



EXECUTIVE & PERSONNEL COMMITTEE

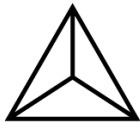
August 9, 2018

8:30 a.m.

TCRPC Small Conference Room

AGENDA

- I. **CALL TO ORDER/INTRODUCTIONS**
- II. **APPROVAL OF AGENDA** – *(action)*
- III. **APPROVAL OF MINUTES** of the July 12, 2018 meeting – *(action)*
- IV. **PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. **WORKING GROUP REPORT/RECOMMENDATIONS** – *(action)*
 - A. Operating Policies and Procedures – *(discussion)*
 - B. Employee Manual – *(discussion)*
 - C. Impacts on Existing TCRPC Bylaws – *(discussion)*
- VI. **DEPUTY DIRECTOR REVIEW** – *(action)*
- VII. **EXECUTIVE DIRECTOR SEARCH PROCESS UPDATE** – *(discussion)*
 - A. 8/22 & 8/29 Commission Meeting Structures – *(discussion)*
- VIII. **APPROVAL OF AUGUST 22 & AUGUST 29, 2018 COMMISSION AGENDAS** – *(action)*
- IX. **PUBLIC COMMENT**
- X. **OTHER BUSINESS**
- XI. **ADJOURN**



EXECUTIVE & PERSONNEL COMMITTEE PROPOSED MEETING MINUTES

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

I. Call to Order/Introductions

C/Draheim called the meeting to order at 8:31 a.m.

II. Approval of Agenda

It was **MOVED** by C/Watkins, **SUPPORTED** by C/Eakin to approve the agenda. **MOTION CARRIED UNANIMOUSLY.**

III. Approval of Minutes

It was **MOVED** by C/Watkins, **SUPPORTED** by C/Eakin to approve the minutes from June 14, 2018. **MOTION CARRIED UNANIMOUSLY.**

IV. Opportunity for Public Comment

Interim Director Snell introduced Ju-eun Lim, who has joined TCRPC's staff as a one-year professional intern.

V. Executive Director Vacancy Update

A. Executive Director and Deputy Director Position Descriptions

Outreach and Communications Coordinator Baumer provided a brief overview of the Executive Director and Deputy Director position descriptions. Coordinator Baumer noted that the only new change the Programmatic Working Group made was to amend the Deputy Director title line to "Deputy Director/Chief Planner." Interim Director Snell advised that this change was necessary for transparency for future possible postings.

It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to recommend adoption of the Executive Director and Deputy Director/Chief Planner position descriptions by the full Board of Commissioners. MOTION CARRIED UNANIMOUSLY.

VI. TCRPC Standing Committees Transition

A. Resource & Advisory Committees (RAC) Representation

Discussion ensued regarding the Resource & Advisory Committee Commissioner representatives for August 2018 – January 2019. Coordinator Baumer informed the Committee that commitments with existing standing committees were taken into consideration and assignments were balanced for relatively equal representation by Commission jurisdictions. Ch/Draheim advised that she would like the process of choosing RACs repeated in the same manner for 2019.

It was MOVED by C/Eakin, SUPPORTED by Ch/Draheim, to recommend the approval of the Resource & Advisory Committee Commissioner representative assignments through the January 2019 Annual Meeting by the Board of Commissioners. MOTION CARRIED UNANIMOUSLY.

VII. Programmatic Working Group Report

A. Staff Review Process

There was discussion regarding the draft employee performance review policy language and accompanying form. The evaluation summary pages have been moved to the last page of the document, while the other pages have been fleshed out to include measurable objectives and more detailed job competencies. C/Watkins emphasized that the supervisor and/or the Executive Director would set goals instead of the employee.

Coordinator Baumer indicated that the Employee Performance Review and Evaluation form aligns with the new language for Section 6. 6 of the TCRPC Employee Manual, which provides a step-by-step procedure for conducting a performance review. Additional language for Section 6.1 of the Employee Manual was crafted to clarify how the salary scale is used in relation to performance reviews and who has the authority to make specific recommendations and changes. The staff review process is detailed in Interim Executive Director Snell's Memorandum to the EPC dated June 5, 2018, which is included in the EPC packet.

It was MOVED by Ch/Draheim, SUPPORTED by C/Watkins, to recommend the adoption of the revised employee performance review and salary scale language for integration into TCRPC policy by the Board of Commissioners. MOTION CARRIED UNANIMOUSLY.

B. Position Descriptions

Coordinator Baumer presented an org chart with bulleted summaries of position responsibilities. She advised that the current position descriptions are not updated and do not contain consistent elements or language. The bullets on the chart presented are an overview of the positions' core duties, and the Programmatic Working Group will be addressing these in more detail. Once the salary scale is adopted, the Executive Director will sit down with staff to review position responsibilities and make edits in the descriptions where necessary. The Committee inquired as to whether the salary scale should be incorporated into the Position Description Chart for presentation to the Board of Commissioners.

There was further discussion surrounding the review of the Employment Manual and Operating Policies.

Interim Executive Director Snell advised the Committee that updated staff position descriptions will be brought back before the EPC by the end of September.

C. Salary Scale

Interim Executive Director Snell presented an overview of the salary scale. He explained that, at the present, no positions or titles are assigned to the scale. There are 8 levels, and the steps have been increased to 9, with 4% increases from left to right on the scale. This provides more flexibility and increased agency competitiveness. Interim Executive Director Snell stressed that the process and authority surrounding the use of the salary scale has been thoroughly clarified in the new 6.1 Employment Manual language. The salary scale puts the emphasis on the responsibilities and authority of the Executive Director and the EPC; however, for budget considerations, the Finance & Program Review Committee (FPC) must review the scale. The EPC was assured that the FPC will always be made aware of new

positions or added responsibilities for a position that may affect budgeting or programmatic changes.

Following its adoption, Interim Executive Director Snell will work with the EPC to place staff and their positions into the scale. It was reiterated that employees will not receive any raises resulting from the adoption of the salary scale.

It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to recommend adoption of the Salary Scale by the Board of Commissioners. MOTION CARRIED UNANIMOUSLY.

D. Remaining Tasks and Schedule

Interim Executive Director Snell advised the Committee that the Programmatic Working Group's remaining tasks include revising the TCRPC Operating Policies, Employee Manual, and Financial Procedures & Policies, and the adoption of a Continuation of Operations Plan (COOP). He informed the Committee that much of the groundwork for these tasks has already been completed by staff, and it is just a matter of providing the Working Group with the opportunity to review and make recommendations on these essential elements of the agency's operation.

VIII. Asset Management Survey Pass-Thru Contract

Interim Executive Director Snell informed the Committee that the Michigan Transportation Asset Management Council (TAMC), in cooperation with the Governors Infrastructure Committee, is initiating a pilot program to survey the location and condition of culverts in the state. The Clinton County Road Commission (CCRC) has agreed to participate. TAMC has requested that TCRPC serve as the pass-thru agency. TCRPC already has the needed structure in place. The CCRC will be provided \$45,321 if all tasks are completed in the project. TCRPC will receive \$2,266 for the costs of administering the contract. Interim Executive Director Snell directed the Committee to the draft agreement in the packet.

It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to recommend approval of the Pass-Thru Agreement by the Board of Commissioners. MOTION CARRIED UNANIMOUSLY.

IX. Fiscal Year 2019 Regional Transportation Work Program

Interim Executive Director Snell summarized the draft document of the FY 2019 Regional Transportation Planning Work Program (RWP), which is the rural version of the Unified Planning Work Program. The RWP outlines the transportation planning activities to be completed in rural areas during FY 2019. Interim Executive Director Snell advised the Committee that the budget for RWP is \$100,285, which is a slight increase due to an agreement he was able to reach with MDOT.

It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to recommend adoption of the FY 2019 Regional Transportation Work Program by the Board of Commissioners. MOTION CARRIED UNANIMOUSLY.

X. Agency Branding Update

Coordinator Baumer gave an overview of the Brand Visioning Report she developed following the collection of feedback from Commissioners and staff. Coordinator Baumer summarized the results of the mission statement and visioning exercises the

Programmatic Working Group and EPC participated in during several facilitated sessions. She presented the new logo and draft brand standards and provided an update on the new website. It was agreed that the words “Tri-County” be emphasized in the new branding. The Committee stated that the new branding was stunning and phenomenal and should be presented to the Board.

XI. Regional Prosperity Initiative Update

Economic Development Planner Elsinga outlined various projects that TCRPC is sponsoring or collaborating on:

- a. ArtPath: Developed by the Lansing Art Gallery in partnership with the City of Lansing. GLRPI is a main sponsor at \$7,500. This has activated and revitalized portions of the Lansing River Trail. Planner Elsinga advised there are 10 art installations along 3.5 miles (REO Town to Old Town). RPI funding was a catalyst in moving the project forward.
- b. Charlotte Pocket Park: sponsored by CharlotteRising and the City of Charlotte. This is an effort to eliminate blight in a visible space in the downtown area. RPI money was utilized to generate commitment from the City to move from planning to implementation. The amount of RPI money provided is \$10,000.
- c. St. Johns ArtFeast: this is a community pilot project of Create Place to plan for arts/culture/placemaking activities to increase economic vibrancy. Tri-County sponsored \$2,500 toward their first “activity,” which is a farm-to-table fundraiser to support placemaking projects in St. Johns.
- d. Art Attack & Capital Area Housing Partnership: this is a collaboration to enhance the appearance of the blighted Walter French Academy. A mural project is planned as a “paint by number” over all windows of the building. The sponsorship cost is \$5,000. REO Town CA is supplying a \$5,000 match. Reach Art Studio is coordinating the event and the whole community can be involved.

Coordinator Baumer stated that there have been several Facebook Live videos and photo posts highlighting our program’s various activities, which have been widely successful.

XII. Approval of the July 25, 2018 Commission Agenda

It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to approve the July 25, 2018 Commission Agenda. MOTION CARRIED UNANIMOUSLY.

XIII. Opportunity for Public Comment

There was no public comment.

XIV. Other Business

Planner Elsinga advised the Committee that she has been approached by various partners regarding TCRPC performing a study of housing in the region. There are diverse groups with housing information, however, this information needs to be gathered into a study that encompasses the whole region to determine what the housing stock is, and what its capacity is. This potentially could be a joint effort between GLRPI and the Capital Area Housing Partnership. This study could also look at ownership and rental rates, in addition to land use and transportation impacts.

Coordinator Baumer specified that TCRPC has a history of participating in housing programming and studies, such as the Mid-Michigan Program for Greater Sustainability.

Interim Executive Director Snell informed the Committee that he has not had his annual review. It was determined that the review will be completed at the next August EPC meeting.

Ch/Draheim stated she will not be attending the Board of Commissioners meeting on July 25, 2018. Vice Ch/Watkins will chair the meeting.

XV. Adjourn

The meeting adjourned at 10:00 a.m.

The next Executive & Personnel Committee meeting is scheduled for August 9, 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	5/23	6/14	7/12	8/9	9/13	10/11	11/8
Chris Swope (Secretary)	City of Lansing	N/A	X	X	X	X	X	X					
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X	X	X	X	X					
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X	X	Y	X	-					
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X	X	-	X	X					
	TOTAL (4)	/	4	4	4	3	4	3					

Y = Participated via telephone connection

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 Tadgeron

5/10/2018: TCRPC Staff: Jim Snell, Greg Hoffman

5/23/2018: TCRPC Staff: Nicole Baumer, Jim Snell

6/14/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Linda Thomas-Boyd

7/12/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Rachel Elsinga, Ju-eun Lim, Linda Thomas-Boyd