



**Mason County Promise Zone Executive Committee
Meeting Minutes
October 6, 2021 at 1:30 PM
Ludington & Scottville Chamber of Commerce**

1. Call to Order: Schuyler called the meeting to order at 1:38 PM; Present: Fabian Knizacky, Andrea Large, Monica Schuyler; Jim McLean (present online, non-voting—noted as abstention); Absent: Dena Thurston
2. Limited Public Comment: No public present
3. Approval of the Minutes from September 9, 2021: *Motion by Knizacky to approve, supported by Large; Motion carried 3-0-1-1.*
4. Approval of the Agenda: Maloney requested adding item 5.c., WSCC MOU Draft Review to the agenda; *Motion by Knizacky to approve, supported by Large; Motion carried 3-0-1-1.*
5. **New Business**
 - a. Director Review Materials—Review set for October 19@9AM: *Knizacky made a motion to recommend the review materials to the full board as proposed, with support by Large; Motion carried, 3-0-1-1.*
 - b. Contract & Budget Review
 - i. Chamber Contract: Knizacky suggested the following changes: Inclusion of Attachment A (salary schedule), updating of the word “Coordinator” to “Director,” and replacing the “Based on the Attachment A...monthly basis...” line from the third paragraph on page 1 to language that reflects that the Mason County Promise Board “will approve the Director’s annual compensation at the annual budget meeting and compensate the Chamber on a monthly basis for payment...” *Motion made by Large to recommend the Chamber contract to the full board for review in October and (with changes noted above), supported by Knizacky; Motion carried 3-0-1-1.*
 - ii. Kennari 2022 Contract Proposal Materials: Requested Maloney to follow up on the following items: Determining how many hours are spent each month by Kennari on Promise related items; include page numbers on any proposal; address timetable (says three months, should be 12); Address fee schedule (says 12 payments of \$300=\$4,000, should be \$3600). No additional action taken.
 - iii. 2022 Budget
 1. SET Capture: \$816,037.00
 2. Proposed Budget
 3. *Recommendation: Motion by Large to recommend the 2022 Budget Proposal as drafted for Board review in October, with support from Knizacky; Motion carried 3-0-1-1.*
 - iv. WSCC-Promise MOU Draft—initial review
 1. *Knizacky motioned to recommend the draft as an original proposal and request that the full Board authorize the Executive Committee to work with WSCC to negotiate terms and then present a final MOU to the full Board for approval, supported by Large; Motion carried 3-0-1-1.*
6. **Old Business**
 - a. Follow-up on CFFMC Investment Presentation (and Fundraising Language)
 - i. CFFMC is agreeable to allowing the Promise to access up to \$300,000 in the fund agreement for the life of the fund, however a proposal is still in development and was not yet ready for review. *Action on this item scheduled for October 28, 2021 at 1:30PM.*
7. Any Other Business: None
8. Limited Public Comment: No public present



9. Adjourn: *Schuyler moved to adjourn the meeting at 2:56 PM.*