

# MICHIGAN BEEF INDUSTRY COMMISSION

## Board Meeting

Tuesday August 25, 2022

Microsoft Teams Meeting

### **Commissioners in Attendance:**

Monte Bordner  
Jennifer Lewis  
Leon Knirk  
David Neitzel  
Jill Sears  
Travis Schunk

### **Others Present:**

Sasha Eliason, MDARD  
George Quackenbush, MBIC  
Jacquie Harrison, MBIC  
Katie Serbinski, MBIC  
Sara Horton, MBIC

### **Not in Attendance:**

Dave Clark  
Jon Haindl  
Bret Schapman

### **Welcome and Call to Order**

Chairperson Monte Bordner called the meeting to order at 10:01 am. A quorum is set in that six commissioners are present in person.

### **General Business**

#### **Approval of Agenda**

Jennifer Lewis **MOVED** to approve the agenda as presented. Leon Knirk **SUPPORTED**. **MOTION CARRIED**.

#### **Approval of Minutes – Jon Haindl, Secretary**

It is noted that Travis Schunk should be listed as Not in Attendance at the 8.2.22 meeting.

Jennifer Lewis **MOVED** to approve the minutes of the August 2, 2022, board meeting, as amended. Travis Schunk **SUPPORTED**. **MOTION CARRIED**.

### **Review of Provided Documents**

#### **MBIC Staff Position Descriptions**

George Quackenbush described the recent changes to each position description. The position of Director of Nutrition and Consumer Communications is changed to Director of Communications. The name of the Office Manager position is planned to change to Administrative Manager. A temporary, additional position of Accounting Manager will be in effect while the Administrative Manager is being trained, approximately one year. The soon-to-be former Administrative Office Manager, Jacquie Harrison, will become the Accounting Manager and will train Sara Horton in her new position as Administrative Manager.

#### **Staff Time Historical Log**

George Quackenbush presented a log of hours worked by Non-Exempt/Salaried employees over the past seven years and answered commissioners' questions.

#### **MBIC & MCA Project Implementation FY 16 – FY 22**

George Quackenbush presented a report that lists the trend of staff hours and related costs applied to implement MCA projects over the years from FY16 through the current fiscal year. This list includes the MCA reimbursements for staff and overhead costs. Additionally, this list includes hours and cost of staff time for all MBIC programs during the same time period. There was discussion and George answered commissioners' questions.

### **FY23 MBIC Budget for Indirect Costs with FY22 Comparison**

George Quackenbush presented a report that estimates the potential indirect costs for MBIC during Fiscal Year 2023. This report does not include direct costs estimated for FY23. It is important to note that many indirect costs, such as (but not limited to) salaries and overhead costs, are allocated to all direct program areas including Promotions, Consumer Information, Industry Information, and Producer Communications. George answered commissioners' questions.

### **Discussion of MBIC/MCA Operating Agreement**

George Quackenbush presented an MBIC/MCA Staffing Proposal for the commission's consideration. This report includes an estimate of the staff configuration of time, for Executive Director and Administrative Manager, which applies to MBIC projects, collection compliance, and administrative duties during fiscal year 2023. This report also includes an estimate of staff time, for Executive Director and Administrative Manager, which applies to MCA projects and programs during fiscal year 2023. The Director of Communications will continue to apply time to MBIC at almost 100%, only completing MCA tasks as needed. The Accounting Manager will work with the Administrative Manager for training and tasks, as needed.

The report also lists proposed changes to the MBIC/MCA Operating Agreement. Several MCA programs areas are proposed to be retained by the staff while some tasks that have been done by staff in past years should be outsourced to a hired consultant and/or MCA committees. The commissioners made some suggestions to how the MBIC/MCA Operating Agreement may be set up.

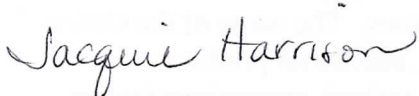
Monte Bordner proposed setting up a meeting between himself, as MBIC Board Chair, Dave Girton, as MCA President, and George Quackenbush to iron out a proposed Operating Agreement. George will contact all parties and schedule the meeting.

### **Next FY22 Meeting Date**

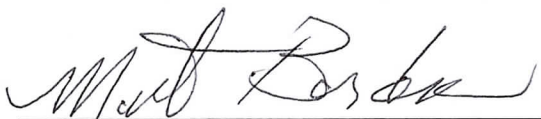
The final meeting of the fiscal year will be held Thursday, September 22, 2022, at the new DeWitt offices.

The meeting was adjourned by the Chairperson at 12:00 pm.

Respectfully submitted,




Jacquie Harrison  
Administrative Office Manager



---

Monte Bordner, Chair



---

Jon Haindl, Secretary