

**Grand Valley Metro Council  
Executive Committee Meeting**

January 15, 2015

12:00 noon

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

**Minutes**

**Present**

Daryl Delabbio  
Mike DeVries  
Brian Donovan  
George Heartwell  
Don Hilton, Sr.  
Alan Vanderberg  
Michael Young

Kent County  
Grand Rapids Township  
City of East Grand Rapids  
City of Grand Rapids  
Gaines Township  
Ottawa County  
City of Rockford

**Absent**

Alex Arends  
Jim Buck  
Cy Moore

Alpine Township  
Secretary  
Council Treasurer

**Other**

Chris Brown  
Abed Itani  
Dharmesh Jain  
Gayle McCrath  
Wendy Ogilvie  
John Weiss

Grand Valley Metro Council  
Grand Valley Metro Council

**1. Call to Order**

Chair Al Vanderberg called the meeting to order at 12:15 p.m.

## 2. Approval of Minutes

**MOTION – To Approve the November Executive Committee Minutes. MOVE – DeVries. SUPPORT – Donovan. MOTION CARRIED.**

## 3. GVMC Policies and Procedures Update

- a. **Elimination of Progressive Discipline** – Discussion regarded what member communities have in their policies and procedures. Al Vanderberg stated Ottawa County has both progressive discipline and due process. It is good policy to try to retain employees by giving them a chance to improve and correct their performance. Mike DeVries reported Rapids Township has problem solving procedures to address performance issues. The difference between progressive discipline and due process was discussed. John Weiss asked Executive Committee members to forward their policies for review.
- b. **Confidentiality** – As recommended, the policy is much too restrictive especially since most information handled by GVMC is in the public domain. It was suggested policy wording be reworked to indicate confidential information is that which is not in the public domain and available through FOIA.
- c. **Prohibited Conduct Section** – Large prohibited conduct section was recommended including “immoral conduct” and working another job while absent. Discussion regarding whether listing prohibited conduct was the preferred way to go as it will always leave out something. Brian Donovan was in favor of listing as it sets the tone of appropriate conduct. Also discussed was what would be considered immoral conduct and who would determine that, as well as whether working another job when not on GVMC time is an acceptable prohibition. The GVMC Policies and Procedures already allow working another job on an employee’s free time as long as it is approved by the Executive Director and is not a conflict of interest. Prohibition of working on sick time is also an option.
- d. **Solicitation Section** – It was suggested the text could be slightly softened. Executive Committee members are asked to send copies of their policy to Gayle for comparison.
- e. **Title VI** – It is mandatory for GVMC to have a Title VI policy in its manual.
- f. **De Minimus Benefits** – Chris Brown explained the recommendation of this addition by the auditors. Many local government entities have this item.
- g. **Benefit Threshold Change** – Changing the benefit threshold from 40 hrs. to 32 was discussed. Due to expansion of various areas and possible job sharing, it may become necessary to institute this change to attract qualified candidates. It is likely GVMC could receive grant funding for a position, but not be able to offer the individual benefits if the position was less than 40 hrs. per week regardless of whether benefits were fully funded by a grant. Discussion ensued regarding whether part-time benefits could be left up to the discretion of the Executive Director. The possibility of instituting different categories of part-time positions, job sharing, and prorated benefits was discussed. It was also suggested positions with less than 40 hours could have a portion of the cost of the benefits built into the pay and the individual could purchase insurance, etc. on their own.

4. **Environmental Programs Update** – Wendy Ogilvie gave an update on Environmental Programs. GVSU has just joined LGROW’s NPDES program, which is a significant funding increase. Wendy is working with the Grand Rapids Public Museum on their \$30 million “redo” which includes a school and watershed themed exhibit. Wendy will be presenting at a MLGMA meeting in the near future. There are many groups that want to partner with local governments in environmental activities, citizen scientist programs. LGROW is also nearing the end of the permitting process.
  
5. **Strategic Planning** – Al Vanderberg suggested bringing in Lew Bender again for a strategic planning session, maybe in April. It would be a good chance to review where GVMC is now, where we want to go, and review our success.

Michael Young would like to see last year’s plan. John will forward that to him.

George Heartwell suggested having a meeting sometime prior to the Strategic Planning with a futurist speaker to get everyone thinking in that direction. Maybe a Quarterly Luncheon.

The Strategic Planning session should be limited to GVMC Board representatives.

6. **Adjourn – 1:30 p.m.**