

Supervisors Meeting Summary

September 18, 2020



Agency Update – Sheryl

- A. Tree Policy – As directed, Sheryl is working with our board and senior management team to develop a tree policy. This will be a broad policy that outlines our current practices including when we plant trees (mostly during special projects, example: Jackson Rd Blvd). Board will review first draft in October.
- B. Employee building access – at the direction of the directors, Nicole is adjusting building access for employees based on their position and seasonal job needs. If you are visiting a location that you are not usually assigned to, please text or call the supervisor at that yard to give them a heads up. If you have questions about your access, contact your supervisor/director.

HR Update – Nicole

- A. We had three new employees start on Monday, September 21.
 - a. Michael Craig – State Trunkline
 - b. Brandon Root – Heavy Equipment
 - c. Alex Tomasik – Sign Shop
- B. MERS is hosting their annual conference virtually this year. It is free for anyone to participate but registration is required. [Click here for the schedule.](#)
- C. Thanks to a suggestion from the Employee Think Tank, we are developing an internal Job Shadowing Program. More to come on this once COVID-related protocols allow.

Finance Update – Dan

- A. Overall, funds from the Michigan Transportation Fund (MTF), our largest source of funding, are trending better than we expected this summer. The stay-at-home order certainly impacted fuel tax revenue but so far, not as much as originally feared this spring. Stay tuned.

IT Updates – Chris

- A. The IT Department is upgrading the remaining Ricoh printers over the next week, including printers at district yards. All the new machines will have a scanner built in.

Communications Update – Emily

- A. Reminder to update your out-of-office message in outlook and your voicemail message before you go on vacation. Not sure how? Contact IT

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Project Update – Matt, Jim and Aaron

- A. 2020 Projects
 - a. Overall, the 2020 construction season is coming to an end. It has been a very successful year, including:
 - i. 100+ miles of seal coat completed yesterday
 - ii. 115,000 tons of limestone and gravel on our unpaved system
 - iii. Only a few major engineering projects remain: Miller Road Bridge, Miller Road/Wagner Road Roundabout and Old US-12 Culvert. Both projects are progressing.
 - iv. There are also a few millage and township paving projects to finish this year.
- B. [2021 Projects](#) (check out the draft map attached)
 - a. Another big construction season is planned for next year, including:
 - i. Nearly 100 miles of seal coat
 - ii. Paving Zeeb Road, north of Pleasant Lake Road

Roundtable

Questions:

1. Are we offering the \$25 logo'd clothing credit for employees this fall?
 - a. Sheryl: Yes, more to come soon!
2. Question: Is there another way we could have employees enter their time and materials into Kiosk? Foremen are having trouble keeping up with it and are concerned about the demands of winter.
 - a. Sheryl: We can investigate other options but not sure if there are any. Whatever we do needs to continue to comply with COVID-related safety protocols.
3. Question: What should employees do if they see someone planting a tree in the road right-of-way (ROW)?
 - a. Matt: The permits department needs every employee's help to protect the ROW. If you see something that looks suspicious or in violation of our policies, contact your supervisor. Supervisors have the authority to issue a stop-work order if necessary.

Announcements:

1. Operations continues to partner with the Washtenaw County Technical Rescue Team. There is a trench collapse training scheduled for Sept. 24 on our Waterloo Rd culvert project. Questions? Contact Ken.
2. The Michigan Public Service Institute (MPSI) a valuable training workshop for supervisors has been canceled due to COVID. Questions? Contact Aaron.

Next Supervisors Meeting: Friday, October 16 at 8 a.m.