

WUPPDR SPECIAL EXECUTIVE COMMITTEE MEETING
Western U.P. Planning and Development Region

Wednesday, November 18, 2020
4:00 PM (EDT)
Via Zoom Audio/Videoconference

Members Present:

Albert Koskela, Chairperson (Houghton County)
Marlene Broemer, Alternate (Ontonagon County)
Joe Bonovetz, 2nd Vice Chairperson (Gogebic County)
Bill Rolof, Secretary (Baraga County)
Sandra Gayk, Treasurer (Keweenaw County)

WUPPDR Staff Present:

Jerald Wuorenmaa, Executive Director
MaryEllen Hyttinen, Office Manager

Call to Order: Albert Koskela, Chairperson, called the meeting to order at 4:00 PM (EDT)

Pledge of Allegiance: The Pledge of Allegiance to the Flag was spoken.

Approval of Agenda: Moved by Gayk, supported by Rolof to approve the agenda as presented. **Motion carried.**

Approval of Minutes - (October 19, 2020 Executive Committee): Moved by Bonovetz, supported by Gayk to approve the proposed October 19, 2020 Executive Committee minutes as presented. **Motion carried.**

Approval of Bills Paid: Moved by Bonovetz, supported by Rolof to approve the bills from October 1 – October 31, 2020, totaling \$73,538.69. **Roll Call Vote:** Ayes: Gayk, Rolof, Bonovetz, Koskela. Nays: None. **Motion carried.**

Public Appearances: None.

Approval of Expenditure for Data from Fourth Economy: Wuorenmaa presented a proposal from Fourth Economy for a purchase of data to support the Pandemic Response and Resiliency Plan. The purchase amount was above his current spending authority. Moved by Bonovetz, supported by Gayk to approve the expenditure of \$7,600.00 for Data from Fourth Economy. **Roll Call Vote:** Ayes: Gayk, Rolof, Bonovetz, Koskela. Nays: None. **Motion carried.**

Amendment to Procurement Policy: Wuorenmaa presented proposed changes to the Procurement Policy that would increase his administrative purchase maximum threshold and update the “modified micro purchase” conditions consistent with federal regulations, including basing purchases on “cost reasonableness.” Moved by Rolof, supported by Bonovetz to amend the procurement policy, including authorization for administrative purchases up to \$5,000. **Roll Call Vote:** Ayes: Gayk, Rolof, Bonovetz, Koskela. Nays: None. **Motion carried.**

Other Business: Marlene Broemer signed in.

- **Employee Internet Reimbursement:** Wuorenmaa explained that an employee had requested reimbursement for home internet service due to remote work requirements. He presented a proposal that included a recommendation that all employees’ internet cost be reimbursed at a rate of 50% up to a maximum of \$35/month. After a lengthy discussion, Gayk moved to approve Hyttinen’s internet reimbursement, supported by Rolof. **Motion carried.**

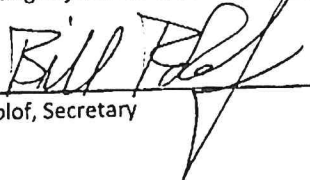
Afterward, further discussion resulted in a determination that Hyttinen had ample justification to continue working in the office rather than remotely. This would eliminate the need for her home internet and cell phone reimbursement, the latter of which she had already been receiving. Moved by Gayk, supported by Rolof to rescind

the prior approval for Hyttinen's internet reimbursement. Roll Call Vote: Ayes: Gayk, Rolof, Bonovetz, Koskela.
Nays: None. Motion carried.

As a result, no employee internet reimbursement would occur. Wuorenmaa indicated that need for in-office work may also apply to Rachael Pressley. He would create a remote worker policy and make any necessary changes to the COVID-19 Preparedness and Response Plan.

- Chiantello: Decision has been made to cancel the Chiantello Award until next year.
- Dec. meeting: It was decided the December meetings will not be held in person but instead virtually.

Adjourn: Moved by Rolof, supported by Gayk that the meeting adjourn at 4:51 PM (ET). Motion carried.



Bill Rolof, Secretary