



## TCRPC BOARD OF COMMISSIONERS PROPOSED MEETING MINUTES

August 22, 2018 (Wednesday) at 6 p.m.  
Tri-County Regional Planning Commission

- I. **Call to Order – Pledge of Allegiance – Roll Call**  
Ch/Draheim called the meeting to order at 6:09 p.m.
- II. **Approval of Agenda**  
It was **MOVED** by C/Sebolt, **SUPPORTED** by C/Spadafore, to approve the Agenda. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**  
It was **MOVED** by C/Jones, **SUPPORTED** by C/Sebolt, to approve the meeting minutes from July 25, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**  
There was no public comment.
- V. **Executive and Personnel Committee Report**
  - A. **Executive Director Search Process Update**

Ch/Draheim gave an update on the Executive Director search. She informed the Commissioners that 4 candidates were selected for first round interviews conducted on Wednesday, August 15, 2018. Ch/Draheim advised that Interim Executive Director Jim Snell and Michael Senyko were the two candidates invited back for second round interviews. Ch/Draheim stated that these interviews will take place during a Special Meeting on Wednesday, August 29, 2018 at 6:00 p.m. at the TCRPC office. The consultant, Jaymes Vettrano, will be attending the meeting. Mr. Vettrano will send binders to Greg Hoffman prior to the meeting. Subsequently, the Search Committee will meet after the August 29, 2018 meeting to review feedback from the surveys and recommendations. The final recommendation for the candidate to fill the Executive Director position will be made at a Special Meeting of the Commission to be held September 12, 2018.
  - B. **Programmatic Working Group Report**
    1. **Employee Manual Revisions**

Interim Executive Director Jim Snell advised the Commissioners that the Programmatic Working Group and the Executive & Personnel Committee (EPC) have been working for months reviewing the documents in the Employee Manual, Operating Policies & Procedures, and the Financial Procedures & Policies. Interim Executive Director Snell explained that the Working Group and EPC were looking for areas where clarifications needed to be made to attract and maintain a more competitive staff. Last year, because of the high level of attrition among staff members, the EPC had requested that the Operating Policies & Procedures, Financial Procedures & Policies, and the Employee Manual be reviewed.

The Employee Manual revisions, as recommended by the Programmatic Working Group and the EPC, were presented to the Commissioners with 9 core points to be approved. C/Watkins requested that all 9 revisions be discussed, and one motion be made for approval instead of 9 separate ones. The Commissioners concurred. Interim Executive Director Snell advised that there are 6 more revisions that are still being worked on, and it is the Programmatic Working Group and EPC's intent to present the entire Employee Manual to the full Commission once they are revised.

Interim Executive Director Snell stated that it is hoped that the document in its entirety will be available in October for Commission approval.

C/Maxwell inquired if a professional had been consulted regarding the salary scale. Interim Executive Director Snell stated that the Finance & Program Review Committee, the EPC, and Programmatic Working Group felt comfortable with the salary structure after a comparative analysis was completed, and no outside consultation had been sought. Ch/Draheim advised that the salary scale was not a part of the changes being introduced in the Employee Manual and that the scale was previously approved by the Commission.

The following recommendations were presented to the EPC by the Programmatic Working Group, and now to the Board of Commissioners:

- 1) Provide reasonable notice of changes to the Employee Manual.  
Interim Executive Director Snell explained that previously changes could be made to the Employee Manual by the Executive Director without notice. The suggested language states that appropriate notice shall be given to the Board of Commissioners and staff of any changes to the Employee Manual, including policies and procedures as well as compensation and benefits.
- 2) Change the official office hours to 8:00 a.m. – 4:30 p.m. to account for leaving the office open during the lunch break.  
Interim Executive Director Snell advised that there is significantly more traffic during the lunch period than after 4:30 p.m. To accommodate opening the office during the 60-minute lunch period, for which the office is currently closed, office hours will be shortened by 30 minutes to 4:30 p.m. Coverage will be shifted among staff, and staff will continue to be in the office until 5:00 p.m. in accordance with their determined individual work schedules.
- 3) Increase the life insurance maximum to \$200,000.  
Interim Executive Director Snell explained that the current benefit allows for a life insurance policy on all full-time employees with a value of double the employee's salary up to a maximum of \$50,000. It was determined by the Programmatic Working Group, and the EPC concurred, that this amount was far too low, and it is recommended that the maximum amount be \$200,000.
- 4) Provide the Executive Director with the authority to determine when holidays are recognized under unique circumstances.  
Interim Executive Director Snell stated that there are occurrences when holidays could be better positioned on the TCRPC calendar. When this occurs, the Executive Director would have the authority to make slight changes to

dates of when the office would be closed in observance of the holiday so it coordinates better with partners' office hours. This also provides guidance that directs staff to publish the official calendar each year by December 15<sup>th</sup> of the preceding year. Finance & Personnel Coordinator Greg Hoffman will post the Holiday Schedule for next year.

- 5) Allow the use of up to 8 hours of annual leave without two days' prior approval of a supervisor.

Interim Executive Director Snell advised that the current policy requires approval by the Supervisor or the Executive Director of the use of annual leave (vacation) 2 days prior to the leave taking place. The 8 hours annual leave without notice will allow staff a little more flexibility without the temptation to use sick leave.

Discussion ensued regarding whether there was a limit on the number of days staff could use the 8-hour annual leave without notice, and if language could be inserted detailing whether it was for a pay period, if consecutive days would be used, etc.

C/Spadafore inquired as to when the Operating Policies & Procedures, Financial Procedures & Policies, and the Employee Manual would be available. C/Watkins advised that the Commission will approve these policy documents once all the approved language is inserted.

- 6) Allow the EPC to change the rate of annual leave an employee is eligible to receive.

Interim Executive Director Snell explained that to keep the agency competitive with others in the region and the state, some flexibility is needed for the administration of certain non-monetary benefits. He stated that there is currently no process for offering a higher accrual rate for annual leave. It is recommended that the Employee Manual be amended to allow the EPC to place an employee higher in the annual leave accrual scale upon recommendation of the Executive Director. The Commission may not want to give a valued employee a pay increase, but they can move up in the annual leave scale.

Discussion ensued regarding having a standard in place that would address what variables were necessary for a staff member to receive additional annual leave, and whether a benefit of flexibility would suffice. There was also discussion regarding rollover of the annual leave.

Interim Executive Director Snell advised that the annual leave scale does not have a monetary effect and does not affect the budget, and that this also assists in retaining and/or recruiting quality staff. In addition, he noted that it is up to management to make sure productivity does not change, and until productivity is where it should be then it will not be allowed. Interim Executive Director Snell also stated that the flexibility issue is under review. Ch/Draheim indicated that this matter will be revisited.

- 7) Note that employees are to be paid their normal salary during jury duty.

Interim Executive Director Snell advised that there is currently no mention in the Employee Manual of how jury duty pay is handled. C/Watkins stated that it was easier for bookkeeping purposes that staff could retain the small amount received for jury duty.

- 8) Remove the Financial Procedures from required reading for new Employees. Interim Executive Director Snell explained that new employees are required to read and become familiar with a host of policy documents, including the Employee Manual. An Acknowledgement must be signed saying that the employee has read the documents. The TCRPC Financial Procedures and Policies is one of the documents. The EPC, with concurrence from the Programmatic Working Group, determined that it is not necessary for all staff to understand the Financial Procedures and Policies due to the rather focused content of that document. It is recommended that the Financial Procedures and Policies be removed from the required reading list.

Outreach and Communications Coordinator Nicole Baumer informed the Commissioners that finance-related procedures staff need to be aware of, such as purchasing policies and grant processes, are still in the Operating Policies and Procedures, while the Financial Procedures and Policies guide things like budgeting, payroll, auditing, accounting, etc.

- 9) Strengthen wording that the Executive Director shall not have the authority to unilaterally change policies and procedures, as well as global compensation and benefits.

Interim Executive Director Snell read the current language of this section to the Commissioners, which included an “and/or” stipulation. The Programmatic Working Group and EPC felt that this gave too much latitude to the Executive Director, and the TCRPC Board of Commissioners should be the final authority regarding changes to policies, procedures, salary scale and benefits.

**It was MOVED by C/Barnes, SUPPORTED BY C/Eakin, that the Board of Commissioners approve the changes to the Employee Manual detailed in recommendations 1, 2, 3, 4, 5, 7, 8, and 9 as noted. MOTION CARRIED UNANIMOUSLY.**

2. Operating Policies and Procedures

Coordinator Baumer reported that the Programmatic Working Group has been reviewing the Operating Policies and Procedures. There is content that is currently not included, misplaced in another section, or duplicated in the Bylaws, so the working group is restructuring the document. In addition, language regarding committees that are no longer in existence, obsolete, or have had expanded responsibilities is being cleaned up.

Coordinator Baumer stated that language is being added to the Operating Policies and Procedures to clarify roles and responsibilities of the Finance and Program Review Committee and the Resource and Advisory Committees. She advised that the Programmatic Working Group is moving forward with developing further language and incorporating the feedback from the EPC. It will return to the EPC for further approval and ultimately to the Commission.

3. Implications of changes on other TCRPC documents  
Coordinator Baumer explained that some of the changes made in both the Operating Policies and Procedures and the Employee Manual will call for rectifying and correcting sections in the Commission Bylaws and Financial Procedures and Policies. Coordinator Baumer stated that these adjustments to the Bylaws are the result of actions taken by the Commissioners back in May regarding the committee structure and adding language that clarified responsibilities of the Finance & Program Review Committee and the Resource and Advisory Committees. Shifting of sections to the Financial Procedures and Policies relate to the restructuring of the Operating Policies and Procedures. These will be presented to the Board of Commissioners in the coming months.

## VI. Standing Committee Report

### A. Finance & Program Review Committee

1. July Finance Report  
**It was MOTIONED by C/Eakin, SUPPORTED by C/Barnes, to approve the July Finance Report and place it on file. MOTION CARRIED UNANIMOUSLY.**
2. July Expenditures Report  
**It was MOVED by C/Eakin, SUPPORTED by C/Pohl, to approve the July Expenditures Report and place on file. MOTION CARRIED UNANIMOUSLY.**

The Commissioners were advised by C/Eakin that the Commission Discretionary Expenses is essentially under budget and an adjustment will be made to correct it. The correction will be done as an amendment. Commissioners were advised that if anyone had questions they may contact Coordinator Hoffman.

C/Eakin noted that, according to TCRPC policies, the EPC has the authority to adjust a line item. He expressed he would like the policy changed to ensure that any line item increase, or other change, shall be approved by the full Commission rather than just a committee. The EPC approved the line item increase for the Commission Discretionary Expenses to accommodate executive director candidate travel expenses. This was a unique situation and needed timely action. C/Draheim explained that two of the candidates came from out of state and the EPC wasn't sure if they'd be invited back for second round interviews. However, both final candidates will not need travel costs, so the increase to the line item ended up being unnecessary.

## VII. Opportunity for Public Comment

There was no public comment.

## VIII. Other Business

### A. 2045 Metropolitan Transportation Plan Public Forums

Coordinator Baumer presented an update on the 2045 MTP Public Forums. She stated that the agency is in the middle of hosting public forums across the region. She invited the Commissioners to attend and to share the event with other elected officials. Last night, 25 people attended the Lansing event at the Allen Neighborhood Center and there was positive public feedback on the boards and activities. Once the results of the exercises are tallied, Coordinator Baumer will create an infographic and update the Commission. Coordinator Baumer requested that anyone needing promotion materials to please contact her. It is hoped that attendance in rural areas will be good.

B. FY 2020-2023 Transportation Improvement Program (TIP) Call for Projects

Interim Executive Director Snell advised that the 2017-2020 TIP will close out. He informed the Commissioners that all long-range study plans, Federal and transit money etc. come through the TIP process. September 4<sup>th</sup> is the kickoff of the project nomination process. Interim Executive Director Snell informed the Commissioners that invites will be sent out to all eligible jurisdictions in the region and he encouraged the Commissioners to go back to their staff and others and keep them informed and connected. The process starts in May, with \$500 million being allocated.

Interim Executive Director Snell advised that the public forums were planned to get to the grass roots of the community. He stated that with social media a lot of people are already familiar with the event and have great ideas and suggestions when they attend. Interim Executive Director Snell also stated that the invitees do not have to be in the transportation business; he loves that the public is involved in a forum. He stated he was hopeful and encouraged that the next public forum will be well attended. Interim Executive Director Snell reminded the Commissioners they will soon be heavily involved with the MTP and TIP.

C/Stacey invited the Commissioners to stop by while attending the public forum in Clinton County and see where the new cheese processing plant will be built. C/Stacey advised the Commissioners that this processing plant project will cost \$555 million and will create 300 jobs. In addition, hundreds of construction jobs will be created building the facility. This is a major advancement for the region. C/Watkins stated that the Road Commission voted to relinquish a ½ mile section of road to the City to be incorporated into the whole project. C/Stacey explained that a key individual involved in the project formerly worked in the St. Johns' area and had moved to North Carolina because of jobs being lost in Michigan during the past decade. This individual made contacts while in North Carolina and then returned using those contacts to facilitate the project. This is a huge success story for bringing people back to the region and improving the economy.

IX. Adjourn

The meeting was adjourned at 7:05 p.m.

***A special meeting of the Board of Commissioners is scheduled for  
September 12, 2018 at 6 p.m. at the TCRPC office.***

***The next regularly scheduled meeting of the Board of Commissioners is  
September 26, 2018 at 6 p.m. at the TCRPC office.***

## 2018 TCRPC Commission Attendance

Commissioner	Representing	MEETING DATE														
		1/10	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	8/29	9/12	9/26	10/24	11/15	12/13
Brian T. Jackson	City of Lansing, Council	X	X	X		X		X								
Nathan Triplett*	City of Lansing, Capital Area Transportation Authority (CATA)	*	*	X		X	X		X	X						
Peter Spadafore	City of Lansing, Council	X		X	X	X			Y	X						
Chris Swope	City of Lansing	X	X	X	X	X	X	X	X							
Jody Washington	City of Lansing, Council	X	X	X	X				X	X						
Dave Pohl	Clinton County Board of Commissioners	X	X	X	X	X	X	X	X	X						
Adam Stacey	Clinton County Board of Commissioners	X	X	X	X	X	X	X	X	X						
Gail Watkins	Clinton County Road Commission	X	X	X	X	X	X	X	X	X						
Kent Austin	Eaton County Board of Commissioners	X	X		X	X		X								
Christine Barnes	Eaton Area Transit Authority (EATRAN)	X	X	X	X	X		X	X	X						
Roger A. Eakin	Eaton County Board of Commissioners	X	X	X	X	X	X	X	X	X						
Kenneth Fletcher	Eaton County, Delta Charter Twp.	X	X	X	X	X	X	X	X							
Dorothy E. Maxwell	Eaton County Road Commission	X	X	X	X	X	X	X		X						
Dennis Louney***	Ingham County Road Department	X	X	X	X	X	X	X								
Julie Brixie	Ingham County, Meridian Charter Twp.	X	X	X	X	X										
Shanna Draheim	Ingham County, City of East Lansing	X	X	X	X	X	X	X		X						
Randy Schafer	Ingham County Board of Commissioners	**	X	X	X	X	X		X	X						
Ryan Sebolt	Ingham County Board of Commissioners	X	X	X	X	X		X	X	X						
Denise Jones	Michigan Department of Transportation (MDOT)	X	X	X	X	X	X		X	X						
	TOTAL (19)	<b>17</b>	<b>17</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>12</b>	<b>13</b>	<b>12</b>	<b>13</b>						

Y = Participated via telephone connection

### Others in attendance

1/10/2018: Dr. Dwight Washington, Ericka Hartigan, Janet Arcuicci, TCRPC Staff: Linda Thomas-Boyd, Jim Snell, Greg Hoffman, Rachel Elsinga, Andrea Strach

\*\*C/Schafer assumed his seat at the January 24<sup>th</sup> annual meeting.

1/24/2018: Rep. Tom Cochran, Jeanne Pearl-Wright, Bob Showers, Kam Washburn, Brian McGrain, Judi Brown Clarke, Dr. Dwight Washington, TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Ken Hall, Andrea Strach, Rachel Elsinga, Cliff Walls, Jeremy Orr, Linda Thomas-Boyd, Paul Dionne

2/28/2018: Kam Washburn, Ericka Hartigan, Janet Arcuicci, TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Ken Hall, Andrea Strach, Rachel Elsinga, Cliff Walls, Jeremy Orr, Linda Thomas-Boyd

\*Nathan Triplett replaced Robin Lewis as Commissioner/CATA's representative

## 2018 TCRPC Commission Attendance Continued

3/28/2018: Ken Kaltenbach, The Corradino Group; Phil Kazmierski, The Mannik & Smith Group; Janet Arcuicci, Ericka Hartigan, CATA; Blake Mulder, Eaton County Board of Commissioners; Vercilla Hart, Citizens to Keep Rives Rural; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Rachel Elsinga, Cliff Walls, and Jeremy Orr.

4/25/2018: Mike Davis, MDOT University Region; Ericka Hartigan, CATA; Vercilla Hart, Lillian Waller, Citizens to Keep Rives Rural; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Cliff Walls, and Jeremy Orr.

\*\*\*Dennis Louney replaced Teri Banas as Commissioner

5/23/2018: Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Rachel Elsinga, Cliff Walls, and Jeremy Orr.

6/27/2018: Ericka Hartigan, Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Greg Hoffman, Jeremy Orr, Nicole Baumer, Andrea Strach, Linda Thomas-Boyd

7/25/2018: Ericka Hartigan, Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Nicole Baumer, Linda Thomas-Boyd

8/22/2018: Ericka Hartigan, Janet Arcuicci, CATA; Edythe Hatter-Williams, Capital Area Michigan Works!; Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Linda Thomas-Boyd