

**Meeting Minutes of the
NORTH FRONT RANGE TRANSPORTATION &
AIR QUALITY PLANNING COUNCIL
January 25, 2018**

**Larimer County Offices Building
Commissioner's Conference Room, 2nd Floor
200 W. Oak Street
Fort Collins, CO**

Voting Members Present:

Tom Donnelly - Chair -Larimer County
Jennifer Baker -Berthoud
Kevin Ross -Eaton
Mark Clark -Evans
Gerry Horak -Fort Collins
Troy Mellon -Johnstown
Dave Clark -Loveland
Linda Measner -Milliken
Don Brookshire -Severance
Aaron Pearson -Timnath
Kathy Gilliland -Transportation Commission
Sean Conway -Weld County

Voting Members Absent:

Chris Colclasure -CDPHE
Robb Casseday -Greeley
Paula Cochran -LaSalle
Kristie Melendez -Windsor
*No appointed member -Garden City

MPO Staff:

Suzette Mallette, Interim Executive Director; Renae Steffen, Administrative Director

In Attendance:

Julie Cozad, Marni Nathan Kloster, Steven Olson, Ginger Robitaille, Jed Scott

Chair Donnelly called the MPO Council meeting to order at 6:02 p.m.

Donnelly stated the meeting would have one action item and would then go into an Executive Session and recess, no action would follow the session. All in attendance introduced themselves for the record.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF THE MEETING AGENDA:

*ROSS **MOVED** TO APPROVE THE JANUARY 25, 2018 MEETING AGENDA. The motion was **seconded** and **passed** unanimously.*

Metropolitan Planning Organization (MPO) Agenda

Chair Donnelly opened the MPO portion of the meeting.

ACTION ITEM:

Human Resource Committee Assignment

Mallette distributed the Human Resource (HR) Committee Charging Statement to the Council. Donnelly reviewed the statement and requested suggestions and volunteers to serve on the

committee. Ginger Robitaille, COO/HR Generalist, Turning the Corner (TTC), LLC, as the MPO HR Consultant. Robitaille explained TTC represents many industries, non-profit and government agencies providing on-demand HR services to those without full-time HR support.

TTC services include compliance, staff and leadership communications, employee engagement, on-boarding and off-boarding and performance management. D. Clark asked if TTC worked with both public and private organizations. Robitaille replied they did. D. Clark asked if this was a new committee for the MPO and if it was being established in light of recent events. Mallette explained the MPO had not had an official HR resource in place for staff, Executive Director, Executive Committee or the Council to rely on since the contract with City of Fort Collins had been revised several years prior. She added having a consultant with professional credentials would allow MPO matters to be properly evaluated through TTC prior to any action being taken, making them an extremely beneficial resource for the organization as a whole.

Donnelly added the cost of hiring TTC would be counteracted by the benefits offered during the facilitation of the new Executive Director hiring process as well as ensuring the MPO does not make mistakes that cause unnecessary loss of staff or exorbitant legal expenses, noting the HR committee would partner with TTC to become a conduit between staff and the Council, when appropriate. Following a comprehensive discussion regarding whether TTC should report to the Executive Committee or an HR committee and the advantages and disadvantages of having a standing HR committee versus a temporary HR subcommittee, the Council decided a temporary subcommittee would be formed and then reviewed in six months to determine its contribution to the organization and need for continuance. The Human Resource Subcommittee was assigned as follows: Chair- Dave Clark; Vice Chair-Julie Cozad; Member- Don Brookshire.

*CONWAY **MOVED** TO APPROVE CREATING A TEMPORARY HUMAN RESOURCE SUBCOMMITTEE WITH DAVE CLARK AS CHAIR, JULIE COZAD AS VICE CHAIR AND DON BROOKSHIRE AS MEMBER. THE SUBCOMMITTEE SHALL SERVE FOR SIX MONTHS AND THEN BE REVIEWED BY COUNCIL TO DETERMINE CONTINUANCE. The motion was **seconded** and **passed** unanimously.*

EXECUTIVE SESSION:

Chair Donnelly announced the Council would be going into an Executive Session pursuant to: (1) C.R.S. § 24-6-402(4)(b) of the Colorado Revised Statutes in order for the Council to seek legal advice regarding a contract, and (2) C.R.S. § 24-6-402(4)(e)(I) to determine positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators. He clarified the Council would not reconvene in open session following the Executive Session and no action would be taken.

*ROSS **MOVED** TO GO INTO AN EXECUTIVE SESSION PURSUANT TO: (1) C.R.S. § 24-6-402(4)(b) OF THE COLORADO REVISED STATUTES IN ORDER FOR THE COUNCIL TO SEEK LEGAL ADVICE REGARDING CERTAIN MATTERS, AND (2) C.R.S. § 24-6-402(4)(e)(I) TO DETERMINE POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING A STRATEGY FOR NEGOTIATIONS, AND INSTRUCTING NEGOTIATORS. The motion was **seconded** and **passed** unanimously.*

Council entered Executive Session at 6:55 p.m. The session lasted approximately one hour.

The meeting was adjourned at 8:00 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff