

MCRPC FINANCE AND PERSONNEL REVIEW COMMITTEE

Tuesday, August 18, 2026 – 6:00 p.m.

In-Person or Online

A G E N D A

REVISED 8/13/2026

1. Roll Call

- | | |
|----------------------|------------------|
| 1. Jeff Hoy (online) | 5. Nick Hanahan |
| 2. Patty McAdams | 6. Matt Stefanak |
| 3. Tim McGonigle | 7. Steve Tingley |
| 4. Bill Anthony* | Doniele Russell |

2. Approval of Minutes

- a. July 21, 2026 (Attached)

3. Budget & Finances

- a. Year to date Financials (Attached)
- b. Preliminary Budget Attached
 - Healthcare
 - Member dues
 - Salaries
 - Computers/Software Discussion
- c. Pension- PMRS discussion
- d. MMO Obligation- Approve this to be forward to the Full Commission at the September Meeting. MCRPC Obligation is \$31,328, this was not calculated in the 2026 budget.

4. Personnel Discussion

- a. Consideration of acceptance of Tara Floch's resignation.
- b. Discussion regarding the Senior Administrator position, including terms and conditions of employment.
- c. Consideration of authorization to extend an offer to the selected candidate.
- d. Discussion and consideration of an employee request regarding the use of accrued vacation time prior to their October deadline.
- e. GIS User Conference- October 22–23, 2026 Liz and Brock consideration of attendance and related expenses.
- f. Review and discussion of the Personnel Manual provisions regarding employee termination dates.
- g. Discussion of payroll documentation, recordkeeping, and current payroll procedures.
 - Payroll- Process and Documentation
 - Employees submit completed time sheets to the Executive Director for review and approval/signature.
 - Following approval, payroll information is entered into the MCRPC payroll tracking Excel spreadsheet.
 - Approved time sheets are scanned and retained with payroll records.

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- The BBP payroll form ("Gold Sheet") is completed twice each month and identifies each employee and applicable salary information.
- BBP processes payroll and provides confirmation of payroll totals and associated obligations, including applicable federal and state taxes, employer payroll taxes, workers' compensation, and other required payroll obligations.
- Gold Sheet documentation is submitted to BBP at the end of the month.
- Employees are paid twice each month by direct deposit.
- BBP provides employee paystubs, which are picked up and distributed to employees.
- Paychecks/paystubs provide the general salary payment and do not separately track holiday, sick, or vacation hours.
- Three paper payroll copies are maintained/distributed for allocation purposes:
 - Pink- General / Member Dues
 - Green- CDBG & Housing
 - Blue- PennDOT
- h. Discussion regarding current flex-time practices and employee responsibility for tracking time, including applicable legal and compliance considerations
- i. All employee evaluations were completed by August 3 and met with all team members. Next evaluation will be done in January.

5. By-Law Discussion- Table

- 6. Adjournment:** We must adjourn by 6:50 so Liz- Can set up the Zoning Sub meeting.

a. Next Meeting: Tuesday, September 15, 2026 @ 6:00 PM

Online Information

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/710788989>

You can also dial in using your phone. [+1 \(312\) 757-3121](tel:+13127573121) Access Code: 710-788-989