



GCRC Board Workshop Minutes for Friday, June 28, 2024

Genesee County Road Commission

211 W. Oakley Street

Flint, MI 48503

CALL TO ORDER

Chairperson Elkins called the Workshop of the Genesee County Board of Road Commissioners to order at 11:00 a.m. The meeting was held in the Genesee County Road Commission Board Room, 211 W. Oakley St., Flint MI 48503.

ROLL CALL

Present: Timothy Elkins, Chairperson
Cathy Lane, Vice Chairperson
Reggie Smith, Commissioner
Joe Massey, Commissioner

Absent: Chris Gehringer, Commissioner (excused)

Others Present: Randy Dellaposta, Eric Johnston, Genesee County Road Commission Staff; Attorney Andrew Cascini (Henn Lesperance PLC), Donna Poplar, Fred Poplar (Genesee County residents), Linda Kossak, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Elkins

APPROVAL OF AGENDA

Motion by Ms. Lane, seconded by Mr. Smith, to approve the agenda for June 28, 2024.

VOTE ON MOTION

Yes: Lane, Smith, Massey, Elkins

No: None.

Absent: None.

MOTION CARRIED.

PUBLIC ADDRESS THE BOARD

None.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION – No decisions will be made by the Board at the workshop.

Closed Session Meeting Minutes Policy - Chairperson Elkins stated that all members have a draft copy of the proposed Closed Session Meeting Minutes Policy written by legal counsel. Mr. Elkins said that we will be going through the entire policy today noting any changes or modifications to the policy the board would like to make.

During discussion the board members noted the changes and additions they would like made to the Closed Session Meeting Minutes Policy as follows:

Addition to Item #2

Amendment to Item #5

Item #7 - Question for Attorney William Henn

Grammar change Item #8

Legal counsel will review and incorporate these changes for the Board to review at a later board meeting.

At 12:05 pm, the Board took a recess.

At 12:30 pm, the Board reconvened into the workshop

Secretary of the Board Stipend – Included in the Board Packet were job descriptions for the Administration Executive Assistant, Engineering Executive Assistant and job responsibilities for the Secretary to the Board/Deputy Secretary to the Board.

During discussion, the board members discussed the Executive Assistant's job responsibilities and discussed why the Secretary of the Board job responsibilities should be separate from the responsibilities of the Executive Assistants with a separate stipend offered. The Board added that the stipend should have a range based on experience as well as additional Secretary of the Board training if available. In

addition, the Secretary of the Board reports to the Board not the Managing Director.

At 1:25 pm., the Board recessed for lunch.

At 1:51 pm., the Board reconvened into the workshop

GIS Specialist and HR Coordinator Pay Grade Adjustment to the Wage Study – Included in the Workshop packet were job descriptions for the GIS Specialist and HR Coordinator positions and questions submitted by a board member regarding those positions, their pay grade level as well as the stipend for the Secretary of the Board.

During discussion, the board members asked how the wage study determined the pay grades and what criteria was used. Managing Director Dellaposta answered that we try and remove the individual from the position to be as impartial as possible when determining the pay grade level.

During discussion, Board members commented that they would like to see the numerical process that is used to determine these skill level/pay grade numbers, so they have a better understanding of the process.

Managing Director Dellaposta answered that we can have another workshop to go further into the pay grade rating process.

ADJOURNMENT

Chairperson Elkins, without objection, adjourned the meeting at 2:26 pm.

Domonique Clemons

Clerk/Register

Linda B. Kossak, Secretary of the
Board of County Road Commissioners
lbk/ 06/28/24