



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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## Board Meeting Agenda

**MEETING DATE:** Tuesday, May 1, 2018  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 South Westnedge Ave, Kalamazoo, MI 49007

### 1. Call to Order

- a. The meeting was called to order at 11:33 am.

### 2. Member Present/Introductions

- a. Member present: Baker, Bomba, Carahaly, Farmer, Frisbie, Hazelbaker, Kale, McGraw, Pangle, Reynolds
- b. Others present: Fred Nagler, Kalamazoo Area Transportation Study (KATS)

### 3. Members Excused

- a. *Pangle made a motion to excuse Woodin.*
  - i. McGraw seconded the motion.
  - ii. **The motion carried.**

### 4. Action: Approval of the Agenda

- a. Carahaly wanted to add an item to the agenda: discussion of logo modifications. Adams suggested that the item be added as 11f.
- b. Hazelbaker made a motion to approve the amended agenda.
  - i. Pangle seconded the motion.
  - ii. **The motion carried.**

### 5. Action: Approval of the Minutes

- a. **No amendments were suggested to the minutes.**
- b. Reynolds made a motion to approve the minutes as presented.
  - i. Pangle seconded the motion.
  - ii. **The motion carried.**

### 6. Citizen Comments

- a. None made.

### 7. Financial Report

- a. Adams led the board through the financial report prepared by the Upjohn Institute.
- b. Carahaly pointed out the Lake Michigan Credit Union account balance and thank the board and staff for its work in securing that funding.
- c. Baker made a motion to adopt the presented financial report.
  - i. Hazelbaker seconded the motion.
  - ii. **The motion carried.**

### 8. Transportation/KATS Items

- a. Adams walked the board through the invoices submitted to SMPC by KATS.
  - i. Reynolds has a procedural question about invoicing. Adams explained the process.
  - ii. Farmer had a question about the Asset Management contract. Adams and Nagler led a discussion about the rating process.
- b. Amendment(s) to the FY 2018 Work Program – Culvert Inventory
  - i. The amendments were not provided before the meeting. Action on this item was tabled.
  - ii. The board discussed the Culvert Inventory program and what SMPC's role might be. The board also discussed management of other transportation assets such as sidewalks or streetlights.
- c. **Action: Q2 Invoices from KATS**

- i. Z1: \$7,315.86
- ii. Z2: \$1,483.48
- iii. Z3: \$5,020.81
- iv. **Total: \$13,820.15**

1) McGraw made a motion to approve KATS invoices numbered 18Z1-2, 18Z2-2, and 18Z3-2.

a) Frisbie seconded the motion.

**b) The motion carried.**

**9. Discussion: Regional Prosperity Initiative**

- a. Adams updated the board on the activities to-date. Adams focused on the Area of Focus Subcommittee's work; it took the selected area of focus (job training, internships, and apprenticeships) and refined to a few action items. Those action items centered on increasing awareness of existing internship and apprenticeship resources.
- b. Adams and Carahaly also discussed "Talent Wheelhouse", a program that was developed out of the Talent Match work. The program would allow job seekers to experience employment conditions before committing to a job long-term. Potential employees would rotate through a group of employers and then rate each employer on a number of criteria (likewise employers would rate potential employees) and then the best match for employee and employer would be identified.
- c. Adams mentioned that the Southwest Michigan Prosperity Initiative Committee is looking to fund projects in 2018. The Board discussed funding priorities at length.

**10. Discussion/Action: Strategic Planning**

- a. Adams provided materials from the 2014 strategic planning session and led a discussion regarding that planning process.
- b. The Board discussed the current services offered by SMPC and some of the potential services that could be offered by SMPC.
- c. The Board decided to hold a special strategic planning meeting at to be determined date.

**11. Staff Report/Other:**

- a. OMA and Parliamentary Procedure
  - i. Adams updated the Board on the event and noted that the flyer was distributed.
- b. Sherman Township
  - i. Adams let the board know that work has begun on their master plan.
- c. Florence Township
  - i. Adams noted that he is consulting with the Township; Adams will draft a contract.
- d. Schoolcraft Township
  - i. Adams is helping the Township review their recreation plan; if significant changes are needed, a contract will be offered.
- e. SMPC Sponsored Retirement Accounts
  - i. Adams and Carahaly signed letter asking ICMA to close the sponsored accounts.
- f. Logo
  - i. Carahaly drafted a modified logo. The board was indifferent to the modifications.

**12. Board Member Comments**

- a. Reynolds wanted an update on the master plan inventory. Adams noted that staff has assembled all electronic master plans and will request physical copies.

**13. Action: Adjournment**

- a. Hazelbaker made a motion to adjourn.
  - i. Kale seconded the motion.
  - ii. **The motion carried.**

**Next Meeting: June 5 in Coldwater**