



Mason County Promise Zone Executive Committee

Meeting Minutes

October 21, 2024 at 1:00 PM

Lakeshore Resource Network

Members Present: Fabian Knizacky, Monica Jewell, Kathy Surd, Joan Vidak; Annette Quillan (non-voting)

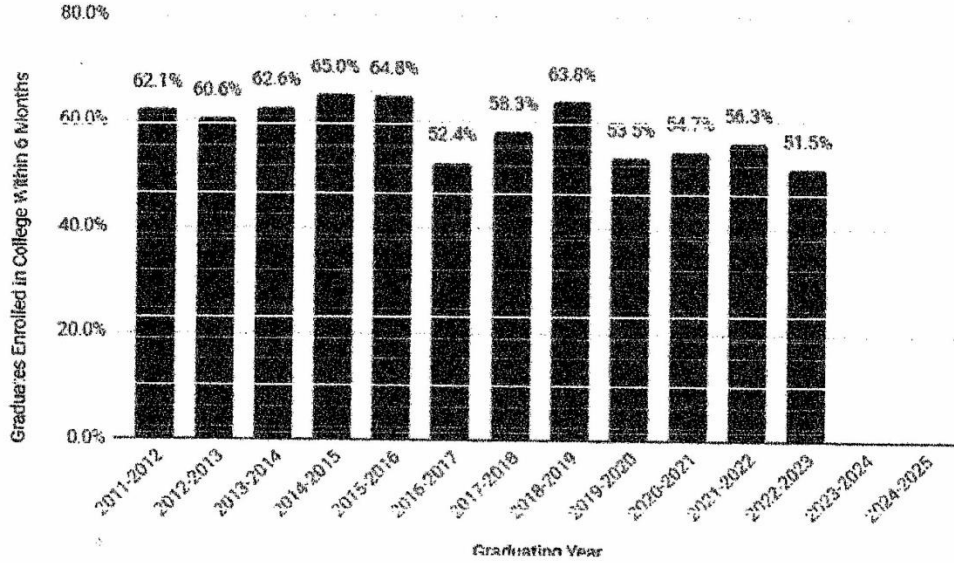
Staff Present: Jody Maloney

1. *Call to Order: Jewell called the meeting to order at 1:06 PM.*
2. **Limited Public Comment:** Annette Quillan shared a request to review the process from the Promise Zone by-laws for electing officers, providing the Chair position as an example. Quillan wondered how a board member could get on the initial ballot and provided the Executive Committee with an excerpt of the Promise Zone Authority Board Bylaws (see pages to follow) and printouts of web pages from MasonCountyPromise.org and MasonCountyCAN.org. Quillan explained that she had talked to an attorney and that other non-profits do not do things the way the Promise Board does. Quillan asked the committee, "how can we evaluate to see if we're doing better," and "how do we make nominations fair?"
3. *Approval of the Minutes from 11-7-2024: Motion by Knizacky to approve the minutes, with support from Surd; Motion carried 4-0-0.*
4. *Approval of the Agenda: Motion by Surd to approve the agenda, with support from Knizacky; Motion carried 4-0-0.*
5. **New Business**
 - a. *Director Review Conducted on 10-18-2024: Motion by Knizacky to recommend to the full board to accept the positive review of the Director and to recommend a 4% salary increase for 2025; supported by Vidak; Discussion: Committee discussed if MCAN role is still beneficial and the workload is manageable, which Maloney confirmed that it is helpful for grants and connection to Lansing, and workload is acceptable. Motion carried 4-0-0.*
 - b. **Growth Feedback:** Jewell reviewed growth charts based on the results currently received. No feedback from the Committee on changes before sharing with the full board.
 - c. **2025 Meeting Schedule Feedback:** Jewell reviewed growth charts based on the results currently received. No feedback from the Committee of changes before sharing with the full board. *Motion by Knizacky to recommend meeting on the 2nd Monday of each month, with time to be determined by a full Board discussion, and to cancel meetings as necessary, supported by Surd; Motion carried 4-0-0*
 - d. **Chamber Contract:** Maloney shared that she requested the Chamber update the Chair's name prior to signing. *Surd made a motion to recommend the Chamber contract, with an update, to the full board, which was supported by Vidak; Knizacky requested scheduling the Executive Committee meeting later next year to provide more time after the evaluation; Motion carried 4-0-0.*
 - e. **2025 Budget:** *Motion by Knizacky to recommend the 2025 budget, with updates for the Audit cost and cost, if any, for an additional salesforce license, to the full Board, supported by Vidak; Motion carried 4-0-0.*
6. **Any Other Business:** None
7. **Limited Public Comment:** None
8. *Adjourn: Jewell adjourned the meeting at 2:03 PM.*

Exhibit 4a

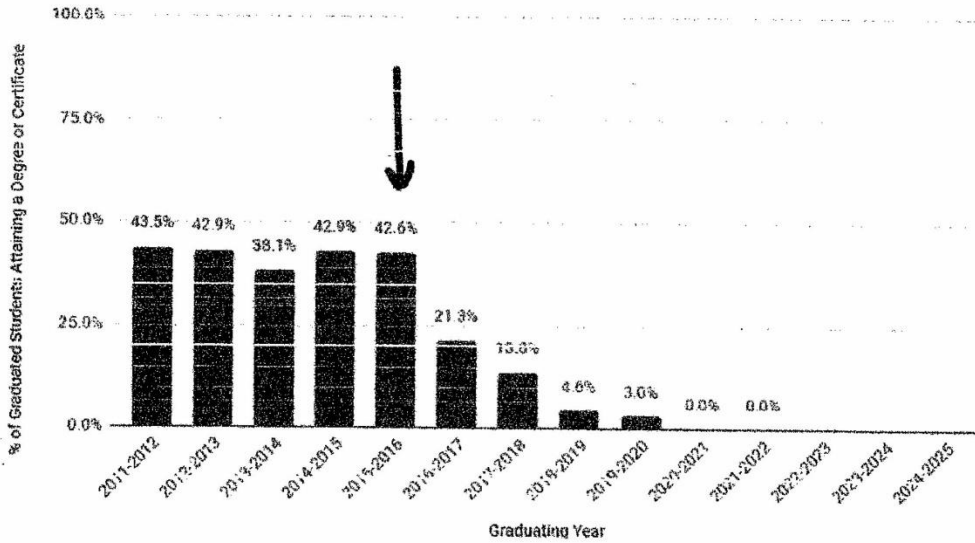
<https://masoncountycan.org/data-dashboard>

Mason County High School Graduates Enrolled in College Within 6 Months



COUNTY-WIDE GPA: 3.0 or better each Year.
 Mason CAN Goal: Mason County will strive for a 3.0 Average GPA each year. 2022=2.7

Degree or Certificate Within 6 Years



P R O M I S E

MASON COUNTY
A PROMISING FUTURE FOR ALL

Exhibit 4

①

Add 2016/17, *
as base yr. →
Info from
M Co as
insert

MCPD Goal 1: To build a college-going culture in Mason County and support students toward post-secondary education		
	Objective 1: 70% Matriculate to post-secondary w/in 12 Mo.	Objective 2: 30% Enroll at WSCC using the Promise w/in 6 Mo.
2018	58.3%	24.3%
2019	63.8%	28.7%
2020	53.5%	22.6%
2021	54.7%	25.2%
GPA change 2022	56.3%	22.7%
2023	51.4% (6mo)	24.5%
MCPD Goal 2: To increase the number of students who complete their post-secondary program of study		
	Objective 1: 70% Retention Fall-to-Fall	Objective 2: 75% Grad/Transfer w/in 3-yr
2018	57.9%	39%
2019	61.7%	30%
2020	47.5%	29%
2021	49.2%	48%
GPA change 2022	58%	
2023		
2024		

① <https://www.masoncountypromise.org/boardinfo>



Mason County Promise Zone Authority Board Bylaws as amended December 14, 2020

Preamble

The Mason County Promise Zone Authority Board ("Board") is an eleven-member board created under the authority granted by the Michigan Promise Zone Authority Act, MCL 390.1661 *et seq.*, to supervise and control the Mason County Promise Zone Authority. In accordance with the Promise Zone Authority Act, which requires the Board to adopt rules governing its procedure and the holding of regular meetings, the following bylaws are established for the purpose of regulating the conduct of business by the Board and maintaining the decorum of the Board meetings. Unless otherwise provided in these bylaws, the Board shall follow Robert's Rules of Order.

Article I -- Purpose

The primary purpose of the Mason County Promise Zone Authority is to provide a significant commitment to the students and families of Mason County, whereby, eligible students will be able to earn a two-year college degree, certificate, or approved credential that is free of tuition and mandatory fees. The Mason County Promise Scholarship is an award that is "promised" to resident graduates of high schools within Mason County. The Promise provides the financial assistance necessary to obtain a two-year degree or its equivalent, including any certificate programs offered by the eligible partnering institution when used in conjunction with federal and state grants. The Promise will be a scholarship that will promote post-secondary education and training while preparing students for future success. The Promise provides the financial assistance necessary to obtain technical or vocational certification, in addition to the equivalent credits needed to obtain an Associate's degree at an eligible institute. The hope is that the Promise will provide education and training opportunities to graduates of Mason County schools in an effort to enhance the skilled trades and the workforce development of our community, and thus, continuing to improve economic growth in Mason County.

Article II - Board Members

Section 1. Board members are appointed pursuant to the Michigan Promise Zone Authority Act.

Section 2. Before assuming duties, Board members shall take and subscribe to the constitutional oath of office.

Section 3. Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses.

Section 4. Board members' respective terms expire on December 31st. Board members shall hold office until their terms expire or until a successor is appointed. Vacancies of the local members on the Board shall be filled, for the remainder of the unexpired term, by the Board.

(a) When a non-legislatively appointment term is set to expire, the renewal process shall be as follows:

i. Any non-legislatively appointed or elected board member whose term is up for renewal must submit an oral or written expression of interest in term renewal to be reviewed at a regular Board meeting, no earlier than August and no later than October 1st of the year when the term ends.

ii. At that same meeting, the Board will vote on whether to renew the member's term. Vote will take place by roll-call or ballot, and be decided by the majority. If the member's term is approved for renewal, the member will continue to serve through the current and subsequent term. If the term is not renewed, the member will serve until the end of the current term. If the term is not renewed, the Secretary, Director or other Board designee will provide public notice within five (5) days of the same meeting where the non-renewal vote occurred. The notice will include the term length and dates of the available position, qualifications, and application process, to be posted for a minimum of ten (10) business days.

iii. By the end of the calendar year, the Board will: Review all candidates and identify the pool of qualified candidates, and elect the successor by majority vote of Board members present at that meeting. If no qualified candidates apply, the Chairperson can appoint an eligible successor. The successor will begin their term of service at the Annual Meeting in January.

Section 5. Board members must disclose potential conflicts of interest in compliance with the Contracts of Public Servants with Public Entities Act. The Board may excuse a member from voting on a matter on which it determines the member has a conflict of interest by a vote of six of the members serving, with the member whose potential conflict of interest is the subject of the vote abstaining.

Section 6. Board members may be removed for cause by the governing body, Mason County Board of Commissioners, after having been given notice and an opportunity to be heard.

Article III - Board Officers

Section 1. Annually, each December, the Board shall elect a Chairperson, Vice Chairperson, Treasurer, and Secretary from among its members by vote of a majority of the members. Newly elected officers will begin their service at the Annual Meeting in January.

Section 2. The Chairperson shall preside at all meetings of the Board and conduct the meetings in an orderly manner.

Section 3. The Vice Chairperson shall assume the responsibilities of the Chairperson in the Chairperson's absence.

Section 4. The Treasurer shall be responsible for keeping the financial records of the Authority and shall approve all vouchers for the expenditure of the Authority's funds.

Section 5. The Secretary shall be responsible for the following:

- (a) Giving public notice, in compliance with the Open Meetings Act, of all Board meetings.
- (b) Attending and taking minutes at Board meetings, calling the roll at Board meetings, and recording the names of the members present and the members absent in the minutes.
- (c) Preparing printed copies of the agenda for Board meetings.
- (d) Maintaining custody of the official seal and the records, books, documents, or other papers not required to be maintained by the Treasurer.

Article IV - Board Meetings

Section 1. Regular meetings of the Board shall be held at a time and location determined by the Chairperson.

- (a) The Board designates the First meeting in January as its Annual Meeting.
- (b) An annual schedule for all regular Board meetings and all meetings of standing committees be proposed no later than December, approved at the Annual Meeting, and subsequently posted in January for the entire year.

Section 2. Special meetings may be called by the Chairperson or any three Board members.

Section 3. The Authority Board must comply with the notice provisions of the Open Meeting Act. In addition, notice of any meetings shall be given to each board member stating the time and place of the meeting, delivered personally, mailed, sent by facsimile or electronic mail to the board member's business address. Any board member may waive notice of any meeting by written statement, facsimile or electronic mail sent by the board member, signed before or after the holding of the meeting. The attendance of a board member at a meeting constitutes a waiver of notice of such meeting, except for where a board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 4. In order to legally transact business, the Authority Board shall have a quorum present. A "quorum" shall be defined as follows: Six (6) members of the Authority Board. Board members may attend meetings online or by teleconference, but will not constitute quorum or retain voting rights through this method unless they meet a provision of Section 6 of this Article.

Section 5. All action taken by the Board shall be by vote of a majority of the members appointed and serving, unless otherwise provided for in these bylaws or required by law.

Section 6. Remote Participation from March 18, 2020 until December 31, 2020 can take place remotely by any board member or members for any reason. On and after January 1, 2021, members may participate remotely if they require