



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

August 12, 2019
3:00 p.m.

Location:

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

Call to Order: The meeting was called to order at 3:01 p.m. by the Mason County Promise Zone Authority Board Chair, Jason Kennedy.

- A. **Roll Call:** All members were present with one (1) board member vacancy.
- B. **Limited Public Comment:** None
- C. **Approval of the Agenda:** The agenda was approved with one agenda modification to include a brief update on the fall 2019 semester applications.

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

- D. **Approval of Meeting Minutes from July 8, 2019:** The meeting minutes for July 8, 2019 were approved with no modifications.

Motion - Nash, Support - Knizacky; Motion carried: 10-0; 1 vacancy.

E. New Business:

- **West Shore Community College (WSCC) Summer Semester Invoice:** The Board approved payment in the amount of \$4,160 to West Shore Community College to cover tuition and fees for students during the summer 2019 semester. Fourteen (14) students took classes during the summer 2019 semester. Supporting documentation was provided to the Board.

Motion: McLean, Support - Schuyler; Motion carried: 10-0; 1 vacancy.

- **West Shore Community College Additional Winter Semester Invoice:** The Board received an additional invoice for the winter 2019 semester in the amount of \$1,981.00

Meeting Minutes Approval: September 9, 2019
Motion: ____, Support: ____, Motion carried: ____

to cover tuition and fees associated with classes that were taken by a student whose appeal was approved by the Board. This invoice covered 12 credit hours and 16 contact hours for the student whose appeal was granted by the Board after the original winter 2019 invoice was paid by the Board. The Board approved the payment of the additional winter 2019 semester invoice from West Shore Community College in the amount of \$1,981.00.

Motion: Large, Support - Schuyler; Motion carried: 10-0; 1 vacancy.

- **Resignation of Marcelina Shriver - Promise Coordinator / Intern:** The Board received a letter of resignation from Marcelina Shriver dated July 22, 2019, with an effective date of July 26, 2019. The Board acknowledged the letter of resignation, and also reviewed final payment to Marcelina Shriver in the amount of \$376.75 for the work that she did to organize student data, handling Promise Zone correspondence, and preparing for and attending Friday Night Live events on behalf of the Board.
- **Student Appeal: July 24, 2019 - Appeal #4:** The Board received an update on the appeal status for Appeal #4 from Appeals Committee Chair, Ed Makowicki. Appeal Student #4 is currently out of the state with her spouse on active military assignment. The student will return to Mason County in December and the appeal will be processed at that time.
- **Promise Zone Authority Board Member Vacancy Applications, Next Steps, and Process:** The Board discussed the applications that were received to fill the vacant Board seat. The Board received six (6) applications for the vacant position. Applicants included: Mary Alway, Kathryn Nixon, Jeff Mount, Kathy Surd, David Diephouse, and Vic Burwell, received by the Board in that order. The Board ranked each candidate and approved the selection of Kathy Surd and Kathryn Nixon to be invited to interview before the Board at a special meeting on August 19, 2019 at 3:00 pm at the Lakeshore Resource Network.

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

- **Fall Semester 2019 Applications:** The Board discussed the significant increase in the number of applications for the Fall 2019 semester.

F. Old Business:

- **Promise Zone Coordinator:** The Board discussed the hiring of a coordinator and reviewed the job description and posting for the position. The Board discussed and approved the job description and posting with modification to include the coordination of programming at the middle school level for all schools and to serve as the student success coordinator for the Promise also. The Board approved posting the position until filled; however, the Board will be provided with all applications in September to review.

Motion: McLean, Support - Knizacky; Motion carried: 10-0; 1 vacancy.

G. Committee Updates:

- **Marketing Committee:** No report provided.
- **Appeals Committee:** No report provided; however, a special thank you was provided to all who volunteered to help at the Friday Night Live marketing events for the Promise.
- **Student Success Committee:** No report provided.

H. Other Business:

- Monthly Acknowledgement Report (MMRMA) - The Board received its monthly acknowledgement report indicating that no claims have been made against the Promise Zone Authority Board.
- Friday Night Live - Events went extremely well with lots of visitors to our Promise booth to learn more about the Promise. Homeschooling parents and parents from students in Oceana County expressed interest in learning how their children can become eligible for the Promise.

I. Limited Public Comment: Amy Pepper discussed Launch Manistee and the scholarship opportunity that is available to a select number of Manistee students. She also reminded the Board about the upcoming WSCC Connections event that is scheduled for August 22, 2019 from 5:30 pm - 8:30 pm. The Board plans to have representatives attend the event.

J. Adjournment: The meeting was moved for adjournment at 5:14 p.m. by Nash, and supported by Large. Motion carried: 10-0; 1 vacancy. The meeting was adjourned.