



## EXECUTIVE & PERSONNEL COMMITTEE PROPOSED MEETING MINUTES

August 9, 2018 (Thursday) at 8:30 a.m.  
Tri-County Regional Planning Commission

### I. Call to Order/Introductions

Ch/Draheim called the meeting to order at 8:39 a.m.

### II. Approval of Agenda

Ch/Draheim requested that VII. Executive Director Search Progress Update be exchanged with V. Working Group Report/Recommendations to address Executive Director candidate interview scheduling matters.

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

### III. Approval of Minutes

**It was MOVED by C/Swope, SUPPORTED by C/Watkins, to approve the minutes from July 12, 2018. MOTION CARRIED UNANIMOUSLY.**

The Executive & Personnel Committee Special Meeting scheduled for August 3, 2018 did not have business conducted due to lack of a quorum.

### IV. Public Comment

There was no public comment.

### V. Executive Director Search Process Update

#### A. 8/22 & 8/29 Commission Meeting Structures

C/Eakin explained that the Finance and Program Review Committee had approved the \$2,600 for travel expenses, which brings the amount of the travel budget to \$5,200. The EPC Executive Director search budget had previously been approved up to \$30,000, of which \$20,000 has been utilized for the executive search consulting firm. It was recommended that the remaining \$10,000 line item be changed from contractual services to travel. C/Eakin and C/Swope expressed that the policy for line item transfers needs to be changed so that budget line item changes go before the full Commission for approval, and not just the Finance and Program Review Committee. Interim Executive Director Snell advised that this policy is currently being reviewed by the Programmatic Working Group.

Ch/Draheim advised the Committee that 2 candidates for the Executive Director position are not available for second interviews on August 22<sup>nd</sup>. All 4 candidates are available on August 29<sup>th</sup>, which is scheduled as the Special Meeting for the Commission to approve the final candidate selection. Since there could potentially be additional special Commission meetings scheduled to accommodate the candidates who cannot attend the August 22<sup>nd</sup> meeting, there was discussion that the Search Committee could address the candidate interview schedule and a Special

Meeting of the EPC would be scheduled for August 15, 2018, immediately following the candidate interviews.

Interim Executive Director Snell requested that, in his present role, he be advised in advance of all future proposed meeting notices and actions, including Board of Commissioners, Executive & Personnel Committee, and Finance and Program Review Committee.

Outreach and Communications Coordinator Nicole Baumer inquired regarding the Meet & Greet, and whether any public outreach or notification was planned. Ch/Draheim advised that notice of public meetings would suffice.

Interim Executive Director Snell reminded the EPC that any changes in times of Commission meetings must be approved by the Commission. If there are any changes to regular meeting times coming up regarding the Executive Director search, they should be presented to the Commission for approval immediately. Interim Executive Director Snell advised that the Open Meetings Act must be complied with. Ch/Draheim stated that the Meet & Greet was not a part of the regular Commission meeting and was solely an opportunity for people to arrive early and meet the candidates.

## **VI. Working Group Report/Recommendations**

### **1) Operating Policies and Procedures**

Coordinator Baumer distributed a Memorandum and advised the EPC that the Programmatic Working Group has worked with staff to identify core issues and opportunities for improvement within the TCRPC Operating Policies and Procedures. Coordinator Baumer stated that the only action being requested was that the EPC give their permission to move forward with some of the language changes.

It was explained that the Operating Policies and Procedures is part of a set of policies and procedural documents, including the Employment Manual, Financial Procedures & Policies, and Bylaws, that guide the operation of the Tri-County Regional Planning Commission and its staff, finances, and Board. Coordinator Baumer detailed that the Bylaws govern the operation of the Board of Commissioners; the Employment Manual governs the conduct, expectations, and management of the agency's employees; and the Operating Policies and Procedures govern the general operations of the agency.

Coordinator Baumer summarized, and the EPC discussed, each of 15 recommendations for core changes to the Operating Policies and Procedures. These recommendations are basically for clarification and to discard items that are unnecessary or word-for-word in the Bylaws. These recommendations also give the Commission more authority in certain matters.

Coordinator Baumer expressed that the purpose of the Memorandum is to get the EPC's direction and move forward with the changes for the Operations Policies and Procedures. C/Watkins stated that the key thing is that there is no more ambiguity in the Policies and Procedures.

Interim Executive Director Snell advised the EPC that the Consultation Policy is an MPO activity and should be its own separate document.

Coordinator Baumer indicated that financial matters will be moved to the Finance Procedures & Policies Manual. She also informed the EPC that a separate new document was being developed regarding legal responsibilities and federal requirements to ensure that things were done correctly to meet federal funding guidelines.

**It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to approve the restructuring of the TCRPC Operating Policies & Procedures to accommodate the identified modifications and allow for further procedural language development. MOTION CARRIED UNANIMOUSLY.**

2) Employee Manual

A Memorandum, accompanied by a highlighted copy of the Employee Manual, was distributed to the EPC. Interim Director Snell advised the EPC that the Programmatic Working Group and staff have been reviewing and recommending changes to the Employee Manual. The Working Group provided 14 recommendations, and Interim Executive Director Snell informed the EPC that he would like elements of the Employee Manual changes needing approval to be placed on the Agenda for the August Commission meeting so that it can be completed before the next budget year.

Coordinator Baumer noted that several recommended elements of the Employee Manual came from or were inspired by the State of Michigan Employee Manual.

C/Eakin advised that not all of the recommendations would be going before the full Board.

Ch/Draheim stated that she cannot endorse the concepts for the Employee Manual until she reviews it in-depth. She advised that she needs more time to read the recommended changes before it is presented to the Commission.

C/Eakin stated that the Employee Policy is being cleaned up section by section, and that some portions can be returned to the Programmatic Working Group for further review.

*C/Watkins left the meeting at 9:27 a.m.*

Each recommendation on the Memorandum was reviewed. Once the recommended changes are presented to the EPC in August, it was determined that the full Board will see the Employee Manual as a complete document. Sections 3, 6, 9, and 12 of the Memorandum will be reviewed by the Programmatic Working Group. Sections 1, 2, 5, 7, 8, 10, 11, 13, and 14 of the Memorandum will go to the full Board. Interim Director Snell noted 5, 6, and 11 are all minor financial matters.

There was a brief discussion regarding payroll dates. Finance and Personnel Coordinator Greg Hoffman advised that having a biweekly payroll would be difficult due to the fiscal year and grants.

Interim Executive Director requested that the Employee Manual be reviewed by an attorney for legality.

3) Impacts on Existing TCRPC Bylaws

An Impacts of Policy Changes on Bylaws Memorandum was distributed. Coordinator Baumer noted again that the Bylaws govern the operation of the Board of Commissioners, while the Operating Policies & Procedures govern the general operations of the agency. She presented that with the recent adopted changes to the committee structure and forthcoming modifications to several policies and procedures, the Programmatic Working Group recognized that there was a need to reconcile and make corrections to the TCRPC Bylaws.

Three core recommendations were discussed:

1. Relocate the new Commissioner requirement from the Operating Policies & Procedures to the Bylaws.
2. Establish a procedure in the Bylaws for assigning non-voting Commissioner representatives to serve and participate on Resource & Advisory Committees.
3. Reconfigure the membership of the Finance & Program Review Committee to balance community interest and jurisdictional representation and provide for an appointment process for the FPC in the Bylaws.

**It was MOVED by C/Eakin, SUPPORTED by Ch/Draheim, to endorse the identified additions to the Bylaws to allow for further procedural language development. MOTION CARRIED UNANIMOUSLY.**

**VII. Deputy Director Review**

Interim Executive Director Snell informed the EPC that he has not had a performance review in almost 2 years. His last review was completed in September 2016. He distributed a Performance Review, with accompanying documentation, and requested that his review take place.

Interim Executive Director Snell noted that his responsibilities had increased, especially since performing the duties of Interim Executive Director. It was acknowledged that the full Commission had authorized the EPC to place position descriptions onto the salary scale, and Interim Executive Director Snell requested that his position be placed on the salary scale. He stated he would like his MDOT certification and his Executive Summary be placed in his personnel file.

C/Eakin advised that the Programmatic Working Group is in the process of working on the job descriptions. The EPC will finalize position placements in September.

Ch/Draheim requested that Interim Executive Director Snell put his requests into two separate memos and the matter will be addressed at the next EPC meeting.

Interim Executive Director Snell advised that the position descriptions' core duties were on the descriptive organizational chart presented to the EPC so they would not have to sift through an excessive number of pages of position descriptions.

**VIII. Approval of the August 22, 2018 and August 29, 2018 Commission Agenda**

Ch/Draheim requested that the EPC concentrate on the August 22<sup>nd</sup> Agenda. Interim Executive Director Snell advised that there is no policy that states that the EPC must approve the Agenda. Ch/Draheim stated that she would like the Agenda to remain the same. Interim Executive Director Snell explained that the only action item on the August 22, 2018 Agenda, besides the FPC Report, is the Employee Manual changes. Ch/Draheim requested that when the Commission Agenda was distributed, specific notice was given to Commissioners that they will need to “do their homework,” read the language for the recommended changes, and be prepared to come to the meeting with thoughts and be ready to take action.

Interim Executive Director Snell advised the EPC that two items were omitted from the Agenda: Communications and the Interim Executive Director’s Report, for time management purposes.

It was determined that the EPC would receive hard copies of their packet before the August 15, 2018 Special Meeting.

**IX. Opportunity for Public Comment**

There was no public comment.

**X. Adjourn**

**It was MOVED by C/Eakin, SUPPORTED by C/Swope, to adjourn the meeting at 10:32 a.m. MOTION CARRIED UNANIMOUSLY.**

***The next Executive & Personnel Committee meeting is scheduled for  
September 13, 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	8/3	8/9	9/13	10/11	11/8	
Chris Swope (Secretary)	City of Lansing	N/A	X	X	X	X	X	X	X	X	-	X			
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X	X	X	X	X	X	X	-	X			
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X	X	Y	X	-	X	-	X				
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X	X	-	X	X	X	-	X				
TOTAL (4)		/	4	4	4	3	4	3	4	0	4				

**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 Tadgerson

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

8/3/2018: TCRPC Staff: Greg Hoffman

8/9/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Ju-eun Lim, Linda Thomas-Boyd