



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

May 07, 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:** Ten (10) of the eleven (11) Board members were present with Fabian Knizacky being absent from the meeting.
- B. **Approval of the Agenda:** The agenda was approved with two (2) agenda modifications. The Board amended the agenda to add "Memorandum of Understanding" under the "Committee work" section of the agenda. Secondly, the Board approved the agenda with the addition of the approval of the meeting minutes from the April 25, 2018 meeting.

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

- C. **Approval of the Minutes:** The April 25, 2018 meeting minutes of the Mason County Promise Zone Authority Board were approved, as presented.

Motion: McLean, Support: Nash; Motion carried 10-0; 1 absent

- D. **Reading of Correspondence:** Chair Kennedy read an informational correspondence submitted to the Board from Amy Pepper. The memo discussed West Shore Community College's policy on high school equivalency requirements. A copy of this information was shared with the Board.
- E. **Limited Public Comment:** Annette Quillan read comments that were shared with her from community members. Annette shared a comment from Kathy Nixon, who shared that OxyChem is in need of chemical operators. She stated that Delta College has a program that

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Motion: _____, Support: _____; Motion carried: _____

West Shore Community College should consider teaching so that it could be supported by the Promise, while supporting our community. She also shared that our community needs more pipefitters and welders.

Annette Quillan shared a comment that she received from Pam Huber, who shared that summer classes that have been taken at West Shore sometimes have been canceled, or there have been issues with transferring the earned credits. She also shared that a community organization had a meeting at the college recently and there was limited cell phone service. From her perspective, these should be issues that the Promise addresses with the college.

F. Committee Work:

- a. Review of Sample Bylaws: The Board reviewed the bylaws of the Lansing Promise Zone as an example. Board members were asked to familiarize themselves with the structure of the bylaws from other Promise Zones throughout the state, and were asked to come prepared to the next meeting to discuss other examples of Promise Zone bylaws.
- b. Application Template Development: An online application template was developed using Google Forms. Board members reviewed this template and provided feedback on modifications to the application. It was noted that the application should collect information such as whether the student is a first generation college student, and whether or not the Promise had an impact on the student attending college. The application requires students to certify that they have read and understand the eligibility requirements of the Promise, and requires students to sign and execute their application certifying that the application is accurate and true. The application also includes a FERPA release that authorizes the release of records between schools, the college, and the Board.
- c. Other Discussion Items: The scholarship will begin with the Fall 2018 semester at West Shore Community College. Students will be given four (4) academic years to complete their degree, certificate, or authorized program. It was also determined that the eligibility of students earning a GED would begin with GED issuance dates that occur on or after the date that the Promise Zone Development Plan is approved by Treasury or the State of Michigan.
- d. Website Development: The URL www.masoncountypromise.org has been secured as the website for the Promise Zone Authority Board. A Facebook account in the name of Mason County Promise has also been secured, as has the email domain name of masoncountypromise@gmail.com.
- e. Marketing Development: Chris VanWyk has volunteered his time to assist in developing a brand strategy at no cost to the Promise Zone Board. A logo will be created, as will marketing postcards and other promotional materials.

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Motion: _____, Support: _____; Motion carried: _____

- f. Fund Agreement with Community Foundation for Mason County: The fund agreement has been updated by the Community Foundation, at the request of the Board. Copies of the agreement were distributed to Board members for discussion prior to a vote of approval.
- g. Memorandum of Understanding: The Memorandum of Understanding was introduced and copies of it were distributed to Board members for their review and discussion. Monica answered questions from the Board about the Memorandum.

G. Resolution to Authorize the Chair to Sign the Foundation Agreement:

The Board approved the resolution to authorize the Chair of the Board to sign and execute the fund agreement with the Community Foundation for Mason County; which will create the Mason County Promise Fund within the Foundation. Andrea Large abstained from voting on this resolution due to this being a conflict of interest for her.

Motion - McLean, Support - Schuyler; Motion carried 9-0; 1 absent; 1 abstention.

- H. **Set Next Meeting Date**: The Board set the next date and time of the Promise Zone Authority Board meeting as Monday, May 21, 2018 at 1:00 PM. The location of the meeting will be: Lakeshore Resource Network, 920 E. Tinkham Ave., Ludington, MI 49431.

I. Any Other Business:

- a. Errors and Omissions Policy: An email from the Michigan Municipal Risk Management Authority was shared with the Board. It is suggested that the Board consider its own policy, as the county's policy has a high deductible.
- b. Michigan Promise Zone Association (MPZA) Meeting: The next meeting of the MPZA will be held in Lansing on June 19, 2018. The Board discussed sending a Board member to attend this meeting and encouraged members to review their calendars to determine who might be able to attend on behalf of the Board.

- J. **Limited Public Comment**: Nick Palmer discussed Decision Day activities that were supported in local school districts by the Mason County College Access Network.

- K. **Adjournment**: The meeting was moved for adjournment at 3:46 PM by Roger Nash, and supported by Dena Thurston. Motion carried: 10-0; 1 absent. The meeting was adjourned.

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

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Motion: _____, Support: _____; Motion carried: _____