

**Grand Valley Metro Council
Executive Committee Meeting**

Thursday, June 16, 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
Cindy Fox	Cascade Township
Don Hilton, Sr.	Gaines Township
Cy Moore	Council Treasurer
Alan Vanderberg	Ottawa County
Rob VerHeulen	City of Walker
Michael Young	City of Rockford

Absent

George Heartwell	City of Grand Rapids
Rick Root	City of Kentwood

Other

Andy Bowman	Grand Valley Metro Council
Leon Branderhorst	Grand Valley Metro Council
Abed Itani	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 May 2011.
MOVE – VerHeulen. SUPPORT - Vanderberg. MOTION CARRIED.**

3. Strategic Initiatives Governance Taskforce Recommendations

Don Stypula reported on the recommendations of the Governance Taskforce

Grand Valley Metropolitan Council (GVMC Board of Directors)

Authorization: 1989 P.A. 292 (MCL 124.651) – the Metropolitan Councils Act; Article VIII, GVMC Articles of Incorporation.

Officers: Chairperson and Vice Chairperson: (MCL 124.655; Articles of Incorporation, Article XI; GVMC By-Laws, Section 3) elected at the first meeting following the start of the fiscal year (October). May be removed by a 2/3 vote of the Council.

Secretary and Treasurer: (MCL 124.655; Articles of Incorporation, Article XI; GVMC By-Laws, Section 3) The Secretary and Treasurer are not required to be members of the Council.

Membership: Each public corporation may appoint members to the Council under the following formula: Population of 0-50,000 – One member; Population of 50,000-99,999 – Two members; Population greater than 100,000 – Three members (Articles of Incorporation – Article VIII). Each member serves a two-year term, coinciding with the Council’s fiscal year.

“At-Large” members (Articles of Incorporation, Article VIII). The Council may select up to one at-large member, who shall have one vote, for every 10 governmental units participating in the Council

**Weighted
Voting:**

The member of members representing a participating unit of government shall have one vote for each \$1,000 or fraction thereof of the total amount of the unit’s annual membership fee.

Meeting

Frequency:

Once per month as stipulated in Articles of Incorporation Article IX and By-Laws Section 1.2

Task Force Recommendations:

- 1. Business and Work Sessions:** Amend Section 1.2 of the GVMC By-Laws to specify that Council meetings on even-numbered months shall be designated as “work” sessions, where Council members discuss and analyze issues. Council meetings conducted in odd-

numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business properly before the Council. Council sessions conducted on even-numbered months would be designated as “Work Sessions,” (Committee of the Whole) where issues could be discussed in a more detailed manner and recommendations forwarded to the Board for formal action. Work sessions would be scheduled for up to two hour time blocks. At the discretion of the Board Chair, business items, requiring a vote of Council members, may be brought for consideration at designed “work” sessions. Trial period for 12 months.

Jim Buck commented that he felt the camaraderie of monthly meetings could be lost, but he could support a trial period.

- 2. Term Limits for Council Officers:** The Task Force recommends that officers of the Grand Valley Metro Council, including the Board Chair, the Board Vice-Chair, the Secretary, and the Treasurer shall serve for a maximum of 4 one-year terms for the same position.

Don Stypula reported the terms would not be retroactive. Everyone would start with a clean slate.

Cy Moore stated that under extraordinary circumstances terms of officers could be extended. This provision could be talked about at the full Board meeting.

It was also suggested that an administrative reminder should go out to all members to reappoint their representative annually.

- 3. Term Review for “At-Large” members:** The Task Force recommends that the terms of “at-large” members of the GVMC Board be reviewed by the Human Resources Committee on an annual basis and recommendations from the Committee be brought for consideration by the Board of Directors at the GVMC annual meeting in October.

Al Vanderberg suggested a more contentious approach to reappointments taking into consideration the experience and industry expertise of the member in relation to what is currently relevant to the Council.

- 4. Transportation-MPO Agenda Items:** The Task Force recommends that transportation-MPO related business items including the annual Unified Planning Work Program and Budget (UPWP); amendments to the UPWP; adoption of the GVMC Long-Range Transportation Plan; and each new, four-year Transportation Improvement Program be considered by the Committees and presented for final approval by the GVMC Board of Directors. The GVMC Transportation Policy Committee is authorized to review and give final approval to routine amendments and administrative adjustments to the Transportation Improvement Program (TIP) and to routine amendments and administrative adjustments to the Long-Range Transportation Plan.

Grand Valley Metropolitan Council Standing Committees
Executive Committee

Authorization: Article XIII, GVMC Articles of Incorporation. Section IV of the GVMC By-Laws

Membership: Chairperson, Vice Chairperson, Secretary, Treasurer and Executive Director (non-voting member), and up to that number of other Members of the Metropolitan Council so that the total number of Executive Committee members will equal in number up to one-third (1/3) of the total number of County and Local Units in the Council.

Members of the Executive Committee are selected by the Metropolitan Council at its annual meeting in October.

Meeting

Frequency: Currently meets once per month by historic practice. GVMC By-Laws Section 4.1 specifies that the Executive Committee shall meet upon the call of the Chairperson or Vice Chairperson with 24 hours notice “except in emergency situations.”

Draft Committee Duties and Responsibilities

1. *Provide guidance and direction to management to improve the GVMC’s operations and scope of services provided to members.*
2. *Review, approve and recommend to the Board of Directors the GVMC annual budget, budget amendments, and quarterly financial statements that have been recommended by management and approved by the GVMC Finance Committee*
3. *Review, approve and recommend to the Board of Directors the policies of the GVMC, consistent with the GVMC Articles of Incorporation and Bylaws*
4. *Receive and review the executive director’s annual performance evaluation completed by the Human Resources committee and recommend further action to the GVMC Board, including salary adjustments, termination or other actions*
5. *Develop, discuss and recommend to the Board of Directors strategic objectives for GVMC designed to help GVMC-member counties and communities manage challenges and take advantage of opportunities.*
6. *Ensure that the Executive Director and staff are developing strategies, tactics, and accountability mechanisms for achieving GVMC’s strategic objectives; track performance and report to the GVMC Board on a bi-monthly basis.*
7. *Make formal recommendations to the GVMC Board regarding updates to the GVMC Strategic Plan.*

8. *Develop and recommend to the GVMC Board topics for the Board to discuss, analyze and develop strategies for addressing during the Board Work Sessions scheduled for odd-numbered months of the year.*
9. *Work with the Executive Director and staff to develop periodic training and educational opportunities for GVMC Board members that bring added value for GVMC membership.*
10. *Perform all other duties and assume all other responsibilities as may be required by law or by the direction of the GVMC Board of Directors.*

Cy Moore recommended adding the reviewing and recommendation by the Executive Committee to the Finance Committee of the outside auditing contract.

Grand Valley Metropolitan Council Standing Committees Finance Committee

Authorization: Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

Membership: Members of the Finance Committee, appointed by the GVMC Board Chair, include the GVMC Treasurer and other individuals with the background, talent, knowledge and skill sets to thoroughly understand public corporation finance, budgeting protocols and financial management techniques.

Meeting

Frequency: Quarterly schedule with a special meeting in the spring of each year to review and approve the Transportation-MPO budget.

Draft Committee Duties and Responsibilities

1. *Periodically review the financial status of the GVMC and make recommendations to the Executive Committee and the Board to improve the financial performance of the Council.*
2. *Review, approve and recommend to the Executive Committee and the Board of Directors the GVMC annual budget, budget amendments, and quarterly financial statements that have been prepared by management.*
3. *Review, approve and forward to the Executive Committee and the Board the GVMC's annual financial audit.*
4. *Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board*

Approval of agency budgets is to be added as well as language related to the approval of the outside auditing firm.

**Grand Valley Metropolitan Council Standing Committees
Legislative Committee**

Authorization: Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

Membership: Members of the Legislative Committee, appointed by the GVMC Board Chair, are county and local officials with background in and knowledge of the policy making activities at the State Capitol in Lansing and the U.S. Capitol in Washington. They are experienced in issues advocacy and possess the skills to thoroughly understand creation of public policy in a political environment.

Meeting

Frequency: One per month, with special meetings scheduled as needed.

Draft Committee Duties and Responsibilities

- 1. Develop, discuss and recommend to the Executive Committee and the GVMC Board legislative policy priorities for the Council to pursue during each two-year legislative session.*
- 2. Oversee GVMC's legislative advocacy activities and provide direction to management and staff on GVMC's advocacy positions and approaches.*
- 3. Review legislation, bill amendments, position papers and state and federal administrative rules and regulations, make recommendations to the GVMC Executive Committee and Board, and report – via a scorecard matrix on a quarterly basis – the status of GVMC Board Legislative Priorities.*
- 4. Meet with legislators and their staffs and participate, as needed, in the legislative activities of GVMC, the Michigan Municipal League, the Michigan Townships Association, the Michigan Association of Counties, the Michigan Municipal Finance Officers Association and other groups.*
- 5. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board*

**Grand Valley Metropolitan Council Standing Committees
Human Resources Committee
(NEW- combines existing Personnel and Nominating Committees)**

Authorization: Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

Membership: Members of the Human Resources Committee, appointed by the GVMC Board Chair, are county and local officials with an interest in reviewing and making recommendations regarding the annual performance of the Executive Director;

and reviewing the qualifications of members interested in serving as officers of the GVMC and individuals in the private sector interested in serving as “At-Large” members of the GVMC Board.

Meeting

Frequency: At least once per year, prior to the annual meeting in October; periodically as required to review and make recommendations on the Executive Director’s performance and to recommend individuals to serve in vacant positions for Officers and At-Large Board members.

Draft Committee Duties and Responsibilities

- 1. On an annual schedule, review the performance of the GVMC Executive Director, offer advice and coaching to improve the performance of the Executive Director and recommend further action to the GVMC Executive Committee and Board, including salary adjustments, termination or other actions changes in the Executive Director’s compensation.*
- 2. At times when the Executive Director’s position is vacated, work jointly with the Executive Committee to identify and interview qualified candidates for the Executive Director position and make a formal recommendation to the Board a candidate to serve as Executive Director of the GVMC*
- 3. Periodically review and recommend amendments to the GVMC Personnel Policies and Procedures together with the wage and benefit structure for GVMC employees*
- 4. On an annual schedule, recommend to the GVMC Board a slate of candidates to serve as officers of the GVMC Board for the fiscal year.*
- 5. Work with current and new Board members to familiarize them with GVMC operations, member services and the roles and responsibilities of the Board and the GVMC Committees*
- 6. Identify, interview and recommend to the GVMC Executive Committee and Board candidates to serve as At-Large members of the Grand Valley Metro Council.*
- 7. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board*

The new HR Committee will be a combination of the Personnel and Nominating committee. Language will be added regarding the Executive Committee nominations.

Rob VerHeulen stated there should be an orientation packet for new members, although that shouldn’t be a responsibility of the HR Committee.

Al Vanderberg reported the committee could review job descriptions as well as wage and benefit information.

**Grand Valley Metropolitan Council Standing Committees
Emerging Issues Committee (formerly Regional Cooperation Committee)**

Authorization: Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

Membership: Members of the Regional Cooperation Committee include all members – public officials as well as At-Large members – of the GVMC Board of Directors who are interested in meeting on a periodic basis to discuss issues of regional significance.

Meeting

Frequency: As need to discuss and make recommendations on challenges, opportunities and issues facing GVMC-member counties and communities.

Draft Committee Duties and Responsibilities

- 1. Meet as needed to review and discuss as a “Committee of the Whole” an issue or topic of regional significance.*
- 2. Discuss region-wide approaches to policy issues and work with GVMC staff to analyze data and trends and develop position papers on issues and challenges.*
- 3. Make formal recommendations to the GVMC Executive Committee and Board regarding policy positions for GVMC.*
- 4. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board*

4. Legislative

The legislature is working on amendments to PA 312. Intergovernmental cooperation bills are coming up in Senator Jansen’s committee probably Wednesday and Thursday or next week.

The next big item on the Governor’s plate is the bridge to Canada. It does not appear to have the votes to be approved by the end of the month.

5. Transportation Amendment

TRANSPORTATION: AMENDMENT TO THE 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM

Due to several changes being requested by ITP The Rapid, the City of Hudsonville, KCRC, MDOT and GVMC staff to the FY2011-2014 TIP, staff is requesting approval of the following changes:

- ITP The Rapid is requesting to add more funds to two Activity Line Items for the 5307 program in FY2011.
- The City of Hudsonville is requesting an administrative modification of 32nd Avenue (an advance construction project in FY2011 with conversion in FY2012) to remove the advance construction designation and construct the project in FY2012.
- The KCRC is requesting to add several awarded FY2012 Safety projects as well as one FY2011 Enhancement project to the TIP.
- MDOT is requesting several Administrative Modifications as well as Amendments to the FY2011-2014 TIP.
- Staff is requesting the approval of amending the FY2011 – 2014 TIP to add the FHWA/MDOT approved FY2011 CMAQ projects proposed earlier this year as the result of several changes (including the delay of one project to FY2012) to the FY2011 program. Also, staff is requesting to possibly add several awarded Safety, Enhancement and Bridge projects provided that the sponsoring jurisdiction is prepared to add those projects to the TIP (projects could be added at a later time).

MOTION – To Approve the Proposed TIP Amendment and forward it to the GVMC Board. MOVE – Young. SUPPORT – Hilton. MOTION CARRIED.

6. Executive Session

Staff was excused for an executive session.

7. Adjournment