

**SOUTHEAST MICHIGAN GOVERNMENTAL ALLIANCE, INC.  
MEETING MINUTES OF OCTOBER 29, 2021 – 2:00 PM**

**A MEETING OF THE MEMBERS** of Southeast Michigan Governmental Alliance, Inc. was held on Friday, October 29, 2021.

Members in Attendance: Commissioner Al Haidous, Michael Bosanac and Dale Krajniak

Absent: Khalil Rahal and Mayor Jack O'Reilly

Staff in Attendance: Gregory Pitoniak, Traci Sassak, Kate Brady-Medley and Tamara Norrix

**The meeting was called to order at 2:03 p.m.**

**Roll Call**

Roll call was taken, and a quorum was present.

**Public Comment**

No public comment was made upon request.

**Approval of Agenda of October 29, 2021**

**MOTION by Krajniak to approve the Agenda of October 29, 2021, as presented, supported by Bosanac. All voting aye, motion carried.**

**Approval of Minutes of September 10, 2021**

**MOTION by Bosanac to approve the Minutes of September 10, 2021, as presented, supported by Krajniak. All voting aye, motion carried.**

**Approval to Appoint Miller Canfield as SEMCA's Legal Counsel**

Pitoniak discussed the Request for Proposal (RFP) and the two legal firms chosen for interview, Plunkett & Cooney and Miller Canfield. Haidous gave a brief review of the interviews with each firm. He noted that both firms are well qualified, but that Miller Canfield has the experience with similar clients and legal matters. The board inquired about the cost of services by both firms. Plunkett & Cooney had a slightly lower fee scale; however, Miller Canfield offered the option to explore a per project flat fee option as well as a monthly retainer option. WIN also utilizes the SEMCA legal services for their projects.

**MOTION by Bosanac to approve Miller Canfield as SEMCA's legal counsel and authorizes SEMCA's CEO to enter into a contract at the blended rate of \$350/hour, and/or under a negotiated monthly retainer and/or under a per project pricing model, for a period not to exceed three years with a no cause, 30-day termination clause, effective immediately, supported by Krajniak. All voting aye, motion carried.**

Pitoniak noted that McShane and Bowie will be winding down some legal matters they are still working on. He also thanked Kate for her work on this project.

**Approval of Maner Costerisan as SEMCA's Audit Firm**

SEMCA released a Request for Proposal (RFP) for Financial & Single Audit Services. Three proposals were received from Barnes Wendling CPA's, Maner Costerisan and UHY LLP. The individual scores of the committee ranked Maner Costerisan as top bidder. The main distinguisher in the ratings were in the areas of experience and price. Their references included many similarly situated Workforce Boards, including Kinexus Group, Networks Northwest, and Area Community Services Employment and Training (West Michigan Works).

SEMCA is recommending that the SEGA Board authorize SEMCA's CEO to enter into a contract with Maner Costerisan to serve as SEMCA's auditors for the purpose of the financial and single audits at the rate of \$49,900 for the first year with the potential to renew the contract for two additional years, effective immediately.

Pitoniak noted that Plante Moran did not bid because they could no longer provide services at the lower contracted price. Pitoniak thanked Traci for her work on the Audit RFP.

**MOTION by Krajniak to authorize SEMCA's CEO to enter into a contract with Maner Costerisan to serve as SEMCA's auditors for the purpose of the financial and single audits at the rate of \$49,900 for the first year with the potential to renew the contract for two additional years, effective immediately, supported by Bosanac. All voting aye, motion carried.**

**Approval of SEGA 2022 Meeting Schedule**

Pitoniak noted that the 2022 meeting schedule includes the last meeting for 2021 of December 10, 2021 at 2pm.

**MOTION by Bosanac to approve the 2022 SEGA Meeting Schedule as presented, supported by Krajniak. All voting aye, motion carried.**

**Approval of New Workforce Development Board Member**

SEMCA'S Workforce Development Board (WDB) has received the nomination of David Lawrence, Vice President and Chief Administrative Officer of AlphaUSA to replace Frank Lopez of Aztec Manufacturing, Incorporated, who has recently resigned from the Board.

WDB Chair Charlie Mahoney has received this nomination prior to the next WDB Meeting on November 17, 2021 from the Livonia Chamber of Commerce. She is requesting approval by the SEGA Board of Mr. Lawrence with the caveat that the Conference of Western Wayne approve the nomination at their meeting on November 12, 2021.

**MOTION by Bosanac to approve to the Workforce Development Board, David Lawrence of AlphaUSA to replace Frank Lopez of Aztec Manufacturing subject to the approval of the**

**Conference of Western Wayne at their November 12, 2021 meeting, supported by Krajniak. All voting aye, motion carried.**

### **New/Old Business**

SEGA Board Member Dale Krajniak notified the Conference of Eastern Wayne his intent to resign from the SEGA Board. He has agreed to continue participating until his replacement is found. SEMCA staff and the SEGA board chose to recognize Krajniak's 15 years with the Board and presented him with a memory box. Krajniak thanked SEMCA staff and SEGA Board for their professionalism and quality of service. He was very complimentary and has been honored to sit on the board all these years.

### **SEGA Board 10-29-21 Mtg Closed Door Minutes**

At 2:40pm, SEMCA staff Brady-Medley, Sassak and Norrix left the room as the Board went into closed door discussion regarding Agenda Item # 11 for SEMCA CEO performance discussion.

### **Approval of CEO Annual Performance Review**

Chairman Haidous introduced the Performance Review team (Haidous/ Mahoney/ Wagner) and presented an overview of the process.

SEMCA Workforce Development Board Chair Mahoney summarized the Review Teams report as presented in the attached documents which included a history of the process, a summarized ratings document and the CEO's annual report.

The CEO received an overall "outstanding" rating and the team's recommended action was a 3% increase to the CEO salary and a \$5,000 performance incentive.

Discussion followed -- It was noted that the CEO always included the role staff has in both his and the organization's success and that communication between CEO, Board and Staff was outstanding.

Bosanac asked if benefits beyond salary were included in the salary surveys referenced and where did SEMCA benefits fall in relation to the current market. The response - to date compensation survey of the 16 MWA agencies have not included benefits beyond salary and agreed we should include this information. The board expressed interest in finding out how the 403B contribution measured up and considered making a change.

Bosanac also suggested we consider setting benchmarks for the performance incentive.

MOTION by Krajniak to accept the recommendation of the Performance Review Team as presented, supported by Bosanac. All voting aye, motion carried.

There was further discussion of the 403B match for the CEO. It is 4% and many like organizations and private sector firms are at 6%. The Board was very interested in increasing the matching percent and making it retroactive to beginning of the current calendar year.

Pitoniak stated that the SEMCA 403(b) plan covers all participating SEMCA employees and the increase solely for the CEO might not be appropriate.

MOTION by Bosanac to approve the CEO and CFO to research the current 403B plan to determine the procedure for increasing the SEGA/SEMCA contribution up to 6%; who it could cover; and could it be retroactive, supported by Krajniak. All voted aye, motion carried. The report on this request is to be presented for approval at the December SEGA board meeting.

**MOTION by Bosanac to adjourn the meeting, supported by Krajniak. All voted aye, motion carried. Meeting was adjourned at 3:10pm.**

**Respectfully submitted,**

**Adopted at 12/10/21 Meeting**

**Tamara Lamper-Norrix**