**Both Chair Rasmussen and Vice Chair Mongeau were absent from the meeting. Policy Board secretary, Interim Executive Director Maddox, nominated Ms. Elmer as the temporary chair for the meeting.**

**MOTION:** Appoint Brenda Elmer as temporary Policy Board chair for the 553rd Metro COG Policy Board meeting.

Mr. Weil moved, seconded by Ms. Fischer.

**MOTION,** passed.

Motion carried unanimously.
A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened
The meeting was called to order at 4:00 pm, on April 19, 2018 by Chair Elmer, noting a quorum was present. Introductions were made.

A2. Approve Order and Contents of Overall Agenda, approved
Chair Elmer asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 553rd Policy Board Meeting.
Mr. Spaulding moved, seconded by Mr. Haney.
MOTION, passed. 9-0.
Motion carried unanimously.

A3. Past Meeting Minutes, approved
Chair Elmer asked for approval of the Minutes of the March 15, 2018 Meeting.

MOTION: Approve the March 15, 2018 Policy Board Meeting Minutes.
Ms. Fischer moved, seconded by Mr. Haney.
MOTION, passed. 9-0.
Motion carried unanimously.

A4. Monthly Bills, approved
Chair Elmer asked for approval of the April 2018 Bills as listed on Attachment 1.

MOTION: Approve the April 2018 Bills List.
Mr. Piepkorn moved, seconded by Mr. Schneider.
MOTION, passed. 9-0.
Motion carried unanimously.

B. CONSENT AGENDA
B1. Chair Elmer asked for approval of Items 1-6 on the Consent Agenda.

1. March 2018 End of Month Report
2. US 10/US 75 Request for Proposals
3. 12th Avenue South Corridor Study Consultant Selection
4. Cass County Road 18 Extension Study Consultant Selection
5. FTA 5310/5339 ND Transit Grant Application Submittal
6. 2018 First Quarter Report

MOTION: Approve Items 1-6 on the Consent Agenda.
Mr. Schneider moved, seconded by Mr. Spaulding.
MOTION, passed. 9-0.
Motion carried unanimously.

C. REGULAR AGENDA
C1. Public Comment Opportunity
No public comments were made or received.

No MOTION

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Thursday, April 19, 2018
C2. Draft 2019-2020 UPWP
Mr. Maddox presented the 2019-2020 UPWP and Budget draft. The draft budget includes personnel, overhead, and CPG project costs. New costs were broken down and explained, as well as anticipated contractual projects. A finalized final draft will be presented as the May Policy Board meeting. Mr. Maddox encouraged the board members to review the draft, and discuss any possible projects with their respective jurisdictions.

No Motion.

C3. Maternity/Paternity Leave Policy Update
Mr. Maddox presented a revised Maternity/Paternity Leave policy. The previous version of the policy was found to be ambiguous, outdated, and contradictory. Mr. Maddox, along with Jenna Wilm, Metro COG’s Human Resources representative, worked together to update the policy. Mr. Piepkorn questioned if this policy mirrors the City of Fargo’s policy. Mr. Maddox replied that the member jurisdictions all follow FMLA guidelines, and do not have separate Maternity/Paternity policies.

MOTION: Approve the revised Maternity/Paternity Leave Policy in the Personnel and Administrative Policies and Procedures.
Mr. Piepkorn moved, seconded by Ms. Fischer.
MOTION, passed. 9-0.
Motion carried unanimously.

C4. Human Resources Contract with West Fargo
Mr. Maddox provided an update on the revised contract with West Fargo for Human Resources services. Tina Fisk, the West Fargo City Administrator, stated that the contract was still being prepared by the city attorney, but should be ready by May’s Policy Board meeting. The contract states that the City of West Fargo will provide a set amount of hours annually Pro Bono, and any hours utilized after the set amount will be billed at a set rate per hours used.

No Motion.

C5. Executive Director Update
Mr. Maddox informed the board that three top candidates have been selected for final interviews: Cindy Gray, Wayne Hurley, and Ty Hegland, to be held April 23 at the Cass County Commission chambers, starting at 9am. The interviews are open to the public, and Policy Board members are encouraged to attend.

No Motion.

D. Additional Business
No additional business.

E. Adjourn

MOTION: Adjourn the 553rd Meeting of the FM Metro COG Policy Board
Mr. Schneider moved, seconded by Mr. Piepkorn.
MOTION, passed. 9-0.
Motion carried unanimously.
The 553rd Meeting of the FM Metro COG Policy Board held Thursday, April 19, 2018 was adjourned at 5:03 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 17th, 2018, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary