

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

May 22, 2025
2:00 p.m. EDT

CUPPAD Office
2950 College Ave, Escanaba
Zoom option

PRESENT

Thyra Karlstrom, Marquette County
Jill Beaudou, Hannahville Indian Community
Mike Perilloux, Schoolcraft County
John Malnar, Delta County
Peter Kleiman, Menominee County Townships

ABSENT

Kelly Livermore, Alger County
Denny Olson, Breitung Township
Christine Williams, Delta County

OTHERS PRESENT

Dotty LaJoye, Executive Director, CUPPAD
Rachel Johns, Administrative Assistant, CUPPAD

CALL TO ORDER

The meeting was called to order at 2:00 pm by T. Karlstrom. Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA

P. KLEIMAN MOTIONED TO APPROVE THE AGENDA, SUPPORTED BY J. MALNAR; MOTION PASSES.

PUBLIC COMMENT

ACCEPTANCE OF THE MINUTES

M. PERILLOUX MOTIONED TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM SEPTEMBER 26, 2024, SUPPORTED BY J. MALNAR; MOTION PASSES.

P. KLEIMAN MOTIONED TO ACCEPT THE QUARTERLY REGION COMMISSION MEETING MINUTES FROM OCTOBER 25, 2024, SUPPORTED BY J. BEAUDO; MOTION PASSES.

TREASURERS REPORT

Jill informed the Executive Committee that, as determined during the previous Regional Commission meeting, the current meeting packet included a check registry, and a list of deposits made. She directed the Committee members to review these documents and

reminded the Committee to raise any questions or seek clarification regarding payments detailed in the check registry. Jill brought forth a specific query regarding a reimbursement issued to Ryan Soucy in the amount of \$865.11. Following a brief discussion, it was determined that the higher-than-usual reimbursement amount was due to Mr. Soucy's purchase of two office chairs. Jill questioned the EDA Recreation Grant. Dotty clarified that this is the Coal Impacted Communities Grant, under which an outdoor innovation recreation strategy plan is being developed. Dotty noted that the SPARK grant funds have been received. Jill raised concerns regarding the Delta and Schoolcraft County GIS contracts, noting that the level of work performed appeared to exceed the current payment structure. Dotty explained that these two contracts require reworking. Key concerns to be addressed include the lack of annual renewal, which currently opens the possibility of these contracts being subject to competitive bidding according to each county's procurement policy. The Executive Committee engaged in a discussion regarding the upcoming negotiations for the Delta and Schoolcraft County GIS contracts. The Committee provided Dotty with suggestions and points to consider when presenting proposals to the respective counties. **J. BEAUDO MOTIONED TO ACCEPT THE TREASURERS REPORT, SUPPORTED BY P. KLEIMAN; MOTION PASSES.**

UNFINISHED BUSINESS

6.1 New Hire – Dotty proposed hiring Helen DeMarsh as a full-time employee with the proposed terms of employment to include full-time status, 40 hours per week, hourly rate of \$22 per hour, and the inclusion of full-time benefits. She read CFO Michelle Viau's email regarding CUPPAD's current financial status indicating a current fund balance surplus of \$6,000 with the presented budget including expenses for Helen DeMarsh. Based on the information, CFO Viau stated it is reasonable to conclude that the budget can support hiring Helen DeMarsh on a full-time basis. **A MOTION TO HIRE HELEN DEMARSH AS A FULL-TIME EMPLOYEE WAS MADE BY M. PERILLOUX; SUPPORTED BY P. KLEIMAN; MOTION PASSES.**

EXECUTIVE DIRECTOR REPORT

Executive Director Dotty reported that CUPPAD is currently in a very positive position due to the significant amount of ongoing work. She expressed satisfaction with the progress of projects and indicated her belief that the agency is moving in the right direction. Dotty informed the attendees that staff is actively working on updating the Request for Proposal (RFP) for the Delta County Master Plan. Progress is also being made on the Delta County Recreation Plan, which is currently undergoing an update. Work on the Garden Township Master Plan is continuing. CUPPAD recently sponsored a renewable energy workshop. The primary objective of the workshop was to assist local communities in preparing for the evolving renewable energy siting landscape, which has been impacted by the passage of the PA 233 of 2023. The Central Upper Peninsula Materials Management Committee convened on March 20th. During the meeting, the committee accepted their one-year work program. Dotty noted that this work program has received approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). It was reported that CUPPAD intends to apply for the next round of funding for the Regional Partnership Housing Program through the Michigan State Housing Development Authority (MSHDA). The proposed grant term would be June 1, 2025, to May 31, 2026. The grant application will be for the amount of \$75,000. The

deadline for submitting the grant application is April 30th. An upcoming virtual meeting of the CEDS (Comprehensive Economic Development Strategy) Committee was announced for March 28th. The meeting will feature a presentation by Dana LaLonde on the topic of Women in Skilled Trades. **A MOTION TO ACCEPT THE EXECUTIVE DIRECTORS REPORT WAS MADE BY P. KLEIMAN; SUPPORTED BY J. MALNAR; MOTION PASSES.**

NEW BUSINESS

8.1 Staff Security Measures

It was reported that during the February meeting, employee personal data was inadvertently included in materials shared via email and USPS via the meeting packet distributed to the CUPPAD Regional Commission. Upon discovery of this error, Attorney Wendy Marcotte was consulted to advise on CUPPAD's position and the necessary steps for rectification. Following Attorney Marcotte's recommendation, an email was disseminated to all Commissioners requesting the completion, signing, and return of a Confidential Information Packet Handling Verification Form. This form served to confirm the destruction of the aforementioned confidential information. Due to an initial low response rate, a follow-up email was subsequently sent to Commissioners to reiterate the importance of their cooperation in this matter. This second request resulted in the submission of additional verification forms. A subsequent, more in-depth investigation revealed that the inadvertently shared information accurately pertained to two specific employees. Moving forward, CUPPAD will explore the implementation of a LifeLock-type security service for the two employees whose personal data was affected by this breach. Further research into suitable options and associated costs will be conducted. The discussion surrounding the breach highlighted the need to review and update the current Personnel Policy, which was noted to be dated 2014.

NEXT MEETING DATE: Quarterly Regional Commission Meeting – The next meeting will be held on Friday, April 25, 2025, at 12:30 P.M. Lunch served at noon.

ITEMS FROM THE EXECUTIVE COMMITTEE

J. Malnar reported that Delta County hired Katelyn Bergman, an Escanaba native, as the airport administrator. She is currently in transition from Alaska and will be starting in May.

P. Kleiman reported Menominee county seems to be functioning well. An Economic Development Director has been hired.

J. Beaudou reminded the Committee that 2% grants are due 03/31.

M. Perilloux reported the Schoolcraft County committees for summer activities are in full swing with the recently expanded social district being used to the fullest extent.

T. Karlstrom reported the search for a new Marquette County Administrator continues as candidates offered the position declined to accept after negotiations began.

ADJOURNMENT

The Chair adjourned the meeting at 3:32 P.M.

J. MALNAR MOTIONED TO ADJOURN THE MEETING, SUPPORTED BY P. KLEIMAN; MOTION PASSES.

Minutes prepared by Rachel Johns