



## **FINANCE & PROGRAM REVIEW COMMITTEE PROPOSED MEETING MINUTES**

August 8, 2018 (Wednesday) at 4:00 p.m.  
Tri-County Regional Planning Commission

- I. **Approval of Agenda**  
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Swope to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY.**
  
- II. **Approval of July 8, 2018 Minutes**  
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Austin to approve the minutes.  
**MOTION CARRIED UNANIMOUSLY.**
  
- III. **Finance Report for July 2018**  
C/Spadafore asked what the Special Project line item was and if it is a concern that it is almost 100% spent. Finance & Personnel Coordinator Hoffman explained it is used for expenditures related to GLRC and the Regional Prosperity Initiative. Coordinator Hoffman stated he will check on the expenditures and there can be a budget revision in September if it needs to be adjusted.  
  
It was **MOVED** by C/Swope **SUPPORTED** by C/Spadafore to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**
  
- IV. **Expenditures Report for July 2018**  
The expenditures report was reviewed by Coordinator Hoffman.  
  
It was **MOVED** by C/Spadafore **SUPPORTED** by C/Watkins to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**
  
- V. **Commission Quarterly Report**  
Coordinator Hoffman explained the report is for the quarter ending June 30, 2018. There is a correction in the budget. The Contractual Services amount should be \$30,000.
  
- VI. **Discretionary Funds**  
The Executive & Personnel Committee approved the balance of the Discretionary Funds of \$2,600 for Executive Director candidates' travel to the 1<sup>st</sup> round of interviews. If the candidates are required to travel for the 2<sup>nd</sup> interview, more funds will be needed. After much discussion, the following motion was made.  
  
It was **MOVED** C/Spadafore and **SUPPORTED** by C/Watkins to allocate an additional \$2,600 to Discretionary Funds for Executive Director candidates' travel. Motion passed. Yeas: C/Spadafore, C/Swope, C/Watkins, C/Eakin Nay: C/Barnes
  
- VII. **Adjourn**  
It was **MOVED** by C/Swope **SUPPORTED** by C/Spadafore to adjourn the meeting at 4:25 p.m. **MOTION CARRIED UNANIMOUSLY.**

***The next Finance & Program Review Committee meeting is scheduled for Wednesday, September 12, 2018 at 4:00 p.m. at the TCRPC office.***

## 2018 Finance & Program Review Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/10	2/14	3/14	4/11	5/9	6/13	7/11	8/8	9/12	10/10	11/7	12/5
Christine Barnes	Eaton County	N/A	N/A	X	X				X				
Peter Spadafore	City of Lansing, Council	N/A		X	X				X				
Chris Swope	City of Lansing	N/A	X	X	X	X	X	X	X				
Adam Stacey	Clinton County Board of Commissioners	N/A						X					
Gail Watkins	Clinton County Road Commission	N/A	X	X	X	X		X	X				
Kent Austin	Eaton County Board of Commissioners	N/A	X	X	X		X	X					
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X	X	X	X	X	X	X				
Julie Brixie	Ingham County, Meridian Charter Twp.	N/A		X									
Randy Schafer	Ingham County Board of Commissioners	N/A	X		X	X	X	X					
TOTAL (9)		/	5	7	7	4	4	6	5				

**Others in attendance**

- 1/10/2018: Meeting was attended by members appointed in 2017; TCRPC Staff: James Snell and Greg Hoffman
- 2/14/2018: TCRPC Staff: James Snell and Greg Hoffman
- 3/14/2018: TCRPC Staff: James Snell and Greg Hoffman
- 4/11/2018: TCRPC Staff: James Snell and Greg Hoffman
- 5/09/2018: TCRPC Staff: James Snell and Greg Hoffman
- 6/13/2018: TCRPC Staff: James Snell and Greg Hoffman
- 7/11/2018: TCRPC Staff: James Snell and Greg Hoffman
- 8/08/2018: TCRPC Staff: James Snell and Greg Hoffman