



## OPERATING PROCEDURES

Rev. 5, 10/20/09

### **SECTION I PURPOSE**

The purpose of the Keweenaw National Historical Park (NHP) Advisory Commission (Commission) is to advise and assist the Secretary of the Interior and the National Park Service as outlined in the Commission Charter in fulfilling the mission of Keweenaw NHP, and, in collaboration with and in support of the park, to carry out programs that promote appreciation of the historic resources of the Keweenaw Peninsula. The Commission is further authorized to seek, accept, and dispose of gifts, bequests, and/or donations that support the management of Keweenaw NHP.

### **SECTION II AUTHORITY**

#### **Section 2.01 Legal Authority**

The Keweenaw NHP Advisory Commission was established in Section 9 of Public Law 102-543 on October 27, 1992, as amended by Public Law 106-134 on December 7, 1999, and further amended by the Public Lands Management Act of 2009. The Commission was chartered as an entity within the Department of the Interior by Secretary Gale Norton on October 8, 2004.

#### **Section 2.02 Federal Advisory Commission Act (FACA)**

As a chartered operating commission, the Keweenaw NHP Advisory Commission is not bound to the requirements of the Federal Advisory Commission Act (FACA).

### **SECTION III MEMBERS**

**Section 3.01 General Membership:** The Commission shall have no general members. For all purposes of voting and decision making in all matters pertaining to the

management and operation of the Commission, the Commissioners shall be deemed its members.

**Section 3.02 Composition**

The Commission shall be composed of seven (7) members appointed by the Secretary of the Interior as follows: two (2) members will be appointed at large because of their familiarity with national parks and/or historic preservation; one (1) member each will be appointed after consideration of nominees submitted by the Calumet Village Council, the Charter Township of Calumet, the Quincy and Franklin Township Boards, the Houghton County Board of Commissioners, and the Governor of the State of Michigan.

**Section 3.03 Terms**

Members will be appointed for three-year terms, and may be reappointed not more than three times. Incumbent members may serve until a new appointment is made. Vacancies will be filled in the same manner of appointment.

**Section 3.04 Duties and Responsibilities**

Members are expected to attend quarterly meetings, monthly workshop meetings, and other meetings as necessary to conduct the business of the Commission. Members are expected to serve on at least one standing committee and on special committees as appropriate to their expertise or sphere of influence. Members are expected to actively participate in matters that affect the Commission, the National Park Service at Keweenaw NHP, and the Keweenaw Heritage Sites, as well as other partners throughout the Copper Country.

**Section 3.05 Removal and Replacement**

Any member who fails to attend three successive quarterly business meetings of the Commission, or who otherwise fails to substantively participate in the work of the Commission, may be removed from the Commission by the Secretary of the Interior.

**SECTION IV  
OFFICERS**

**Section 4.01 Number of Officers, Election, and Term of Office**

The officers of the Commission shall be elected annually from among the members of the Commission, by the Commission members, at the annual organizational meeting. They shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer, and may include other officers and assistant officers as may be deemed necessary. The same person may hold two or more offices, except one person may not hold the offices of Chair and Secretary simultaneously.

**Section 4.02 Bonding Requirement**

The Commission may require any of the officers or employees of the Commission to give bond for the faithful discharge of his or her duties in such sum, and with such securities,

as the Commission shall require. The premium for such a bond shall be paid for by the Commission or shall be a reimbursable expense.

**Section 4.03 Removal of Officers**

Any officer elected or appointed by the Commission may be removed at any time with or without cause by the affirmative vote of five (5) members of the Commission.

**Section 4.04 Resignation of Officers**

Any officer may resign at any time by giving written notice to the Commission or to the Chair or to the Secretary. Any such resignation shall take effect at the time specified; the acceptance of such resignation shall not be necessary to make it effective.

**Section 4.05 Vacancies in Offices**

Any vacancy occurring in any office of the Commission (other than a vacancy resulting from normal expiration of a term of office) shall be filled by the Commission not later than thirty (30) days after the vacancy occurs. A vacancy for any cause in any office set forth in Section 4.01 may be filled by the Chair on a temporary (acting) basis from the among the members of the Commission until the next quarterly business meeting, at which meeting the Commission will formally elect a replacement.

**Section 4.06 Chair's Duties and Responsibilities**

The Chair of the Commission shall preside at all meetings of the Commission and shall serve as Chair of the Executive Committee. The Chair of the Commission shall perform all duties, have all authority, and be subject to all restrictions consistent with established law, and these Operating Procedures. The Chair of the Commission may also sign and execute, in the name of the Keweenaw National Historical Park Advisory Commission, deeds, mortgages, bonds, contracts, or other instruments authorized by the Commission, except in cases where the signing and execution thereof shall be expressly delegated by the Commission or by these Operating Procedures to some other officer or agent of the Commission. The Chair of the Commission shall also exercise and perform such other powers and duties as may from time-to-time be assigned to her or him by the Commission.

**Section 4.07 Vice-Chair's Duties and Responsibilities**

The Vice-Chair shall carry out duties and responsibilities as assigned by the Chair, except as specially assigned to others by the Commission. In the absence or disability of the Chair, or at her or his request, the Vice-Chair of the Commission shall preside over the meetings of the Commission and otherwise perform the duties of the Chair.

**Section 4.08 Secretary's Duties and Responsibilities**

The Secretary shall:

- A. Certify and maintain copies of the Commission's enabling legislation, its charter, and these Operating Procedures as amended to date at the principal office of the Commission.
- B. Maintain and secure at the principal office of the Commission or such other place as the Commission may order, a book of minutes of all Commission

meetings with the time and place of holding, whether regular or special, and, if special, how authorized, the notices thereof given, and the names of those present at the meetings. These minutes shall also be placed on the Commission's website no later than 30 calendar days following the meeting.

- C. Ensure that all notices are given in compliance with the provisions of the Operating Procedures or as required by law.
- D. Ensure that the books, statements, and all other documents and records required by law are properly maintained and filed.
- E. Exhibit at all reasonable times to any commissioner, upon application, the Operating Procedures and minutes and all proceedings of the Commission.
- F. In general, perform all duties incidental to the office of the Secretary and such other duties as from time-to-time may be assigned to him or her by the Commission. In the absence of the Chair and Vice-Chair of the Commission, the Secretary shall preside over meetings of the Commission.

#### **Section 4.09 Treasurer's Duties and Responsibilities**

The Treasurer, if required to do so by the Commission, shall give a bond for faithful discharge of her or his duties in such sum, and with such securities, as the Commission shall require. The premium for such bond shall be paid by the Commission or shall be a reimbursable expense. The Treasurer shall:

- A. Have charge and custody of, and be responsible for all funds and securities of the Commission and deposit all such funds in the name of the Commission in such banks, trust companies, or other depositories as shall be selected by the Commission.
- B. Keep and maintain adequate and correct accounts of the Commission of properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, capital, and surplus.
- C. Exhibit at all reasonable times the books of accounts and records to any Commissioner during business hours at the principal office of the Commission where such books and records are kept.
- D. Render a statement of the condition of the Commission at all regular meetings of the Commission and a full financial report at the Annual Organizational Meeting of the Commission.
- E. Receive and give receipt for monies due and payable to the Commission from any source whatsoever.
- F. In general, perform all duties incidental to the office of Treasurer, and such other duties as from time-to-time may be assigned to her or him by the Commission. In the absence of the Chair and Vice-Chair and Secretary, the Treasurer shall preside over meetings of the Commission.

## **SECTION V STAFF**

### **Section 5.01 Commission Employees**

The Commission may appoint and fix the pay of personnel as necessary for the efficient operation of the organization. Complete position descriptions encompassing duties and responsibilities for these employees will be attached as a supplement to this Operating Procedures document.

### **Section 5.02 Executive Director**

The Executive Director of the Keweenaw National Historical Park Advisory Commission shall have general and active management responsibility of the affairs and property of the Commission, and shall see that all orders and resolutions of the Commission are carried into effect. The Executive Director shall administer Copper Country Preservation, Inc., a nonprofit organization established by the Advisory Commission. The Executive Director shall also perform or cause to have performed on behalf of the Secretary and/or Treasurer such administrative duties as are required to record, transcribe, prepare, file, and transmit minutes and other records of the Commission, and as are required to receipt, deposit, disburse, and account for funds of the Commission. The Executive Director may also be authorized to carry out additional duties as requested by the Commission.

## **SECTION VI COMMITTEES**

### **Section 6.01 Standing and Special Committees**

The Commission will establish standing committees and special committees as deemed necessary. Standing committees will be established to address the basic duties and responsibilities of the Commission as follows: Executive, Finance, Personnel, Fund Development, Partnerships, and Preservation-Stewardship. Special committees will be established as specific needs arise.

### **Section 6.02 Committee Membership**

Committees should consist of a minimum of three (3) members; however, the actual number of commissioners to serve will be determined by the Commission itself. It may be advisable to have some park staff members sit on certain committees in an ex-officio capacity. Committees may also consist of members outside of the Commission or park staff that possess key knowledge, skills, or abilities that are germane to the duties of the committee. Committees will make recommendations to the full Commission for action.

### **Section 6.03 Standing Committees' Duties and Responsibilities**

**The Executive Committee** shall be engaged during the intervals between regular and special meetings of the Commission. It shall be authorized to exercise all powers in the management of the business and affairs of the Commission, except as to such matters which, by law or these Operating Procedures, require the action

of the Commission, or which the Commission, by resolution, expressly reserved to itself or expressly withheld from the Executive Committee. The Executive Committee shall consist of the officers of the Commission.

**The Finance Committee** shall assist the Treasurer in the implementation of her/his duties, while providing oversight for the stewardship, security, and the appropriation of the Commission's funds. The Committee shall also assist the Treasurer in the development of an annual budget for the Commission's operations and associated program. With regard to appropriated funds, the Committee will work with park staff to ensure that appropriate purchasing instruments are being utilized, and that all compliance with the National Environmental Policy Act of 1969 (NEPA) is executed as required by law. While purchases with non-appropriated funds are not expressly subject to public scrutiny, the Committee shall, for the Commission, maintain a transparency in its actions for the benefit of the public and the National Park Service.

**The Personnel Committee** shall provide oversight to any personnel policies the Commission may have instituted with respect to its employee(s). It shall monitor the monthly activity reports of its employee(s) to determine if progress is being made with regard to the adopted annual goals and objectives. It shall monitor the time spent on specific tasks, to determine if time percentage allocations established by the Commission for certain functions are realistic. These instruments will provide a basis for conducting annual employee performance reviews. The Committee must also be alert to possible conflict among Commissioners as well as between the Commission, park staff, other partners and its employee(s), and be proactive in recommending methods for leading to resolution. The Committee must also be alert to possible conflict among commissioners as well as between the Commission, park staff, other partners, and the Commission's employee(s). It must be proactive in recommending methods for leading to their resolution.

**The Fund Development Committee** shall seek financial resources to allow the Commission and its programs to operate in a sustainable manner. The Committee shall focus its efforts in three areas: One, it shall work with the park Superintendent and the Michigan delegation to the Congress of the United States to secure a permanent annual appropriation from Congress to carry out its legislative charge. Two, it shall seek grants, gifts, donations, and other equivalents to support the organization and its programs. In this effort, it shall utilize the Commission's 501(c)(3) corporation, Copper Country Preservation, Inc. This corporation provides a mechanism for contributors to receive income tax deductions for their gifts. These gifts allow the Commission to fulfill its mission to the park. The third effort calls for the Committee to assist its partners in obtaining direct grants by providing them technical assistance in seeking grants for their organizations.

**The Partnerships Committee** shall work with the state and local governments in coordination with the park staff to further the implementation of the General Management Plan and the purposes of the enabling legislation. The Committee shall reach out to the Keweenaw Heritage Sites, and to other nonprofit organizations and business enterprises which promote and protect the copper mining heritage of the region. The Committee's scope shall also extend to working with tribal governments to promote interaction, understanding, and appreciation of tribal culture as it pertains to the heritage of the Keweenaw region.

**The Preservation-Stewardship Committee** shall work to ensure the preservation of heritage resources not only within the park, but across the length and breadth of the entire Keweenaw Peninsula. The Committee's scope of work may include educational programs for residents, visitors, and contractors as well as the development of preservation grant programs. It shall also include the identification and assessment of heritage resources for their protection and future rehabilitation and restoration. The Committee, when financial resources are available, shall make available a range of technical and financial assistance.

## **SECTION VII MEETINGS**

### **Section 7.01 Quarterly Business Meetings**

As stated in Section 2.02 of this document, the Commission is not subject to the requirements of the Federal Advisory Commission Act (FACA). Furthermore, there is nothing in the Commission's Charter, or Public Law 102-543, or its amendments, which requires the Commission to hold public meetings. However, to ensure that the Commission's activities are carried out consistent with the public interest, the Commission will conduct regular public meetings.

The Commission shall hold a business meeting once per quarter at the call of the Chair or a majority of the Commissioners. The meetings will normally be scheduled to occur on the third Tuesday of January, April, July and October. The schedule of public forums for the following calendar year will be established at the October meeting.

### **Section 7.02 Annual Organizational Meeting**

The annual organizational meeting of the Commission for the election of officers, adoption of annual goals and objectives, and for such other business as is appropriate, shall be held each year on the date designated by the Commission. This organizational meeting shall be held in conjunction with the Commission's October business meeting.

### **Section 7.03 Annual Organizational Retreat**

The Commission may conduct an annual organization retreat for strategic planning purposes. This retreat will offer the opportunity for the commissioners to review and modify the Commission's vision, mission, goals, and objectives. This retreat should

normally occur approximately 30 days prior to the annual organization meeting outlined in Section 7.02.

#### **Section 7.04 Special Meetings**

Commissioners may elect to meet between quarterly business meetings to discuss topics that require preliminary thought and discussion prior to a public session. These special meetings of the Commission may be called by or at the request of the Chair or five (5) commissioners. The person or persons authorized to call special meetings of the Commission may fix the time and place for holding such special meetings. At the Commission's discretion, park staff and additional resource individuals may be invited to participate in such meetings.

When necessary to gain the approval of the Commission concerning a matter which, in the discretion of the Chair, should not be delayed until a scheduled, formal meeting of the Commission, the Chair may call for a vote of the Commissioners via e-mail or facsimile. This authority shall not be used in any case where five (5) or more of the commissioners object to an electronic vote. A minimum of five (5) days shall be given for the response of commissioners to an e-mail or facsimile vote conducted under this authority.

#### **Section 7.05 Place and Time of Meetings**

The Commission may from time-to-time designate the place and time of quarterly business meetings, the annual organizational meeting, and special meetings of the Commission. When necessary in the opinion of the Chair for timely, effective conduct of business, a meeting of the Commission can be conducted via conference call, in addition to gathering and conducting meetings in person.

#### **Section 7.06 Quorum and Voting**

For all meetings described in these Operating Procedures, five (5) members of the Commission shall constitute a quorum for the transaction of any business at such meetings. If less than five (5) members of the Commission are participating in a scheduled meeting, a majority of the commissioners present may adjourn the meeting to a different time without further notice. The affirmative vote of a majority of the quorum of the commissioners present shall be necessary for authorization or taking of any action voted upon by the Commission.

#### **Section 7.08 Agenda and Minutes**

With respect to the quarterly business meetings, the agenda will be set by the Commission members. Standard agenda items may include approval of the agenda, approval of the minutes from previous meeting, financial report, presentation of bills for payment, committee reports, Commission report(s), park report(s), comments from the legislative representatives and the public, and notification of the date, time, and place for the next meeting.

Minutes of these quarterly public forum meetings will be recorded by digital audio tape (DAT) and by a recording secretary during the proceedings. DAT recordings will be migrated to analog magnetic tape and retained in the park's archival tape storage. Written minutes of these meetings will be published and provided to each Commissioner, the park Superintendent, the Management Assistant, and other designated individuals no later than two weeks following the meetings.

The agenda and minutes, with respect to all other meetings described above, shall adhere to the following protocol:

- The person or persons authorized to call such meetings shall give sufficient notice to all commissioners to allow them adequate time to respond. The notice should also contain proposed agenda items.
- Minutes of these meetings should contain the time, date, place, and those persons present. There should be an accounting of the business items discussed, as well as any actions taken. These minutes should be provided to each Commissioner, and be made part of the Commission's book of minutes.

## **SECTION VIII BUDGET**

The Executive Director, in consultation with the Treasurer and the Finance Committee, shall prepare an annual budget proposal for review and approval at the annual organizational meeting of the Commission. The Commission will review the performance against the budget on a quarterly basis.

## **SECTION IX HEARINGS**

The Commission may, for the purpose of carrying out Public Law 102-543, hold hearings, take testimony, and receive evidence as the Commission deems appropriate. The Commission may not issue subpoenas or exercise any subpoena authority.

## **SECTION X ADVISEMENT**

The Commission is charged with a role of advisement to the Secretary of the Interior, and specifically to the park Superintendent as the Secretary's representative. Standing committees and special committees within the Commission may conduct research; consult with park staff, subject matter experts, stakeholders, and/or other interested parties; and present recommendations for the adoption of Commission resolutions. In addition, individual Commissioners may provide, and the Superintendent may seek, advisement on issues related to financial/fiscal budget planning, facility and boundary

development, park program development, and other topics related to achieving the park's purposes within the park boundaries and along the Keweenaw Peninsula.

## **SECTION XI ASSISTANCE**

The Commission is tasked with providing assistance to the park in several areas. Assistance is needed in developing policies and programs for the preservation of the scenic, historical, cultural, natural, and technological values of the park that complement the purposes of the park's enabling legislation. Assistance is also required to coordinate preservation efforts and other programmatic needs with the State of Michigan, local governments, and other partner organizations. The Commission will provide this assistance through the efforts of individual commissioners and the day-to-day operations of its staff and committees.

## **SECTION XII PROPERTY ACQUISITION AND DISPOSITION**

The Keweenaw NHP Advisory Commission is authorized in P.L. 102-543 §9(b) to acquire real property as follows:

- (1) The Commission may acquire real property, or interests in real property, to further the purposes of the Act by gift or devise; or, by purchase from a willing seller with money which was given or bequeathed to the Commission on the condition that such money would be used to purchase real property, or interests in real property, to further the purposes of this Act.
- (2) For the purposes of section 170(c) of the Internal Revenue Code of 1986, any gift to the Commission shall be deemed to be a gift to the United States.
- (3) Any real property or interest in real property acquired by the Commission shall be conveyed by the Commission to the National Park Service or the appropriate public agency as soon as possible after such acquisition, without consideration, and on the condition that the real property or interest in real property so conveyed is used for public purposes.

The acquisition of lands shall be executed in strict accordance with the "National Park Service Land Acquisition Procedures" guidance from the Midwest Regional Office's Division of Land Resources as referenced in *Trip Report / Keweenaw National Historical Park / Calumet, MI / June 12, 2000* (Dewayne S. Prince / Realty Specialist / MWRO Land Resources / June 22, 2000).

**SECTION XIII  
USE OF GOVERNMENT PROPERTY AND SERVICES**

In accordance with P.L. 102-543 §9(f), the Commission may use the United States mails in the same manner and under the same conditions as other departments and agencies of the United States. In a like manner, and in compliance with regulations for all government employees, the Commission and its employees may use government equipment, systems, and vehicles in the normal course of conducting business for the United States government.

**SECTION XIV  
RECORDKEEPING**

The administrative record of the Commission will be maintained in accordance with Federal laws, policies, and established standards within the Department of Interior and the National Park Service. Training, guidance, and assistance will be sought from park staff and other sources knowledgeable in governmental records management systems.

The Commission will comply with regulations governing the use and access to records containing Personally Identifiable Information (PII) as defined by the Office of Management and Budget, as well as observing the rules of the Privacy Act and the Freedom of Information Act.

Records required for day-to-day operational reference will be maintained in the Commission's active working files. Records not required for day-to-day operations of the Commission or for ready reference will be held in the park's Central Files. The Commission will reference disposition schedules maintained by the National Park Service to guide recordkeeping procedures and processes.

Records related to resource management will be retained in the park's archival collection to facilitate reference access by professional resource management staff and other researchers.

**SECTION XV  
FISCAL YEAR**

The fiscal year of the Commission shall begin on the first day of October and end on the last day of September.

**SECTION XVI**  
**AMENDMENTS TO THE OPERATING PROCEDURES**

Amendments to these Operating Procedures may be made by the Commission at any officially called meeting of the Commission where commissioners have been given proper notice of the proposed amendments.

**Public Law 102-543 (excerpt)**

**SECTION 9. KEWEENAW NATIONAL HISTORICAL PARK ADVISORY COMMISSION.**

- (a) ESTABLISHMENT AND DUTIES- There is established the Keweenaw National Historical Park Advisory Commission. The Commission shall--
- (1) advise the Secretary in the preparation and implementation of a general management plan described in section 6;
  - (2) advise the Secretary on the development of and priorities for implementing standards and criteria by which the Secretary, pursuant to agreements referred to in sections 7 and 8, will provide financial as well as technical assistance to owners of non-Federal properties within the park;
  - (3) advise the Secretary on the development of rules governing the disbursal of funds for the development of non-Federal properties;
  - (4) advise the Secretary with respect to the selection of sites for interpretation and preservation by means of cooperative agreements pursuant to section 7;
  - (5) assist the Secretary in developing policies and programs for the conservation and protection of the scenic, historical, cultural, natural and technological values of the park which would complement the purposes of this Act;
  - (6) assist the Secretary in coordinating with local governments and the State of Michigan the implementation of the general management plan, and furthering the purposes of this Act;
  - (7) be authorized to carry out historical, educational, or cultural programs which encourage or enhance appreciation of the historic resources in the park, surrounding areas, and on the Keweenaw Peninsula; and
  - (8) be authorized to seek, accept, and dispose of gifts, bequests, or donations of money, personal property, or services, received from any source, consistent with the purposes of this Act and the park management.
- (b)(1) The Commission may acquire real property, or interests in real property, to further the purposes of the Act by gift or devise; or, by purchase from a willing seller with money which was given or bequeathed to the Commission on the condition that such money would be used to purchase real property, or interests in real property, to further the purposes of this Act.
- (2) For the purposes of section 170(c) of the Internal Revenue Code of 1986, any gift to the Commission shall be deemed to be a gift to the United States.
- (3) Any real property or interest in real property acquired by the Commission shall be conveyed by the Commission to the National Park Service or the appropriate public agency as soon as possible after such acquisition, without consideration, and on the condition that the real property or interest in real property so conveyed is used for public purposes.

(4) The value of funds or property, or interests in property, conveyed to the National Park Service by the Commission may be considered as non-Federal, at the Commission's discretion.

(c) Membership-

(1) COMPOSITION- The Commission shall be composed of seven members appointed by the Secretary, of whom--

(A) two members shall be appointed from nominees submitted by the Calumet Village Council and the Calumet Township Board;

(B) one member shall be appointed from nominees submitted by the Quincy Township Board and the Franklin Township Board;

(C) one member shall be appointed from nominees submitted by the Houghton County Board of Commissioners;

(D) one member shall be appointed from nominees submitted by the Governor of the State of Michigan; and,

(E) two members who are qualified to serve on the Commission because of their familiarity with National Parks and historic preservation.

(2) CHAIRPERSON- The chairperson of the Commission shall be elected by the members to serve a term of 3 years.

(3) VACANCIES- A vacancy on the Commission shall be filled in the same manner in which the original appointment was made.

(4) Terms of service-

(A) IN GENERAL- Each member shall be appointed for a term of 3 years and may be reappointed not more than three times.

(B) INITIAL MEMBERS- Of the members first appointed under subsection (b)(1), the Secretary shall appoint--

(i) two members for a term of 1 year;

(ii) two members for a term of 2 years; and

(iii) three members for a term of 3 years.

(5) EXTENDED SERVICE- A member may serve after the expiration of that member's term until a successor has taken office.

(6) MEETINGS- The Commission shall meet at least quarterly at the call of the chairperson or a majority of the members of the Commission.

(7) QUORUM- Five members shall constitute a quorum.

(d) COMPENSATION- Members shall serve without pay. Members who are full-time officers or employees of the United States, the State of Michigan, or any political subdivision thereof shall receive no additional pay on account of their service on the Commission.

(e) TRAVEL EXPENSES- While away from their homes or regular places of business in the performance of services for the Commission, members shall be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in the Government service are allowed expenses under section 5703 of title 5, United States Code.

(f) MAILS- The Commission may use the United States mails in the same manner and under the same conditions as other departments and agencies of the United States.

(g) STAFF- The Commission may appoint and fix the pay of such personnel as the Commission deems desirable. The Secretary may provide the Commission with such staff and technical assistance as the Secretary, after consultation with the Commission, considers appropriate to enable the Commission to carry out its duties, on a cost reimbursable basis. Upon request of the Secretary, any Federal agency may provide information, personnel, property, and services on a reimbursable basis, to the Commission to assist in carrying out its duties under this section. The Secretary may accept the services of personnel detailed from the State of Michigan or any political subdivision of the State and reimburse the State or such political subdivision for such services. The Commission may procure additional temporary and intermittent services under section 3109(b) of title 5 of the United States Code, with funds obtained under section 9(a)(6), or as provided by the Secretary.

(h) HEARINGS- The Commission may, for the purpose of carrying out this Act, hold such hearings, sit and act at such times and places, take such testimony, and receive such evidence, as the Commission considers appropriate. The Commission may not issue subpoenas or exercise any subpoena authority.