



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

**Wednesday, November 4, 2020 at 11 AM**

**Location:** Online via Zoom due to Covid-19 pandemic state of emergency

1. Call to Order: Schuyler Called the meeting to order at 11:05 AM and began the roll call:  
Members Present: Monica Schuyler, Pere Marquette Twp., MI; Andrea Large, Ludington, MI;  
Fabian Knizacky, Ludington, MI;  
Members Absent: Ed Makowicki  
Staff Present: Jody Maloney, Brandy Henderson-Miller
2. Limited Public Comment: None
3. Approval of the Agenda: *Motion to approve the agenda by Large, supported by Knizacky; Motion passed 3-0-1.*
4. New Business:
  - a. Coordinator Annual Review: Schuyler provided an overview of Board feedback on the coordinator's performance, which was positive, and requested the Executive Committee's okay on meeting with Brandy Miller to finish the review process.
    - i. *Knizacky made a motion to recommend to the full Board to change the position title from "Coordinator" to "Director," and to increase Maloney's salary by 3%, supported by Large; Large noted that the position description should be changed to match the role if the Board approves the recommendation; Motion passed, 3-0-1.*
  - b. 2021 Meeting Schedule: The Committee will meet on Wednesday, October 6<sup>th</sup> at 1:30 PM and otherwise ad-hoc if needed.
5. Old Business
  - a. Mason County Promise Zone 2021 Updated Budget: *Large made a motion to recommend the 2021 budget as discussed to the Board, Support from Knizacky; Knizacky noted that the proposed Director salary increase should be reflected in the updated budget along with the related increases to FICA and retirement; Motion passed 3-0-1.* Maloney will follow up with the Chamber for an updated number and send the fully updated budget with the Board meeting materials.
6. Any Other Business: None
7. Limited Public Comment: None
8. Adjourn: Schuyler motioned to adjourn at 11:23 AM.