



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

Board Members Present: Juliana Anderson, Monica Schuyler, Fabian Knizacky, Roger Nash, Amy Pepper, Annette Quillan, Chad Riffle, Kathy Surd & Joan Vidak

Board Member Absent: Vic Burwell

Staff Present: Jody Maloney

1. **Call to Order:** Schuyler called the meeting to order at 3:00 PM.
2. **Limited Public Comment:** Schuyler reminded Board members that there is a communications policy, and if the public are asking for information related to the Promise, members should refer them to the Director or Chairperson. Schuyler shared a printed example of communications that a Board member sent.
3. **Approval of the Agenda:** Motion By Knizacky to approve the agenda with support from Nash; Motion carried 9-0-1.
4. **Approval of the Minutes**
 - a. 11-13-2023: Knizacky moved to approve the minutes with support from Vidak; Motion carried 9-0-1.
5. **Treasurer's Report:**
 - a. Balance Report for November 2023
 - i. Please note that the year-end financial report will be available at the February Board meeting
 1. Knizacky provided an overview of changes in November; Quillan asked about prepaid items, to which Knizacky responded that the items were MMRMA premium contributions and Lenz-Balder surety bond payments.
 - b. 2023 Invoices & Budget Items:
 - i. WSCC—Promise video creation & campaign: \$5000 (in 2023 budget) (REF #3)
 - ii. WSCC Fall Tuition (in 2023 budget) (REF #4)
 - iii. LASD Reimbursement for 2023-24 College Adviser Match Invoice (in 2023 budget) (REF #5)
 - iv. Reimbursement Request for mileage to Promise Net from A. Quillan: \$327.50: Quillan requested that the payment be submitted to the Community Foundation for the fund in memory of Jim McLean; Knizacky said that will work as long as a new invoice is sent to him.
 1. Need 2023 budget amendment to \$1325 (increase of \$325) to approve:
 - v. Approval of invoices & budget amendment: Motion to approve 2023 invoices and related budget amendment by Vidak, supported by Nash; Motion carried 9-0-1.
 - c. 2024 Invoices & Budget Items:
 - i. LHS 2023-24 FAFSA Fund Request (In 2024 budget)
 1. Approval of Invoices
 - ii. 2024 Budget Amendment Request: Increase Memberships & Subscription line item by \$500 to \$3,000 due to 2024 MPZA dues increase.
 1. Knizacky sought clarification on whether the increase would use funds from unused revenue.
 - d. Approval of Treasurer's Report: Motion by Nash to approve the invoice, the requested budget increase using funds from unused revenue, and the Treasurer's report, with support from Anderson; Discussion included a request from Quillan that the next Executive Committee meeting consider the addition of charitable mileage, and paying meals per diem, rather than per receipt; Motion carried 9-0-1.
6. **Director's Report: Maloney provided an overview of the last two month's activities.**
 - a. Approval of Director's Report: Motion to approve the Director's Report by Knizacky, with support from Riffle; motion carried 9-0-1.
 - i. Academic Recovery Checklist for Appeals: Maloney will send with approved GPA appeals.



- ii. Request for Research: *Motion by Quillan to offer the opportunity with students in Canvas, ensuring that they know that it is not required by the Promise, with support from Pepper; Motion carried 9-0-1.*
- iii. 2023 Award Totals
- iv. Promise Student Experience Video: https://www.youtube.com/watch?v=w_D-z3PD6iQ&t=6s

7. New Business

a. Election of Officers

i. Current Nominations recommended by CEC

- 1. Chair: Schuyler opened the floor for nominations for the Chair
 - a. Monica Schuyler (As recommended by CEC): Surd nominated Schuyler for Board president.
 - b. Call for Additional Nomination: Schuyler called two additional times for nominations, with no additional nominations put forward.
 - c. *Motion to Close Nominations: Motion by Knizacky to close nominations for Chair and elect Schuyler, with support from Vidak;*
 - d. *Vote: Unanimous, 9 yes; 0 no; 1 absent*
- 2. Vice Chair: Schuyler opened the floor for nominations for the Vice Chair
 - a. Juliana Anderson (As recommended by CEC): Surd nominated Anderson for Vice Chair.
 - b. Call for Additional Nomination: Schuyler called two additional times for nominations, with no additional nominations put forward.
 - c. *Motion to Close Nominations: Motion by Riffle to close nominations and elect Anderson, with support from Nash.*
 - d. *Vote: Unanimous, 9 yes; 0 no; 1 absent*
- 3. Treasurer: Schuyler opened the floor for nominations for the Treasurer
 - a. Fabian Knizacky (As recommended by CEC): Surd nominated Knizacky for Treasurer
 - b. Call for Additional Nomination: Schuyler called two additional times for nominations, with no additional nominations put forward.
 - c. *Motion to Close Nominations: Motion by Riffle to close nominations and elect Knizacky, with support from Nash.*
 - d. *Vote: Unanimous, 9 yes; 0 no; 1 absent*
- 4. Secretary
 - a. Kathy Surd (As recommended by CEC): Schuler opened the floor from nominations for the Secretary.
 - b. Call for Additional Nomination: Schuler called two additional times for nominations, with no additional nominations put forward.
 - c. *Motion to Close Nominations: Motion by Knizacky to close nominations and elect Surd, with support from Riffle.*
 - d. *Vote: Unanimous, 9 yes; 0 no; 1 absent*

b. Committee Selection

- i. Committee Chair Appointments, based on members' expressed specific interest, submitted by CEC
 - 1. Appeals: Fabian Knizacky
 - 2. Community Engagement: Juliana Anderson
 - 3. Student Success: Joan Vidak
 - 4. Executive Committee: Board Chair serves in this role
 - a. *Motion to approve appointments: Motion by Nash to approve committee Chair appointments with support from Riffle; Motion carried 9-0-1*



- ii. Committee Service for 2024 year: Unchanged for continuing members from 2023; Any member interested in changing committee obligations, please express that if need arises.
- c. FOIA & MMRMA Appointments
 - i. Renewal of Appointment: FOIA Coordinator: Fabian Knizacky: *Motion to approve Knizacky as FOIA Coordinator by Quillan, with support from Pepper; Motion carried 9-0-1.*
 - ii. Renewal of Appointment: MMRMA Representative: Jody Maloney: *Motion by Knizacky to approve Maloney as MMRMA Representative, with support from Anderson; Motion carried 9-0-1.*
- d. 2024 Conflict of Interest Form—please sign if you have updates
 - i. Please note that the 2024 Promise Board Handbook will be provided at the 2-2024 meeting
- e. *Confirmation of 2024 Committee Service & All Appointments by Board: Motion by Knizacky to approve all as elected, with support from Anderson; Motion carried 9-0-1.*
- f. Certificate of Incumbency—The Board’s certification of elected officers and director roles for 2024
 - i. Board Secretary Surd authorized the Certificate of Incumbency for 2024, by signature at the meeting, in the presence of the Board.
- g. Certificate of Compliance—Board adherence to Promise Zone laws and our local amended plan
 - i. Chair Schuyler, Treasurer Knizacky, and Director Maloney authorized the 2024 Certificate of Compliance by signature at the meeting, in the presence of the Board.
- h. Committee Reports:
 - i. Appeals Committee: Met: 12-4-23@11AM; Next Meeting: 2-5-24@11AM
 1. Recommendations to approve appeals
 - a. *Appeal #83: Recommends Approval of up to an additional 12 hours; Maloney noted that the Appeals Committee stated that such appeals would be considered on a case-by-case basis, and that approval of this appeal did not set a precedent.*
 - b. *Appeal #84: GPA under 2.0--Recommends Approval*
 - i. *Motion by Vidak to approve both recommended appeals, with support from Riffle; Motion carried 9-0-1.*
 - ii. Student Success Committee: Met: 11-27-23@10AM; Next Meeting: 1-22-24@10AM
 1. Submitted Proposed Success Coordinator Role for Review & Discussion:
 - a. Discussion included:
 - Appreciation of the committee’s work
 - Would the Promise ask for partners to support the role? Is there a way to provide partial funding? What would the range of pay be?
 - Wondering why a high school-based coordinator vs. college, when the growth discussion focused on need at the college level
 - Challenge to find people to fill the AmeriCorps role
 - Would there be two positions?
 - Who would employ the position? What would the salary and benefits look like if employed by the schools? How could we be sure the position would not be used to fill other school roles (ex: sub teacher, bus driver)?
 - Would 2024 match funds be used or would this be in addition to funding?
 - b. *Motion by Anderson to for the Director and Surd to initiate discussion with School Districts to gauge interest in a success coordinator position, supported by Riffle; Motion carried 9-0-1.*
 1. The intent is to bring information back to the Board to support a more informed decision
 2. Requested for Board to review for the purposes of understanding a potential timeline for both growth priorities:



- a. Estimate for growth costs related to expansion
 - b. Estimate for growth costs related to each success coach role
 - i. Schuyler acknowledged that more work needed to be done related the identified growth priorities of expansion and success coaching.
 - iii. Community Engagement Committee: Met: 1-3-24@3:30 PM; Next meeting: 2-7-23@3:30 PM
 - 1. Recommended nominations for officers & submitted Committee Roles
 - 2. Board Member Search: *Recommends interviewing both candidates: Motion by Knizacky to approve interviewing both candidates at the next Board meeting; Support from Pepper; Motion carried 9-0-1.*
 - iv. Executive Committee: Did not meet; *Next Meeting: 10-21-24@1PM*: Maloney requested that Board Executive Committee members let her know if unable to make it.
- 8. Old Business: None**
- 9. Any Other Business: None**
- 10. Limited Public Comment: None**
- 11. Adjourn:** *Schuyler moved to adjourn the meeting at 4:22 PM*