



# **Mason County Promise Zone Board Authority Board Member Handbook**



**Mason County Promise Zone Board Authority**

**Board Member Handbook**

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**Mason County Promise Board Roles and Responsibilities:**

1. Regularly attends Board meetings and important related meetings.
2. Respects other Board members and builds a collegial working relationship that contributes to an informed decision-making process.
3. Stays informed about Board matters, prepares themselves well for meetings, discusses topics outlined in the agenda in the public meeting as provided (or brings new topics for current or future attention to the Board during Any Other Business), reviews reports and minutes for comments or recommended changes.
4. Makes a commitment to actively participate in Committee work.
5. Is an active participant in the Board's strategic planning efforts.
6. Supports the mission of the Mason County Promise.
7. Advocates for Student Success and College and Career Readiness for all Mason County Students.
8. Provides responsible stewardship of Mason County Promise resources to support the efforts to achieve the Board's mission, including fundraising for the organization as needed.
9. Serves as an ambassador to the Promise Zone by sharing insights from their community with the Board, and promotes the benefits of the Promise Scholarship in their community.
10. Recognizes the Promise Zone Authority Board Chair and the Promise Zone Director in their role as the spokesperson for the Promise.
11. Uses the Board as the conduit for requesting Promise Zone information or data, attending community or workplace meetings as a Promise ambassador, sharing Board training needs, and making suggestions for community partnerships and initiatives to the Board as they arise.
12. Adheres to Authority Board By-Laws, Open Meetings Act as amended, and state laws that apply to members of a public body such as a Promise Zone.

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## Acknowledgements

Dear Mason County Promise Zone Board Member,

Thank you for investing in the students and families of Mason County by serving on the Mason County Promise Zone Authority Board. Through the hard work of establishing the Promise Zone, which included research, fundraising, and dedication of a dynamic mix of community leaders, Mason County became the 11th Promise Zone in the State of Michigan in May of 2018.

In the fall semester of 2018, the Mason County Promise Zone awarded scholarships to our first cohort of Promise Scholars at our partner institution, West Shore Community College (WSCC). The Promise Scholarship covers all tuition and mandatory fees for each eligible student. Since that time, the Promise Zone has awarded over \$1.5 million in scholarships. Having a Promise Scholarship saves Mason County's families millions more, in comparison with what they would have paid for tuition, had students attended a state university.

The impact of our Promise Zone can be greater than paying for tuition. We can help create a culture valuing post-secondary education and offering support for student success. With that in mind, the Promise board recently completed a visioning process. In 2023, the Promise proudly held a campus visit and financial reality fair to support Mason County's High School seniors in the transition to life after college. The Promise also supports future scholars through financial support for AmeriCorps College Adviser roles in Mason County high schools. In 2023, the Promise Board identified Success Coaching as its main priority for scholarship program growth.

Success is not the same for every Scholar. Some use the Promise to pursue a degree at WSCC, others use it to complete general education and transfer or to earn summer credits. Each Scholar's path is different, and their individual experience of success is what matters. As a Board member, you can support Promise Scholars' success through attendance of Board meetings, Committee work, and advocacy for our local students and our vision in Mason County's communities. The work of the Promise Zone is growing, and your efforts on our Board ensures that Mason County keeps its Promise to our students.

The Board, the Director, and the Michigan Promise Zone Association are here to help you thrive as a Board Member. This handbook will give you a foundational knowledge of the Promise. Please read and refer to these pages often, and reach out for support at any time. If you ever need more information or have ideas to share, please communicate with myself or the Promise Zone Director. We also encourage comments and discussion as a whole Board during meetings. The Open Meetings Act provides the guidance necessary to ensure that our operations are in full view of the Public. Using the channels of communication above will ensure that your ideas, questions, and concerns are shared and addressed in the best way possible.

Thank you for embarking on this journey as a Promise Board member. It promises to be a rewarding experience.

Sincerely,



Monica Jewell  
Chairperson

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## 2024 Promise Zone Authority Board Annual Meeting Schedule

MONTH	BOARD Monthly, 2 <sup>nd</sup> Monday 3-5 PM	APEALS Quarterly, 1 <sup>st</sup> Monday 11 AM-Noon	STUDENT SUCCESS Monthly, 4 <sup>th</sup> Monday, 10 AM-11:30AM	COMMUNITY ENGAGEMENT Quarterly--1 <sup>st</sup> Wednesday	EXECUTIVE Meets ad hoc
<b>January</b>	M 1/8		M 1/22	1/3 3:30-4:40PM	
<b>February</b>	M 2/12	M 2/5	M 2/26	2/8 3:30-4:40PM	
<b>March</b>	M 3/11		M 3/25		
<b>April</b>	M 4/8		M 4/22		
<b>May</b>	M 5/13		M 5/27	5/1 10-11:00AM	
<b>June</b>	M 6/10	M 6/3	M 6/24		
<b>July</b>	M 7/8		M 7/22		
<b>August</b>	M 8/12	M 8/19	M 8/26	8/7 10-11:00AM	
<b>September</b>	M 9/9		M 9/23		
<b>October</b>	M 10/14		M 10/28		10/21@1PM
<b>November</b>	M 11/11		M 11/25	11/6 10-11:00AM	
<b>December</b>	M 12/9	M 12/2	No meeting		

**All meetings above are scheduled at the Lakeshore Resource Network on Tinkham in Ludington**

### MCPZ Authority Board Monthly Meeting Topics

**January:** Annual Meeting; Board MMRMA Authorization for Renewal Interview Completion; Committee member and appointments/renewals; Officers and Signatures for Treasury; Set date for Chamber contract review; Set date for Director review. Sign conflict of interest statements (for new members and/or all members if the policy changed since last signing); Approve seeking bids for annual Audit;

**February:** Authorize MPZA participation and payment of annual dues;

**March:** Review and Authorize Bid and Payment for Audit; Consider RFP/renewal request for 3-year audit

**April:** Authorize any Decision Day/Graduation activities;

**May:** Approve MMRMA renewal/payment of invoice;

**June/July/August:** None;

**September:** Board term renewal opens: Post for new Board members if terms are not renewed; Director Review Feedback and Chamber Contract Feedback sent to Executive Committee;

**October:** Last month for Board members to submit notice of interest in term renewal; New Board members solicited if terms are not renewed; Authorize Director Bond Insurance renewal and payments.

**November:** SET capture arrives; Annual Budget, Chamber Contract & Director Review submitted; Approve annual letter to supporters; Confirm submission of CEPI by October 31 and all Treasury Reports for the previous academic year;

**December:** Nominate and Elect Board officers, appoint committee chairs and select committee participation for next year.

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## Mason County Promise Zone Authority Board Bylaws

### Mason County Promise Zone Authority Board ByLaws as amended January 11, 2021

#### **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 Open Meetings Act and any related state law as amended. Procedures related to compliance will be outlined in the Board Member Handbook and provided to the public digitally on the Mason County Promise website. 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, and participate as allowed by Open Meetings Act and any related state law as amended.

**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.** The order of business at Board meeting shall be as follows:

- (a) Roll Call
- (b) Public Comment
- (c) Approval of Minutes
- (d) Treasurer's Report
- (d) Director's Report
- (e) New Business
- (f) Old Business
- (g) Public Comment
- (h) Adjournment

**Section 7.** The Board may meet in a closed session for a purpose permitted by the Open Meetings Act and in compliance with that Act. The Board Secretary shall take one set of minutes recording the purposes for which the closed session is called and the vote on calling the closed session. The Secretary shall take another set of minutes at the closed session.

**Section 8.** The Board shall have the power to enter into contracts; to authorize any individual employee or officer to enter into contracts on the Board's behalf; to acquire, own, lease, sell, or dispose of real and personal property; to retain accounting, legal, or other professional services; to purchase policies of insurance for employees, officers, or Board members; and to exercise all other powers conferred by the Michigan Promise Zone Authority Act.

**Article V - Employees of the Authority**

**Section 1.** The Board may appoint a Director to serve, at the pleasure of the Board, as chief executive officer of the Promise Zone Authority. Board members are ineligible to serve as Director.

**Section 2.** Before assuming his or her duties, the Director shall take and subscribe to the constitutional oath of office.

**Section 3.** A Director appointed by the Board shall attend the Board meetings and provide a regular report of the activities of the Authority and its financial condition.

**Section 4.** If the Director is absent or disabled, the Board may designate a qualified person as acting Director. The acting Director shall take and subscribe to the constitutional oath of office.

**Section 5.** The Board may appoint an employee to perform the duties of the Treasurer or Secretary as outlined in Article III, Sections 4 and 5. Said employee shall take and subscribe to the constitutional oath of office.

**Article VI – Committees**

**Section 1.** The Board may create committees as needed.

**Section 2.** Committee members and chairpersons shall be assigned by the Board Chairperson.

**Section 3.** All committees shall comply with the Open Meetings Act.

**Section 4.** All committees will be advisory in nature with all decisions being made by the full board unless authority is specifically delegated by a majority vote of the full board.

**Article VII - Amendments to the Bylaws**

These bylaws may be amended by a two-thirds vote of the Board members serving.

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## Promise Zone Policies & Procedures

### Remote Participation Policy

Remote Participation from March 18, 2020 until March 30, 2021 can take place remotely by any board member or members for any reason. On and after March 31, 2021, members may participate remotely if they require accommodation due to military duty, a medical condition, or a statewide or local state of emergency or a state of disaster as described in section 3(2) of Michigan Public Act 254 of 2020. After December 31, 2021, Military Service will be the only reason for which Board members participating remotely can retain voting rights and constitute quorum. Compliance includes:

1. Public notice will be posted on the Mason County Promise Website for all meetings a minimum of 18 hours in advance. If a meeting will be held virtually via internet, the notice will include: Why the Board or Committee is meeting electronically, how members of the public can participate in the meeting electronically, how members of the public can provide input or ask questions on any business that will come before the public body, and how persons with a disability may participate in the meeting.
2. A meeting agenda will be posted for the public a minimum of two hours in advance of any meeting on the Mason County Promise website.
3. Unless participating remotely due to military service, any member participating remotely (internet, phone or other electronic means) shall announce during the roll call their name, physical location including city/township/village and state, and confirm that they are attending the meeting remotely. Members who intend to participate remotely shall inform the Director at least 18 hours in advance. The Director will post the notice of the member's remote participation, and means of remote contact by the public, on the Mason County Promise website at the same time as the meeting agenda is posted.
4. When members participate remotely at a Board meeting, a roll-call vote will be taken to ensure vote by all members is heard by the public and recorded in the minutes, and remote members can vote orally.
5. Members will provide contact information for the public that will be made available on the website for the purpose of the public contacting any individual member about a meeting agenda item.

### Board Member Selection Policy

#### Legislatively Appointed Member:

1. In the event of an unexpected vacancy related to a legislative appointment, the Director will notify the CEC Chair of vacancy;
2. Upon notice, the CEC Chair will canvas the Board to hear suggestions for potential appointments;
3. The CEC will meet within 30 days to refine the suggestions to develop a short list of no more than 3 potential appointees;
4. The Director will reach out to individuals on the list to secure interest in the appointment and submit the list of all interested individuals along with the vacancy notice to the appropriate legislative office.

#### Legislatively Appointed Board Member Renewal Policy

1. For Legislatively Appointed Members, the member(s) up for renewal will be asked to inform the Board at the October meeting, prior to the term's end, of their interest in continuing to serve another four-year term.
2. Prior to the Thanksgiving legislative recess, the Director will send a notice to the appropriate legislative member in the appropriate branch of the legislature, which will state:
  - a. Who is currently appointed to serve;
  - b. If the member is not interested in continuing their service, indicate that the member wishes to decline reappointment;
  - c. That the Board can provide input on the appointment or reappointment, if desired. i. If the Board desires, they can follow the Promise Zone Authority Board handbook's New Board Member Selection Policy for a Legislatively Appointed Member's "unexpected vacancy" to develop and submit a list of potential appointment alternatives, for inclusion in the notice to the legislative office.
3. Regardless of the Board's action or opinion, the appropriate legislative branch has the sole power to select and appoint a new Board member, or reappoint the Board member serving in this role or upon the term's end.

### **Locally Selected Member:**

1. Promise Zone Board vacancies will be posted and open for applications for at least one month.
2. In the event of a Board member vacancy, the Board will require that interested candidates submit an application, letter of interest and resume;
3. The Community Engagement Committee will use the existing Board profile matrix to narrow down the pool and will recommend those candidates to the full Board for feedback and approval for interviews;
4. Next, the Board will conduct comprehensive interviews and select one candidate;
5. In the event of a subsequent Board vacancy, the Community Engagement Committee reserves the right to recommend selection of a candidate from interviews that have taken place in the past 90 days;
6. The Community Engagement Committee reserves the right to recommend a former Board member to fill the position in the event of any Board vacancy.

### **General Procedures for Purchases of Goods, Supplies and Contractual Services**

Professional Services - Professional Services are provided by an outside vendor who has the expertise in a specific discipline by virtue of their education, experience, or both. Such expertise typically requires licensing or certification by a State or Professional organization.

Proposal – A Proposal is a response from a vendor in lieu of a requirement for a written quote or sealed bid. A proposal is used when it is difficult, too costly, or impractical to develop a detailed set of specifications. A proposal also allows the vendor to propose solutions to problems rather than be confined by the limits of the specifications.

Request for Proposals (RFP) – A document issued by the Board or director which contains specifications and Promise Zone bidding procedures for procurement of items and/or services. An RFP is sent to vendors as a mechanism to solicit for competitive bids.

Service Agreements – Service Agreements are defined as a contractual obligation in which the Board has made a determination that it is better to have a service performed because of price, degree of specialization or lack of sufficient resources. The Service Agreement will specify the responsibility of the vendor and service to be provided and the responsibility of the Board, including price.

### **Administration**

The Board shall, with or without the recommendation of the Policy Committee, establish and amend, where necessary, all procedures to establish consistency with this policy.

### **Purchases**

Purchases made pursuant to this policy shall be consistent with good business practices and in accordance with ethical standards of generally accepted accounting principles and of applicable laws.

1. Purchases of Goods, Supplies, and Contractual Services
  - a. All purchases of and contracts for goods, supplies, and contractual services required shall be made in accordance with this policy.
  - b. No contract or purchase can be subdivided to avoid the requirements of this policy.
  - c. Purchases will not be authorized if they would result in the total Administrative cost exceeding the 15% annual administrative cost limit or the total annual revenues for the budget year. Any purchase that may result in exceeding the amount budgeted in an individual line item requires approval of the Treasurer; Any purchase that exceeds the \$1500 limit defined in this procedural guide, that does not fit in the approved budget categories, or that requires an overall increase from the approved total for the annual budget requires Board authorization.

**Non-Discrimination:** Companies doing business with Board shall not discriminate against any employee or applicant for employment or customer because of his or her religion, race, color, national origin, age, height, weight, marital status, disability, sexual orientation or gender identity or any other characteristic protected by law.

**General Purchasing Requirements:** The Promise Zone Board or authorized agent, reserve the right to accept or reject any or all bids, quotes, or proposals, with or without cause. Bids, quotes, and proposals will be evaluated based on the following criteria:

1. Comparison of unit price and total price.
2. Delivery date promised and adherence to delivery schedule.
3. Reputation regarding quality of product or service.
4. Evaluation of whether minimum requirements have been met.
5. Location of prospective vendor.

### **Process for Written Quotes**

Where specified in the Purchasing Policies and Procedures, the Director (or any designated Board officer in the absence of the Director) is required to follow the process listed below for written quotes.

1. The Director shall prepare general specifications regarding the consumable goods to be purchased, services needed, or fixed asset to be purchased. These specifications will be sent to vendors qualified to deliver the product or service.
2. Once the quotes have been received, the Director will review the quotes, and assemble any quotes that meet minimum requirements. These quotes will be considered “qualified.” The Director will provide all qualified quotes to the full Board (and to any Committee planning to review quotes in advance for the purpose of a recommendation) along with a list of any unqualified quotes and respective reasons they did not meet qualifications. If reviewed by Committee, the Committee will make a recommendation to the full Board at the next regularly scheduled Board meeting. The Board will review the recommendation, or in the absence of a recommendation, consider all qualified quotes and make a decision based on their consideration.

### **Rejection of all Bids or Offerors**

It shall be within the discretion of the Board, if appropriate, not to award a contract to a bidder or offeror for any reason, including determination that the party is not a responsible bidder or offeror.

### **Purchase of Consumable Goods**

At all times, the Board is encouraged to seek competitive quotes or bids for the purchase of consumable goods.

1. Less than \$1,500 – If an individual purchase of consumable goods (order) is less than \$1,500, the Director or Board is not required to solicit Board approval for the purchase. The Director may purchase such consumable goods if there are adequate funds in the budget allocation.
2. Greater than \$1,500 – If the estimated purchase will exceed \$1,500, the Director shall seek approval of the Board for the purchase. The Board may request three quotes for such a purchase.
3. The Board may waive the requirement to solicit three quotes for the purchase of consumable goods if a similar purchase has been made with that vendor in the past two years and fulfilled to the Board’s satisfaction, and the cost per unit has not exceeded a 10% increase since the prior purchase. The Board may also waive the requirements if the Director or Treasurer submits, in writing, a valid reason as to why competitive quotes should be waived. Committees may review quotes or bids and make recommendations on purchase of consumable goods to the full Board.

### Service Agreements

At all times it is encouraged that three quotes or bids be solicited for service agreements.

1. Less than \$1,500/less than one year – If a services agreement is for a period of less than one year and the estimated cost is less than \$1,500, the Director is authorized to sign service agreements on behalf of the Promise Zone if sufficient budget funds are allocated for that purpose.
2. More than \$1,500/longer than one year – If a service agreement covers a period longer than one year or its estimated cost exceeds \$1,500 and is not for a recurring service previously approved by the Board, a Director is required to solicit three written bids for the service. The bids are to be presented to the Board for final approval. Two signatures from a combination of Board Officers and the Director can authorize the approved agreement.
3. The Board may waive the requirement to solicit three quotes for the service if a similar service agreement has been made with that vendor/agency and fulfilled to the Board's satisfaction in the past two years, and the cost per unit/service has not exceeded a 10% increase since the prior purchase. The Board may also waive the requirements if the Director or Treasurer submits in writing a valid reason as to why competitive bids should be waived. Committees may review quotes or bids and make recommendations on purchase of consumable goods to the full Board.

### Professional Services

It is the policy of the Board to solicit professional services based on qualifications. A competitive bid selection process may be used at the Board's discretion. This policy recognizes the importance of experience and the ability to work with the Board and the General Public are as equally important as price.

### Sole Procurement

A Contract may be awarded, without competition, when the Board determines, after conducting a good faith review of available resources, that there are limited appropriate sources for the required supply, equipment, services, or construction item. The Board or Director shall conduct negotiations, as appropriate, as to price, delivery, and terms.

### Board Member Reimbursement Policy

To request reimbursement for a Promise Zone related expense, a Board member will notify the Board at a public meeting that they expect to incur expenses related to Promise Zone business, provide an estimated amount, and request Board approval for reimbursement for those expenses.

If approved in advance and within the estimated amount approved, an itemized invoice and related receipts can be provided to the Director, who will work with the Treasurer to arrange for payment from Promise Zone funds. Mileage reimbursement can be requested for out-of-county travel at the IRS rate.

If advanced notice is not possible, the Board member will submit their request for reimbursement, an itemized invoice and related receipts to the Board at a regular meeting, as soon as possible after expenses were incurred. The Board will vote on approval of the invoice, and if approved, the Treasurer will arrange for payment from Promise Zone funds.

### Communications Policy

This Communications Policy is intended to ensure that internal and external communications by the Mason County Promise Zone Board and Committee members and staff are handled in a manner that best serves the Promise Zone. All members and staff are expected to be courteous and positive in Promise Zone-related communications.

**Unified Board Action:** The Board respects diversity of ideas. When the Board discusses a motion, that is every Board member's opportunity to express an opposing view. If the majority of the Board approves a motion, the Promise Zone supports the decision made on that matter, until it is changed by the Board. Members are asked to be respectful of the Board, its policies, and its decisions in all external communications, even if the Board member disagrees with an individual decision made by the Board.

**Communications between Board Members at Meetings of the Board:** Board members are encouraged to communicate in an open, respectful and constructive manner during meetings of the Board and committee meetings and to use appropriate language and respectful conduct during their debate of the issues. Board and Committee meetings are public. To comply with Open Meetings Act, Board and committee members must not discuss or communicate Board proceedings in groups of Board members outside the public meeting, this includes e-mail or other forms of communication. Members shall be courteous to stakeholders during official functions. If members wish to have specific issues discussed by the Board, Board members can bring up those items during "any other business," or can contact the Board or Committee Chair, and Promise Zone Director at least one week in advance of the meeting, so that these items can be considered for the Board meeting agenda.

**Communications between Board Members and Promise Zone Staff:** Open communication exists between the Promise Zone Board and Promise Zone staff, and the best place for communication is during a Board meeting. Board members may contact the appropriate Promise Zone staff member directly, regarding non-substantive issues such as general questions, meeting schedules, meeting attendance, request of copies of meeting materials, or other non-consequential matters; other Zone-related matters should be taken up with the full Board at a public meeting. The Director works closely with the Board Chair to address Zone-related issues. If Board members have performance-related concerns about the Director, they should reach out to the Board Chair, who can discuss these issues with the Director or contract-holder for staff management, as appropriate. The Director will communicate with the Board Chair between meetings if member concerns arise that require immediate attention, or will request an Executive Committee meeting to develop recommendations to address issues, if needed.

**Communications between a Board Member and an External Third Party:** The Director and Board Chair are authorized to speak on behalf of the Promise Zone. A Board member wishing to discuss Promise Zone business with community partners, consultants, or contract holders should submit communications directly to the Chair or to the Director, who will handle these accordingly. If a Board member is asked to make a presentation to external groups on Promise Zone-related topics, the Board member should refer the request the Director or Chair. If a speaking engagement is not related to Promise Zone but with a Promise partner, the Board member should make clear that any Promise Zone-related opinions they express do not represent that of the Promise Zone Board. Publicly, Board members are encouraged to speak with a unified voice on Promise Zone issues for the benefit of the partners, the communities, and especially the students whom it serves.

**Communications between Board Members and the Media:** In general, the Director and the Board Chair (or her or his designee) are the only two individuals authorized to speak on behalf of the Promise Zone. The primary media contact is the Director. When a statement from the Board is required, the Board Chairperson will serve as the spokesperson. If the Board Chairperson is unavailable, the Vice-Chairperson will serve as the spokesperson.

### Conflict of Interest Policy

Board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Board wishes the business to operate. The purpose of these guidelines is to provide general direction so that Board members can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director for more information or questions about conflicts of interest. Board members are expected to operate within the public service laws that govern conflicts of interest in Michigan, including: MCL 15.181 et seq., the Incompatible Public Offices Act, and MCL 15.321 et seq., the Contracts of Public Servants with Public Entities Act.

### Examples of Potential Conflicts

Personal gain may result not only in cases where a Board member or relative has a significant ownership in a firm with which the Board does business, but also when a Board member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Promise Zone. Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Promise Zone. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific Board approval. An actual or potential conflict of interest occurs when a Board member is in a position to influence a decision that may result in a personal gain for the Board member or for a relative as a result of the Promise Zone's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if Board members have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the full Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. A member of the Board shall not be interested directly or indirectly in any contract or other business transaction with the Promise Zone, or a commission thereof, during the time for which s/he serves, nor for one year thereafter unless the contract or transaction has been approved by a quorum of the members of the Board and so shown on the minutes of the Board, together with a showing that the Board is cognizant of the member's interest. Public Acts of 1975, No. 206 MCLA 46.30.

### Part I. Acknowledgment of Receipt

I hereby acknowledge that I have received a copy of the Conflict of Interest policy of the Mason County Promise Zone Authority Board, have read and understood it, and agree to comply with its terms. Please provide a copy of this signed page to the Director by the Annual Meeting. Please review this form annually and update and disclose to the full board as necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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### Mason County Promise Zone Authority Board Open Meetings Act Guidance

The Promise Zone is a public body, subject to the Open Meetings Act (OMA) under Michigan Law. The law is interpreted broadly so that the public has every chance to learn about a board's deliberations.

**Public Notice:** Regular meeting notices must be posted annually each calendar year for the public and contain the name of the public body, its address and telephone number. The notice should be posted at the principal office or at the County Clerk's office. (Currently, we post at both locations, as is common public practice.) Changes to the meeting schedule should be reposted within 3 days. Rescheduled meetings, special meetings and/or irregular meetings must be posted at least 18 hours before the meeting. Meetings should be held at accessible locations and cannot require registration. Meeting Agenda information and how to contact remotely participating members should be posted at least two hours in advance of the meeting on the website, MasonCountyPromise.org. Board members must provide public contact information (phone or email or both) for this purpose.

**Quorum:** A majority of the Board (6 or more members) makes up a quorum for the Mason County Promise Zone. Any deliberation (meeting in person, email-based discussion, phone (including text) or internet-based discussion) of this many members, with the exception of happenstance, is considered subject to OMA and requires public notice. If members meet coincidentally at a public or private event where there is no deliberation on Promise Zone related matters, such a circumstance would usually be considered happenstance. However, such meetings where a quorum of board members deliberate on Promise Zone related matters could be subject to OMA. All decisions should be made during open meetings. Decisions should be made by a majority, and cannot be voted upon in secret. Votes made during conferences calls should be made orally and never by text. After March 2021, members participating remotely must announce their location via roll call and must have a military or medical reason, or be participating remotely due to a local, regional or state emergency declaration to retain voting rights. After December 2021, remote participation with voting rights only applies to military-related remote participation.

**Meeting Conduct:** All meetings must provide time for public comment, with or without individual time limits, but never with a total time limit on all public comments (the Promise Zone allows 3 minutes for individual comment). The public may not be excluded from meetings except for breach of the peace. Citizens may record meetings without prior approval, and a public body may not regulate this, except to establish a rule to minimize disruptions.

**Meeting Records:** Minutes must be recorded and must include a meeting's date, time, location, name of both present and absent members, any and all roll call votes taken, all decisions made at the meeting, and an explanation of the purpose of any closed sessions held during the meeting. Proposed minutes must be made available within 8 days of a meeting. Minutes may be approved at the next regular meeting, or after any corrections are made. Once minutes are approved, they become the official record of the meeting and must be made available to the public within 5 days of the meeting.

**Meeting Procedure:** OMA doesn't require an agenda or strict compliance with parliamentary procedure. However, if meetings are held online, the agenda must be posted at least two hours before the meeting begins.

**Closed Sessions:** Closed sessions must comply with OMA guidance on closed sessions, and the public body must require at least a majority vote to enter closed sessions. Reasons for a closed session are explained in detail in OMA, and closed sessions require a separate set of minutes, which are not considered public records but are still subject to court order.

**Liability:** Violation of OMA, whether intentional or unintentional, is subject to penalty.

Sources: Kazim & Brege, 2011. OMA Handbook, MMRMA; Mi. PA 267 of 1976 & PA 254 of 2020.

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## Mason County Promise Zone Authority Board

### Freedom of Information Act

#### General Procedures for FOIA requests:

All FOIA requests should be submitted to our FOIA Coordinator, Fabian Knizacky.

Our FOIA Policies and Guidelines, Written Public Summary, Request Form, Appeal and Denial Appeal Form are all located on our website for public view at: <https://www.masoncountypromise.org/foia-materials>

The public does not need to use any of these forms to submit a request. Requests can be submitted by mail, email or in person to:

FOIA Coordinator: Fabian Knizacky, Board Treasurer

Contact: [fknizacky@masoncounty.net](mailto:fknizacky@masoncounty.net); Please put "Mason County Promise Zone FOIA Request" in subject line; CC: to [info@masoncountypromise.org](mailto:info@masoncountypromise.org)

Fax: 231-845-6857 (Please indicate: "Attn: Mason County Promise Zone FOIA Request")

Mail: Mason County Promise Zone Authority  
Attn: Fabian Knizacky, FOIA Coordinator  
5300 W. U.S. 10  
Ludington, MI 49431

This information is also on our website, under the "Board and Meeting Info" tab.

#### **In the event that you receive a FOIA request by mistake:**

- If you receive a request by email: please forward that request to our FOIA Coordinator and CC the request to the Promise Zone Director immediately when you discover the request.
- If you receive a request by mail: please contact the FOIA Coordinator to determine the best course of action to relay the request.
- If you receive a request in person: please direct that person to our FOIA Coordinator and our website, and let them know that our FOIA Coordinator handles FOIA requests.

**Promise Zone Related Communication:** Individual Board members' communications related to Promise Zone matters are subject to FOIA requests unless they are exempted under law. Generally, emails, Board meeting materials, written policies and procedures, and other communications can be subject to FOIA.

Student identifying information, outside of what is considered "directory information," and which is private for FERPA reasons, could be exempt from FOIA.

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### Promise Zone Decisions that Influence Policy & Procedures

**Appeals:** 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.” 1/2019 A student can submit three appeals. Appeals should be submitted by students before the end of the following semester. Scholars granted academic appeals should be recommended for success coaching. 6/2020

MCP students must be in good standing with a 2.0 GPA or higher, and must maintain Satisfactory Academic Progress for financial aid purposes to be eligible for the Promise Scholarship. If a student is placed on financial aid suspension because of not meeting SAP, they will not be eligible to use the MCP Scholarship. If the student is granted an appeal for SAP at WSCC, they can then appeal to the MCP board to request that their Promise Scholarship be reinstated for that semester. Students can submit an appeal at [masoncountypromise.org](http://masoncountypromise.org). Scholars are limited to three (3) appeals. 7/2020

**Audit:** Done annually. Fiscal year is based on calendar year. Annual audit will be shared with the Michigan Department of Treasury each year. The general process is to request bids in January or February; select an auditor in February, March or April and begin immediately; approve costs in April, May or June; accept Audit report in July.

**Budget:** 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 Jan. 1-Dec. 31 of each year. 1/2019 Vote required to modify approved budget.

**Chamber Contract:** Review at the initial 6-month mark, and then annually in Executive Committee.

**Certificate of Incumbency:** Signed annually after the election of officers. The Board authorized the Mason County Promise Zone Authority Board Officers to sign, execute, and submit the Certification of Incumbency Form, and the Compliance with the Promise Zone Authority Act Form to the Michigan Department of Treasury.

**Committees:** Can act to provide recommendations to the full board, but not make decisions.

**Director:** Chamber employee. Review at initial 90-day mark, and then annually in Executive Committee.

**Fiduciary Agent:** The Board authorizes Mason County to serve as the fiduciary agent of the Board and to pay bills. The Board also authorizes the Community Foundation of Mason County to issue payment of the following authorized bill payments to Mason County on behalf of the Promise Zone Authority Board. 9/2018

**Financial Policy regarding Director:** The proposal was for expenses to be approved if included in the approved budget up to \$1,500.00. If not in the approved budget or expense exceeded \$1,500 in value, then the item would need to be approved by the board. Line item movement to budget, reallocating funds from one category to another, so long as it did not increase the overall budget, could be approved by Board Treasurer. 10/2019

Invoices that are for services and amount included in the approved budget can be paid upon receipt. If there are no objections, invoices can be approved collectively with one motion at a board meeting. 2/2022

**Public Comment:** A period designated for Public Comment is available at the beginning and end of each Promise Zone meeting agenda. Individuals are limited to a 3-minute comment. No overall limit. 7/2020

**Institutional Partner:**

West Shore Community College is Mason County Promise Zone’s sole institutional partner. Michigan State Tuition Rate for WSCC Program: A concern was brought forward regarding whether or not the Promise scholarship would cover the Michigan State University tuition rate that is charged for students in the WSCC Agriculture Program. It was determined that the tuition would be covered, as this is a program that is authorized by WSCC, and is in accordance with the Promise Zone Development Plan. 9/2019

**Insurance:** All Board members will be covered by a liability insurance policy. Renew annually. The approved representative completes the questionnaire and provide the necessary information to MMRMA so that a renewal quote can be provided to the Board for consideration at its next meeting. A copy of the most current budget, financial audit, and a copy of the worker’s compensation declaration’s page (if the Board has employees) must be provided through the MMRMA online renewal system. Deadline for renewal information to MMRMA is mid-May. Director and each new board member must be sworn in at the Mason County Courthouse. Director must be bonded and insured at the Promise’s expense.

**Student Definitions: Promise Scholar:** “A Mason County Promise Scholar is any student who was awarded the Promise Scholarship, who attends an approved partner institution, and who continues to meet all eligibility requirements of the Mason County Promise Scholarship.”

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Promise Zone Board Vision & Committee Charters



**HOPE**

TO BUILD COLLEGE-GOING CULTURE IN MASON COUNTY TO SUPPORT STUDENTS TOWARD POST-SECONDARY EDUCATION.

**OPPORTUNITY**

TO INCREASE THE NUMBER OF STUDENTS WHO COMPLETE THEIR PROGRAM OF STUDY.

**GROWTH**

TO REINFORCE THAT COLLEGE IS A VIABLE OPTION FOR ALL MASON COUNTY STUDENTS, AND A PATHWAY TO THE FUTURE SUCCESS OF ALL OF MASON COUNTY.

**SUSTAINABILITY**

TO INCREASE STUDENT SUCCESS AND POST-SECONDARY ATTAINMENT THAT RESULTS IN ECONOMIC STABILITY AND PERSONAL FULFILLMENT.

**UNITY**

TO HELP STUDENTS DEVELOP STRONG LIFE SKILLS, SELF-CONFIDENCE, AND A BELIEF THAT THEIR COMMUNITY SUPPORTS THEM.



## GOALS & OBJECTIVES

### GOAL #1

TO BUILD A COLLEGE-GOING CULTURE IN MASON COUNTY AND SUPPORT STUDENTS TOWARD POST-SECONDARY EDUCATION.

#### OBJECTIVE 1.1

70 PERCENT OF MASON COUNTY HIGH SCHOOL GRADUATES MATRICULATE TO A POST-SECONDARY INSTITUTION WITHIN 12 MONTHS

#### OBJECTIVE 1.2

30 PERCENT OF MASON COUNTY HIGH SCHOOL GRADUATES AWARDED THE PROMISE SCHOLARSHIP AND ENROLL AT WEST SHORE COMMUNITY COLLEGE WITHIN 6 MONTHS.

### GOAL #2

TO INCREASE THE NUMBER OF STUDENTS WHO COMPLETE THEIR POST-SECONDARY PROGRAM OF STUDY.

#### OBJECTIVE 2.1

70 PERCENT OF PROMISE-ELIGIBLE MASON COUNTY HIGH SCHOOL GRADUATES ENROLLED AT WEST SHORE COMMUNITY COLLEGE RETAINED (FALL TO FALL).

#### OBJECTIVE 2.2

75 PERCENT OF PROMISE-ELIGIBLE MASON COUNTY HIGH SCHOOL GRADUATES WHO ENROLL AT WEST SHORE COMMUNITY COLLEGE EARN A DEGREE OR CERTIFICATE, OR TRANSFER TO ANOTHER POST-SECONDARY INSTITUTION WITHIN 3 YEARS.



## MASON COUNTY PROMISE COMMITTEE CHARTER

### Mason County Promise Zone Appeals Committee Roles and Responsibilities

The membership of the Mason County Promise Zone Authority Board should be an ongoing priority for the organization. The Appeals Committee has three purposes:

- 1) To give students who have extenuating circumstances the opportunity to appeal for eligibility;
- 2) To try to support students in completing their program or improving their grades through the appeals process;
- 3) To make recommendations on appeals and submit them to the Board for a final decision.

#### *Responsibilities:*

- Reviews Promise scholarship appeals related to established Scholarship criteria;
- Assesses a student applicant or Promise Scholar on their situation using the narrative and official transcript provided by the Scholar;
- Decides to recommend granting or denial of scholarship appeals to the Board, or whether to delay a decision based on the need for additional documentation;
- Considers fairness, precedent, and implications of appeal-related decisions on the entire Zone.

#### *Business:*

- Meets quarterly to review appeals submitted by Promise Scholars;
- Recommends appeals for acceptance or denial;
- Reviews and recommends changes to the appeals process to the Board as issues arise;
- Chooses whether to change meeting dates and times annually, or to amend the schedule;
- Chair is appointed annually, leads meetings and business, and reports as a liaison to the Board.

#### *Staff Roles:*

- Verify that the Scholar submitted an appeal that describes their situation accurately;
- Request additional documentation or clarification if information provided is inadequate or unclear;
- Ensure that the appeal is anonymously presented in the public meeting to comply with FERPA;
- Work with Chair to set agenda; Type agenda; Record minutes and post (proposed and approved) on the Promise Site;
- Add Committee Recommendation to full Board agenda;
- Follow up with Scholar to notify them of the Board's related decision;
- Follow up with the college partner to notify them of the Board's related decision.

Approved on: 2-8-2021 by vote of 11-0-0



## MASON COUNTY PROMISE COMMITTEE CHARTER

### Mason County Promise Zone Community Engagement Committee Roles and Responsibilities

The membership of the Mason County Promise Zone Authority Board should be an ongoing priority for the organization. The Community Engagement Committee has five purposes that address Promise Zone Objectives 1.1 & 1.2:

**Objective 1.1:** 70 percent of Mason County high school graduates matriculate to a post-secondary institution within 12 months.

**Objective 1.2:** 30 percent of Mason County high school graduates awarded the promise scholarship and enroll at West Shore Community College within 3 months.

- 1) To encourage college-positive and Promise-positive mindsets across Mason County;
- 2) To recruit, screen, and develop Board members and volunteers to serve as advocates for the Promise Zone and to differentiate between being a spokesperson for and an ambassador of the Promise;
- 3) To make decisions on proposals from the community to engage in Promise-related activities;
- 4) To ensure representation at community events to promote the Promise Scholarship as needed;
- 5) To make recommendations on assignments from the Board and submit them to the Board for a final decision.

#### *Responsibilities:*

- Reviews opportunities for engagement in the community;
- Develops the matrix for Board member recruitment, volunteer recruitment, and provides necessary outreach to ensure that the Promise Zone has a variety of candidates;
- Reviews proposals for initiatives, partnerships or objectives related to community engagement as assigned;
- Recruits volunteers to assist with internal initiatives that meet Board objectives;
- Takes up other matters as assigned by the Board and makes related recommendations.

#### *Business:*

- Meets at least once annually prior to September to address potential Board vacancies, proposes the membership most needed to suit the Board member matrix, and prepares the application packet;
- Reviews and recommends decisions on issues assigned by the Board or within the above purposes;
- Chooses whether to change meeting dates and times annually, or to amend the schedule;
- Chair is appointed annually, leads meetings and business, and reports as a liaison to the Board.

#### *Staff Roles:*

- Post meeting schedule; Work with Chair to set agenda; Type agenda; Record minutes and post (proposed and approved) on the Promise Site; Add recommendations to Board agenda;
- Maintaining the matrix for Board member representation;
- Other duties as assigned.

Approved on: 6-14-2021 by vote of 11-0-0



## MASON COUNTY PROMISE COMMITTEE CHARTER

### Mason County Promise Zone Executive Committee Roles and Responsibilities

The membership of the Mason County Promise Zone Authority Board should be an ongoing priority for the organization. The Executive Committee has four purposes:

- 1) To review matters of contracts, personnel, and operations annually and make related recommendations to the Promise Zone Board.
- 2) To conduct an annual review of finances, financial strategy, SET capture projections, and the budget for the purpose of recommending a budget to the Board each November.
- 3) To develop and adjust Memorandum of Understanding agreements between the Promise Zone and educational partners on an as-needed basis.
- 4) To make recommendations on assignments from the Board and submit them to the Board for a final decision.

#### *Responsibilities:*

- Reviews contract related to contracts for employment of Director, Promise office operation, and related matters each October.
- Develops and reviews MOU agreements with existing and new partners as needed.
- Conducts an annual review of the Promise Zone budget each October and makes necessary adjustments based on approved initiatives. Recommends budget to full Board for their November meeting.
- Reviews any initiatives, partnership proposals to determine if it fits within budget constraints.
- Takes up other matters as assigned by the Board and makes related recommendations.

#### *Business:*

- Meets at least twice annually, prior to the annual meeting and prior to the budget meeting;
- Reviews and recommends decisions on issues assigned by the Board or within the above purposes;
- Chooses whether to change meeting dates and times annually, or to amend the schedule;
- Chair is appointed annually, leads meetings and business, and reports as a liaison to the Board.

#### *Staff Roles:*

- Post annual meeting schedule; Work with Chair to set agenda; Type agenda; Record minutes and post (proposed and approved) on the Promise Site;
- Track proposed changes to the budget, MOU, contracts and related documents as developed;
- Add Committee Recommendations to full Board agenda;
- Request renewal of legislative appointments in January of each related year.
- Other duties as assigned.

Approved on: 6-14-21 by vote of 11-0-0



## MASON COUNTY PROMISE COMMITTEE CHARTER

### Mason County Promise Zone Student Success Committee Roles and Responsibilities

#### Objectives Addressed through Committee Work:

**Objective 1.1:** 70 percent of Mason County high school graduates matriculate to a post-secondary institution within 12 months.

**Objective 1.2:** 30 percent of Mason County high school graduates awarded the promise scholarship and enroll at West Shore Community College within 6 months.

**Objective 2.1:** 70 percent of promise-eligible Mason County high school graduates enrolled at West Shore Community College retained (fall to fall).

**Objective 2.2:** 75 percent of promise-eligible Mason County high school graduates who enroll at West Shore Community College earn a degree or certificate, or transfer to another post-secondary institution within 3 years.

The membership of the Mason County Promise Zone Authority Board should be an ongoing priority for the organization. The Student Success Committee has seven purposes:

- 1) To bring Promise Zone objectives to the Advisory Workgroups and support their efforts to identify solutions;
- 2) With the support of the Advisory Workgroups, to identify partners that can assist in supporting students to help meet Promise Zone objectives, emphasizing broadening the reach of promising programs that help break down barriers to success;
- 3) To take up items assigned by the Board, and utilize the appropriate Advisory Workgroup to develop and propose solutions that support students in using the Promise; to make recommendations on assigned issues to the full Board;
- 4) To help review and define data parameters, responsibilities among staff and partners to college and share data;
- 5) To help review and define success measures for Promise Zone goals, objectives, initiatives and related outcomes, with the support of the Advisory Workgroups;
- 6) To represent students, families, partners and communities and work with the Advisory Workgroups, staff, and/or the Community Engagement Committee to seek input as appropriate;
- 7) To align with College Access Network partners to collaborate, broaden the reach of promising programs, reduce redundancy, streamline efforts, and share resources.

#### Responsibilities:

- Helps delineate roles and membership between to-college and through-college advisory workgroups;
- Reviews Promise Zone objectives with workgroups, and gather and evaluate initiatives and proposals from subcommittee members and community partners to meet them;
- Reviews proposals for Student Success initiatives, partnerships or objectives related to community engagement as assigned to determine if they should go to another committee or the board for further review;
- Takes up other matters as assigned by the Board and makes related recommendations.

#### Business:

- Meets at least once annually to meet stated purposes;

Approved on: 6-14-2021 by vote of 11-0-0

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## Mason County Promise Zone Board Terms & Committee Membership: 2024

Four Year Terms: Ending December 2024

- Amy Pepper
- Chad Riffle

Four Year Terms: Ending December 2025

- Kathy Surd
- Roger Nash

Four Year Terms: Ending December 2026

- Vic Burwell (Legislatively Appointed)
- Joan Vidak
- Fabian Knizacky
- Juliana Anderson

Four Year Terms: Ending December 2027

- Annette Quillan
- Monica Schuyler (Legislatively Appointed)
- VACANT

**Mason County Promise Board Roles:** 1-year terms to serve Jan 1-December 31, 2024

- Chair, Monica Schuyler
- Vice-Chair: Juliana Anderson
- Treasurer, Fabian Knizacky
- Secretary, Kathy Surd
- FOIA Coordinator, Fabian Knizacky
- MMRMA Representative, Jody Maloney
- Recording secretary is provided through contracted services with The Chamber.



### Mason County Promise Zone Board Leadership Roles

**This is a general guide and is not intended to be a comprehensive list of all current or potential duties. Duties are subject to change, depending on Board needs.**

**Board Chair**—Leads all Board meetings, conducts all order of business except Committee reports, serves as primary spokesperson for the Board in conjunction with the Director, and serves as chair of Executive Committee. In addition to the Executive Committee, the Chair can serve on other Committees as approved by the Board. Runs the Board election of officers each year. Participates in annual review of Director. Provides reports to the Board as needed.

**Board Vice Chair**—Leads Board meetings in the absence of the Chair. Runs the election of the Board Chair during the annual election of officers. Leads a Committee as designated by the Board.

**Board Treasurer**—Submits vouchers to Mason County’s treasurer to request payment of invoices, as needed. Prepares a report including monthly balance of all accounts and invoices for the Board each month. Works with the Director to prepare an annual budget for Board approval, and submits any subsequent budget amendment requests for Board approval. Works with auditors and Michigan’s Treasury office as needed, particularly in the absence of the Director. Leads a Committee as designated by the Board.

**Board Secretary**—Leads a committee as designated by the Board. All other responsibilities are only in absence of the Director: Works with Board and Committee Chairs to develop and publicly post an annual meeting schedule, meeting agendas, and minutes of Board and Committee meetings. Leads a Committee as designated by the Board.

**Member-at-Large**—Leads a Committee as designated by the Board. Serves on the Executive Committee.

**FOIA Coordinator**—Fields and provides information related to all FOIA requests, in cooperation with the Director.

**MMRMA Representative**—Receives monthly reports from MMRMA and coordinates and claims with MMRMA and the Board as needed.

**Mason County Promise Zone Board Committees**

2024 Committees (Subject to Change)
<b>Executive Committee:</b> Monica Schuyler--Chair Juliana Anderson—Vice Chair Fabian Knizacky--Treasurer Kathy Surd--Secretary
<b>Appeals:</b> Fabian Knizacky--Chair Roger Nash Amy Pepper Annette Quillan
<b>Community Engagement Committee:</b> Juliana Anderson--Chair Annette Quillan Monica Schuyler Victor Burwell
<b>Student Success:</b> Joan Vidak—Chair Amy Pepper Chad Riffle Kathy Surd Annette Quillan

\*Committee Chairs not elected to Board Executive Committee Office positions can opt to serve as Members at Large on the Executive Committee

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## Michigan Promise Zone Association

The Association was formed in November of 2016 to represent Michigan’s Promise Zones. These are communities designated through state law to make college scholarships available to all students in a locality. The Promise Zones are not only committed to sending more young people to college, they are striving to build stronger communities by attracting new families and new business investment.

This website, <https://promisezonesmi.com/>, explains how the Promise Zones work and how Michigan became the only state in the nation to encourage the creation of local Promise scholarship initiatives. It will also provide you with basic information about the individual Promise Zones and how to connect with each.

In 2009, Michigan became the first and, to date, only state in the nation to promote the creation of “place-based” scholarship initiatives to increase educational attainment and spur economic growth in a community. Kalamazoo benefited from a few incredibly generous donors. Michigan’s Promise Zone communities are working to deliver similar Promise scholarships through private donations, small and large, and by “capturing” growth in state property tax revenue.

Twelve Promise Zones have already begun awarding scholarships. Educators, businesses, families and civic leaders are also striving to embed a pervasive culture of learning in these communities – an essential ingredient in any recipe for education success. Promise scholarship initiatives speak directly to some of the most critical problems we face in our society. They will help disadvantaged students close the achievement gap, assist cities in retaining and attracting middle-class families, and draw knowledge-based businesses to distressed communities.

Since [2009], state lawmakers revised the statute twice – in 2013 and 2016 – to make the legislation work better. Then, on November 6, 2017, Governor Rick Snyder signed a bi-partisan bill expanding the number of Promise Zones from 10 to 15.

~Retrieved from <https://promisezonesmi.com> on 11/18/2020.

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## Promise Zone Partners

Mason County Promise Zone has chosen West Shore Community College as its partner institution. The Promise funds up to 72 credits for any approved program for up to six (6) years after the Scholar’s graduation or GED receipt.

Specific School-based partners support youth in becoming future Promise Scholars, including these local public, private and parochial school systems: Gateway to Success Academy, Ludington Area Schools, Mason County Central Schools, Mason County Eastern Schools and West Shore Educational Service District (CTE/ASM Tech). As of 2023, homeschooled residents and full-time residents of Mason County who earn a GED or graduate from high schools outside of Mason County are also eligible to apply for the Promise.

Community partners who provide support in financial or fund management include County of Mason, Michigan provides (financial operations) and Foundation for Mason County (fund management). The Chamber (formerly Ludington & Scottville Chamber of Commerce) contracts with the Promise Zone to provide staff-related services.



**Public Contact information for Mason County Promise Zone Board Members:**

<b>Name</b>	<b>Role</b>	<b>Contact</b>
Monica Schuyler	Chair, Legislative Appointee, Member	231-480-4094 monica.schuyler@pfhf.org
Juliana Anderson	Vice Chair, Member	231-233-2943
Fabian Knizacky	Treasurer, FOIA Coordinator, Member	231-843-7999
Kathy Surd	Secretary, Member	KathySurd@gmail.com
Vic Burwell	Legislative Appointee, Member	231-690-5053 vicburwell63@gmail.com
Roger Nash	Member	231-301-2919
Amy Pepper	Member	apepper@westshore.edu
Annette Quillan	Member	231-690-7670 annettequillan@yahoo.com
Joan Vidak	Member	231-757-4748 ext. 231 jvidak@mccschools.org
Chad Riffle	Member	231-843-5955 criffle@wsesd.org
Jody Maloney	Promise Zone Director, Mason College Access Network Specialist Chamber of Commerce Employee	231-239-8224 JodyM@ludington.org or info@masoncountypromise.org

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## Appendix

Michigan Promise Zone Law

[https://www.legislature.mi.gov/\(S\(jkip5j04uexlkfqb1wjup5y\)\)/documents/mcl/pdf/mcl-Act-549-of-2008.pdf](https://www.legislature.mi.gov/(S(jkip5j04uexlkfqb1wjup5y))/documents/mcl/pdf/mcl-Act-549-of-2008.pdf)

Mason County Promise Zone Development Plan (2023 Amended Plan):

[https://www.masoncountypromise.org/files/ugd/689df5\\_b652381a932d4ccf9060227afb03a288.pdf](https://www.masoncountypromise.org/files/ugd/689df5_b652381a932d4ccf9060227afb03a288.pdf)

Michigan Open Meetings Act (OMA) Handbook & Law

[https://www.michigan.gov/documents/ag/OMA\\_handbook\\_287134\\_7.pdf](https://www.michigan.gov/documents/ag/OMA_handbook_287134_7.pdf)

<https://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-267-of-1976.pdf>

See also: Michigan Public Act 228/254 of 2020 (Open Meetings Act Amendments)

Michigan Promise Zone Association & Professional Development Resources

<https://promisезonesmi.com/>

<https://www.collegepromise.org/>

<https://www.freecollegenow.org/>

State Ethics Act & Michigan Public Act 317 of 1968, Ethics for Public Board Members

<https://www.michigan.gov/mdcs/0,4614,7-147--115874--00.html#:~:text=The%20State%20Ethics%20Act%20defines,authorized%20release%20to%20the%20public.>

[http://www.legislature.mi.gov/\(S\(em1xbshkxthmx5ijhy25b0ff\)\)/mileg.aspx?page=getObject&objectName=mcl-Act-317-of-1968](http://www.legislature.mi.gov/(S(em1xbshkxthmx5ijhy25b0ff))/mileg.aspx?page=getObject&objectName=mcl-Act-317-of-1968)

Parliamentary Procedure Resources: Robert's Rules of Order

<http://www.rulesonline.com/>

FOIA Information: Fabian Knizacky is Mason County Promise Zone's FOIA Coordinator

<https://www.masoncountypromise.org/foia-materials>

<https://www.foia.gov/about.html>

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