



**Mason County Promise Zone Executive Committee  
Meeting Minutes**

**Tuesday, June 1, 2021 at 3:00 PM**

**Online via Zoom due to the Mason County Board of Commissioners local emergency declaration**

1. Call to Order: Schuyler called the meeting to order at 3:04 PM. Members present: Monica Schuyler, Pere Marquette Twp., MI; Fabian Knizacky, Ludington, MI; Jason Kennedy, Ludington, MI; Andrea Large, Ludington, MI; Jim McLean, Cornelius, NC; Dena Thurston, Custer, MI.
2. Limited Public Comment: None
3. Approval of the Minutes from February 25, 2021: Motion to approve the minutes by McLean, supported by Large; Motion passed 6-0-0.
4. Approval of the Agenda: Motion to approve the agenda by Knizacky, supported by Large; Motion passed 6-0-0.
5. New Business
  - a. Approved 2021 Budget: Unallocated funds were reviewed, with mention that the Tuition Scholarship is always a variable amount, and that other Promise Zones recommend setting aside 1/3 of each SET Capture for clawbacks. Knizacky noted that the current line item for Scholarships will need to be adjusted for 2021; Maloney will add the item to the Board agenda.
  - b. SET Projections: The Committee reviewed the Zone's SET projections. Kennedy mentioned that Covid-19 affected some work at the pump storage plant, which will likely impact local growth for SET, but the expected impact was still within range of the 1-3% growth projections.
  - c. Mason CAN Financial Support Request: *Knizacky made a motion to recommend to the full Board to fund \$9200 to support Mason CAN's operation for the remainder of 2021, requesting an MOU and updated financial request, supported by Kennedy; Motion passed 6-0-0.* Future funding needs will be reviewed at a later time when there is information on MCAN's state budget appropriation for 2022.
  - d. Orientation Incentive Proposal Request: *Large made a motion to recommend that the full Board support Option 1 of the Orientation Incentive request at the cost of \$25000 for one year, supported by Thurston; Motion carried with 3 "Yes" (Large, Thurston, Schuyler); 2 "No" (Knizacky, McLean); and 1 absent (Kennedy was in the meeting but unavailable for the vote).*
  - e. Funding Request Form: Knizacky requested that the form include a box to denote whether funds for requests would be drawn from the 15% Administrative portion of the annual budget or not.
6. Old Business
  - a. Plan of Work Items
    - i. Committee Structure & Process Review: Upon review, the Committee noted that they are concerned with the structure for the Student Success Committee. The Committee felt the Executive Committee role within the structure was appropriate.
    - ii. Committee Charter
      1. *Recommendation: Knizacky recommended the Charter for full Board approval, supported by McLean; Discussion included a request from McLean to work with Kennari Consulting to develop a clear process for identifying the slate of officers for the annual election each year; Motion passed 5-0-1 (Kennedy was in the meeting but unavailable for the vote).*
    - iii. Next Steps
7. Any Other Business: None
8. Limited Public Comment: None
9. Adjourn: *Motion by Schuyler to adjourn the meeting at 4:28 PM.*

