



## **EXECUTIVE & PERSONNEL COMMITTEE PROPOSED MEETING MINUTES**

June 14, 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 8:36 a.m.
- II. **Approval of Agenda**  
It was **MOVED** by C/Swope, **SUPPORTED** by C/Watkins to approve the agenda as provided. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**  
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Swope to approve both sets of minutes from May 10, 2018 and May 23, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**  
There was no public comment.
- V. **Groundwater Management Board Contract**  
Interim Director Snell summarized the memorandum from Environment & Sustainability Planner Jeremy Orr requesting the approval of hiring a short-term contractor to implement a portion of the Wellhead Protection Grant for the Groundwater Management Board. Interim Director Snell explained that Planner Orr's time is split between the Groundwater Management Board and Greater Lansing Area Clean Cities, and the hiring of a contractor would assist Planner Orr immensely. The cost of the contractor is \$19,008. Greg Hoffman stated that it is funded by the East Lansing-Meridian Township Water & Sewer Authority through its Wellhead Protection Grant.  
  
It was **MOVED** by Ch/Draheim, **SUPPORTED** by C/Watkins, to approve the hiring of the selected contractor to implement a portion of the Wellhead Protection Grant deliverables. **MOTION CARRIED UNANIMOUSLY.**
- VI. **Interim Executive Director Status**  
Interim Director Snell advised the Committee that the time allotted for his duties as Interim Executive Director was nearing the end of its term.  
  
It was **MOVED** by Ch/Draheim, **SUPPORTED** by C/Watkins, to extend the term of Interim Director Snell, at the same rate of pay, until such time a full-time Executive Director is seated. **MOTION CARRIED UNANIMOUSLY.**
- VII. **TCRPC Standing Committees Transition**  
Interim Director Snell stated the Board of Commissioners made significant changes to the standing committee structure following the recommendations made by the Programmatic Working Group last month. He expressed that implementing the new structure is an ongoing process. Outreach and Communications Coordinator Nicole Baumer presented the memorandum that was distributed at the last Commission

meeting and distributed a supporting graphic of the committees. Coordinator Baumer advised the Committee that the existing Standing Committees would be maintained until August 1, 2018. The flow of information and business from the existing technical groups and committees, now referred to as Resource and Advisory Committees (RACs), will remain the same; reports from new commissioner representatives participating in the RACs will be added to future Commission agendas as they meet. The August 1<sup>st</sup> transition deadline will be well-timed with the new Executive Director being hired.

C/Watkins requested information about CARTS and where its duties now existed. Interim Director Snell explained that this will be a transitional move. C/Fletcher, as Chair of the former TRC, will be attending CARTS meetings and important upcoming events. Staff will continue to work with C/Fletcher to brief him on activities of the CARTS group. C/Fletcher is working on coordinating his schedule with the remaining CARTS meetings for the year. Interim Director Snell stated that there are important dates coming up for CARTS, and, if C/Fletcher cannot attend, then one or more of the other commissioners who attend CARTS meetings can report information at the Board of Commissioners meetings. Interim Director Snell stated that members of the former TRC and Road Commissioners will be informed of all future meetings. Interim Director Snell also stated that CARTS will meet on July 10<sup>th</sup> and the standing committee changes will be added to that meeting's agenda.

C/Watkins expressed that this could be problematic, because some meetings are scheduled a year in advance.

Coordinator Baumer explained that the preference form given to commissioners at the annual meeting will be modified to reflect participation on the RACs. During this transitional period, commissioners already leading a Standing Committee or involved in a technical group will become the commissioner representative for the corresponding RAC for the remainder of the year, i.e., C/Fletcher, as Chairperson of TRC, continues with CARTS; C/Washington, as Chair of Growth Trends, comes to the Land Use & Development Committee meetings; C/Louney is Chair of the Groundwater Management Board, so the flow of information will remain the same; and C/Maxwell is already designated as a representative for GLACC. The remaining RACs that do not already have a non-voting commissioner representative were planned to receive one at the next annual meeting during the preference form process, since they only meet a minimal number of times for the rest of the year, and any items needing Commission action will go to the Board regardless. C/Swope stated that he would like commissioners to be a part of every group.

It was explained that program staff will work with commissioner representatives in a liaison capacity and provide memorandums and meeting notes to brief commissioners so they are prepared for Commission meetings, like what is already done for TRC.

C/Swope suggested that an alternative commissioner be chosen so it is guaranteed a commissioner is present at all RAC meetings. Ch/Draheim requested that this transition process be completed now rather than wait until the annual meeting and suggested sending new preference forms to commissioners, with a choice of serving as a representative or alternative. Coordinator Baumer will ensure these new preference sheets will be available at or before the next Commission meeting.

Interim Snell emphasized that staff would make sure to work with each commissioner assigned to the group for each meeting. This would ensure that the commissioner is involved.

Coordinator Baumer advised the Committee that Program and Grant Review Committee responsibilities will be added to the Finance Committee. This ensures the Finance Committee, now as the Finance and Program Review Committee (FPC), has the opportunity to determine if any grants, new programs, or expenditures are feasible for the agency.

Interim Director Snell stated that any action surrounding the Community Coordinating Committee (CCC) will be on the July Commission Agenda. By that time it will have had a two-month review, and a vote can be taken to improve or implement it in August. C/Watkins expressed that this would be great timing for moving forward with changes, especially with CAPCOG's involvement in regional needs. October is the goal for the first CCC meeting. Coordinator Baumer reported that staff has been brainstorming and compiling a list of various community entities to participate on the CCC, which is advisory in nature. C/Watkins expressed that there are duplicate projects and interests being held by other community organizations (i.e., Bob Trezise with LEAP on transportation issues). There was discussion that this should be addressed, and a collaborative effort should be made.

Ch/Draheim stated that she would like to see Commission Agendas improved. She has some suggestions and will circle back at another time.

#### **VIII. Executive Director Search Process Update**

Ch/Draheim reported that she spoke to Jaymes Vettrano and he sent an email to both Finance Coordinator Hoffman and herself. Dates have been established for the Executive Director search as follows:

Thursday, August 2 (7:00 a.m.): Search Committee reviews applications and selects candidates for interviews.

Wednesday, August 15 (TBD): Interviews

Wednesday, August 22 (5:30 p.m.): Meet the candidates and Commission interviews the candidates. Completes rating sheets for the Search Committee. The Search Committee attends but does not participate. Reception to be held beforehand.

Thursday, August 23 (TBD): Search Committee selects final candidate based on interviews and Commission input.

Wednesday, August 29 (6:00 p.m.): Special Commission meeting to approve selected candidate (Ch/Draheim will call for the Special Meeting).

There was additional discussion regarding a discrepancy in the Executive Director position description and posted announcement requiring a bachelor's degree vs. a master's degree. Every document until May 21<sup>st</sup> had master's degree in it. Coordinator Hoffman advised the Committee that there was an inconsistency in the description, since the position had been posted by the recruiting firm with bachelor's degree, master's preferred, after direction from the Search Committee. Ch/Draheim will send Coordinator

Hoffman the correct, current language. Ch/Draheim desires the full Commission decide on the level of education desired. Ch/Draheim emphasized the addition of an Executive Director Search Update to the June Commission Agenda.

**IX. Approval of June 27, 2018 Commission Agenda**

It was determined that under VII. Executive & Personnel Committee Report, A. 1. Administrative & Executive Staff Functions, the recommended action be deleted and replaced with Executive Director Search Update.

Coordinator Baumer advised the Committee that she drafted an edited and improved Executive Director position description following the action of last month's Commission meeting. She informed them that the Programmatic Working Group will be meeting Monday to review all position descriptions of TCRPC, including the Deputy Director position. The Committee determined that the Programmatic Working Group will review the Executive Director position description during this process and report back to the Executive Committee at their July meeting.

It was also determined that VIII. Standing Committees Report add item B. for Resource and Advisory Committee preference forms to the Agenda.

**It was MOVED by C/Watkins, SUPPORTED by C/Swope, to approve the amended Commission Agenda. MOTION CARRIED UNANIMOUSLY**

**X. Public Comment**

There was no public comment.

**XI. Other Business**

Communications Coordinator Baumer advised the Committee that the Speaker Series planning is going well. The keynote speaker will be the City of Detroit's Chief of Mobility Innovation to discuss planning for autonomous vehicles. Coordinator Baumer stated that a panel of local industry professionals is currently being put together. The event will take place at MSU's Henry Center for Executive Development, which provides a professional-educational setting and comprehensive conference amenities. The Speaker Series will open new doors for regional discussions; Interim Director Snell advised that this initial event will plant seeds and should be a long-term effort by the Commission. The event was briefly discussed at the Finance Committee meeting, and the monies will come from GLRPI and EDA funds.

Interim Director Snell discussed the status of the CMAQ program. The TCRPC is once again required to perform air quality analysis on our transportation plans and any changes that involve non-exempt projects. Staff will be training in Ann Arbor next week so we are prepared for the required analysis.

The Committee was also apprised of the planning of the December "State of the Region" Catalyst event. Interim Director Snell gave a brief background on the history of the event. This event will be different than the original CATALYST kickoff, but the adjusted content follows suggestions given by the 2017 Executive Committee on ways to connect with the community. The content will address the topic of regional collaboration with a focus on identifying communities' priorities so the Commission can lead that discussion. This topic was the second-highest priority that the 2017 Executive Committee wanted to be addressed.

Coordinator Baumer explained that in 2014 the Commission worked with partners for a kickoff event for GLRPI titled CATALYST, which received incredibly good feedback. Staff would like to use this momentum and positive energy and apply it to this event. It will be an opportunity for commissioners and community leaders from various industries that make a region prosperous to come together.

**Adjourn**

**It was MOVED by C/Watkins, SUPPORTED by Ch/Draheim, to adjourn the meeting at 9:25 a.m. MOTION CARRIED UNANIMOUSLY.**

*The next Executive & Personnel Committee meeting is scheduled for July 12, 2018 at 8:30 a.m. at the TCRPC office.*

## 2018 Executive & Personnel Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/3	2/16	3/15	4/12	5/10	5/23	6/14	7/12	8/9	9/13	10/11	11/8
Chris Swope (Secretary)	City of Lansing	N/A	X	X	X	X	X	X					
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X	X	X	X	X					
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X	X	Y	X	-					
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X	X	-	X	X					
	TOTAL (4)	/	4	4	4	3	4	3					

Y = Participated via telephone connection

### Others in attendance

1/3/2018: Meeting was attended by commissioners appointed on the committee in 2017 (C/Banas, C/ Watkins, C/ Eakin) and Judi Brown Clarke via telephone; TCRPC Staff Jim Snell and Linda Thomas-Boyd

2/16/2018: Christine Barnes, TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

3/15/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

4/12/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Jennifer Tadgeron

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

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

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