



Mason County Promise Zone Authority Board Meeting
Meeting Minutes: Monday, April 8, 2024, 3 p.m. - 5 p.m.
Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI

Members Present: Monica Jewell, Amy Pepper, Kathy Surd, Joan Vidak, Roger Nash, Michael Masters, Mike Haveman, Chad Riffle

Members Absent: Vic Burwell (Virtual-non voting), Fabian Knizacky, Annette Quillan (Virtual - nonvoting)

Staff Present: Jody Maloney, Polly Myer

1. **Call to Order** Jewell called to order at 3:01 p.m.
2. **Limited Public Comment** Kyle Corlett thanked the board for considering putting student support for counselors in the schools. They currently have an AmeriCorps worker, who gets paid very little. Michael M asked what that counselor is currently doing. Kyle reported that she helps with applications for college and FAFSA applications. Tess O’Neal is the college coach, they have 2 counselors, along with one at CMH that helps with the 600 students. Riffle asked how Corlett feels O’Neal is doing with 600 students. Corlett would like to see one gauge be how many FAFSA applications get completed.
3. **Approval of the Agenda** Motion by Nash, supported by Pepper; Motion carried 8-0-3.
4. **Approval of the Minutes:** Motion by Vidak, supported by Riffle; Motion carried 8-0-3.
5. **Treasurer’s Report:** In the Treasurer’s absence, Jewell shared that all invoices are within the budget, for the purposes of approval. A credit hour report was included as requested in previous meetings.
Jewell called a meeting recess from 3:10-3:15 to view the full solar eclipse. Jewell ended the recess and resumed the meeting.
 - a. Balance Report for March 2024, included in packet: \$2,147,542.65
 - b. 2024 Invoices & Budget Items:
 - i. WSCC Winter 2024 Tuition and Mandatory Fees Invoice: \$173,166.92
 1. Credit Hour Report
 - ii. MCC FAFSA Initiative Funds Invoice: \$750.00
 - iii. Approval of Invoices
 - c. Approval of Treasurer’s Report: Motion by Pepper to approve the invoices and Treasurer’s Report, supported by Nash; Motion carried 8-0-3.
6. **Director’s Report** (REF #6)
 - a. Approval of Director’s Report: Motion to approve the Director’s Report by Vidak, supported by Masters; Motion carried 8-0-3.
 - i. Non-Profit Photo Shoot at LACA: Let Maloney know if you’re interested by 4-12-24
There are 15 spots for professional headshots if Board members wish to participate.
7. **New Business**
 - a. Welcome new Board members, Mike Haveman & Michael Masters: Jewell welcomed new members. Maloney asked if they could both stay after for a photo for the press release.
 - b. Success Coordinator Role Discussion Update
 - i. Overview
 - ii. Recap of Meetings with MCC, LHS—both who initially provided employment options - All agree there is a need MCC offered to host as employer through PCMI, as directly through the school would be about \$20K more than through PCMI
 1. Will meet with MCE as a host site if role moves forward
 2. Proposed MOU Revised into 2 Documents - revised for who would host and who would employ
 - a. Employer MOU



- b. Host Site Agreement
 - 3. Salary information was also discussed regarding whether this was a 9 or 12 month role and whether the person was employed by a district or by a contracted service. The committee is in favor of full-time through PCMI
 - iii. Currently Ludington is the only one who has someone to fill this role; however it is an AmeriCorps position and the 2 year term is up this year. This is a role that would help the students tremendously with things that current counselors do not have time to deal with. For the agreement for the host site, LASD would provide an administrator to supervise the position. The person will be working with the counselors as well. A lot of families don't know how to help their children find post-secondary education and the hopes for this position are to fill that gap. By ensuring this a year-round role it will help the person and the students be more successful with the consistency of help.
 - iv. *Motion by Riffle to move forward with the MOU and host site agreements, allowing for revisions as appropriate, so that we can then move forward with salary recommendations, supported by Nash; discussion included Surd asking, "is that what we want," indicating a concern whether the motion comprised all necessary items, to which Jewell responded that other motions could be considered after the salary recommendation; Motion carried 8-0-3.*
- c. Committee Reports: (Minutes found here: <https://www.masoncountypromise.org/minutes>)
- i. Appeals Committee: Did Not Meet; Next Meeting: 6-3-24@11AM
 - ii. Student Success Committee: Met: 4-2-24@1PM; Next Meeting 4-22-24@10AM
 - 1. *Recommendation: Success Coordinator Salary Range (REF #11)*
 - a. Salary Schedule drafted by Director/Treasurer (REF #12) Looking at a range of \$45-50,000 with a schedule over the 4 years with a 4% COL raise and a performance raise. Maloney shared that she discussed the schedule with Treasurer Knizacky, who modeled it after the county's schedule to allow for initial pay that considers experience and planned raises that consider performance. Vacation time was also discussed as school vacation time differs from most, ranging up to 25 days (including winter and spring break), then up to 10 more days.
 - b. Success indicators would include several factors; however, we would have the summer to design something that is meaningful for the students. This is a student support role and Maloney indicated that the goals and outcomes page indicates that 95% of in-person students would have a post-secondary plan completed by May of their senior year. Board wants to see more defined role markers of success
 - c. *Motion by Vidak for Promise Zone to support the salary and benefits for two Success Coordinator roles, 1 hosted at LHS, and 1 hosted at MCC to be shared at MCE, with potential for reauthorization of funding for up to four years, not to exceed \$175,000 total for both roles in year one, supported by Haveman; Discussion from Surd included a wondering about support for G2S and ASM Tech, to which Jewell replied that the intent is that public schools will be the hosts but that the person will support those at G2S or ASMTech, home school and others, covering all Mason County students as needed; Motion carried 8-0-3.*
 - d. *Motion by Riffle to authorize the Board chair to sign and finalize the employer MOU and host site agreements with superintendents on behalf of Promise, selecting PCMI through MCC for the purposes of employment, salary and benefits for both roles, supported by Vidak; Discussion brought by Haveman questioning if LASD wanted to fund the gap between the cost using PCMI to make the role their employee, could they; Maloney*



responded that it could be considered, but the amount of support offered by LASD would not bridge that gap; Motion carried 8-0-3.

iii. Community Engagement Committee: Did Not Meet; Next meeting: 5-1-24@10AM:

1. Chair Needed: Jewell mentioned that she must serve as Committee chair in the interim, but a Chair is needed.

iv. Executive Committee: Did not meet; Next Meeting: 10-21-24@1PM

8. Old Business:

a. SB 350 & 555: Have moved to the House for a vote; No date for vote is currently available. These are the laws that will allow the Promise to support up to the full cost of attendance to fund a student, not just tuition. Also allow Promise zones to offer support services for students through their entire college career and help them succeed.

9. Any Other Business: Surd asked that the Promise share out communication about these new positions and educating the public about the resources available to all students regardless of them attending WSCC

10. Limited Public Comment: Jewell shared that April is Child Abuse Prevention Month, and that the pinwheels all around the building represent those affected.

11. Adjourn: Jewell moved to adjourn at 4:26 PM