

WMSRDC
WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

REGIONAL BOARD MEETING

January 25, 2016 – WMSRDC Conference Room

I. CALL TO ORDER

The meeting was called to order at 10:01 AM by Chairperson Susie Hughes.

II. ROLL CALL

QUORUM: Yes

Commissioners Present:

Mason County - Bill Carpenter, Wally Taranko

Muskegon County- Kay Beecham, Susie Hughes, David Kieft, Terry Sabo,
Byron Turnquist, Rillastine Wilkins

Newaygo County – Chris Ortwein

Oceana County – James Brown, Evelyn Kolbe

WMSRDC Appointees - Joe Lenius, Chris McGuigan

Muskegon Community College – Dale Nesbary

West Shore Community College - Lisa Stich

Commissioners Absent:

Lake County – Dan Sloan

Mason County – Mike Krauch

Muskegon County – Bonnie McGlothin

Newaygo County – James Maike, James Rynberg

WMSRDC Appointee – Ron Steiner

Staff/Guests Present: Erin Kuhn, Susan Stine-Johnson, Syndi Copeland, Dave Bee
Justin Clark, Tim Arter, Jenni Wheeler

III. APPROVAL OF AGENDA

Motion was made by Commissioner Kieft and supported by Commissioner Carpenter to approve the agenda for the January 25, 2015 Commission meeting, with the change in order of Chairperson's Report going before the Election of Officers. Motion carried.

IV. APPROVAL OF MINUTES

Motion was made by Commissioner McGuigan and supported by Commissioner Lenius to approve the minutes of the November 16, 2015 Commission Minutes and the December 17, 2015 Executive Officers minutes. Motion carried.

V. PUBLIC COMMENTS

There were none.

VI. HOST (Muskegon County)

Terry Sabo gave a welcome and briefing for Muskegon County.

VII. AUDITOR'S REPORT

Presentation by Auditor's Tim Arter and Jenni Wheeler – WMSRDC was given a clean audit.

VIII. FRONTIER/CONNECT AMERICA - Presentation by Justin Clark

Executive Director Kuhn commented that Connect America/Frontier is meeting the agenda of the Regional Prosperity Initiative.

IX. CHAIRPERSON'S REPORT

Commissioner Susie Hughes – The Officer's meeting has worked well to help with understanding the programs of the Commission. Commissioner Hughes commented that hearing from Project Manager's at the Commission meetings has also been helpful. Susie passed out the Executive Director goals for the 2016 fiscal year. These goals were developed between Erin and the Officers. Discussion followed.

X. ELECTION OF OFFICERS

Chairperson - Commissioner Kieft nominated and Commissioner McGuigan supported the nomination for Commissioner Susie Hughes. Motion to close was given by Commissioner Carpenter and supported by Commissioner Kieft. Motion carried.

Vice Chairperson – Commissioner Kieft nominated and Commissioner Ortwein supported the nomination for Commissioner Evelyn Kolbe. Motion to close was given by Commissioner Ortwein and supported by Commissioner Wilkins. Motion carried.

Secretary – Commissioner Lenius nominated and Commissioner Ortwein supported the nomination for Commissioner James Rynberg. Motion to close was given by Commissioner Kieft and supported by Commissioner Sabo. Motion carried.

XI. EXECUTIVE DIRECTOR'S REPORT

Executive Director, Erin Kuhn, commented that she changed the format of her report to highlight each of the program areas and activities. There is one correction to the Environmental program – the Great Lakes Commission through NOAA received a \$500,000.00 grant to work with us for FY 2016. It is currently stated that WMSRDC will be receiving \$250,000 of that, but we actually will receive up to \$470,000 total for this project. This particular program is for design and engineering. The Commission will then apply for a grant to complete construction in the River just north of Veterans Memorial Park.

Erin highlighted the Memorandum of Understanding (MOU) with Region 8. Each year the auditor for Region 8 notes that there has not been a review of the Region 8 audited Financial Statements. Susan Stine-Johnson was able to perform this review, so this note was taken off of the Region 8 audit.

XII. FEDERAL PROJECT REVIEW SYSTEM

Three FPRS applications were processed, 2016-1 through 2016-3

XIII. REGIONAL PLANNING COMMISSION COLLABORATIVE EFFORT

Region 8 Executive Director, Dave Bee, thanked Susan for reviewing the audit for Region 8. The board met and received a clean audit for 2015. Dave then gave an overview of his programs. A meeting with the Alliance does need to be scheduled. Erin noted that the Regional Prosperity Alliance FY16 grant was submitted in December 1, 2015 – the State has received the application and it is in the review process. FY 16 grant awards are expected to be announced soon, and there is potential for another round of regionally significant projects to be funded through the West Michigan Prosperity Alliance.

XIV. FINANCIAL STATEMENTS – Susan Stine-Johnson

- A. Monthly Financial Report - (Attachment XIV-A)
- B. Schedule of Accounts Receivable - (Attachment XIV-B)
- C. Homeland Security Grant – (Attachment XIV-C)
- D. Cash Disbursements – (Attachment XIV-D)

Motion was made by Commissioner Kolbe and supported by Commissioner Lenius to accept the WMSRDC and Homeland Security Financial Statements as presented. Motion carried.

XV. NEW BUSINESS

No new business

XVI. ROUND TABLE

Byron Turnquist questioned how measurable the 2016 goals were for the Executive Director. The Officer's and Erin assured and gave examples of ways these goals may be measured. Commissioner Nesbary mentioned getting professional training for the board and staff. Executive Director Kuhn also mentioned a training that would guide both staff and board members in creating goals in the future. This training would be through the National Association of Development Organizations (NADO). We could do something jointly with Region 8 to learn how to keep goals specific to our jobs – they need to be measurable and tangible.

Commissioner Rillastine Wilkins noted a need to work together as a region to assist Muskegon Heights. Commissioner Terry Sabo agreed with Commissioner Wilkins

XVII. PUBLIC COMMENT-WMSRDC PROGRAMS

Commissioner Taranko shared that the Ludington Water / Sewer system is setting up a bond to complete required DEQ updates to the two plants that are now 40 years old.

XVIII. ADJOURNMENT

Motion was made by Commissioner Kolbe and supported by Commissioner Wilkins to adjourn at 11:39 AM. Motion carried.

NEXT MEETING: March 21, 2016 – Mason County


Susan Hughes, Chairperson


Erin Kuhn, Executive Director