

# TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning Mid-Michigan's Future Together Since 1956

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## BOARD OF COMMISSIONERS

August 22, 2018 at 6:00 p.m.

TCRPC Large Conference Room

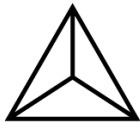
### AGENDA

- I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE – ROLL CALL**
- II. **APPROVAL OF AGENDA** – (*action*)
- III. **APPROVAL OF MINUTES** of the July 25, 2018 meeting – (*action*)
- IV. **PUBLIC COMMENT** (*please submit a comment slip to clerk – 3 minutes per person*)
- V. **EXECUTIVE & PERSONNEL COMMITTEE REPORT** (pink) – Ch/Draheim
  - A. Executive Director Search Process Update – (*information*)
  - B. Programmatic Working Group Report
    1. Employee Manual Revisions – (*action*) – Memo attached
    2. Operating Policies and Procedures – (*information*)
    3. Implications of changes on other TCRPC documents – (*information*)
- VI. **STANDING COMMITTEE REPORT**
  - A. Finance & Program Review Committee (FPC) (green) – (C/Eakin)
    1. July Finance Report – (*action*)
    2. July Expenditures Report – (*action*)
- VII. **PUBLIC COMMENT**
- VIII. **OTHER BUSINESS**
  - A. 2045 Metropolitan Transportation Plan Public Forums
  - B. FY 2020-2023 Transportation Improvement Program (TIP) Call for Projects
- IX. **ADJOURN**

### UPCOMING BOARD OF COMMISSIONERS MEETINGS

August 29, 2018 – 6:00 p.m. (Special)

September 26, 2018 – 6:00 p.m.



## TCRPC BOARD OF COMMISSIONERS PROPOSED MEETING MINUTES

July 25, 2018 (Wednesday) at 6 p.m.  
Tri-County Regional Planning Commission

- I. **Call to Order – Pledge of Allegiance – Roll Call**  
Ch/Draheim was not present. Vice Ch/Watkins called the meeting to order at 6:00 p.m.
- II. **Approval of Agenda**  
It was **MOVED** by C/Eakins, **SUPPORTED** by C/Pohl, to approve the Revised Agenda with the budget revision and expenditures report added under Item VIII, A. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**  
It was **MOVED** by C/Barnes, **SUPPORTED** by C/Eakin, to approve the meeting minutes from June 27, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**  
There was no public comment.
- V. **Communications & Outreach**
  - A. **Agency Branding Presentation**  
Outreach & Communications Coordinator Nicole Baumer presented the Brand Visioning Report and an agency branding presentation to the Board. Coordinator Baumer informed the Commission that the Executive & Personnel Committee (EPC) had seen the Report, which was a culmination of feedback from Commissioners and community partners, and results from facilitated visioning sessions held over the last few months. Coordinator Baumer directed the Commissioners to the last page of the Report and explained the recommendations regarding updating the TCRPC brand that had been developed based on input collected from the Commissioners and staff. The recommendations have guided the new branding activities, including the development of a new logo, tagline, and mission statement, which was adopted by the Board in May.

Coordinator Baumer directed Commissioners to the Words Exercise page, which detailed the results of a mini exercise that had been conducted to assist the working group and the EPC in identifying words that describe TCRPC as it currently exists, and how they want the agency to be viewed and described in the future. The enduring theme that arose from the Word Exercises was the idea of being “forward thinking” while retaining our roots in planning. That feedback was used to develop a new tagline: “Thinking Ahead. Moving Forward.”

*Commissioner Fletcher arrived at 6:10 p.m.*

Coordinator Baumer presented the new look for Tri-County and detailed the symbolism of the colors and graphic elements chosen. She displayed the updated logo in a variety of color backgrounds that will be used on publications, digital platforms,

and promotional materials developed by Tri-County. Coordinator Baumer emphasized the verbal and written use of “Tri-County” when referencing the agency for the sake of clarity, brevity, and memorability. She advised the Commission that the final step in updating and implementing the brand, as set forth in the Brand Visioning Report recommendations, was developing the website.

**VI. Interim Director’s Report**

Interim Executive Director Snell directed the Commissioners to his report in the packet and stated that there have been lots of changes going on within the Commission and that it has been a very busy time.

Interim Executive Director Snell stated that some of the changes the Commission had approved are coming into place. He advised the Commissioners that the Programmatic Working Group had a very productive meeting prior to the Board meeting and has begun addressing the Operating Policies and Procedures and the Employment Manual. The Working Group will meet several more times this month, with the next meeting scheduled for July 31, 2018. Interim Executive Director Snell emphasized there is still a lot of work to be done, however, he expects all policy reviews and updates will be completed by the end of September.

**VII. Executive & Personnel Committee Report**

**A. Executive Director Vacancy Update**

1. Executive Director Position Description
2. Deputy Director Position Description

**It was MOVED by C/Barnes, SUPPORTED by C/Triplett, to approve the Executive Director and Deputy Director Position Descriptions. MOTION CARRIED UNANIMOUSLY.**

**B. Programmatic Working Group Report**

**1. Staff Review Process**

Interim Executive Director Snell explained the current staff review process, and how it is up to the employee to set their own goals for evaluation for the coming year. With the recommended revisions and clarifications to the policy language, the review form has been reworked and the review process will be directed more so by the immediate supervisor, with a focus being on the position responsibilities rather than the employee as a person. The Employee Review and Evaluation form aligns with the recommended Section 6.6 language of the TCRPC Employment Manual. Vice Ch/Watkins stated that the Working Group had spent a lot of time reviewing and updating this process.

**It was MOVED by C/Eakin, SUPPORTED by C/Pohl, to approve the Staff Review Process, including adopting the revised employee performance review language for Section 6.6 of the Employment Manual and its accompanying form, and authorizing an interim review of each staff member. MOTION CARRIED UNANIMOUSLY.**

**2. Descriptive Organizational Chart**

Vice Ch/Watkins explained the chart illustrates the key responsibilities of each position within the agency and shows where the new Deputy Director position fits in the organization. Interim Executive Director Snell advised that the org chart was

approved in May by the Commissioners. This chart has been provided so Commissioners can see the criteria that will be used to evaluate positions and place them into a salary scale. No action is required.

### 3. Salary Scale

Vice Ch/Watkins explained the Salary Scale as proposed by the Working Group. He stated that this scale was generic and without positions. Interim Executive Director Snell advised the Commissioners that the core issue surrounding the Salary Scale in the past was the lack of clarity in how it could be used, i.e., who had authority to make changes, how could staff move within the scale, how does it align with the position descriptions and responsibilities, etc. The Working Group reviewed the scale due to issues from a year ago. Suggestions were made to fix the issues so that these problems would not surface again. The language for Section 6.1 of the Operating Policies and Procedures has been revised to detail an explicit process for using the scale.

The Working Group reviewed the Salary Scale and concluded that the Executive Director would make the final determination to move staff from left to right in their level of the scale. For a position to move up or down the salary scale – a level reclassification – the Executive Director would make a recommendation to the Executive & Personnel Committee, with an accompanying report on any financial impact(s) from the Finance and Program Review Committee. These moves would be based upon the changing level of responsibility or addition of responsibilities of a position. Interim Executive Director Snell stated that this review entailed defining who in the organization determined the salary scale, how it works with the position descriptions, and who has the authority to change it. He emphasized that the request for Commission approval was for not just the salary scale, but for the process.

C/Eakin announced that any salary change in the budget must come before the Finance and Program Review Committee. He advised that the only time the Salary Scale would come before the Board of Commissioners is if there is a change in the scale or a budget line item.

The scale is not tied to persons, but to job responsibilities. C/Swope asked how the salaries were determined. C/Eakin informed the Commissioners that salaries and job descriptions from MPOs around the state and other agencies similar to us had been reviewed. A comparative analysis had been done. Interim Executive Director Snell confirmed that there was a 4% increase between steps. It was emphasized that the process is comparable to other MPOs and this comparative process was also done last fall.

Vice Ch/Watkins advised the Commissioners that once the scale and review of job descriptions were completed, placement and authority would become increasingly clear. This avoids past issues. C/Jones emphasized that the salary scale would be related to the responsibilities of the position, and not to the person. C/Eakin stated that once the job descriptions are finalized, positions will fit right into the Salary Scale.

Interim Executive Director Snell informed the Commissioners that the Working Group will have the job descriptions done and positions will fit into the appropriate place on the salary scale without any raises given.

It was confirmed that the Executive Director's salary does not fall on the salary scale and is a negotiated contract.

C/Washington questioned the levels on the scale. Interim Executive Director Snell advised that clerical and technical positions were at the bottom of the scale, then it moves up to professional staff. This allows for flexibility of advertising and makes the agency competitive to hire qualified staff. C/Washington noted that she could not vote on a salary scale that did not have the positions on it.

**It was MOVED by C/Stacey, SUPPORTED by C/Eakin, to adopt the Salary Scale. MOTION CARRIED BY A 11-1 VOTE. (Roll Call: Yeas: Commissioners Pohl, Stacey, Watkins, Eakin, Fletcher, Barnes, Schafer, Sebolt, Triplett, Swope, Jones. No: Commissioner Washington)**

**It was MOVED by C/Swope, SUPPORTED by C/Barnes, to adopt the revised base compensation and salary scale policy language for Section 6.1 of the TCRPC Employment Manual for immediate implementation. MOTION CARRIED BY A 11-1 VOTE. (Roll Call: Yeas: Commissioners Pohl, Stacey, Watkins, Eakin, Fletcher, Barnes, Schafer, Sebolt, Triplett, Swope, Jones. No: Commissioner Washington)**

4. Remaining Tasks and Schedule

Interim Executive Director Snell said that the Working Group is about half way through working on the Operating Policies and Procedures and they are beginning to work on the Employee Manual. He reiterated that these items will have to be done in the next 2 months. Interim Director Snell stressed that staff appreciates the efforts being made by this group. The Programmatic Working Group will be meeting on July 31, 2018. Interim Executive Director Snell emphasized that the Bylaws are for the operation of the Board of Commissioners and the Operating Policies and Procedures concerns the operation of the agency and staff.

C. Resource & Advisory Committees (RACs) Representation

Coordinator Baumer explained that last month Commissioners filled out a form to indicate their preferences for volunteering on the RACs. Staff has conferred with the EPC and Commissioners have been assigned to their groups. Commitments with existing standing committees were taken into consideration and assignments were balanced for relatively equal representation by Commission jurisdictions. No Commissioner is assigned to more than two committees. Coordinator Baumer stated that if any Commissioner would like to receive meeting notices to please let her know and she will put them on the mailing list.

Coordinator Baumer stated that a permanent RAC representation process was being developed for the Bylaws to use year to year, similar to the process currently in place for appointing Commissioners to standing committees.

**It was MOVED by C/Eakin, SUPPORTED by C/Swope, to approve the assignments of TCRPC Commissioners as non-voting representatives to the Resource & Advisory Committees to serve through the January 2019 Annual Meeting. MOTION CARRIED UNANIMOUSLY.**

**D. Asset Management Pilot Project Agreement**

Interim Executive Director Snell informed the Commission that the Michigan Transportation Asset Management Council (TAMC), in cooperation with the Governor's 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 in the pilot efforts. TAMC has requested that TCRPC be the pass-thru agency for the project, as the needed structure is already in place because of other TAMC work we do. The agreement will provide a total of \$45,321 to the CCRC if they complete all the tasks in the pilot. TCRPC will receive \$2,266 to cover the cost of administering the contract. There was discussion on whether this would cover local roads and Interim Executive Director Snell advised that local roads are included in the survey.

**It was MOVED by C/Barnes, SUPPORTED by C/Eakin, to approve the agreement to serve as the pass-thru agency between the TAMC and the CCRC. MOTION CARRIED UNANIMOUSLY.**

**VIII. Standing Committee Reports**

**A. Finance & Program Review Committee**

**1. June Financial Report**

**It was MOVED by C/Eakin, SUPPORTED by C/Pohl, to approve the June 2018 Financial Report and place it on file. MOTION CARRIED UNANIMOUSLY.**

**2. June Expenditures Report**

**It was MOVED by C/Barnes, SUPPORTED by C/Pohl, to approve the June Expenditures Report and place it on file. MOTION CARRIED UNANIMOUSLY.**

**3. FY 2018 Budget Revision**

The budget revision is new funding from the State of Michigan Asset Management pilot project for Culvert Mapping that Clinton County is participating in. The grant is \$47,587 with TCRPC receiving \$2,266 in administrative costs.

**It was MOVED by C/Eakin, SUPPORTED by C/Swope to approve the FY 2018 Budget Revision and place it on file. MOTION CARRIED UNANIMOUSLY.**

**4. FY 2019 Regional Transportation Planning Work Program**

Interim Executive Director Snell explained that the FY 2019 Regional Transportation Planning Work Program (RWP) is the rural equivalent of the Unified Planning Work Program, which was approved by the Commission in May. He stated there was a slight increase in the Department of Transportation budget for the FY 2019 Regional Transportation Work Program.

**It was MOVED by C/Eakin, SUPPORTED by C/Barnes, to adopt the FY 2019 Regional Transportation Planning Work Program. MOTION CARRIED UNANIMOUSLY.**

**IX. Resource & Advisory Committee Reports**

**A. Capital Area Regional Transportation Study (CARTS)**

C/Fletcher reviewed the proposed requests of the following Transportation Improvement Program (TIP) amendments with the Commission:

1. MDOT wants to increase the cost for the I-96 project from Meridian Road to M-52 and is seeking to delete a new carpool lot on M-127 (moved past FY 2020).

**It was MOVED by C/Fletcher, SUPPORTED by C/Pohl, to approve MDOT's proposed TIP Amendment for FY 2018 to the FY 2017-2020 TIP. MOTION CARRIED UNANIMOUSLY.**

2. A request from Ingham County Road Department (ICRD) to remove their Okemos Road Project from the TIP and apply the funding to their Waverly Road Project. These are changes to the FY 2017- FY 2020 TIP.

**It was MOVED by C/Fletcher, SUPPORTED by C/Pohl, to approve ICRD's proposed TIP amendment for FY 2018 to the FY 2017-2020 TIP. MOTION CARRIED UNANIMOUSLY.**

3. A request from Ingham County Road Department to add the Hagadorn Road project to the Lake Lansing Road project and amend for FY 2018 to the FY 2017-2020 TIP.

**It was MOVED by C/Fletcher, SUPPORTED by C/Sebolt, to add the Hagadorn Road Project to the FY 2018 to the FY 2017-2020 TIP. MOTION CARRIED UNANIMOUSLY.**

4. A request from CATA to change from hybrid buses to clean diesel buses and have the funding match their awarded grants.

**It was MOVED by C/Fletcher, SUPPORTED by C/Eakin, to approve CATA's proposed changes. MOTION CARRIED UNANIMOUSLY.**

5. Clinton County and EATRAN have requested changes to the FY 2017 – FY 2020 TIP to be the same as their awarded grants.

**It was MOVED by C/Fletcher, SUPPORTED by C/Swope, to approve the Clinton Transit and EATRAN'S proposed changes. MOTION CARRIED UNANIMOUSLY.**

C/Fletcher advised the Board that two additional TIP corrections from MDOT and ICRD have been provided in the packet for their information. No action is needed.

**X. Commissioner Reports**

There were no Commissioner reports.

**XI. Opportunity for Public Comment**

There was no public comment.

**XII. Other Business**

C/Triplett thanked the Board for approving the CATA TIP amendment. He stated that the TIP amendment would allow CATA to purchase eight 40 feet and two 60 feet buses. This is a cost of between \$200,000 and \$250,000 per unit and, with CATA's partnership with Lansing Board of Water & Light, will allow it to use solar power. C/Triplett advised that other technologies would be evaluated, including both propane and electric.

Interim Executive Director Snell advised that there will be a call for projects throughout the region from September 4<sup>th</sup> through September 28<sup>th</sup>. The Board of Commissioners will adopt the project list for the Transportation Improvement Program for FY 2020 – FY 2023 in the spring of 2019. He encouraged Commissioners to attend CARTS meetings to learn more about the process of allocating millions of dollars in funding.

Interim Executive Director Snell introduced Ju-eun Lim. She will be with TCRPC for the next year as a professional intern from MSU. Interim Executive Director Snell informed the Commissioners that Ju-eun has many degrees and is a civil engineer. Ju-eun will be observing how the American governmental system works. She will attend meetings and work on some projects for the agency. Interim Executive Director Snell requested that Commissioners let him know of any meetings Ju-eun can attend that would provide valuable insight into our governmental system. We would like to get her exposed to the many activities of TCRPC and its Commissioners in the region. Ms. Lim will be with TCRPC for the next 11 ½ months.

**XIII. Adjourn**

**It was MOVED by C/Barnes, SUPPORTED by C/Eakins, to adjourn the meeting at 7:03 p.m. MOTION CARRIED UNANIMOUSLY.**

***The next meeting of the Board of Commissioners is scheduled for August 22, 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	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					
Peter Spadafore	City of Lansing, Council	X		X	X	X			Y					
Chris Swope	City of Lansing	X	X	X	X	X	X	X	X					
Jody Washington	City of Lansing, Council	X	X	X	X				X					
Dave Pohl	Clinton County Board of Commissioners	X	X	X	X	X	X	X	X					
Adam Stacey	Clinton County Board of Commissioners	X	X	X	X	X	X	X	X					
Gail Watkins	Clinton County Road Commission	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					
Roger A. Eakin	Eaton County Board of Commissioners	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						
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						
Randy Schafer	Ingham County Board of Commissioners	**	X	X	X	X	X		X					
Ryan Sebolt	Ingham County Board of Commissioners	X	X	X	X	X		X	X					
Denise Jones	Michigan Department of Transportation (MDOT)	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>					

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.

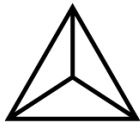
4/25/2018: Mike Davis, MDOT University Region; Ericka Hartigan, CATA; Vercilla Hart, Lillian Waller, Citizens to Keep Rives Rural; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Cliff Walls, and Jeremy Orr.

\*\*\*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



## 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 an additional \$2,600 for Executive Director candidate interview travel expenses, which brings the amount of the travel budget to \$5,200. C/Eakin and C/Swope expressed that the policy for budgetary 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. Note: This meeting was subsequently cancelled.

Interim Executive Director Snell requested that, 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 if there are any changes to regular meeting times, they should be presented to the Commission for approval. 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 numerous recommendations for core changes to the Operating Policies and Procedures. These recommendations are basically for clarification and to discard items that are unnecessary or appear 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 Operating 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 several 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.

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 requirement for new Commissioners to attend an orientation 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 of his natural position (Chief Transportation/Deputy Director) had increased significantly. 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 federal transportation certification accomplishments 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. 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 be omitted from the 8/22 Agenda: Communications and the Interim Executive Director's Report, for time

management purposes. The EPC concurred that the 8/22 agenda should be minimal to accommodate the possibility of Executive Director candidate interviews.

**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	12/6
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, Linda Thomas-Boyd





## MEMORANDUM

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To: Board of Commissioners  
From: Executive and Personnel Committee  
Date: August 15, 2018  
Re: Employee Manual Revisions - **Action**

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The TCRPC Employee Manual is part of a set of policies and procedural documents, including the Operating Policies & Procedures, Financial Procedures & Policies, and Bylaws, that guide the operation of the Tri-County Regional Planning Commission and its staff, finances, and Board. It should be noted that the Bylaws govern the operation of the Board of Commissioners; the Employee Manual governs the conduct, expectations, and management of the agency's employees; and the Operating Policies & Procedures govern the general operations of the agency.

The Executive and Personnel Committee (EPC) upon the recommendation of the Programmatic Working Group has identified core issues and opportunities for improvement within the TCRPC Employee Manual. The EPC has developed a list of recommendations for changes to the Employee Manual. A summary of the recommendations is noted below. Following the summary is a detailed accounting each recommendation along with the suggested wording for each change. Changes are highlighted in yellow.

Recommended TCRPC Employee Manual revisions summary:

- 1) Provide reasonable notice of changes to the Employee Manual.
- 2) Change official office hours to 8:00 a.m. – 4:30 p.m. to account for leaving office open during lunch break.
- 3) Increase Life Insurance maximum to \$200,000.
- 4) Provide the Executive Director with the authority to determine when holidays are recognized under unique circumstances.
- 5) Allow the use of up to 8 hours of annual leave without prior approval of a supervisor.
- 6) Allow the EPC to change the rate of annual leave an employee is eligible to receive.
- 7) Note that employees are to be paid their normal salary during jury duty.
- 8) Remove Financial Policies from required reading for new employees.
- 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.

### **Detailed recommendations**

- 1) Provide reasonable notice of changes to the Employee Manual.

The current wording notes that changes can be made to the Employee Manual without notice "at any time without prior notice". The recommended revision adds language that 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.

Cover page current language: *The Tri-County Regional Planning Commission at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.*

Recommended language: *The **Board of Commissioners** at its option, may change, delete, suspend, or discontinue parts of the manual or the manual in its entirety. **Sufficient notice shall be provided to all parties prior to any changes to the manual.***

**Recommended action #1: Amend the TCRPC Employee Manual to amend the notification to include appropriate notice of changes to the document as noted in the above wording.**

- 2) Change official office hours to 8:00 a.m. – 4:30 p.m. to account for leaving office open during lunch break.

The current office hours are from 8:00 a.m. to 5:00 p.m. with the office closed between 12:00 and 1:00 p.m. The office sees significantly more traffic during the lunch period than after 4:30 p.m. To accommodate opening the office during the 60-minute lunch period, the office hours will be shortened by 30 minutes to 4:30 p.m. This change will not change the staff schedules or number of required work hours, just the official office hours.

Recommended language:

### 3.1 Work Schedule and Breaks

(2) Core office operations are 8:00 am to ~~5:00~~ 4:30 pm and the office may be closed ~~between 12 noon and 1:00 p.m.~~ Monday through Friday except for holidays.

**Recommended action #2: Amend the TCRPC Employee Manual to designate the official office hours as 8:00 a.m. to 4:30 p.m. with no closure during lunch hours, Monday through Friday, excluding official holidays as noted in the above language.**

- 3) Increase Life Insurance maximum to \$200,000.

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. The working group concluded, and the EPC concurred that this amount was far too low. The EPC is recommending increasing the maximum amount possible to \$200,000.

Recommended language:

### 7.1 Life, Accidental Death, and Dismemberment Insurance

Full-time employees only are covered by a Life, Accidental Death and Dismemberment, and Disability Insurance Policy. The Commission assumes full payment of said policy. The Commission will continue to pay health and dental insurance while the employee

is on short-term disability.

Benefits of the policy are: Life insurance: two times salary up to \$50,000 **\$200,000** maximum.

Accidental Death and Dismemberment: \$50,000

**Recommended action #3: Amend the TCRPC Employee Manual to increase the maximum life insurance amount to two times salary up to \$200,000 as noted in the above language.**

- 4) Provide the Executive Director with the authority to determine when holidays are recognized under unique circumstances.

There are unique circumstances when observed holidays could be better positioned on the TCRPC calendar. When this occurs, this change would give the Executive Director the authority to make slight changes to dates of when the office will be closed in observance of the holiday. This change also provides guidance that directs staff to publish the official calendar each year by December 15<sup>th</sup> of the preceding year.

Recommended language:

## 8.1 Holiday Policy

Employees shall not be required to work on the following legal holidays: New Year's Day; Martin Luther King Day, Presidents Day; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day (11/11); Thanksgiving Day; Day after Thanksgiving; Christmas Eve; Christmas Day; and New Year's Eve.

Full-time employees shall be financially compensated for the above legal holidays. Part-time employees working 20 hours or more per week shall be financially compensated for one-half day for each of the above legal holidays.

Temporary employees shall receive no financial compensation for legal holidays.

If a designated holiday falls on a Saturday, the preceding Friday shall be the official holiday. If the holiday is on a Sunday, the following Monday becomes the holiday. **The Executive Director may alter this schedule under unique situations. On or before December 15<sup>th</sup> of the current year, the Finance and Personnel Coordinator will publish and distribute the designated dates of holidays for the next calendar year.**

**Recommended action #4: Amend the TCRPC Employee Manual to allow for the Executive Director to amend the official calendar to accommodate unique occurrences in the holiday calendar and close the office accordingly.**

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

The current policy requires approval of the use of annual leave (vacation) 2 days prior to the leave taking place. The working group and the EPC concurred that this could lead to the use

of sick leave in lieu of annual leave due to the prior approval stipulation. It was determined that allowing the use of up to 8 hours annual leave without prior approval is warranted.

Recommended language:

## 8.2 Annual Leave Accrual and Use

All regular full and regular part-time TCRPC employees are eligible to accrue Annual leave time also called vacation time. Annual leave credits will be computed beginning with the first day of employment.

Use of Annual leave **in excess of a single day (8 hours)** must be pre-approved in writing by the immediate supervisor or the Executive Director at least 2 full business days in advance of leave use. Annual leave shall be taken at times that will least interfere with the work of the Commission and the employee's responsibilities. In agreement with their supervisor, employees are responsible for arranging to complete, cover, or accommodate any work that may arise during their vacation or annual leave. Employees should record approved leave use on their Outlook calendar.

**Recommended action #5: Amend the TCRPC Employee Manual to allow for the use of annual leave up to 8 hours without prior approval of a supervisor as noted in the language above.**

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

In an effort to keep the agency competitive with others in the region and the state, some flexibility is needed for the administration of certain non-monetary related benefits. The rate of accrual for annual leave has been identified as an area where providing some flexibility will be advantageous. Currently there is no process for offering a higher accrual rate for annual leave. Providing a valued employee with the opportunity to more vacation time has been identified as a means for being more competitive without any cost to the agency.

Recommended language:

## 8.2 Annual Leave Accrual and Use

**Upon recommendation by the Executive Director, the Executive and Personnel Committee has the authority to place an individual employee at a higher level within the annual leave accrual scale regardless of the years of service completed by an employee.**

**Recommended action #6: Amend the TCRPC Employee Manual to allow for the EPC to place an employee higher in the AL accrual scale upon recommendation of the Executive Director as noted in the language above.**

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

There is currently no mention in the Employee Manual of how jury duty pay is handled when staff is called to participate.

The EPC upon the concurrence of the working group is recommending that language stating that employees are to be paid their normal salaries while serving jury duty shall be added to the Employee Manual.

Recommended language:

## 8.6 Jury Duty

TCRPC is committed to supporting the communities in which TCRPC operates, including supporting TCRPC employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor and the Finance and Personnel Coordinator within one business day of receiving the notice.

Staff will be paid their normal salary for the duration of their time served while participating in jury duty responsibilities.

**Recommended action #7: Amend the TCRPC Employee Manual to note that employees are to be paid their full salaries while serving jury duty as noted in the language above.**

8) Remove Financial Policies from required reading for new employees.

In the acknowledgement section of the document there are certain requirements all employees are to attest that they have read and become familiar with a host of policy documents including the Employee Manual. One of the listed documents is the TCRPC Financial Procedures and Policies document. The EPC with concurrence from the working group feels that it is not necessary for all staff to have an understanding of the Financial Policies and Procedures document due to the rather focused content of that document. For this reason they are recommending removing it from the required reading list.

Recommended language:

## 11.0 ACKNOWLEDGEMENT

A copy of this signed agreement shall be maintained in each employee's personnel file.

I have received and understand that it is my responsibility to read and become familiar with the policies and procedures in this TCRPC Employment Manual, and in the TCRPC Operating Policies and Procedures, ~~and the Financial Policies and Procedures~~. I am aware that if, at any time, I have questions regarding TCRPC policies or procedures, I will direct them to the Executive Director.

**Recommended action #8: Amend the acknowledgement section of the TCRPC Employee Manual to remove the requirement to read and become familiar with the Financial Procedures and Policies document as noted in the above language.**

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

The current wording in the acknowledgement section appears to give the Executive Director the authority to make changes to the TCRPC policies and procedures, as well as compensation and benefits.

Current language:

*I understand that the policies and procedures, as well as compensation and benefits can be changed at any time by the Executive Director and/or the TCRPC Board of Commissioners.*

The EPC felt this was giving too much latitude to the Executive Director and felt the TCRPC Board of Commissioners are the final authority regarding decisions on policies, procedures, salary scale changes and benefits.

Recommended Language:

## **11.0 ACKNOWLEDGEMENT**

A copy of this signed agreement shall be maintained in each employee's personnel file.

I have received and understand that it is my responsibility to read and become familiar with the policies and procedures in this TCRPC Employment Manual, and in the TCRPC Operating Policies and Procedures, ~~and the Financial Policies and Procedures~~. I am aware that if, at any time, I have questions regarding TCRPC policies or procedures, I will direct them to the Executive Director. *I understand that the policies and procedures, as well as compensation and benefits can be changed with sufficient notice to all parties only by the TCRPC Board of Commissioners.*

**Recommended action #9: Amend the acknowledgement section of the TCRPC Employee Manual to remove the implied authority of the Executive Director to make changes to official policies and procedures or the salary scale and benefits.**

The nine recommendations included in this memo are not the final changes that will be proposed by the working group or the EPC. There are still a number of related issues associated with the TCRPC Employee Manual that are still being vetted through the committees. It is anticipated that there will be more discussion on specific areas of the Employee Manual at the September Board of Commissioners meeting with the final document being reviewed in October.



## MEMORANDUM

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To: Board of Commissioners  
From: Executive and Personnel Committee and Programmatic Working Group  
Date: August 15, 2018  
Re: Impacts of Policy Changes on Bylaws - **Information**

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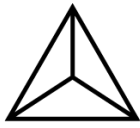
With the recently adopted changes to the committee structure and forthcoming modifications to several policies and procedures, the Executive and Personnel Committee along with the Programmatic Working Group have recognized there will be a need to reconcile and make corrections to the TCRPC Bylaws to match our operational documents.

During the review of the Operating Policies & Procedures, staff and the Working Group identified three core needs that will need to be accommodated for in the Bylaws, specifically pertaining to Commissioner Orientation and committee representation. It should be noted that the Bylaws govern the operation of the Board of Commissioners, while the Operating Policies & Procedures govern the general operations of the agency.

The Working Group has developed the following list of recommendations to consider for changes to the Bylaws:

- 1) Relocate the new Commissioner orientation requirement (established by the Commission on June 23, 2010) from the Operating Policies & Procedures to the Bylaws and stress the importance of the orientation encouraging new Commissioners to participate.
- 2) Establish a procedure in the Bylaws for assigning non-voting Commissioner representatives to serve and participate on Resource & Advisory Committees (RACs), in which Commissioners are surveyed at the Annual Meeting for their preferences and ability to serve. Staff would then make a recommendation of primary and alternative representatives to the Commission Chair for approval and assignment. This is the same process that was used in the past for the standing committees.
- 3) Due to the increased programmatic responsibilities of the Finance & Program Review Committee (FPC), reconfigure the membership to balance community interests and jurisdictional representation, and provide for an appointment process for the FPC in the Bylaws, in which each major member unit caucuses with their membership at the Annual Meeting to nominate two delegates to serve on the FPC for the year, with the ninth (final) member being the Chairperson (the Commission Treasurer, regardless of membership unit). This process is similar to the process used to designate the Executive and Personnel Committee representatives.

**Recommended Action: None at this time.**



## **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

TRI-COUNTY REGIONAL PLANNING COMMISSION  
EXPENDITURE REPORT  
JULY 2018  
FISCAL YEAR 10/1/2017 TO 9/30/2018

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH		FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
		PROGRAMS	COMMISSION GENERAL FUND			
Salaries	760,500	49,981	5,104	607,725	152,775	79.91%
Fringe Benefits	380,500	20,327	2,042	250,641	129,859	65.87%
Advertising	4,100			1,969	2,131	48.02%
Audit	9,800			8,800	1,000	89.80%
Bank Service Charges	1,000	0	67	662	338	66.16%
Commission Discretionary Funds	5,000			2,329	2,671	46.58%
Commission Mtg Expense	2,200			2,164	36	98.37%
Commission Travel	1,000			0	1,000	0.00%
Computer Services	41,000	2,545	458	23,480	17,520	57.27%
Computer Software	32,000	335		27,570	4,430	86.16%
Consultant	150,000			77,877	72,123	51.92%
Contractual Services	45,000			6,364	38,636	14.14%
Equipment Maintenance	2,500			0	2,500	0.00%
Fixed Asset Depreciation	9,000	598	66	6,635	2,365	73.72%
Furniture/Equipment Purch.	15,000	0	3,973	7,576	7,424	50.51%
Insurance	6,400			6,198	202	96.84%
Membership Dues	11,000			5,227	5,773	47.51%
Office Supplies	10,000	271	5	6,050	3,950	60.50%
Pass Through	263,760	25,000		101,817	161,943	38.60%
Postage	2,300	42	6	576	1,724	25.05%
Printing & Copying	11,650		94	4,221	7,429	36.23%
Publications/Subscriptions	1,050	20		542	509	51.57%
Rent - Meeting Facility	2,050			150	1,900	7.32%
Rent - Office	70,100	4,800	483	56,353	13,747	80.39%
Special Projects	51,472	280		51,089	383	99.26%
Telephone	3,500	135	15	1,922	1,578	54.92%
Training	8,000			835	7,165	10.44%
Transfer for Match	219,352		20,001	129,014	90,338	58.82%
Travel - In	17,000	1,794	107	12,205	4,795	71.80%
Travel - Out	22,500	4,069		19,080	3,420	84.80%
<b>Totals</b>	<b>2,158,734</b>	<b>110,196</b>	<b>32,419</b>	<b>1,419,071</b>	<b>739,663</b>	<b>65.74%</b>

## July 2018 Expenditures

Tri-County Regional Planning Commission

Period From 7/1/2018 to 7/31/2018

Date	Description	Amount
<b>Trans#:</b>		
07/11/2018	ACCIDENT FUND OF MICHIGAN	2,670.00
07/11/2018	Aspen Tech Consulting, INC.	90.00
07/11/2018	CAPITOL COMMUNICATIONS SYSTEMS	1,008.58
07/11/2018	Connex International	19.38
07/11/2018	DBI BUSINESS INTERIORS	174.33
07/11/2018	ETC INSTITUTE	3,596.17
07/11/2018	GRANGER RECYCLING CENTER	29.00
07/11/2018	MICHIGAN GROUP BENEFITS	30.00
07/11/2018	NATIONWIDE RETIREMENT/SOLUTION	475.00
07/11/2018	North Arrow Technologies, INC	6,240.00
07/11/2018	Professional Maintenance Cleaning Co.	429.85
07/20/2018	PR# 15 7/15/2018	20,741.19
07/25/2018	BLUE CARE NETWORK	12,897.09
07/25/2018	Capital Area Housing Partnership	5,000.00
07/25/2018	Charlotte Rising	10,000.00
07/25/2018	Clinton County Arts Council	2,500.00
07/25/2018	DART CONTAINER OF MICHIGAN LLC	4,574.00
07/25/2018	DBI BUSINESS INTERIORS	74.53
07/25/2018	IEDC	1,039.00
07/25/2018	Kenneth Hall	950.85
07/25/2018	Lansing Art Gallery	7,500.00
07/25/2018	MEDA	300.00
07/25/2018	MICHIGAN TRANSPORTATION PLANNERS ASSOC	375.00
07/25/2018	NATIONWIDE RETIREMENT/SOLUTION	631.19
07/25/2018	Shumaker Technology Group	500.50
07/31/2018	Stamps.Com	24.99
07/31/2018	Adobe Creative Cloud	319.96
07/31/2018	Facebook	29.96
07/31/2018	Meijer	114.90
07/31/2018	Constant Contact	90.25
07/31/2018	Adobe	14.99
07/31/2018	Microsoft	12.00
07/31/2018	Facebook	33.61
07/31/2018	Panera Bread	118.69
07/31/2018	Panera Bread	93.78
07/31/2018	Withholding State of MI - July	1,831.08
07/31/2018	Withholding payment City of Lansing - July	58.98
07/31/2018	VSP - July	269.67
07/31/2018	TDS MetroCom - July	276.04
07/31/2018	Board of Water and Light - July	267.45
07/31/2018	Comcast - July	149.85
07/31/2018	Delhi Twp - July	53.08
07/31/2018	Consumer Energy - July	15.01
07/31/2018	Delta Dental - July	1,164.40
07/31/2018	LSJ - July	19.50
07/31/2018	Verizon - July	120.28
07/31/2018	Principal - July	549.26
07/31/2018	Accrued payroll - July	21,275.15
07/31/2018	Payroll ACH Pay Period 6/30/18	6,739.74
07/31/2018	Payroll ACH P/P/E 7/15/18	6,730.66
07/31/2018	Bank Service charge - July	66.50

122,285.44

TRI-COUNTY REGIONAL PLANNING COMMISSION  
 COMMISSION EXPENDITURE REPORT  
 APRIL TO JUNE 2018  
 FISCAL YEAR 10/1/2017 TO 9/30/2018

REVENUES	BUDGET	3RD QUARTER FY 2018	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Member Allocation	383,517	95,879	287,638	95,879	75.00%
Fixed Asset Reimbursement	9,000	1,991	5,972	3,028	66.35%
Interest Income	0	333	758	(758)	0.00%
	<u>392,517</u>	<u>98,203</u>	<u>294,367</u>	<u>98,150</u>	<u>74.99%</u>
<b>EXPENSES</b>					
Salaries	102,188	15,855	97,745	4,443	95.65%
Fringe Benefits	43,232	6,472	40,218	3,014	93.03%
Bank Service Charges	800	198	594	206	74.19%
Contractual Services	30,000	4,975	4,975	15,025	24.88%
Commission Discretionary Funds	5,000	0	2,329	2,671	46.58%
Commission Mtg Expense	2,200	273	2,164	36	98.37%
Commission Travel	1,000	385	385	615	38.50%
Furniture/Equipment Purch.	10,000	0	3,602	6,398	36.02%
Office Supplies	200	31	525	(325)	262.61%
Postage	1,000	21	178	822	17.83%
Printing & Copying	2,000	301	982	1,018	49.09%
Telephone	100	10	63	37	63.00%
Transfer for Match	225,525	54,328	125,404	100,121	55.61%
Indirect	<u>38,800</u>	<u>9,114</u>	<u>48,062</u>	<u>(9,262)</u>	<u>123.87%</u>
Totals	462,045	91,963	327,226	124,819	72.39%
Current Increase/(Decrease) to Fund Balance	(69,528)		(32,859)		