



Flint Hills Regional Council Board of Directors

Board Meeting Minutes - January 12, 2018

Chapman, KS

Present from Board of the Regional Council: **Pam Bales**, City of Alma Councilwoman; **Ben Bennett**, Geary County Commissioner; **Scott Briggs**, Lyon County Commissioner; **Tim Brown**, City of Junction City Commissioner; **David Fox**, Morris County Commissioner; **Honey Grant**, City of Grandview Plaza Vice-Mayor; **Sharon Haun**, City of Council Grove Councilwoman; **Galen Johnson**, City of Dwight Mayor; **Dee McKee**, Pottawatomie County Commissioner; **Susan McKenzie**, City of White City - City Clerk; **Linda Morse**, City of Manhattan Mayor; **Darci Pottroff**, City of Riley Councilwoman; **Ben Van Becelaere** (for Tim Livsey) Fort Riley Plans, Analysis & Integration Office Chief; **Perry L. Wiggins**, Governor's Military Council; and **Lee Wolf**, City of Chapman Councilman.

Absent from the Board: **Ryan Armbrust**, City of Alta Vista Councilman; **Ed Bashaw**, Emporia State University; **Steve Harmon**, City of Emporia Commissioner; **Jackie Hartman**, Kansas State University; **Eladio Reid**, City of Ogden Councilman; **Dale Renfro**, City of Onaga Councilman; **Marvin Rodriguez**, Riley County Commissioner; **MarySue Roller**, City of Woodbine Mayor; **Jeff Rosell**, City of Westmoreland representative; **Kevin Sorenson**, City of Reading Mayor; **Ervan D. Stuewe**, Wabaunsee County Commissioner; **Jimmy Thatcher**, City of Clay Center Mayor; and **Richard Weixelman**, City of Wamego Commissioner.

Present from Staff Support: **Justin Kuzila**, Community Development Planner; **Tammy Popejoy**, Administrative Assistant; **Gary Stith**, Director; and **Janna Williams**, Regional Planner.

Guests: **Robert Boyd**, Private Citizen; **Vern Hay**, Private Citizen; **Kay Hutchinson**, Greater Morris County Development Corporation Executive Director; **Karen McCulloh**, Private Citizen; **Jeff Lynch**, City of Emporia Community Development Housing Specialist; **Bruce McMillan**, Private Citizen; **Robert Reece**, Pottawatomie County - County Administrator; and **Jeff Tilton**, Chapman Economic Development Committee.

WELCOME:

- Scott Briggs, FHRC Board President, called the meeting to order at 9:02 a.m. and invited the board members, staff, and meeting guests to introduce themselves.
- Member Lee Wolf along with Jeff Tilton, Chapman Economic Development Committee and John Dudte, City of Chapman City Administrator welcomed attendees to the jurisdiction.

APPROVAL OF MEETING MINUTES:

- Member Pam Bales noted that Sarah McKinsey's name was misspelled and needed corrected in the November 17, 2017 meeting minutes.
- Member Pam Bales motioned for the November 17, 2017 meeting minutes to be approved as amended. Member Galen Johnson seconded. The motion was carried unanimously.

APPROVAL OF EMPLOYMENT CONTRACT

- Sondra Clark resigned from her full-time position as the Transit Administrator/Mobility Manger.
- She has offered to assist with the FTA Triannual Review and other transit administrator duties on a part-time hourly basis.
- The Flint Hills Regional Transit Administration (FHRTA) has approved her employment on a part-time hourly basis.
- Member Honey Grant motioned for the approval of the part-time employment contract for Sondra Clark. Member Pam Bales seconded. The motion was carried unanimously.

SELECTION OF NOMINATING COMMITTEE:

- FHRC Board President Scott Briggs introduced the topic of formation of a Nominating Committee for the February 2018 elections.
- The following individuals volunteered to be on the Nominating Committee: Members Ben Bennett, Dee McKee and Linda Morse.
- Member Honey Grant moved to approve the appointment of these individuals to the Nominating Committee. Member Pam Bales seconded the motion. The motion was carried unanimously.

DIRECTOR'S UPDATES:

Staff Activities & Updates

- Gary Stith, Director, gave an update about what the staff is currently working on throughout the region.

Finance/Budget Review

- The bank balance, as of January 10, 2018, is \$16,207.10. The remaining FHMPO Local Match funds remaining should be \$14,983.87 and \$11,541.00 for FHRTA. This does not include any December 2017 expenditures.
- Outstanding Membership Assessments - \$88,936.80.
- Outstanding Reimbursement Requests - OEA JLUS \$37,024.00.
- Current balance on the line of credit is \$135,500.00.
- KDOT has withdrawn the agreement for the Flint Hills Regional Council to serve as the Fiscal Agent for the Mobility Management Program.
- The line of credit has been extended for another year.

FINANCE COMMITTEE UPDATE:

- Karen McCulloh gave an update on the Finance Committee.
- Bruce McMillan provided a brief history on the creation of the Flint Hills Regional Council.
- The finance committee is requesting to the following items to make recommendations to the board:
 - Exact salaries

- Fiscal Cost Analysis
- Definite Cash Flow

PRESENTATIONS:

➤ **FHRC Board Development**

- Rosemary Fagrelus, Minnesota Housing Partnership Deputy Executive Director/Community Development Director, provided leadership in Board Development.
 1. Board's Purpose
 - Stewards of Organization's Mission
 - Staff Governance
 - a. The staff needs to manage the Council
 - Rules of Order are important to Board and Staff
 - Importance of Quorum
 - Commit to Onboarding Development
 - Take Action
 - a. Strategic Planning
 - b. Finance
 - c. Fundraising
 2. Committee Formation
 - Committee formation was based on an action step that was defined in the Flint Hills Regional Council Board Retreat Summary Report. The annual retreat was held on August 18, 2017 at Iron Clad in Wamego.
 - Four committees were formed to develop a dashboard for the organization with volunteers from members of the FHRC Board, staff and guests in attendance at the board meeting.
 - a. Finances:
Members: Scott Briggs, Vern Hay, Kay Hutchinson, Justin Kuzila, Bruce McMillan and Linda Morse
 - b. Building Awareness/Commitment:
Members: Pam Bales, David Fox, Honey Grant, Sharon Haun, Dee McKee, Tammy Popejoy and Darci Pottroff
 - c. Sharing Assets/Services:
Members: Susan McKenzie and Janna Williams
 - d. Strengthening Awareness of /Commitment to Fort Riley
Members: Ben Bennett, Tim Brown, Gary Stith, Ben Van Becelaere and Perry L. Wiggins
 3. Committees discussed the following items:
 - Resources needed
 - Timeline
 - Reporting
 - Action Items
 4. Committees reported back to the board on the items discussed

ADJOURNMENT:

- The next board meeting will be held on February 16, 2018 at Simmons Fellowship Hall, 206 W. Mackenzie Street, White City, KS 66872 from 9:00 a.m. - 12:00 p.m.
- Member Honey Grant motioned for the meeting to be officially adjourned at 12:00 p.m. Member David Fox seconded. The motion was carried unanimously.