

**GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION  
EXECUTIVE COMMITTEE MEETING  
March 16, 2026**

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

Jeff Robinson, Chair, presided and called the meeting to order at 12:02 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
Kevin Weston	2 <sup>nd</sup> Vice-Chair, Franklin County
Julie Peterson	3 <sup>rd</sup> Vice-Chair, Jackson County
Robert Spencer	4 <sup>th</sup> Vice-Chair, Pinckneyville
Cindy Humm	Treasurer, Franklin County

Officers Absent:

Steve Damron	Secretary, Jefferson County
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Staff Present - Cary Minnis (Executive Director), Sarah O'Dell (Administrator)

**2. Consent Agenda**

- a) Minutes of January 13, 2026, Executive Committee Meeting
- b) February 2026 Staff Report
- c) List of Bills
- d) Miscellaneous

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

**3. New Business**

- a) Building Access and Visitor Policy
  - A peer agency experienced an incident with individuals filming and requesting access to a public building, prompting discussion. In response, staff drafted a policy defining public spaces and acknowledging recording in public areas if it does not disrupt operations. The group discussed whether additional postings are required. Staff emphasized remaining calm during such encounters and directing individuals to appropriate processes. The policy was recommended for approval to establish clear guidelines moving forward and was approved by a motion made by Kathy Lively and seconded by Robert Spencer. The motion carried unanimously.
- b) Personnel Manual
  - Staff presented a draft update to the personnel policy manual, outlining key revisions and areas for feedback. Updates included streamlined at-will language, expanded Equal Opportunity provisions, revisions to residency and drug policies, clarification of emergency closures with remote work options, addition of a remote work policy, and updates to the travel policy.

The board discussed the financial impact of large accrued leave balances and reviewed the current sick leave vesting structure. A cap on sick leave accrual was identified as the primary change, along with updates for compliance with Illinois paid leave laws. Minor revisions were made to bereavement leave, and new policies such as school visitation leave were added. Additional discussion included potential changes to the salary structure, updates to benefits including IMRF participation and Juneteenth, and minor updates to other policy sections. The

draft will be finalized and brought back for board approval. No action was taken.

c) **FY2027 Budget**

- The FY27 draft budget was reviewed, now formatted to match the statement of activities for easier comparison. Total revenues are down from last year, mainly due to reduced consultant fees and one fewer staff position.

The building budget shows a consistent surplus, with Man-Tra-Con rent and shared utilities contributing positively. Program revenues include federal, state, and contractual grants, notably IEPA and EDA, plus local membership fees and interest. Pending grants and fee-for-service projects, may provide additional revenue.

The indirect cost rate increased to ~42% due to prior-year adjustments, but overall indirect costs remain similar. Staff impact is minimized as work previously contracted out, like transportation planning, will now be performed in-house. Final adjustments will incorporate updated IMRF rates and pending grant awards before board approval.

**4. Next Meetings:**

Full Board Commission Meeting: April 14, 2026, 6:00 p.m.  
Executive Committee Meeting: May 12, 2026, 12:00 noon

**6. Adjourn**

A motion was made by Kevin Weston and seconded by Cindy Humm to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 1:42 pm.