



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: adams@upjohn.org

Board Meeting Agenda

MEETING DATE: Tuesday, September 6, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: Calhoun County Administration Building
315 W Green St, Marshall, MI 49068

1. Call to Order

- a. The meeting was called to order at 11:36 am

2. Members Excused/Absent

- a. Dunn, R Baker, Seyburn
- b. Carahaly made a motion to excuse Seyburn.
 - i. Reid seconded the motion.
 - ii. **The motion carried.**

3. Action: Approval of the Agenda

- a. Carahaly requested to add a discussion item regarding attendance between items 5 and 6.
- b. Carahaly made a motion to approve the amended agenda.
 - i. Reid seconded the motion.
 - ii. **The motion carried.**

4. Action: Approval of the Minutes

- a. Hazelbaker made a motion to approve the minutes.
 - i. McGraw seconded the motion.
 - ii. **The motion carried.**

5. Citizen Comments

- a. None made.

Member Attendance

Carahaly requested that the board no longer excuse member but recognize their absence. The board discussed this idea and issues with absenteeism. The board discussed the idea of excusing those members who notified staff or other board members of their absence. Those members who do not notify staff or other board members will be considered absent. Ultimately, the board decided to review the bylaws before making any policy decisions.

6. Financial Report

- a. Provided in Packet
 - i. Staff led the board through the financial report for the month. The board had a few questions about billings and receivables.
 1. Reid made a motion to accept the financial report.
 - a. Carahaly seconded the motion.
 - b. **The motion carried.**
- b. FY 2017 Budget
 - i. Staff presented a draft of the FY 2017 budget. Staff used the actual costs for the past two years to project the potential expenses and revenues for FY 2017.
 - ii. The board had a few questions but mostly felt the budget looked good.
- c. 11 Web Invoice
 - i. The invoice is for web hosting and support for FY 2017.
 1. Reid made a motion to approve the invoice from 11Web.

- a. McGraw seconded the motion.
- b. The motion carried.**

7. Transportation/KATS Items

- a. Monthly Report Presented at the meeting
 - i. In place of KATS staff, SMPC Staff gave the monthly report of transportation activities. Kale had a few questions about the mechanics of the rural task force and small urban programs.
 - ii. The board had a few questions about the invoice, including a question about meetings in Hastings. Staff let the board know that MDOT has not changed the boundaries for the rural task force so Barry County is still being serviced by SMPC/KATS.
- b. **Action:** Q3 Billing
 - i. Asset Management - \$4,286.74
 - ii. Rural Task Force - \$4,116.90
 - iii. Regional Transportation - \$9,215.40
 - 1. Reid made a motion to approve the invoices totaling \$17,619.04.
 - a. Carahaly seconded the motion.
 - b. The motion carried.**

8. Discussion: Regional Prosperity Initiative

- a. Update on Regional Prosperity Meetings
 - i. Staff gave an over of RPI activities for the month. This included information on their discussion around moving from tier one to tier two and grant awards. The recent grant award was given to the Upjohn Institute for a project called "Talent Match". Talent Match is focused on assessing workforce needs and assets in the region with the hope of aligning the needs with proper resources.
 - 1. The board discussed the movement from tier one to tier two and the talent match project. A few questions about the talent match project arose that generated a good amount of discussion.

9. Discussion: Update from the SMPC Sponsored Retirement Account Committee

- a. Review of discussions and actions to date
 - i. Staff gave an update on the activities to-date.

10. Discussion/Action: Kalamazoo River Water Trail

- a. Update on project
 - i. The coalition of SMPC, Kalamazoo River Watershed Council, and the Potawatomi Resource and Development Council submitted a grant application the Kalamazoo River Recreation Foundation. The coalition is now waiting on feedback from the granting agency.

11. Discussion: Competition with For-Profit Firms

- a. Discuss the prepared policy related competing with for-profit firms
 - i. Staff prepared and presented a draft of a competition policy. The board had a few technical edits to the doc.

12. Discussion: Meeting Schedule

- a. Review and discuss Public Notice for FY 2017
 - i. Staff presented a draft public notice for FY 2017. According to the draft public notice, the board will keep its current schedule and day and time. The board will not meet in January and July to accommodate holiday schedules.
 - ii. After a good amount of discussion, the board felt that the current meeting date and time is still the best.

13. Staff Report/Other:

- a. Lockport Township
 - i. The board reviewed the contract and made a few typographical edits and edits based on the competition policy discussion.
 - 1. Reid made a motion to approve the amended contract with Lockport Township.
 - a. McGraw seconded the motion.

b. The motion carried.

- b. Ross Township
 - i. Staff gave an overview of the potential project and contract.
 - ii. The board felt that the roles outlined in the contract were very appropriate for SMPC and a great service to the township.
 - 1. Carahaly made a motion to approve the invoices totaling \$17,619.04.
 - a. Hazelbaker seconded the motion.

b. The motion carried.

14. Board Member Comments

- a. Carahaly expressed his desire for the board to formalize the competition policy and conceptualize the practical implications of that policy at the next meeting.

15. Action: Adjournment

- a. The meeting was adjourned at 1:01 pm

Next Meeting: October 4, 2016
W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI 49007