

# **Grand Valley Metro Council Executive Committee Meeting**

October 20, 2011

12:00 noon

Grand Valley Metro Council  
678 Front Ave. NW, Suite 200  
Grand Rapids, MI

## **MEETING NOTES**

### **Present**

Jim Buck	City of Grandville
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Cindy Fox	Cascade Township
George Heartwell	City of Grand Rapids
Don Hilton, Sr.	Gaines Township
Cy Moore	Council Treasurer
Rick Root	City of Kentwood
Michael Young	City of Rockford

### **Absent**

Alan Vanderberg	Ottawa County
Rob VerHeulen	City of Walker

### **Other**

Abed Itani	Grand Valley Metro Council
Andy Bowman	Grand Valley Metro Council
Gayle McCrath	Grand Valley Metro Council
Don Stypula	Grand Valley Metro Council

### **1. Call to Order**

The meeting was called to order at 12:15 p.m. by Chair Jim Buck.

### **2. Approval of Minutes**

**MOTION – Approval of GVMC Executive Committee Minutes of September 2011.  
MOVE – Heartwell. SUPPORT – Fox. MOTION CARRIED.**

### **3. Administration: Draft GVMC Records Retention Policy**

Don Stypula explained that working with staff and the GVMC auditors he has put together a draft records retention policy. The policy is as follows:

## **GVMC RECORDS RETENTION SCHEDULES**

### **RECORDS RETENTION PERIOD**

#### **ACCOUNTS PAYABLE:**

- Original Invoices and copy of the check 7 years following annual audit
- Make AP Journal Entries Listing 7 years following annual audit
- Make AP Journal Entries Listing 7 years following annual audit

#### **ACCOUNTS RECEIVABLE:**

- Copies of each invoice/with applicable backup 7 years following annual audit
- Wrap-up Invoices Journal Entries Listing 7 years following annual audit
- Wrap-up Receipts Journal Entries Listing 7 years following annual audit

#### **PAYROLL:**

- Copies of payroll checks 7 years following annual audit
- Costs by GL Number Report 7 years following annual audit
- Current Leave Hours Report 7 years following annual audit
- Hours Verification Report 7 years following annual audit
- Payroll Register 7 years following annual audit
- Wrap-up Payroll Report 7 years following annual audit
- Wrap-up Remittance Checks Report 7 years following annual audit
- Employee Time Reports 7 years following annual audit
- 941 Reports 10 years following annual audit
- W2s 10 years following annual audit
- MESC Reports 10 years following annual audit
- Copies of ICMA Submissions & Reports for 457 & 401 7 years following annual audit

#### **GENERAL LEDGER:**

- Journal Entries Listing Report 7 years following annual audit
- Journal Posting Report 7 years following annual audit
- Auditor's Journal Posting Report 7 years following annual audit

**OTHER:**

- Annual Budget 7 years following annual audit
- Quarterly Finance Reports 7 years following annual audit
- Audit Reports and related documents 10 years following annual audit
- Bank Statements and Reconciliations 7 years following annual audit
- Bank Deposit Slips and check stubs 7 years following annual audit
- Cancelled Checks 7 years following annual audit
- Loan Contracts and Related Documentation 10 years following annual audit
- Meeting packets and minutes Permanent archive

**CONTRACTS**

- MDOT Master Agreement Permanent Archive
- Annual UPWP 7 years
- Long-Range Transportation Plan 7 years
- Transportation Improvement Program and Amendments 7 years
- MDOT Project Award Authorizations 7 years
- Office Lease Permanent Archive
- Other Contracts Permanent Archive
- RFP Bids and Quotes 7 years following contract expiration

**GRANTS**

- Grant Agreements 10 years
- Grant Files, Progress and Completion Reports 10 years
- Other grant documentation 10 years

Rick Root asked if special requirements for each category that might pertain to GVMC were considered and are we conforming to those specifications?

Don Stypula stated yes we are. The auditors agree and this dovetails into what SEMCOG does.

**MOTION – To Approve Draft Records Retention Policy and Move to GVMC Board for Approval. MOVE – Young. SUPPORT – Root. MOTION CARRIED**

**4. Legislative Advocacy**

**PPT**

Don Stypula reported a proposal on the elimination of the PPT is expected to be announced by the Governor in the next 7 – 10 days. It will be a phase out which only includes industrial, not commercial or utility. As business tax credits expire, there will be some funds available to partially reimburse locals for lost revenue.

Michael Young said he heard it will be a slow process and wonders which of the many stories concerning the issue is correct.

Don Stypula indicated there were several versions, and he would defer to what Michael had heard.

## **Bridge to Canada**

Don Stypula reported the issue will be voted on in committee today at 1:30 p.m.

## **Transportation Funding**

Don Stypula reported next week the Governor will give his message on infrastructure funding. Don will find out the specifics of the message when he meets with Bill Rustim tomorrow. The Governor has indicated he will propose opening up Act 51 to recalculate the formula.

## **Proposed Michigan Regional Councils Act**

Don Stypula attended a meeting with Michigan Planning Association. We had three people there representing us. It does not appear the proposed act has much support. Don will discuss this with Bill Rustim also.

## **5. Other – Committee List**

Jim Buck reviewed the 2011-2012 GVMC Committee list.

Jim also reviewed the schedule for starting the new format for GVMC Board meetings. Normal GVMC meetings are expected until the new year. January will be the first normal meeting of the new format, followed by February being a work session. Jim asked everyone to forward to Don issues they think are important to be considered for emerging issues.

Don Stypula reported the January GVMC Board meeting would be on January 9 preceding the Quarterly Luncheon.

## **6. Executive Session to Discuss Executive Search**

Staff was excused for an executive session.

## **7. Adjournment – 1:35 p.m.**