

**GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION  
EXECUTIVE COMMITTEE MEETING  
January 14, 2025**

**1. Call to Order and Roll Call**

Jeffery Robinson, Chair, presided and called the meeting to order at 12:04 pm. A roll call was taken, and it was noted that there is a quorum present.

Officers Present:

<b><u>Name</u></b>	<b><u>Position, Represents</u></b>
Jeffery Robinson	Chair, Williamson County
Kathy Lively	1 <sup>st</sup> Vice-Chair, Herrin
Julie Peterson	3 <sup>rd</sup> Vice-Chair, Jackson County
Steve Damron	Secretary, Jefferson County
Cindy Humm	Treasurer, Franklin County
Robert Spencer	4 <sup>th</sup> Vice-Chair, Pinckneyville
Kevin Weston	2 <sup>nd</sup> Vice-Chair, Perry County

Staff Present - Cary Minnis (Executive Director); Sarah O'Dell (Administrative Assistant)

**2. Consent Agenda**

- a) Minutes of November 12, 2024, Executive Committee Meeting
- b) List of Bills – January 14, 2025
- c) Staff Report – December 2024

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

**3. New Business**

- a) Discussion of Grant Management Policy –
  - Cary discussed the draft Grant Management Policy with the group. The policy outlines Greater Egypt's policies and procedures for grant management, granting the Executive Director the authority to submit and sign grant-related applications and materials. It establishes procedures to ensure that grant-related documents are clear, concise, and adhere to the requirements of GATA Risk Assessments and other state and federal requirements. Additionally, the policy aims to ensure proper documentation procedures are followed and that grant funds are handled correctly.
- b) Authorization for Executive Director to Approve and Sign All Project/Contract Agreements –
  - The new policy discussed includes a clause allowing the Executive Director to sign and submit all grant-related materials without requiring board approval for each document. While the Greater Egypt bylaws already state that the Executive Director can exercise this authority when granted by the board, the current practice has been to present all grant materials to the board prior to signature and submission. Discussion focused on whether the Executive Director should have standing permission to execute grant-related documents or if the board would prefer to maintain its current practice of reviewing documents before granting permission to sign and execute. Granting this authority to the Executive Director would streamline and expedite grant procedures.
  - A recommendation was presented to grant the Executive Director the authority to sign and submit grant-related materials without requiring each document to be presented to the board. However, the board would continue to be kept informed of what was signed and submitted through updates included as part of the regular meeting consent agenda.
  - A motion was made by Kevin Weston to accept this recommendation and seconded by Kathy Lively. The motion carried unanimously.

- c) Authorization to Sign USDA, Forrest Service Grant
  - Due to the accepted motion of agenda item c, the Jackson County Wildfire Prevention Planning Grant from the USDA is authorized to be signed.
- d) Payment Approvals Associated with Consultant Contracts Already Approved by Board
  - Discussion was held regarding two current bills—one from Klinger and one from the i5 Group—related to contracts previously approved by the board. The board was asked to consider their comfort level with allowing payments toward these approved contracts to proceed without requiring further board approval, provided the payments do not exceed the contracted amount. It was clarified that new expenditures or contracts would still be presented to the board, and any payments exceeding \$4,000 would continue to require two signatories. A recommendation was made to alert the board of new contracts or significant expenditures but to eliminate the requirement for board approval of payments made toward previously approved contracts.
  - A motion was made by Robert Spencer to accept this recommendation and was seconded by Cindy Humm. The motion carried unanimously.
- e) Resolution in Support of Vision Zero Action Plan Approach for Road Safety –
  - Greater Egypt is currently collaborating with transportation teams from three counties on Safe Streets and Roads Community Action Plans. The action plan was initially drafted by another entity and is intended to be adopted by an agency to ensure broader coverage across more communities and counties. Jackson County drafted this particular action plan and has requested that Greater Egypt adopt it. By doing so, other communities within Greater Egypt's jurisdiction would be able to implement the plan and apply for funding independently.
  - A motion was made by Julie Peterson for Greater Egypt to adopt the Vision Zero Action Plan and was seconded by Robert Spencer. The motion carried unanimously.

#### **4. Matters from the Floor**

#### **5. Next Meetings:**

Full Board Commission Meeting: February 11, 2025, 6:00 p.m.  
Executive Committee Meeting: March 11, 2025, Time TBA

#### **6. Adjourn**

A motion was made by Cindy Humm and seconded by Steve Damron to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 12:54 pm.