



**Mason County Promise Zone Authority Board  
Meeting Minutes**

January 14, 2019  
11:00 AM

**Location:**

Lakeshore Resource Network  
920 E. Tinkham Ave.  
Ludington, MI 49431

**Call to Order:** The meeting was called to order at 11:01 AM by the Mason County Promise Zone Authority Board Chair, Jason Kennedy.

A. **Roll Call:** One Board member was absent at roll call (Nick Krieger). Jim McLean and Annette Quillan were present on the conference phone line. Guests in attendance were: Nick Palmer (Mason CAN); Lauren Danielson (Mason County Promise Coordinator).

B. **Limited Public Comment:** None

C. **Approval of the Agenda:** The agenda was approved with no agenda modifications.

**Motion - Nash, Support - Large; Motion carried 10-0; 1 absent.**

D. **Approval of Meeting Minutes:** The meeting minutes from December 3, 2018 were approved without modification.

**Motion - Knizacky, Support - Schuyler; Motion carried 10-0; 1 absent.**

E. **New Business:**

- **Approval of West Shore Community College Invoice:** The Board approved the payment of the invoice received from West Shore Community College in the amount of \$53,712.54. This invoice covered the cost of tuition and fees for Mason County Promise students for the Fall 2018 semester at West Shore Community College.

**Motion - Nash, Support - Thurston; Motion carried 10-0; 1 absent**

- **Approval of Appeals Committee Meeting Minutes:** The minutes from the October 30, 2018, November 30, 2018, and January 7, 2019 Appeals Committee Meetings were approved by the Board, as presented.

**Motion - Pepper, Support - McLean; Motion carried 10-0; 1 absent**

- **Approval of Appeals Committee Recommendations:** Per the Mason County Promise Zone Development Plan, “Eight (8) of the eleven (11) members of the Mason County Promise Zone Authority Board must approve the appeal in order for it to be granted to the student.” The Board considered the appeals of:
- **Student 2018-2019 #2:** The appeals committee voted 2-2; 1 absent in on the appeal requested by this student. The appeal was moved to the Board for consideration. The Board considered an action item to grant the appeal to Student 2018-2019 #2.

**Motion - Nash, Support - Thurston; Motion failed 7-3 (8 members needed for passage) ; 1 absent. Roll call vote requested by the Board Chair, Jason Kennedy.**

Name	Vote	Name	Vote
Jim McLean	Yes	Andrea Large	Yes
Annette Quillan	No	Roger Nash	Yes
Amy Pepper	Yes	Fabian Knizacky	Yes
Monica Schuyler	No	Ed Makowicki	No
Dena Thurston	Yes	Jason Kennedy	Yes

- **Student 2018-2019 #3:** The appeals committee voted 1-3; 1 absent on the appeal requested by this student. The appeal was moved to the Board for consideration. The Board considered an action item to grant the appeal to Student 2018-2019 #3.

**Motion - Schuyler, Support - McLean; Motion carried 10-0; (8 members needed for passage) ; 1 absent. Roll call vote requested by the Board Chair, Jason Kennedy.**

Name	Vote	Name	Vote
Jim McLean	Yes	Andrea Large	Yes
Annette Quillan	Yes	Roger Nash	Yes
Amy Pepper	Yes	Fabian Knizacky	Yes
Monica Schuyler	Yes	Ed Makowicki	Yes

Dena Thurston	Yes	Jason Kennedy	Yes
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Andrea Large left the meeting at 12:00 PM.

- **Fiscal Year Designation:** The Board approved the designation of the Mason County Promise Zone Authority Board’s fiscal year to align with the fiscal year of Mason County. The fiscal year of the Mason County Promise Zone Authority will be January 1 - December 31 of each year.

**Motion - Nash, Support - Thurston; 9-0; 2 absent**

- **Board Roles / Responsibilities / Terms:** A handout was distributed outlining the board roles, responsibilities, and terms. A motion was approved by the Board instructing the Bylaws Committee to amend the Bylaws as follows:
  - i. Election of officers will take place in January of each year to align with the fiscal year of the Promise Zone Authority. The bylaws currently provide that officers are to be elected in September of each year.
  - ii. Terms of officers will end on December 31st of each fiscal year.

**Motion - Schuyler, Support - Nash; Motion carried: 9-0; 2 absent**

**F. Old Business:**

- **Suggested Procedural Updates:** The Board approved the handout entitled “Suggested Procedural Updates,” as developed by Lauren Daniels. These procedural guidelines outline the procedures for first time students, returning students, and the student appeal procedure.

**Motion - Knizacky, Support - McLean; 9-0; 2 absent.**

- **Best Practices / Visionary Documents:** The Board will schedule a work session meeting in the future when all members can be present to discuss the information that was presented to the Board at the orientation work session with Chuck Wilbur, Executive Director of the Michigan Promise Zone Association (MPZA) at a meeting earlier in the year.

**G. Committee Updates:**

- **Marketing Committee:** The marketing committee meeting has been moved to the end of February 2019. Monica will check on issues with website links, and Dena shared information about placing ads in sports programs and programs for other events.
- **Appeals Committee:** No additional updates; Appeals have been handled at this meeting.

- **Student Success Committee:** Monica is scheduling a meeting for the committee, which will include community members to assist in the success of the Promise and of Promise Scholars.

H. **Other Business:**

- Monica will address the Board's conflict of interest policy and disclosure statements.
- Fabian will contact the county's auditing firm (Layton & Richardson, P.C.) to get a quote on conducting the required audit for the Promise Zone Authority Board.

I. **Limited Public Comment:** None

- J. **Adjournment:** The meeting was moved for adjournment at 12:59 PM by Roger Nash, and supported by Fabian Knizacky. Motion carried: 9-0; 2 absent. The meeting was adjourned.