



Mason County Promise Zone Authority Board Meeting
Meeting Minutes
Thursday, November 4, 2021: 3 p.m. - 5 p.m.
Location: Ludington & Scottville Chamber of Commerce Conference Room

Members Present:

Fabian Knizacky, Annette Quillan, Monica Schuyler, Kristen Biggs, Roger Nash, Jim McLean (virtual, non-voting), Amy Pepper, Dena Thurston, Andrea Large (virtual, voting), Kathy Surd (arrived at 3:04 PM)

Staff Present:

Kelly Parker, Jody Maloney

Call to Order

Schuyler called the meeting to order at 3:01 p.m.

1. Limited Public Comment: None present

2. Approval of the Agenda

- a. *Motion by Nash to approve the agenda with support by Knizacky, with the following amendments: additional invoice added to item 5.c., re-lettering of 7.b.ii.1. Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

3. Approval of Minutes from 10-11-2021

- a. *Motion by Nash to approve minutes from 10-11-2021, supported by Knizacky; Motion carried 9-0-0 with 1 additional present virtually but non-voting (note arrival of Surd).*

4. Treasurer's Report

- a. Trial Balance: \$1,738,347.93
 - i. 2022 SET Capture Received: \$816,037.00
- b. CFFMC 3rd Quarter Report reviewed.
- c. Invoices:
 - i. Lenz-Balder Insurance for Director Bond: \$750.00 (no increase)
 - ii. Kennari Consulting Travel for \$109.76
 - iii. *Motion by Nash to approve both invoices with support by Knizacky; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
- d. Approval of Treasurer's Report
 - i. *Motion by Biggs to approve the Treasurer's Report with support by Surd; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*

5. Director's Report

- a. Approval of Director Report
 - i. *Motion by Knizacky to approve the Directors Report with support by Nash; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*

6. New Business

- a. Communication from Betsy Motyka, re: Homeschooled Students: Maloney will respond to let Ms. Motyka know that the Board read and considered her letter. No action taken.
- b. Committee Reports:
 - i. Appeals Committee: Meets next: 12/6/21@11AM
 - ii. Student Success Committee: Met: 10/25/21@1PM; Meets next; 11/22/21@10AM
 1. Recommendations for Funding
 - a. Recommended approval of an estimated cost of \$100 per school (LHS, MCC, MCE) to provide lunch during the focus group event at each respective school.
 - i. *Motion by Nash to approve the \$300 request with support by Biggs; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - b. College Advisers in High Schools: Recommended supporting the college advising program through MSU & MCAN in the amount of \$21,700, \$7500 for 2022 shared position for MCE & MCC, totaling \$15000, and \$6700 for an LHS/Promise position.
 - i. *Motion by Thurston to approve the \$21,700 request with support by Biggs; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - c. 2021 High School FAFSA Nights: Recommended to the full board to approve up to \$300 per school for 2021 FAFSA nights.
 - i. *Motion by Biggs to approve the request with support by Nash; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - d. 2022 FAFSA Initiatives for 2022: MCC \$800; MCE \$500; LHS: \$1500 G2S: \$200—Total request \$3000
 - i. Recommended to fund incentives for families to complete the FAFSA at local high schools. (MCC, MCE, LHS, G2S).
 1. *Motion by Thurston to approve the request with support by Biggs; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - e. FYS at MCE requested by WSCC: Recommended to approve FYS tuition for MCE in the amount of \$6,500 with support by Quillan.
 - i. *Motion by Nash to approve the request with support by Surd; Motion carried 8-0-0 with 1 abstention (Pepper) and 1 additional present virtually but non-voting.*
 - iii. Community Engagement Committee: Met: 11/1/21@4PM
 1. Reviewed 4 Candidate Applications
 - a. Recommendation: CEC recommended interviewing two candidates, Joan Vidak and Megan Samuels at this time.
 - i. *Motion by Nash to approve interviewing all 4 candidates with support by Surd; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - ii. *Motion by Knizacky to refer determination for a process for CEC to screen Board member candidates to the Policy Committee, with support by Biggs; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - b. Interview date: Maloney will send a poll to set up a special meeting date for interviews.
 2. Officer Nominations for December elections
 - a. CEC Nominated positions: Schuyler-Chair, Thurston-Vice Chair, Knizacky-Treasurer, Large-Secretary.
 3. Recommended to hold a spring training for Promise advocates in the county (and on our board committees), and to request the purchase of 11 copies of Strengthfinder 2.0 for our 2022 Board training.
 - a. *Motion by Knizacky to purchase 11 copies, with support from Biggs; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - iv. Executive Committee: Met: 10/28/21@1:30PM

1. Recommendations

- a. Recommended to the full Board to accept the revised CFFMC fund agreement, which includes closing the current fund and transitioning those dollars into the endowed fund.
 - i. Recommended to encourage that the Board allow the annual distribution to accumulate in the fund each year.
 - 1. *Motion by Nash to approve accepting the revised fund agreement, and allowing the annual distribution to accumulate in the fund each year with support from Surd; Motion carried 8-0-0 with 1 abstention (Large), and 1 additional present virtually but non-voting.*
- b. Recommended to forgive the outstanding Schoenherr pledge of \$100,000. McLean stated that if he were presented in person to vote, that he would vote against this.
 - i. *Motion by Large to forgive the outstanding Schoenherr pledge of \$100,000 with support from Biggs; Motion carried 8-1-0 absent, with 1 additional present virtually but non-voting.*
- c. Kennari Contract Proposal for 2022: Recommended to send the Kennari Consulting proposal for 2022 to the Board for approval.
 - i. *Motion by Large to approve the Kennari Consulting proposal for 2022 with support by Nash; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
- v. Policy Committee: Has not met; Ad hoc
- c. Year-end Letter to Supporter
 - i. *Motion by Knizacky to approve the year-end letter with support by Biggs; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
- d. New MMRMA Rep Needed
 - i. *Motion by Knizacky to approve Jody Maloney as new MMRMA rep with support by Nash; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*

7. **Old Business:**

- a. 2022 Budget Proposal
 - i. *Motion by Biggs to approve the 2022 budget proposal with amendments with support by Pepper; Motion carried 9-0-0 with 1 additional present virtually but non-voting.*
 - 1. Knizacky suggested amending up to \$41,000 for education activities and \$5400 for auditing.
- b. Chamber relocation in 2022-Schedule Board meetings at the Airport or request LRN or College?
 - i. Maloney is looking for recommendations for board meeting locations moving forward.

8. **Any Other Business:**

- a. Surd suggested holding a meet and greet with the Promise Zone Board and local school superintendents in January 2022, to better understand funding priorities for the ~~SR3~~ **Esser III** dollars and avoid overlap in services.
- b. Biggs proposed issuing an RFP for the 2022 audit. Maloney will submit a request to MPZA to determine other auditors used by Promise Zones and related costs.

9. **Limited Public Comment: None.**

10. **Adjourn:** *Schuyler moved for adjournment at 4:45p.m.*