



## EXECUTIVE & PERSONNEL COMMITTEE MEETING MINUTES

April 12, 2018 (Thursday) at 8:30 a.m.  
Tri-County Regional Planning Commission

- I. **Call to Order**  
Ch/Draheim called the meeting to order at 8:30 a.m.
- II. **Approval of Agenda**  
It was **MOVED** by C/Eakin, **SUPPORTED** by C/Watkins, to approve the Agenda as revised. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**  
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Eakin, to approve the meeting minutes from March 15, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**  
There was no public comment.
- V. **Working Group Reports**
  - A. **Programmatic**

Interim Director Snell reported that the Programmatic Working Group had met on April 11<sup>th</sup> with the focus being on the development of a mission statement and agency description. Communications Coordinator Baumer explained TCRPC does not currently have a formal mission statement, only a description used to define the agency for annual reports, online presence, etc. Coordinator Baumer reported that, in light of this knowledge, the Programmatic Working Group had requested staff to draft a mission statement to help guide their discussions on future programming, initiatives, and the general structure of the agency and its staff and committees. At the April 11<sup>th</sup> meeting, Coordinator Baumer facilitated a visioning session and lead a discussion on the criteria of a good mission statement with the working group.

Coordinator Baumer guided the committee through some brief exercises related to the development of a mission statement and brand messaging. Committee members were then asked to evaluate the recommended mission statement developed by the working group. The Committee expressed satisfaction with the language and it was agreed it largely met all the identified standards. A short discussion ensued about potentially modifying certain terms.

There was also a brief conversation surrounding the recommended agency description, which the working group had analyzed and revised vigorously throughout the last meeting.

Coordinator Baumer concluded by providing an overview of the efforts moving forward.

B. Bylaws, Operating Procedures and Personnel Policy Review

C/Eakin explained that he was not present at the working group on April 10<sup>th</sup>. Interim Director Snell briefed the Committee on the results of the meeting. Snell stated that the working group recommended the following change be considered by the Executive Committee and ultimately by the full Board of Commissioners:

**Working Group recommendation – April 10, 2018**  
**Article II – Section 1**

C. Each county **with five or more seats on the Commission** shall allocate one or more of its membership positions on the Commission to those cities and townships having a population of more than 20% of the county population (excluding the Cities of Lansing and East Lansing from the counties' population), whichever is greater, and who desire membership on the Commission. **Counties with less than five seats may opt out of this requirement.**

After a brief discussion, the Executive Committee approved a slightly revised version of the original recommendation. It read as follows:

**Executive Committee recommendation – April 12, 2018**  
**Article II – Section 1**

C. Each county **with five or more seats on the Commission** shall allocate one or more of its membership positions on the Commission to those cities and townships having a population of more than 20% of the county population (excluding the City of Lansing from the **Ingham County** population), and who desire membership on the Commission. **Counties with less than five seats may opt out of this requirement.**

**It was unanimously decided by all members of the Executive Committee that the recommendation noted immediately above would be the formal recommendation forwarded to the full Commission for adoption.**

C/Watkins stated that Clinton County still has a desire to have the full Commission vote on providing Clinton County with five seats on the Board of Commissioners. After a brief discussion, the Executive Committee did not take a formal position on the specific request but agreed to include the request on the April 25<sup>th</sup> Board of Commissioners agenda as an action item. C/Watkins agreed to provide a letter to staff for inclusion with the April 25<sup>th</sup> agenda.

C. Administrative and Executive Staff Functions

Ch/Draheim informed the Committee that the Working Group had met and narrowed the firms down to three finalists that will be interviewed prior to the next Board of Commissioners meeting. Greg Hoffman is working on having all the documentation ready for a quick turnaround, in order for the Commission to approve a contract with the preferred firm.

Draheim informed the committee that she would be contacting the interview panel personally to determine if all were agreeing to participate.

**VI. TCRPC Standing Committee Reports**

**A. Finance Report**

C/Eakin informed the Committee that there would be 1 item going before the Board of Commissioners: The March Financial Report.

**B. Program & Grant Review Report**

C/Swope briefed the committee on the April 11<sup>th</sup> meeting. He noted that there will be one action item coming before the full Board of Commissioners. Projects being nominated for Michigan Natural Resources Trust Funding were reviewed and will be forwarded to the Board for endorsement.

The P&G Committee also received an update from our Senior Economic Development Planner Rachel Elsinga. Planner Elsinga updated the committee on the status of the Comprehensive Economic Development Strategy (CEDS) efforts. She noted that a great deal of work was still to be done and it should be up for adoption in September.

**C. Transportation Review Committee**

Interim Director Snell reported that TRC had received a briefing from MDOT staff on the progress being made to study solutions to the identified problems associated with I-496 between Trowbridge and I-96. Snell noted that a presentation was scheduled for the Board of Commissioners meeting as well.

The only action item being forwarded for Board action is a Memorandum of Understanding (MOU) regarding planning responsibilities between MDOT, our transit partners and the TCRPC.

**VII. Administrative Functions**

Hoffman reported that a member of staff was on a leave for a length of time to be determined.

**VIII. Approval of April 25, 2018 Commission Agenda**

**It was MOVED by C/Swope, SUPPORTED by C/Eakin to approve the April 25, 2018 Commission Agenda as amended during the meeting. MOTION CARRIED UNANIMOUSLY.**

**IX. Opportunity for Public Comment**

There was no public comment.

**X. Other Business**

**XI. Adjourn**

**It was MOVED by C/Eakin, SUPPORTED by Ch/Draheim, to adjourn the meeting at 9:29 a.m. MOTION CARRIED UNANIMOUSLY.**

***The next meeting of the Executive and Personnel Committee is scheduled for May 10, 2018 at 8:30 a.m. at the TCRPC office.***

## 2018 Executive & Personnel Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/3	2/16	3/15	4/12	5/10	6/14	7/12	8/9	9/13	10/11	11/8	12/6
Chris Swope (Secretary)	City of Lansing	N/A	X	X	X								
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X	X								
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X	X								
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X	X								
	TOTAL (4)	/	4	4	4								

### Others in attendance

1/3/2018: Meeting was attended by commissioners appointed on the committee in 2017 (C/Banas, C/ Watkins, C/ Eakin) and Judi Brown Clarke via telephone; TCRPC Staff Jim Snell and Linda Thomas-Boyd

2/16/2018: Christine Barnes, TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

3/15/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

4/12/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Jennifer Tadgerson