



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

Monday, February 8, 2021, 3 p.m. - 5 p.m.

Location: Online via Zoom due to ongoing Covid-19 pandemic

Members Present:

Andrea Large-Ludington, MI, Amy Pepper-Scottville, MI, Kathy Surd-Pere Marquette Twp., MI, Fabian Knizacky-Ludington, MI, Annette Quillan-Ludington, MI, Monica Schuyler-Pere Marquette Twp., MI, Jim McLean-Cornelius, NC, Jason Kennedy-Ludington, MI, Dena Thurston-Fountain, MI, Kristen Biggs-Gaylord, MI, Roger Nash-Eden Twp., MI

Members Absent:

Staff Present:

Jody Maloney, Kelly Parker, Mary Sumners, Josh Spencer (Kennari Consulting Contract) & Brandy Miller(3-3:22pm)

Call to Order

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

1. **Limited Public Comment:** None
2. **Approval of the Agenda:** *Motion by Large to approve the Agenda, with support by McLean; Motion carried 11-0-0.*
3. **Approval of the Minutes:** *Motion by McLean to approve the minutes from January ~~1st~~ 11th as amended, with support from Knizacky; Motion carried 11-0-0.*
 - a. *January ~~1st~~ 11th Meeting Amendments:*
 - i. *Motion by Knizacky to approve the WSCC invoice not the Treasurer's report.*
 - ii. *The December treasurer report was incomplete, but resolved during the February meeting.*
 - iii. *For future reference, the Treasurer's report will be a separate item to be approved by the Board each time.*
4. **Treasurer's Report:**
 - a. *Trial Balance: \$1,138,120.80*
 - b. *Invoices: None New*
 - c. *2020 Audit Bid for 2019 Auditor: Clark Schaefer Hackett (formerly Layton & Richardson) provided a bid at \$4, 450 or \$3,925 if the Treasurer prepares the report (=5% from LY, so fits within proposed financial policy).*
 - i. *Knizacky agreed to prepare the report again this year using the same firm that Mason County has been using for the last 15 years.*
 - *Motion by McLean to approve the audit motion in the amount of \$3,925 with support by Kennedy; Motion carried 11-0-0.*
 - d. *Community Foundation Report -Andrea Large*
 - i. *Once there is a set direction for the Promise, the Board will talk about moving forward with an endowed fund since the tax capture is so significant. This really sets the Promise Zone apart from the other Promise Zones in the state of Michigan. It will be something exciting to talk about when the timing is right.*
 - e. *Approval of Treasurer's Report: Motion by McLean to approve the Treasurer's Report, with support by Nash; Motion carried 11-0-0.*

5. **Director's Report**-Maloney shared a brief list of her activities over the past month, January-February 2021. Maloney will add in the graduates by cohort year to the numbers reported (included on the last page of minutes).
6. **New Business**
 - a. Focus Area Discussion: Kennari Consulting
 - i. Review stated goals of the Promise Zone: Vision & What's in the Plan
 - ii. Map the continuum to college success
 - iii. Review existing programs and partnerships
 - iv. Consider strengths and opportunities along with continuum
 - v. Next steps in the discussion
 - b. Committee Reports:
 - i. Appeals Committee: met on 2/1/21 @ 11am; Next meeting 6/7/21@ 11am
 - Recommending Appeal #20 for approval
 - a. *Motion by McLean to approve the recommended appeal #20 with support by Large; Motion carried 11-0-0.*
 - Sample Committee Charter for review and approval
 - a. *Motion by Knizacky to approve the Committee Charter with support by Nash; Motion carried 11-0-0.*
 - ii. Student Success Committee met on 2/8/21 @ 8am; Next meeting 5/10/21 @ 8am
 - Items for review
 - a. Recommendations: None. Reports given at the meeting can be found at <https://www.masoncountypromise.org/copy-of-students>
 - b. Committee Purpose-Maloney asked that board send her their thoughts
 - i. Quillan suggested to identify post-secondary achievement problems, then work backwards to propose a solution that can be addressed by the Promise Zone.
 - iii. Executive Committee met on 1/25/21 @ 12pm; Next meeting 6/1/21 @ 3pm
 - Items for review:
 - a. Director Job Description
 - i. Revisit this once the focus is narrowed
 - b. Board Member Role Description
 - i. *Motion by McLean to approve the Board Member Role Descriptions into the handbook with support by Nash; Motion carried 11-0-0.*
 - iv. Policy Committee: Met on 1/6/21:
 - *Motion by McLean to approve the minutes from the January 6th Policy Committee meeting with support by Nash; Motion carried.*
7. **Old Business:**
 - a. MMRMA Annual Renewal
 - i. Kennedy has a meeting 2/9/21 to discuss MMRMA.
 - b. Handbook Updates
 - i. *Motion by McLean to approve the handbook, noting updates suggested by Knizacky, with support by Knizacky; Motion carried.*
8. **Any Other Business:** Knizacky brought up an outstanding pledge for \$100,000 to the Promise, which the Board will need to address by either holding it in the books for another year, and risking a finding in the audit, or removing it from the books as a loss. Large suggested that the discussion go to the Executive Committee for a recommendation.
9. **Limited Public Comment:** None.
10. **Adjourn:** *Schuyler moved for adjournment at 5:04 p.m.*

Promise Zone Award Totals/Cohort Year

<i>Sem/YR</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>Total/Sem</i>	<i>Graduates</i>
<i>FA20</i>	<i>17610.04</i>	<i>55024</i>	<i>83161.3</i>	<i>155795.34</i>	<i>3</i>
<i>SU20</i>	<i>2461</i>	<i>12833</i>	<i>0</i>	<i>15294</i>	<i>0</i>
<i>WI20</i>	<i>40678.86</i>	<i>\$54,692.50</i>	<i>0</i>	<i>95371.36</i>	<i>7</i>
<i>FA19</i>	<i>54593.62</i>	<i>71216.14</i>	<i>0</i>	<i>125809.76</i>	<i>2</i>
<i>SU19</i>	<i>4526</i>	<i>0</i>	<i>0</i>	<i>4526</i>	<i>0</i>
<i>WI19</i>	<i>54840.56</i>	<i>0</i>	<i>0</i>	<i>54840.56</i>	<i>1</i>
<i>FA18</i>	<i>54827.54</i>	<i>0</i>	<i>0</i>	<i>54827.54</i>	<i>0</i>
<i>Total/CY</i>	<i>229537.6</i>	<i>193765.64</i>	<i>83161.3</i>	<i>506464.56</i>	<i>0</i>
<i>Grads:</i>	<i>12</i>	<i>1</i>	<i>0</i>		<i>Last update: 2/21</i>