CUPPAD REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
Meeting Minutes

January 25, 2018
2:00 am EST

CUPPAD Offices
2950 College Ave
Escanaba, MI

PRESENT
J. Beaudo, Hannahville Indian Community
G. Corkin, Marquette County
R. DesJardins, Alternate for J. Doucette, Alger County (arrived at 2:30 pm)
D. Rivard, Delta County
C. Reiter, Schoolcraft County

ABSENT/EXCUSED
S. Aldrich, Schoolcraft County
R. Anderson, Dickinson County
J. Linder, Menominee County

OTHERS PRESENT
Dotty LaJoye, CUPPAD Executive Director
Peter Van Steen, CUPPAD staff

1. CALL TO ORDER
The meeting was called to order at 2:00 p.m. by Chairperson Gerald Corkin; roll call was taken and it was noted a quorum was not present. The Committee actions would be as a recommendation until the next meeting or until a quorum was present.

2. APPROVAL OF AGENDA
MOTION TO RECOMMEND APPROVAL OF THE AGENDA MADE BY D. RIVARD, SUPPORTED BY C. REITER; MOTION CARRIED.

3. ACCEPTANCE OF THE MINUTES
MOTION TO RECOMMEND ADOPTION OF THE NOVEMBER 30, 2017 MINUTES MADE BY D. RIVARD; SECONDED BY J. BEAUDO; MOTION CARRIED.

4. TREASURER’S REPORT
The Treasurer’s Report was presented to the Executive Committee. Treasurer J. Beaudo indicated Michelle Viau had made an error in reporting RPI funds in a previous financial report and will correct it. Jill mentioned that CUPPAD has a decent fund balance. Payroll has gone up and we need to recognize that more revenue needs to be added to the general operating account. Salaries at $96,000 show we have spent 50% and should be at 25%. We need to bring in more local contracts. MOTION TO RECOMMEND APPROVAL OF THE FINANCIAL REPORT WAS MADE BY J. BEAUDO, SECONDED BY D. RIVARD; MOTION CARRIED.
5. **EXECUTIVE DIRECTOR’S REPORT**

Dotty reported Ryan Soucy is the designated planner for the RPI program. Ryan and Dotty met with G. Corkin and the co-chairs of the RPI committee to discuss the project and programs. CUPPAD has not used the Executive Committee in the past as the approving body for the RPI. Gerry Corkin will be attending the Marquette County RPI meetings and Dave Rivard will be attending the Delta County RPI meetings. Ryan is developing an application process for RPI projects. Dotty discussed the Art Place and the involvement of the EDO’s in the grant application process. The EDO’s and park representatives were partners with the grant. As part of the Art Place grant $30,000 was budgeted for a consultant to develop a “cultural map” and then work with EDO’s and park representatives to come together on art projects that would leverage economic development. There was miscommunication as to how the funds are being utilized. Meetings with the partners will be held to discuss the grant. CUPPAD staff is working with Schoolcraft County on the GIS project which is $93,000 over a three-year payment period. Gerry mentioned that advisory committees need to come to the Executive Committee and Dotty provide oversight on projects. CUPPAD is working with counties on Census 2020 Local Address Project; project entails checking address for the census. CUPPAD will not be charging for this service.

6. **UNFINISHED BUSINESS**

6A Dotty presented the draft “Employee Remote Work Policy” for discussion. Gerry would like to see everyone part of the team. Jill mentioned this policy will be tightened as we address problems. Dotty mentioned that Ryan Soucy sends her a list of documents he is working on and copies her on emails so she sees what he is working on and who he is dealing with. Most felt this was a good starting point. **MOTION TO RECOMMEND ADOPTION OF THE “DRAFT EMPLOYEE REMOTE WORK POLICY” AS PRESENTED WAS MADE BY D. RIVARD AND SECONDED BY C. REITER; MOTION CARRIED.**

7. **NEW BUSINESS**

7A Auditor Update: Dotty sent out a request for auditors and received a response from Schneider, Larche and Haapla at a cost of $7,000. Dotty mentioned that we do not need an audit to conduct business and will continue to look for an auditor. Most agreed $7,000 is too expensive. Executive Committee members feel an audit is very important. Dotty will send out a RFP to more auditors.

7B Review and approval of the 2018 CEDS Update: P. Van Steen reported to maintain the designation as an economic development district, CUPPAD prepares and submits an annual update of the CEDS document. The CEDS Update has listing of potential projects for the region and an update on staff activities and status of prior year projects. The CEDS Strategy Committee has reviewed and approved the document at their last meeting. **MOTION TO RECOMMEND APPROVAL OF THE 2018 CEDS UPDATE WAS MADE BY D. RIVARD, SECONDED BY J. BEAUDO; MOTION CARRIED.**

Rod DesJardins, alternate for J. Doucette arrived at 2:30 pm. A quorum was now present. **MOTION BY C. REITER, SECONDED BY D. RIVARD TO APPROVE THE PREVIOUS RECOMMENDATIONS: APPROVAL OF AGENDA, APPROVAL OF NOVEMBER 30, 2017 MINUTES, APPROVAL OF THE TREASURER REPORT AND PLACING EXECUTIVE DIRECTOR’S REPORT ON FILE; MOTION CARRIED.**

**MOTION BY R. DESJARDINS, SECONDED BY C. REITER TO APPROVE THE EMPLOYEE REMOTE WORK POLICY; MOTION CARRIED.**

**MOTION BY C. REITER, SECONDED BY D. RIVARD TO APPROVE THE RESOLUTION ADOPTING THE 2018 CEDS PROGRESS REPORT AND AMENDMENTS; ROLL CALL VOTE: J. BEAUDO AYE, G. CORKIN AYE, R. DESJARDINS AYE, D. RIVARD AYE, C. REITER AYE, R ANDERSON ABSENT, J. LINDER ABSENT, S. ALDRICH ABSENT, MOTION CARRIED.**
7C Review and approval of grant from Michigan Council for arts and Cultural Affairs: CUPPAD submitted and received award for $12,500 as pass through funds to the UP Arts and Cultural Alliance. **MOTION BY D. RIVARD, SECONDED BY C. REITER TO ACCEPT THE MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS GRANT AS PASS THROUGH FUNDS TO THE UP ARTS AND CULTURAL ALLIANCE; MOTION CARRIED.**

7D Membership Dues: Discussion on letter from Alger County requesting reduction in membership dues from $9,000 to $4,500. Dotty mentioned that it would be fair since the both Schoolcraft County and Alger County have less lands for development and their population are low, they should remain at ½ of the membership rate for counties. **MOTION BY G. CORKIN, SECONDED BY D. RIVARD TO ALLOW SCHOOLCRAFT COUNTY AND ALGER COUNTY PAY $4,500 FOR 2018 MEMBERSHIP DUES; MOTION CARRIED.** Discussion on establishing Schoolcraft County and Alger County membership rate at $4,500. Jill indicated the Executive Committee needs to look at the membership schedule and adopt it in its entirety.

8. **FEDERAL REVIEWS**
   None

9. **NEXT MEETING**
The next Executive Committee will be February 23, 2018, 11:00 AM in Alger County. Gerry asked Dotty to check to make sure there is no UPCAP meeting that day.

10. **ADJOURNMENT**
Meeting adjourned at 2:49 p.m. by Chairperson Gerry Corkin.

Meeting minutes prepared by P. Van Steen