



Mason County Promise Zone Authority Board Meeting
Meeting Minutes
Monday February 7, 2022: 3 p.m. - 5 p.m.
Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI

Members Present:

Fabian Knizacky, Annette Quillan, Monica Schuyler, Amy Pepper, Dena Thurston, Andrea Large, Kathy Surd, Joan Vidak

Members Absent: Roger Nash

Staff Present:

Kelly Parker, Jody Maloney, Brandy Miller(left at 4:20)

Call to Order

Schuyler called the meeting to order at 3:04 p.m.

1. Limited Public Comment: None present

2. Approval of the Agenda

a. Motion by Thurston to approve the agenda with support by Knizacky. Motion carried 8-0-1.

3. Approval of Minutes from 12-13-21

a. Motion by Knizacky to approve minutes from 12-13-2021 supported by large; Motion carried 8-0-1.

4. Treasurer's Report

a. Trial Balance: December 31, 2021 Balance will be reported at the February 14th meeting

b. Approval of Invoices:

i. WSCC Fall 2021 Tuition Invoice: \$163,255.40

ii. WSCC FYS Invoice: \$260.00.

1. Motion by Large to approve invoices collectively, supported by Thurston; Motion carried 8-0-1.

c. Approval of Treasurer's Report

i. Financial Procedure:

1. Motion by Vidak to approve ~~automatic appeals~~ **automatically approving invoices that fit within the approved annual budget for payment upon receipt**, supported by Large; Motion carried 7-1-

1. Quillan objected. **Copies of paid invoices, except those that are regular monthly invoices (Kennari, Chamber) will be included in each monthly meeting packet.**

5. Director's Report

a. Approval of Director Report

i. Motion by Thurston to approve the Directors Report with support by Vidak; Motion carried 8-0-1.

6. New Business

a. Board Member Updates

i. Welcome new Board member, Joan Vidak: Schuyler offered a welcome to Vidak.

ii. Legislative Appointment: With the passing of Jim Mclean, Vic Burwell was appointed to the Mason County Promise Zone Authority as the Speaker's Designee.

iii. Board Member Resignation: Kristen Biggs' resignation was presented to the Board.

1. Motion by Knizacky to accept Kristen Biggs resignation with support from Large. Motion carried 8-0-1.
 2. A new board member will need to be selected. The Director asked whether the Board would like to consider the candidates from recent December 2021 interviews. The board suggested doing their due diligence before considering a candidate.
 3. *Motion by Quillan to offer Connie Schwass the open position on the Mason County Promise Board with support from Pepper; Motion carried. Roll Call Vote: 5-2-1, 1 abstention: (Quillan-Yes, Large-Yes, Knizacky-Yes, Pepper-Yes, Thurston-No, Vidak-Abstain, Surd-Yes, noting that she feels it is important to stand behind prospective candidates, Schuyler-No, noting that her vote is for policy reasons and not for any other reason).*
 - a. Knizacky requested that the offer be an initial request to see if the candidate was still interested.
 - b. CEC will take up the selection per regular procedure if the candidate declines.
- b. 2022 Committees & 2022 FOIA & MMRMA Appointments
- i. Appeals
 1. Amy Pepper, *Fabian Knizacky, Annette Quillan, and Roger Nash are willing to serve on the Appeals Committee
 - ii. Community Engagement Committee
 1. Monica Schuyler, Annette Quillan, and *Dena Thurston are willing to serve on the CEC committee; The committee would like another member
 - iii. Student Success Committee
 1. Andrea Large, Amy Pepper, Annette Quillan, *Monica Schuyler, Kathy Surd, and Joan Vidak are willing to serve on the Student Success Committee
 - iv. Executive Committee (Ad Hoc)
 1. Officers and *chairs (as members-at-large) serve on this committee: Monica Schuyler, Dena Thurston, Fabian Knizacky, & Andrea Large are on this committee.
 - v. Renewal of Appointment: FOIA Coordinator: Fabian Knizacky
 - vi. Renewal of Appointment: MMRMA Representative: Jody Maloney
 - vii. Confirmation of 2022 Committee Service & All Appointments by Board
 1. *Motion to approve as amended (removal of Biggs) by Knizacky with support from Large. Motion carried. 8-0-1.*
- c. Committee Reports:
- i. Appeals Committee: Met: 2-7-22@11AM (Recommendations will be shared on 2-14-22); Next Meeting: 6- 6-22@11AM
 - ii. Student Success Committee: Met: 1-24-22@10AM (Recommendations will be shared on 2-14-22); Next Meeting: 2-28-22@10AM
 - iii. Community Engagement Committee: Met 1-12-22@4PM; Next Meeting: 4-7-22@4PM (recommendations will be shared on 2-14-22)
 - iv. Executive Committee: Met on 1-26-22@3PM; Next meeting, 10-19-22@3PM
 1. Promise-WSCC MOU: Recommended the MOU to the full Board for approval.
 - a. *Motion by Quillan to add "and certifications" in item 1, following "degree" and bring back to the Executive Committee with support from Knizacky; Motion carried. 8-0-1.*
 2. Ludington & Scottville Chamber Revised Agreement: Submitted to the full board for consideration
 - a. *Motion by Large to approve the Ludington & Scottville Chamber revised agreement with support from Surd; Motion carried, 8-0-1.*
 3. Unspecified Donations to Promise Zone: Recommended to add any new donations that are unspecified to the endowed fund at the Community Foundation for Mason County; discussion included a need to put the donor intent in writing.
 - a. *Motion by Thurston to approve recommendation to add any new donations that are unspecified to the endowed fund at the Community Foundation for Mason County, with support from Vidak; Motion carried, 8-0-1.*
 4. Recommends combining the ad-hoc Policy Committee with the Executive Committee; Motion carried 2-0-2 absent.
 - a. *Motion by Surd to approve combining the ad-hoc Policy Committee with the Executive Committee with support from Large. Motion carried, 7-0-1. Quillan abstained.*
 5. McLean Memorial Donations for Supporting Scholars with Educational Needs that Cannot be

Addressed by the Promise Scholarship: Recommended to the full Board to send the responsibility to determine the criteria, application, and award process to the Student Success Committee: vote 2-0-2 absent.

- a. *Motion by Thurston to approve sending the responsibilities to determine the criteria, application and award process to the Student Success Committee with support from Large. Motion carried, 8-0-1.*

7. Old Business:

a. **2022 Board Training:**

- i. Handbook & Conflict of Interest: 2022 Handbook & Conflict of Interest Forms are available at meeting— Members do not need to update your Conflict of Interest form if there have been no change to affiliations since Jan. 2021.
- ii. Strengths Activities
 - 1. Small Group Sharing Activity
 - 2. Full Group Activity

8. Any Other Business: None

9. Limited Public Comment: None.

10. Adjourn: *Schuyler moved for adjournment at 5:01 p.m.*