



Mason County Promise Zone Authority Board
Meeting Minutes
Monday, October 14th, 2019 from 3:00 - 5:00 PM
Lakeshore Resource Network, 920 E. Tinkham Ave., Ludington, MI 49431

Call to Order: The meeting was called to order at 3:00 pm by Mason County Promise Zone Authority Board Vice-Chair, Monica Schuyler

1. **Roll Call:** Two (2) Board Members absent: Jason Kennedy, and Jim Mclean. Ed Makowick joined at 3:07 pm. Also Present, Brandy Henderson Miller. President and CEO of Ludington, Scottville Chamber of Commerce.
2. **Limited Public Comment:** None
3. **Approval of the Agenda:** The agenda was approved.

Motion -Nash, Support - Surd; Motion carried: 8-0; 3 absent.

4. **Approval Meeting Minutes from September 17th, 2019:** The minutes were approved with one correction of Large being the Support to a motion where a blank was present.

Motion-Large, Support- Nash, Motion carried: 8-0; 3 absent

5. **New Business:**

a. **Update on 2019 Budget, Community Foundation Fund Balance, and Department of Treasury SET projections**

The Board discussed the current financials, Fund balance, and new SET capture projects sent from the Department of Treasury.

b. **Proposal for hiring Promise Coordinator**

i. **New Proposed Salary/Management Agreement with the Ludington Scottville Chamber of Commerce.**

Brandy Henderson Miller presented a new, more detailed agreement to the board for review. The new agreement adds more detail and clarity to the roles and responsibilities of each organization. Board had a few suggested changes before willing to approve. Board suggested a 6-month contract start with a yearly renewal thereafter. Board also discussed completing a 90 day employee review as well. Board to approve agreement after changes made at the next meeting.

ii. **Approval of Offer to Jody Maloney for Promise/LCAN Coordinator Position:**

Board discussed the interview process and reference checks on Jody Maloney. Negotiations had taken place and it was time to vote on an official offer. Motion to

approve offer of \$60,000 salary, with 2 weeks vacation, 6 sick days and 2 personal days. to Jody Maloney.

Motion by Large, Support by Quillan. Motion Carried 7-2-0, 2 Absent.

c. Student Appeals

i. Student #4

Makowicki discussed the Appeals committee's review of this student's appeal. The committee had a positive conversation with the student and learned about some potential miscommunications between the student with the Promise and WSCC. Appeals Committee recommended that the board approve the appeal.

Motion by Knizacky, Support by Thurston, Motion Carried 9-0-0, 2 Absent.

ii. Student #5

Makowicki discussed the Appeals committee's review of this student's appeal. The committee explored our marketing and saw that there may be room for some clarity. Board also discussed the original intention behind the 9 credit minimum and that it might be worth exploring removing that requirement in future amendments to the development plan. Appeals Committee recommended that the board approve the appeal.

Motion by Knizacky, Support by Thurston, Motion Carried 9-0-0, 2 Absent.

iii. Student #6

Makowicki discussed the Appeals committee's review of this student's appeal. The committee had a **positive** conversation **with the student** and learned about some potential miscommunications between the student with the Promise and WSCC. Appeals Committee recommended that the board approve the appeal.

Motion by Thurston, Support by Surd, Motion Carried 9-0-0, 2 Absent.

d. Invoices for Approval

i. Invoice from Pennies from Heaven dated September 24th, 2019 for reimbursement of expenses paid for marketing materials. Board reviewed items in the invoice.

Motion to approve by Large, Support by Surd, Motion Carried 8-0-1, 2 Absent

ii. Invoice for Michigan Promise Zone Association Membership for July 1 2018-June 30th 2019. Board discussed that participation prior to July 2018, we were given free access as a new Promise Zone. Invoices were sent late due to turn over at MCAN. Invoice for July 2019-June 2020 membership should be sent by Spring 2020. Board discussed the benefits of membership including sharing training and support for Promise Zones and Coordinators, but also access to Salesforce for data tracking.

Motion to approve invoice by Knizacky, Support by Pepper, Motion Carried 9-0-0, 2 Absent.

e. Discussion around spending policies and procedures

i. Upcoming PromiseNet 2019 Conference

Board discussed upcoming Promise Net Conference and learning opportunity. While Conference registration is free under Michigan Promise Zone Association Sponsorship, but there would be cost for travel and the new coordinator may not be in position yet. There may be an opportunity next year for a similar event in Kalamazoo. Board decided to pass on this event.

Motion by Quillan, Support by Makowicki, Motion carried 9-0-0, 2 Absent.

ii. Policies and Procedures for Promise Zone Spending

Board discussed a need to have some standard procedures in place to allow the coordinator to effectively make decisions while providing effective review and oversight of finances. The proposal was for expenses to be approved if included in the approved budget ~~were to be approved~~ 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 did not increase the budget, could be approved by Board Treasurer.

Motion by Large, Support by Nash, Motion carried 9-0-0, 2 Absent

- f. Appointment of Interim Secretary to fill the vacancy:** Board accepted volunteers and nominations to open officer position of Secretary, filling the remaining term left vacant by Nick Kriger. Large volunteered for the position.

Motion to accept Large as Secretary by Knizacky, Support by, Thurston Motion Carried 8-0-1, 2 Absent.

6. Old Business:

- a. Homeschool Students. Board briefly discussed the issue around homeschool students' eligibility and need to decide in the future.

7. Committee Updates

- a. Appeals Committee - Reported Given above. Comment made that the committee would like to meet next month to refine the appeals process.
b. Marketing Committee - No report
c. Student Success Committee- No Report

8. Any Other Business

- a. Annette Quillan submitted a letter of intent expressing interest in seeking another term to the Promise Board.
b. The Board discussed the need to determine policy for board members seeking additional appointments to the board. Discussed a policy allowing board members to seek additional terms

based on whether they served a full or partial term. Board to review the law, and our bylaws and make a proposal at our next board meeting.

9. Limited Public Comment: None

10. Adjournment: The meeting was moved for adjournment at 4:50 pm by Fabian, Support by Pepper. The meeting was adjourned at 4:50 pm.