

**GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION
EXECUTIVE COMMITTEE MEETING
July 09, 2024**

1. Call to Order and Roll Call

Kathy Lively, 1st Vice-Chair, presided and called the meeting to order at 12:00 pm. A roll call was taken, and it was noted that there's a quorum present.

Officers Present:

<u>Name</u>	<u>Position, Represents</u>
Kathy Lively	1 st Vice-Chair, Herrin
Julie Peterson	3 rd Vice-Chair, Jackson County
Robert Spencer	4 th Vice-Chair, Pinckneyville
Steve Damron	Secretary, Jefferson County
Cindy Humm	Treasurer, Franklin County

Officers Absent:

<u>Name</u>	<u>Position, Represents</u>
Jeffery Robinson	Chair, Williamson County
Brian Otten	2 nd Vice-Chair, Perry County

Staff Present - Cary Minnis (Executive Director); Abra Phillips (Administrator).

2. Consent Agenda

- a) Minutes of May 14, 2024 Commission Meeting
- b) List of Bills – July 09, 2024
- c) Staff Report – June 2024 – Not ready (will be out in about a week)

A motion was made Steve Damron and seconded by Robert Spencer to approve the consent agenda. The motion carried unanimously.

3. New Business

- a) Admin/Fiscal Project
Cary explained that he has tasked the fiscal staff with a new project to make sure policies and procedures are in place for all the different tasks that they do. Step 1 is to list all tasks and that part is complete. Next, they will identify which procedures will need to be created/updated. To complete this task may require either hiring more help for the Admin/Fiscal staff or outsourcing certain things. Cary has spoken with Emily Perks at MTC and learned that we may be able to hire someone on a work experience internship, with 89 days of salaries paid by MTC. Either way, doing something like this may require a budget amendment.
- b) Staff/Budget Updates
Cary reported that Tim Stuart, our new grant manager, has been doing well and is working on CDBG grants. We plan to have Liz Lively do more outreach/CEDS as Tim takes over other grant-related tasks. We have 4 interviews this week for another Environmental Planner and may try hiring one for the transportation planner position as well if any of them happen to be qualified.

A new computer with mapping capabilities has been purchased for Kelsey Bowe (for the Google Earth project) and was covered under the MPO budget. The \$10K budgeted for staff computer upgrades is still intact.

There have been issues with the Air Conditioning Unit for MTC, the repairman still cannot locate the problem, and it not still under warranty, so this may add to the repairs/maintenance budget.

c) **Miscellaneous**

Staff is working on getting the final bills from spokes for the Navigator Program, which ended June 30, 2024. We may need a special meeting to approve the bills once they come in to meet DCEO's reporting deadlines for grants ending June 30, 2024.

4. Matters from the Floor - None

5. Next Meetings:

Full Board Commission Meeting: August 13, 2024, 6:00 p.m.

Executive Committee Meeting: September 10, 2024, Time TBA

6. Adjourn

A motion was made by Steve Damron and seconded by Cindy Humm to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 12:41 pm.