

GENESEE COUNTY ROAD COMMISSION

SPECIAL BOARD MEETING

August 28, 2018

MINUTES

CALL TO ORDER

Chairperson Kautman-Jones called the Special Board Meeting of the Genesee County Board of Road Commissioners to order at 10:03 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley, Flint, Michigan 48503-3995.

ROLL CALL

Present: Shirley Kautman-Jones, Chairperson
John Mandelaris, Vice-Chairperson
David Arceo, Commissioner
Robert Johnson, Commissioner
Cloyce Dickerson, Commissioner

Others Present: Fred Peivandi, Coetta Adams, Donna Poplar, Randy Dellaposta, Anthony Branch, Genesee County Road Commission Staff; Linda Kossak, Secretary of the Board of County Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Kautman-Jones.

APPROVAL OF AGENDA

August 28, 2018 – Agenda

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the agenda for August 28, 2018, as printed and presented.

PUBLIC ADDRESS THE BOARD

(None.)

BOARD OF ROAD COMMISSIONERS DECISIONS

Vacation Cash Out and Accrual – Chairperson Kautman-Jones had asked staff to provide the Board with information regarding the current vacation cash-out and accrual policy for Directors. Human Resource Director, Ms. Donna Poplar and Finance Director, Ms. Coetta Adams, provided information to the Board of County Road Commissioners regarding vacation cash outs

and accruals for Road Commission Directors. Ms. Poplar and Ms. Adams made a recommendation to the Board to adopt their suggested vacation policy for Directors.

The information presented to the Board, Ms. Poplar explained, was based on a memorandum written in June 2010 by Manager-Director, John Daly, allowing Directors to exceed the maximum accumulated amount of vacation time in accordance with the Road Commission's vacation time policy/practice. (Copy filed with official minutes.)

After careful review of the current policy, staff has recommended that the Board consider the following recommendation for vacation cash outs and accruals for Road Commission Directors.

The Board discussed the current policy in depth in order to get a clear understanding of the current vacation policies. The Board stated that they had concerns on how this policy will affect the budget. Finance Director Coetta Adams, stated that only the Manager-Director and the Maintenance Director have unused vacation time that they cannot carry over this year to next year, which they will be cashing out.

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Ms. Kautman-Jones, to approve the recommendation in the document that was provided by Human Resource Director, Donna Poplar, and Finance Director, Coetta Adams on August 28, 2018, to change the number of years that the Directors can accumulate vacation hours from three (3) years to one (1) year and allow the Directors to cash out up to 100 hours of vacation time per year and further, allow the Directors to cash out this year in accordance to the current practice, and make effective on October 01, 2018, that all Directors must adhere to the current employee vacation policy of accumulating only one (1) year of earned vacation time. In addition, allow Manager-Director Fred Peivandi, and Maintenance Director, Anthony Branch, to cash out their vacation bank before October 01, 2018.

MOTION CARRIED.

Human Resource Director, Ms. Donna Poplar, stated that she has sent the Road Commission employee handbook along with the current policies and procedures, to Attorney Wendy Hardt, from Michael R. Kluck & Associates law firm, to update policies and procedures for the Road Commission. She would like a copy of this new policy once it is approved, so she may forward it to Ms. Hardt to include in the updated vacation policy.

2018-2019 - GENESEE COUNTY ROAD COMMISSION PROPOSED BUDGET

A copy of the proposed budget for the fiscal year ending September 30, 2019, was distributed to the Board of County Road Commissioners. (Copy filed with official minutes.)

Finance Director, Ms. Coetta Adams, gave a brief highlight of the revenues and expenditures the Road Commission has budgeted for fiscal year ending September 30, 2019.

Each Department Director gave a report on the budget for their department and advised areas of cost containment.

Commissioner Dickerson noted the addition of an Operations Manager in the Administration Department, to the proposed 2018/2019 budget. Mr. Dickerson would like to see a copy of the Operation Manager's job description and duties. Manager-Director Fred Peivandi, stated that he will provide a copy of the job description for the Operations Manager position to Mr. Dickerson.

ADJOURNMENT

Chairperson Kautman-Jones, without objection, adjourned the meeting at 12:30 p.m.

JOHN J. GLEASON

Clerk/Register

Linda B. Kossak, Secretary of the
Board of Road Commissioners

/lbk

08/28/18