PRESENT
J. Doucette, Alger County
D. Rivard, Delta County
G. Corkin, Marquette County
J. Linder, Menominee County
C. Reiter, Schoolcraft County
J. Beaudo, Hannahville Indian Community

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

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

1. CALL TO ORDER
The meeting was called to order at 1:56 p.m. by Chairperson Gerald Corkin; roll call was taken and a quorum was present.

ANNOUNCEMENT FROM THE CHAIR
G. Corkin read an email that was received by D. Rivard about paying a vendor that was “sent” by G. Corkin; G. Corkin never sent the email. J. Beaudo indicated she receives similar emails “from” G. Corkin but this one was more believable. J. Doucette indicated NACO will be offering protection at no cost to counties for instances such as this in the future. The email will be turned into the appropriate law enforcement so it is on file and to make them aware of such emails.

2. APPROVAL OF AGENDA
MOTION TO APPROVE THE AGENDA WITH ADDITION OF ITEM 7B BUDGET MODIFICATIONS WAS MADE BY J. DOUCETTE, SUPPORTED BY D. RIVARD; MOTION CARRIED.

3. ACCEPTANCE OF THE MINUTES
MOTION TO APPROVE ADOPTION OF THE FEBRUARY 23, 2018 MINUTES WITH THE CORRECTION THAT “RENOVATIONS WILL BE AT THE YOUTH CENTER” WAS MADE BY D. RIVARD, SUPPORTED BY J. BEAUDO; MOTION CARRIED.

4. TREASURER’S REPORT
Treasurer J. Beaudo reported there is nothing unusual occurring; the cash balance is the result of funds received from the Art Place and RPI grants. 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**

Dotty LaJoye reported the RPI funds were received. There is $38,000 of unspent RPI funds from the previous year, these will be spent on projects. RPI funds are spent down at the rate of $90.00 per hour. The Art Place grant has locations in three communities where the Power of Words mural will be funded: 2 buildings in Iron Mountain, one building in Manistique, and one building in Gladstone. This represents 30% of the grant funds. There is $25,000 for grant administration expenses. We will be working with the partners to identify/develop other projects. An easement will be in place for the mural. The property owner is to not touch the mural for 7 years, though there are exceptions. Dotty will be attending an Art Place Summit in Louisville KY on May 21-23. Dotty reviewed the Membership; dues for cities, village and townships were sent out earlier this year to accommodate local budget consideration/development. County dues are sent out in January. CUPPAD has a $25,000 contact with the MEDC until August 14, 2018 to provide Redevelopment Ready Assistance (RRC) to communities participating in the MEDC Redevelopment Ready Communities Program. Ryan is already providing some level of technical assistance to communities but we cannot bill against his time until the MEDC directs CUPPAD to provide specific assistance per the contract agreement. Michelle Parkkonen has indicated that we could use the funds for training rather than not spend them at all; Dotty will seek clarification and contract amendment for training. Staff is getting out and visiting local communities by attending more meetings. There is the need to have the website and Facebook kept up-to-date. Dotty would like to contract with Emily at $22 per hour for 10 hours a week. C. Reiter requested information on CUPPAD services so he can provide it to townships within his district; Dotty will provide. The contracted employee would also administer the MCACA and RPI Prosperous Places mini-grant programs, in addition to website, Facebook and newsletter. Discussion on the length of time for the contract- 6 months was consensus. Gerry mentioned the contract needs to be for a specific period of time and specific projects. He feels we should utilize the people we have and would like a hiring freeze for full-time employees. Dotty will modify the contract and send it out for comments to the Executive Committee. Dotty mentioned that staff is productive and a lot of projects are getting done. **MOTION TO ACCEPT THE EXECUTIVE DIRECTOR’S REPORT WAS MADE BY C. REITER, SUPPORTED BY J. LINDER; MOTION CARRIED.**

D. Rivard inquired as to employee evaluation timeline, looking at project completions. Discussion on staff evaluations and the need to define strengths of the employees.

Discussion on hiring freeze. **A MOTION WAS MADE TO IMPLEMENT A HIRING FREEZE FOR FULL-TIME EMPLOYEES WITH BENEFITS UNLESS BOARD APPROVAL TO HIRE WAS MADE BY J. DOUCETTE, SUPPORTED BY C. REITER; MOTION CARRIED.** Dotty mentioned that she will look to the board for approval of contractual employees.

6. **UNFINISHED BUSINESS**

6A The list of possible auditors was reviewed and Dotty will get feedback by April 18. Dotty reported that no having an audit does not affect eligibility for grants and contracts. Gerry mentioned that the Board would like to have one done once a year; the audit is done for the Board’s benefit.

7. **NEW BUSINESS**

7A Review of CUPPAD’s budget without RPI funds. Reviewed “project status report, local plans are not a large revenue generator but are what we do for local communities. Need to accurately identify hours it takes and not underestimate the hours. GIS brings in substantial amount of money. A fee schedule will be developed and presented at the next Executive Committee meeting. J. Linder will have Dotty on the agenda for the next Menominee County Townships Association meeting in May.
7B Budget Modifications. The present budget has $8,000 for reproductions with no expenditures. The budgeted amount was reflective of when CUPPAD leased a copier through Wells Fargo; since the copier was bought outright there are no lease payments. Dotty recommended $4,000 from Reproductions be transferred to Registrations/Training since there is significant amount of GIS training opportunities. **A MOTION TO TRANSFER $4,000 FROM REPRODUCTIONS (8204) TO REGISTRATIONS/TRAINING (8405) WAS MADE BY D. RIVARD, SUPPORTED BY C. REITER; MOTION CARRIED.**

8. **FEDERAL REVIEWS**
Reviewed notice from City of Norway to purchase a police car.

9. **NEXT MEETING**
The next Executive Committee will be April 27, 2018 at 11:00 am in Schoolcraft County. Dotty and Craig will decide on meeting location. Dotty mentioned that she would like to have staff in attendance at Commission meetings to discuss what projects they are working on and to network with potential clients.

A quorum was not present at the previous Executive Committee. **A MOTION TO ACCEPT THE RECOMMENDATIONS MADE AT THE FEBRUARY 23, 2018 EXECUTIVE COMMITTEE WAS MADE BY D. RIVARD, SUPPORTED BY J. LINDER; MOTION CARRIED.**

10. **ITEMS FROM EXECUTIVE COMMITTEE**
Delta: Dave Rivard reported the new jail construction is coming along

Hannahville: Jill Beaudo reported 2% grants are due next week.

Menominee: Joe Linder reported the county is trying to hire a county administrator; there is turmoil with the mine development.

Marquette: Gerry Corkin reported there is a lot going on in the county; the Empire Mine may open.

11. **ADJOURNMENT**
Meeting adjourned at 3:08 p.m. by Chairperson Gerry Corkin.

Meeting minutes prepared by P. Van Steen