mentioned that staff productivity is good. Discussion by Dotty and Executive
Committee members on staff productivity concerns; Jill questioned if there was an employment improvement plan in place to address productivity problems/concerns of employees.

Discussion on staffing plan. **A MOTION TO PROMOTE BEN DUBOIS TO GIS SPECIALIST/COMMUNITY PLANNER AT A RATE OF $20.63 AN HOUR, PROMOTE RAWAN ALHABBAL TO GIS TECHNICIAN AS FULL-TIME EMPLOYEE IN JANUARY AT RATE OF $18.00 PER HOUR AND LOOK FOR A NEW FULL-TIME COMMUNITY PLANNER WITH GIS SKILLS AND SUSTAINABILITY KNOWLEDGE AT A RATE OF $18.00 PER HOUR BY J. DOUCETTE, SECONDED BY J. BEAUDO CARRIED.**

7B. DRAFT BUDGET-
A draft budget was presented and reviewed by Executive Committee. Questions were raised concerning the amounts shown as income in 2018 as simply being a duplication of income shown in 2017. The revenue amounts need to be clarified. No action was taken to approve the budget.

7C. APPROVAL OF MCACA MINI GRANT AWARDS
- The MCACA 2018 application funding plan for art projects was presented to the Executive Committee. Available funding for regranting for FY 2018 community art projects is $24,500 with $44,361 in request received by the Art Review Committee. The Committee recommended the funding of 8 applications for total of $24,500: Alger Parks and Recreation Department- $3,500, City of Escanaba- $2,126, Maple Ridge Township- $2,500, Players de Noc, Inc.-$2,000, Upspring- $3,374, Marquette DDA- $4,000, Manistique Area Kiwanis- $3,000, Manistique Area Schools- $4,000.
- There is $3,000 to regrant as Professional Organizational Development (PODS) mini-grant; only 3 applications were received requesting a total $3,685. The Committee recommended funding of two applications (Christine Groleau $685 and Friends of the Braumart $1,500 for total of $2,185 with $815 to be returned to the State of Michigan or used in round 2 in January.

**A MOTION TO ACCEPT THE RECOMMENDATIONS OF THE ART REVIEW COMMITTEE AS PRESENTED MADE BY J. BEAUDO, SECONDED BY R. ANDERSON CARRIED.**

8. FEDERAL REVIEWS
M-28 Water Improvement Project; the board supports the project and directs the Executive Director to send a letter of support to applicant.

9. NEXT MEETING
The next Executive Committee will be October 27, 2017 at the Ramada Inn in Marquette at 1:00 am local time. Discussion on topics at the Commission meeting for October 27, 2017:
- Update on fruit and vegetable study
- Update on LSCP and Invest UP
- J. Doucette suggested the possible study of short-line railroads in the UP to enhance the lumber and forest products industry; Alger County is submitting a CDBG application to fund the study.
- Marquette Board of Light and Power expansion

The Executive Committee approved the FY 2018 meeting schedule as presented.

10. ADJOURNMENT
Meeting adjourned at 4:12 p.m. by Chairperson Gerry Corkin.
Meeting minutes prepared by P. Van Steen.

Executive Committee September 28, 2017