



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

September 14, 2018
2:00 PM

Location:

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

Call to Order: The meeting was called to order at 2:00 PM by the Mason County Promise Zone Authority Board Chair, Jason Kennedy.

- A. **Roll Call:** All members were present.
- B. **Approval of the Agenda:** The agenda was approved with no agenda modifications.

Motion - McLean, Support - Knizacky; Motion carried 11-0.

C. Reading of Correspondence:

- a. 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.
- b. Chair Kennedy discussed a correspondence from WSCC Dean Inabinet from the parent of a Mason County Central Schools student. The parent expressed concern over not receiving communication from the Promise. It was suggested by Andrea Large that the Board consider inviting a representative from Mason County Central Schools to the Promise Zone meetings. Ed Makowicki stated that he would be willing to serve as an ambassador of the Promise for MCC students.

D. Limited Public Comment:

- a. Nick Palmer from the Mason County Local College Access Network was present at the meeting and he stated that he would like to help distribute material and communications regarding the Promise to schools, students, and families.

E. **Committee Work:**

- a. **Michigan Promise Zone Association (MPZA) Meeting:** Monica Schuyler and Annette Quillan attended the recent MPZA meeting. They spoke about MPZA purchasing software and a software licence to Sales Force. The company provides 10 free licenses for non-profits in each Promise Zone. This software would help track students, generate state reports, and possibly have a student portal.

Monica Schuyler also shared that she learned at the meeting that the Mason County Promise Zone Board is exempt from submitting state reports this year, as there was not scholarship activity in the 2017 - 2018 academic year.

The Board authorized Monica Schuyler to participate with the MPZA in developing, implementing, the Sales Force software, and to acquire said software and software licenses for the Mason County Promise Zone Authority Board, provided that there is no present cost to the Promise Zone Authority Board.

Motion: McLean, Support: Nash; Motion carried: 11-0.

- b. **Approval of Insurance Purchase:** A copy of the insurance quote from Michigan Municipal Risk Management Authority (MMRMA), including the declarations, exclusions, and coverage schedules were provided to the Board for their review. The one-million dollar blanket premium cost is \$1,810 for an annual premium from August 1, 2018 through July 31, 2019. The five-million dollar blanket premium cost is \$2,552. Roger Nash stated that we should bind the policy, as he is not comfortable not being insured. This was supported by Jim McLean and Annette Quillan.

The approved the purchase of the one-million dollar blanket policy, and designated Chair Kennedy to serve as the member representative for the Promise Zone Authority Board and to sign, execute, and bind the policy with MMRMA.

Motion: Krieger, Support: Nash; Motion carried: 10-0; 1 abstain (Knizacky). Fabian Knizacky disclosed a potential conflict of interest in serving as a board member and member representative of the MMRMA as Mason County also holds a policy through MMRMA.

- c. **Fiduciary Agent / Payment of Bills:** The Board held discussion on bill payment and how bills should be processed again this meeting. Fabian affirmed that the Mason County Board of Commissioners has agreed to hold an account in the name of the Mason County Promise so that bills can be paid.

Jim Mclean offered to cover the cost of insurance, as well as other administrative costs associated with the management of the Promise Zone Authority Board out of the pledge that he and his wife made so that 100% of all money raised outside of his donation would go to students.

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.

Authorize the payment of membership fees associated with the Michigan Promise Zone Association - \$500

Authorize the payment of the invoice from MMRMA in the amount of \$1,810 to purchase a one-million dollar blanket coverage insurance policy on behalf of the Promise Zone Authority Board.

Motion: Nash, Support: Thurston; Motion carried: 11-0.

- d. **Mason County Promise Fund Balance**: The fund balance of the Mason County Fund is \$693,577.42 as of today's date. The fund balance including pledged donations that have yet to be received is \$870,077.42.
 - e. **Positives and Opportunities for Growth**: The Board discussed areas that we have done well with (timeliness of developing a plan in a short period of time, tremendous fundraising efforts, rallying around a common goal for the good of the community). The Board also discussed opportunities to continue growing in. These included: Strengthening our marketing plan, the development of promotional items, improvement of communication and process, better communication with parents and students.
- F. **Set Next Meeting Date**: The Board scheduled the next meeting for October 19, 2018 from 12:00 PM - 3:00 PM at the Lakeshore Resource Network, 920 E. Tinkham Ave. Ludington, MI 49431. Chuck Wilbur from the Michigan Promise Zone Association will be present to provide the Board with an orientation session and to help the Board learn more about Promise Zones. The marketing committee is scheduled to meet on October 5, 2018 at 1:00 PM at the Lakeshore Resource Network.
- G. **Any Other Business**: None
- H. **Limited Public Comment**: None
- I. **Adjournment**: The meeting was moved for adjournment at 3:34 PM by Jim McLean, and supported by Roger Nash. Motion carried: 11-0. The meeting was adjourned.

Respectfully Submitted,
Nick Krieger, Secretary
Mason County Promise Zone Authority Board