

**Grand Valley Metro Council
Executive Committee Meeting**

Thursday, January 19, 2006
12:00 PM

Grand Valley Metro Council
40 Pearl NW, Suite 410
Grand Rapids, MI

MINUTES

Present

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| Jim Beelen | City of Allendale |
| Jim Buck | City of Grandville |
| Daryl Delabbio | Kent County |
| Don Hilton | Gaines Township |
| Kurt Kimball | City of Grand Rapids |
| Cy Moore | Council Treasurer |
| Rick Root | City of Kentwood |
| Rob VerHeulen | City of Walker |

Absent

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| Audrey Nevins | Byron Township |
| Al Vanderberg | Ottawa County |

Other

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|-------------------|----------------------------|
| Leon Branderhorst | Grand Valley Metro Council |
| Chris Dawson | Crowe Chizek |
| Abed Itani | Grand Valley Metro Council |
| Gayle McCrath | Grand Valley Metro Council |
| Don Stypula | Grand Valley Metro Council |
| Michael Young | City of Rockford |

1. Call To Order

The meeting was called to order at 12:35 p.m.

2. Approval of Minutes

MOTION – To Approve the Minutes of the December 2005, Executive Committee Meeting. MOVE – Kimball. SUPPORT – Beelen. MOTION CARRIED.

3. Audit Report

Don Stypula recognized the ongoing work by Leon Branderhorst, and introduced Chris Dawson of Crowe Chizek who reported on the audit.

Mr. Dawson reviewed the audit and reported it had a “clean opinion.”

In the Report under Internal Control Over Financial Reporting and Compliance it states, “We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.” It also states “The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.”

The report states, “In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Council as of September 30, 2005 and 2004 and the changes in its financial position for the years then ended, in conformity with accounting principles generally accepted.”

Mr. Dawson reviewed the changes in the balance sheet from the previous year to this year.

Cy Moore questioned why the fund balance in REGIS increased so substantially. Had contracts been deferred to next year?

Don Stypula indicated there had been some vacancies left open and part of the previous fund balance had been applied to help cover smaller members’ dues to help even out their dues increase. The additional money left over would be used to look at capital improvements for this year and next.

Cy Moore asked if there were improvements to the system that had been deferred which would account for a large portion of the fund balance increase.

Don Stypula stated some improvements had been deferred, some they just didn’t need.

Don Hilton reported that some of those decisions had been deferred so the new REGIS Director would have a say in them.

MOTION – To Accept the Audit Report and Move it to the Agenda of the February Board Meeting. MOVE – Root. SUPPORT – Delabbio. MOTION CARRIED.

4. New Courtland Township Representative

Chairman Buck reported Jim McIntyre is phasing out of his official duties at Courtland Township and preparing for retirement. The Courtland Township Board has appointed Charles Porter as their new representative to the Metro Council.

5. Transportation

Chairman Buck noted only item A on the agenda, the TIP Amendment, would require consideration by the committee and a motion.

Abed Itani explained the request for the TIP amendment. The action has been approved by both the Policy and Technical Committees.

MOTION – To Approve the Amendments to the 2006-2008 TIP for MDOT and ITP projects, and Move Them on to the February GVMC Board Agenda. MOVE – Beelen. SUPPORT – VerHeulen. MOTION CARRIED.

6. Legislative Report

Don Stypula reported both chambers are back in session and are moving slowly. Tax issues are still being kicked around.

It appears as if AT&T will partner with Verison to eliminate local franchise fees. That battle continues on both the state and federal levels. Members are encouraged to talk with their legislators on the issue.

The Legislative Committee discussed forgoing the Legislative Dinner and Breakfast and holding a luncheon in Lansing. The event would include the GVMC delegation as well as key committee members, legislative staff, and leadership. The program would include issues which were predetermined by the Legislative Committee. Rep. Kooiman has indicated he can obtain a room for the event. Costs would include transportation and catering.

Rick Root stated that the Legislative Committee also discussed reviewing and redefining the list of legislative priorities.

7. Personnel Committee

Michael Young, Chairman of the Personnel Committee, explained and answered questions regarding the proposed personnel policy changes which include amending the bereavement and part-time employment policies; as well as considering elimination of the VSP vision benefit to mitigate the effect of increased medical premium costs.

Rob VerHeulen stated that although the changes to the part-time policy were being proposed for cost cutting purposes, he was wary of giving the impression that benefits were being enhanced.

MOTINON – To Approve the Change to the Bereavement Policy and the Elimination of the VSP Vision Benefit, and Move Them to the Board Agenda. MOVE – Kimball. SUPPORT – VerHeulen. MOTION CARRIED.

8. Executive Director's Annual Review / 2006 Goals

The Committee discussed the Executive Director's goals and how they should be formulated. Comments included expectations that the goals should be measurable and derived from GVMC's strategic planning results. Comments also included discussion on

quarterly reporting on progress and specific steps taken to shore up the organization financially and moving the offices or sub-leasing some of the current space. A report should be presented to the Committee by March 16 on those issues.

Kurt Kimball stressed the importance of GVMC staying down town.

It was reported that Peter Varga had indicated to Mr. Itani that office space was available at The Rapid at a substantially cheaper rate than what was being paid at the Trust Building (which is approximately \$14 psf.). Parking would be available at a nearby GUS lot, which would also cut parking costs.

Don Stypula indicated he believed Mr. Varga had quoted him a price higher than \$14 psf for office space at The Rapid.

It was also determined that a progress report should go to all members at the time of the survey of the Executive Director's performance.

Action Items Included:

- A. Produce a list of the outcome of GVMC's Strategic Planning
- B. A smaller subgroup of the Executive Committee should meet together to formulate the new goals. (Officers, Michael Young, Jim Beelen)
- C. Those goals should be presented to the Executive Committee at the next meeting as well as a progress report on actions taken to shore up the organization financially and actions taken to alleviate the cost of rent.
- D. The goals should then be presented to all members.

Staff was excused and the Committee went into closed session for the remainder of the meeting.

9. Adjourn 1:20 p.m.