



Executive Committee

**Thursday November 17, 2011 • 11:30 a.m.
GVMC Offices – Riverview Center -- 678 Front Ave. NW**

Agenda

- 1. Approval of Minutes – October 20, 2011**
- 2. Emerging Issues: Presentation to the GVMC Board of Directors on the county-wide emergency medical response system by Kent County Emergency Medical Services**
- 3. Legislative Advocacy – Report from the Legislative Committee**
 - a. Personal Property Tax**
 - b. Transportation Funding: Lansing and Washington**
- 4. Other Items**
- 5. Executive Session to discuss executive search**



Memorandum

To: GVMC Executive Committee

From: Donald J. Stypula, Executive Director

Date: November 14, 2011

Re: Agenda items for our November 17, 2011 Executive Committee meeting

Attached are the agenda and relevant documents for our next GVMC Executive Committee meeting, scheduled for a **special start time – 11:30 a.m. -- Thursday November 17, 2011 here at the GVMC offices**. We have a quick, no action items agenda this month to give you time to meet in executive session to discuss the executive director search. I will brief you on a presentation by Kent County Emergency Medical Services Executive Director Mic Gunderson set for the December 1, 2011 GVMC Board meeting. I will also bring you a report from the Legislative Committee with an update on key legislative issues we are following.

We'll start by reviewing and approving the attached minutes from our October 20, 2011 meeting.

EMERGING ISSUES: STUDY OF THE KENT COUNTY EMERGENCY MEDICAL RESPONSE SYSTEM

At our next GVMC Board of Directors meeting on Thursday December 1, I have invited Mic Gunderson, the new Executive Director of Kent County Emergency Medical Services, Inc. (KCEMS), to give us a detailed look at how the various elements of the county-wide emergency medical response system function and how the system can be improved. Over the past several months, under Mic's direction, KCEMS has been conducting a comprehensive study of the entire emergency medical response system that serves Kent County.

That study provides a comprehensive evaluation of the design, performance and cost of the Emergency Medical Services (EMS) system in Kent County. The study extends from the 9-1-1 communications and ambulance dispatch centers through medical first response, ambulance transport, and into the hospital emergency department and acute specialty care centers for heart attacks, strokes and trauma. It examines the overall systems of care that transcend individual EMS providers and hospitals. The study highlights issues and offers recommendations for changes in system governance, standards, accountability and enforcement. It calls for a re-

examination of ambulance service designation issues as well as the types of calls that Medical First Responder (MFR) units are, and are not, sent on.

I am going to invite officials from all Kent County communities – including non-Metro Council members – to attend this briefing. Mic’s presentation will also appeal to GVMC Board members from communities in neighboring counties who can use the information from this study to work, collaboratively, on fostering improvements to their own EMS systems.

LEGISLATIVE ADVOCACY – REPORT OF THE LEGISLATIVE COMMITTEE

The Legislature is on a two-week recess period for firearm deer season and Thanksgiving. Lawmakers return to Lansing on November 29.

Before breaking for recess, lawmakers gave final approval to several GVMC-backed measures designed to remove barriers to intergovernmental collaboration and the development of service-sharing agreements. SB 8, which creates the Municipal Partnership Act, and HBs 4309, 4311 and 4312, which amend the Urban Cooperation Acts, passed both chambers the first week of November and are being prepped for printing and presentation to the Governor. I will alert the membership and send copies of the new public acts when the Governor signs the bills.

There is still no solid word from Lansing as to when the Governor will release his proposal regarding the phase-out of the personal property tax. Multiple sources still confirm that the Governor’s plan will partially, but not fully, pay for phasing out the industrial portion of the tax with the expiration of tax credits claimed by businesses under the Michigan Business Tax. At this juncture, I have no concrete specifics on other elements in the plan, but I am monitoring this issue closely and will report to the membership as the plan is galvanized.

Transportation Funding: The Legislative Committee spent considerable time digesting and discussing Governor Snyder’s multi-phase plan to finance transportation infrastructure improvements. Joining us at the meeting were MDOT Region Engineer Roger Safford and senior region planner Dennis Kent, together with Kent County Road Commission Managing Director Jon Rice.

Committee members and guests agreed that the Governor’s plan to hike state vehicle registration fees, allow county-option vehicle registration fees and switch from the current per-gallon taxes on motor fuels to a state percentage tax at the wholesale level would be difficult tasks for the Legislature going into the 2012 election year. Committee members expressed major concerns over Snyder’s plan to allow counties to “absorb” the functions of road commissions and his proposal to amend the Public Act 51 state transportation funding formula to favor high-volume, high-traffic, commercial corridors over other components of the local road network.

I am meeting periodically, including weekends, with various transportation interests to discuss the Governor’s plan and build support for passage of the funding elements.

Meanwhile, in Washington, the Senate Environment and Public Works Committee has reported to the U.S. Senate floor, S. 1813, the Moving Ahead for Progress in the 21st Century federal transportation funding reauthorization bill. Known as MAP-21, the two-year reauthorization of the federal Surface Transportation Act would essentially freeze federal transportation allocations to the states at current levels for two years. GVMC would be designed a Tier-II Metropolitan Planning Organization under the bill with essentially the same transportation planning duties and responsibilities we have currently. Smaller MPOs – like the Macatawa Area Coordinating Council (MACC) in Holland – would, under the current language, be forced to dissolve and transfer their planning activities to the state or neighboring MPOs. Both Senators Levin and Stabenow are aware of MACC's concerns and are working with bill sponsors to address the language.

In the U.S. House, efforts are underway to mirror the Senate approach on funding. Leaders have given the go-ahead to find the \$12 billion to \$16 billion needed to maintain transportation funding at current levels.

The next GVMC Legislative Committee is now scheduled for 8:30 a.m. Friday December 16 here at the GVMC offices. The date as moved from the 14th to accommodate those members wishing to attend the Right Place, Inc. 2012 economic forecast briefing at DeVos Place.

EXECUTIVE SESSION

Director and staff will be excused and the Committee will meet in Executive Session to continue discussion on the search for a new executive director.

As always, we're looking forward to seeing you and having a fruitful discussion on Thursday. If you have any thoughts, comments, questions or suggestions you can reach me anytime on my cell phone at 616-450-5217, in the office at 776-7604, at home at 257-3372.

**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
Daryl Delabbio
Mike DeVries
Cindy Fox
George Heartwell
Don Hilton, Sr.
Cy Moore
Rick Root
Michael Young

City of Grandville
Kent County
Grand Rapids Township
Cascade Township
City of Grand Rapids
Gaines Township
Council Treasurer
City of Kentwood
City of Rockford

Absent

Alan Vanderberg
Rob VerHeulen

Ottawa County
City of Walker

Other

Abed Itani
Andy Bowman
Gayle McCrath
Don Stypula

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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.