Present

J. Doucette, Alger County
Theresa Nelson for D. Rivard, Delta County
G. Corkin, Marquette County
J. Linder, Menominee County
C. Reiter, Schoolcraft County
J. Beaudo, Hannahville Indian Community
R. Anderson, Dickinson County
S. Aldrich, Schoolcraft County

Absent/Excused
No absences

Others Present
Dotty LaJoye, CUPPAD Executive Director
Mike Perilloux, Mayor, City of Manistique
Janelle Irie, City of Manistique Clerk

1. Call to Order
The meeting was called to order at 11:00 a.m. by Chairperson Gerald Corkin; roll call was taken and a full Executive Committee was present.

2. Approval of Agenda
Motion to approve the agenda was made by J. Doucette, supported by C. Reiter; motion carried.

3. Acceptance of the Minutes
Motion to approve adoption of the March 22, 2018 minutes was made by J. Doucette, supported by J. Beaudo; motion carried.

4. Treasurer’s Report
Treasurer J. Beaudo noted that very little staff time has been charged to the Art Place grant even though funds are being spent down. LaJoye explained that only one project is going on right now and that the project is community driven with little need for staff activity. G. Corkin questioned the cost over-run on the Budget/Expenditure Comparison Report. LaJoye explained that many of the expenses have been wrongly recorded as projects and not as pass-thru funds which is why the pass-thru account is only at 2.7% spent. J. Beaudo reported there is a healthy cash balance with funds starting to be spent down on the Art Place grant. G. Corkin inquired about the Art Place grant deadline. LaJoye reported that the deadline is 12/30/2019. Motion to accept the Treasurer’s report as presented was made by J. Beaudo, supported by J. Linder; motion carried.
5. **EXECUTIVE DIRECTOR’S REPORT**

LaJoye reported that CUPPAD will be submitting a proposal for the City of Marquette Master Recreation Plan. She believes CUPPAD has a good chance and the City’s budget for the project is $70,000. MCACA recently expressed concern about losing their contact person with CUPPAD shortly before the new re-granting season and questioned our capacity to continue with the program. LaJoye assured them that CUPPAD remains capable and joined the MCACA staff and other re-grantors in Lansing for the annual re-grantors meeting. LaJoye believes MCACA now feels better about CUPPAD’s capacity and LaJoye received a lot of very helpful information.

**MOTION TO ACCEPT THE EXECUTIVE DIRECTOR’S REPORT WAS MADE BY C. REITER, SUPPORTED BY J. LINDER; MOTION CARRIED.**

6. **UNFINISHED BUSINESS**

5A Review and Selection of Auditor Proposals

LaJoye passed around a sheet that assessed each proposal received for consistency with the requirements of the RFP and the price quotes. All three proposals meet the RFP requirements of having a certified CPA, meets the requirements of the Standards for Audits of Governmental Organizations, Programs, and Activities and conducts audits in accordance with Government Auditing Standards as issued by the Comptroller General of the United States. Prices quoted by the agencies are as follows:

- Jason F. Clausen: $10,000
- Schneider, Larche, Haapala, and Co.: $7000
- Gabridge and Co.: $3,945

LaJoye explained that the lowest bidder also seemed to be the most responsive to our financial needs and provided CUPPAD with a reduced rate because the financial documents can be transferred to the auditor through a secure online drop box system. This should eliminate the need and expense for the auditor to perform several site visits. J. Doucette discussed Gabridge and Co. as being a good choice for Alger County and that they secured them for three years. G. Corkin believes one year is a better choice for CUPPAD. **MOTION TO APPROVE GABRIDGE AND CO WAS MADE BY J. DOUCETTE, SUPPORTED BY C. REITER; MOTION CARRIED**

7. **NEW BUSINESS**

7A Review of Revised Fee Schedule

LaJoye did not complete the revised fee schedule and said she will have it available at the next Executive Committee meeting on April 27th. G. Corkin reminded her to have the information in the packets so the commission has time to review the information prior to each meeting.

7B Review of Contract Worker Invoice

J. Beaudo felt the invoice system was fine for general activities but when grant projects come up, the contractor should be given a specific amount of time to complete the project.

7C Internships

LaJoye requested clarification on the hiring freeze. She wanted to know if that included interns as there have been requests for summer internships. The Commissioners agreed that an intern should only be hired if there was a specific project for them to work on. **MOTION TO APPROVE NEW BUSINESS WAS MADE BY R. ANDERSON, SUPPORTED BY J. BEAUDO; MOTION CARRIED**
8. **FEDERAL REVIEWS**
   No Federal Reviews

9. **NEXT MEETING**
   May 24, 2018, at 2:00 pm at the CUPPAD offices in Escanaba

10. **ADJOURNMENT**
    Meeting adjourned at 12:10 p.m. by Chairperson Gerry Corkin.

Meeting minutes prepared by D. LaJoye