

**CUPPAD REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
Meeting Minutes**

December 14, 2023
Escanaba MI
12:00 p.m. EDT

CUPPAD Office, 2950 College Ave.,
Conference call option

PRESENT

Thyra Karlstrom, Marquette County
Kelly Livermore, Alger County
Jill Beaudou, Hannahville Indian Community
John Malnar, Delta County
Mike Periloux, Schoolcraft County
Kathy Vermaat, Marquette County
Denny Olson, Breitung Township

ABSENT

Peter Kleiman, Menominee County Townships

OTHERS PRESENT

Dotty LaJoye, Executive Director, CUPPAD
Rachel Johns, Administrative Assistant, CUPPAD
Michelle Viau, UP Michigan Works, CFO

CALL TO ORDER

The meeting was called to order at 12:20 pm by T. Karlstrom. Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA

T. Karlstrom called for any changes or additions to the agenda. D. LaJoye requested 6.2 Budget Review & Approval be added as an Unfinished Business item. **D. OLSON MOTIONED TO APPROVE THE AMENDED AGENDA, SUPPORTED BY J. MALNAR; MOTION PASSES.**

ACCEPTANCE OF THE MINUTES

J. MALNAR MOTIONED TO APPROVE THE MINUTES FROM THE EXECUTIVE COMMITTEE MEETING ON SEPTEMBER 28, 2023, SUPPORTED M. PERILOUX; MOTION PASSES.

D. OLSON MOTIONED TO ACCEPT THE MINUTES FROM THE QUARTERLY REGIONAL COMMISSION MEETING ON OCTOBER 27, 2023, SUPPORTED BY J. MALNAR; MOTION PASSES.

TREASURERS REPORT

Jill Beaudo reviewed the Grant Balances sheet for the status of all contracts, including incoming funds, expenditures, and remaining balances. Discussion ensued regarding the numerous contracts that have been completed and billed and potential income that has yet to be added to the fund balance. The increase in Personnel expenses from October to November was a highlighted key point. Michelle Viau explained the increase was due to the dates payroll and insurance bills falling within the calendar month(s). **J. BEAUDO MOTIONED TO ACCEPT THE TREASURERS REPORT, SUPPORTED BY D. OLSON; MOTION PASSES.**

UNFINISHED BUSINESS

6.1 CUPPAD Bylaws

K. Vermaat presented the current set of bylaws and highlighted specific areas for potential updates. The discussion focused on the rationale behind each proposed change, addressing the need for clarity, relevance, and alignment with organizational goals and Robert's Rules of Order. Kathy will compile a revised draft of the points earmarked for further consideration and present those changes at the next meeting.

6.2 Budget Review & Approval –

Attendees engaged in a thorough examination of budgetary details, seeking clarification on various line items, and expressing perspectives on two proposed staff increases. Specific attention was directed toward staff compensation and changing the Administrative Assistant from part-time to full-time. A notable proposal for a 3% rate increase for staff employed as of October 1, 2023, was made. After a comprehensive discussion, consensus was reached to approve the budget, including the 3% rate increases for eligible staff with pay back dated to October 1st and increasing the Administrative Assistant position from part-time to full-time.

D. OLSON MOTIONED TO ACCEPT THE BUDGET, SUPPORTED BY M. PERILOUX; MOTION PASSES.

EXECUTIVE DIRECTOR REPORT

D. LaJoye reported having had the privilege to attend the NADO conference in Cleveland engaging in informative sessions and establishing connections. Quickly nearing the end of two CDBG projects; the water treatment plant in Escanaba and the old hospital. Due to the Governor's call to move MEDC funds to MSHDA, these may be the last two CDBG infrastructure projects for CUPPAD. CEDS committee meeting held discussion on housing and the local region seeing \$2.485 million for two application windows. The first was scheduled in January; however, due to Senate Bill #293 not passing before the break the window will open after legislators reconvene. This presents a great opportunity for almost anyone to apply. There have been zero updates from EGLE regarding Materials Management. MSU has a webinar scheduled for January 10th from 12:30-1:45 presenting information for Renewable Energy Permitting.

M. PERILOUX MOTIONED TO FILE THE EXECUTIVE DIRECTORS REPORT, SUPPORTED BY D. OLSON; MOTION PASSES.

NEW BUSINESS

8.1 Debit Card Policy

CUPPAD Debit Card Policy

D. LaJoye presented the final draft of the policy outlining requirements for CUPPAD staff to make purchases using the debit card. **K. LIVERMORE MOTIONED TO APPROVE AND ADOPT THE DEBIT CARD POLICY, SUPPORTED K. VERMAAT; MOTION PASSES.**

8.2 Check Signing Policy

The Executive Committee acknowledged the need for updates to align with evolving financial practices and the importance of modernizing check signing to enhance efficiency, security, and accountability. The consensus was to initiate a comprehensive review and revision of the bylaws to incorporate updated check signing procedures, ensuring clarity on roles, responsibilities, and authorization levels.

ITEMS FROM THE EXECUTIVE COMMITTEE

K. Livermore reported employees receiving raises after Alger County's budget review. The Munising Marketplace was adopted at a Special Called Meeting.

D. Olson informed attendees of the concerns electric vehicles are raising for road and bridge building due to the lack of gas tax being paid and government kickbacks after purchase.

M. Periloux reported the Schoolcraft County ambulance mileage passed. In Manistique, a historical building was moved to the historical area for a nice update and enhancement.

T. Karlstrom informed the Executive Committee she will be absent from the January Executive Committee Meeting.

ADJOURNMENT

The Chair adjourned the meeting at 2:51 pm.

Minutes prepared by Rachel Johns