



**Mason County Promise Zone Authority Board
Minutes
Monday, December 9th, 2019 from 3pm-5pm
Lakeshore Resource Network-920 E. Tinkham Ave., Ludington, MI 49431**

Members Present: Jason Kennedy, Fabian Knizacky, Andrea Large, Dena Thurston, Roger Nash
Jim McLean, Ed Makowicki, Monica Schuyler, Amy Pepper, Annette Quillan, Kathy Surd

Members absent:

Staff Present: Jody Maloney, Brandy Miller, Kelly Parker

Call to Order

Monica Schuyler called the meeting to order at 3pm

1. **Limited Public Comment:** No comments were made
2. **Approval of the Agenda:**
Motion-Knizacky, Support-Mclean; Motion carried: 11-0
3. **Approval of the Meeting Minutes- September 9th, October 14th, & November 11th meeting minutes:** The minutes were approved with the following changes;
September 9th minutes:
 - a. 5c-Motion carried 11-0-0
 - b. 10-The meeting was moved for adjournment @ 5pm by Nash with support by Makowicki.October 14th minutes:
 - a. 5f-Motion to accept Large as Secretary by Knizacky with support from Thurston. Motion carried 8-0-1, 2 Absent.November 11th minutes:
 - a. 7c-Student Success Committee-The next meeting is scheduled for November 22nd at 8am in the Chamber Conference room.
 - b. 8-On behalf of the Board, Jim McLean expressed a sincere appreciation and "Thank You" to Jason Kennedy, Monica Schuyler, Annette Quillan, and Fabian Knizacky for their service and dedication. Minutes were approved by Nash with support by McLean.
4. **Election of Officers for the 2020 year**
 - a. **Chairperson**-Nash nominated Monica Schuyler for the position of Board Chairperson, supported by McLean. Three calls were made for additional nominations with no additional made. Monica Schuyler was approved following a motion by Thurston with support by Makowicki. Motion carried: 11-0
 - b. **Vice-Chairperson**-McLean nominated Ed Makowicki. Three calls were made for additional nominations with no additional made. Ed Makowicki was approved following a motion by Large with support by Thurston. Motion carried: 11-0
 - c. **Treasurer**-McLean nominated Fabian Knizacky for the position of Treasurer; Three calls were made for additional nominations with no additional made; Fabian Knizacky was approved following a motion by Nash with support by Large. Motion carried: 11-0
 - d. **Secretary**-McLean nominated Andrea Large for the position of Secretary. Three calls were made for additional nomination with no additional made; Large was approved following a motion by Knizacky with support by Thurston. Motion carried: 11-0

- e. A resolution to adopt the previously discussed meeting schedule for 2020 with January 2021 added was approved following a motion by Knizacky with support by Makowicki. Motion carried: 11-0

5. New Business:

a. Treasurer’s Report:

i. Monthly Update on Budget

Knizacky recommended a budget amendment for the Tuition line item from \$162k-\$187K. Motion to approve this budget amendment by Nash with support by Large. Motion carried:11-0.
Invoices

- a. **West Shore Community College tuition invoice in the amount of \$124,242.76** was approved following a motion from Knizacky with support by Nash. Quillan requested that the Minutes reflect that the invoice was reviewed and compared with Promise Zone applicants to ensure eligibility; Maloney and Schuyler indicated that they had both completed such a comparison. Motion Carried: 11-0
- b. **Ludington & Scottville Chamber of Commerce invoice** was reviewed and decided that it will not be an agenda item at any future monthly meetings unless Knizacky advises otherwise.

b. Coordinator’s Report

- i. Maloney gave a brief summary of her activities over the past month and submitted recommendations to the board regarding By-Laws, training and strategic planning. Quillan requested that the minutes for this meeting reflect the current Scholar numbers for the Promise.

Class of 2018 (Using Promise from FA18-FA19): 47

Applied for Promise/Eligible	FA19 Scholars at WSCC & Promise Eligible/Using Promise
105/90	54/34

FA18	WI19	SU19	FA19
40	39 (4 unique)	9 (3 unique)	34 (1 unique)
Fall-to-Fall Retention: 78% (n=31)/(n=40)	Year 1-Year 2 Persistence: 70% (n=33/n=47)		

Class of 2019: 43

Applied for Promise/Eligible	FA19 Scholars at WSCC & Promise Eligible/Using Promise
188/173	83/43

c. **Options for 2020 Board Orientation-*Both will be reviewed and revisited at January’s meeting**

- i. Executive and Member Roles & Responsibilities
- ii. FOIA & Open Meetings Act Review

6. Old Business

a. **Update on State Reporting**--sending report to treasury

b. **Board Terms-Renewal of Terms**

Maloney will make changes and bring to the January meeting for review.

c. **FOIA Policy**

a. **Current Mason County FOIA Policy**

- i. The Board approved Fabian Knizacky as the FOIA coordinator for the Mason County Promise following a motion from Large with support by Nash. Motion carried: 10-0

- d. Bond Cost for Coordinator**
 - a. Lenz Balder \$3000**
 - b. Discussion**-The Board would like to reduce the limit and get 3 quotes for 1 million, \$500,000 and \$200,000 for bid. The first bid should come from Lenz Balder.
- 7. Committee Updates:**
 - a. Appeals Committee**-No Report
 - a.** Coordinator Recommendations-Maloney would like the appeals committee to also review policies. The board will discuss options for a policy committee at the January meeting.
 - b. Marketing Committee**-Next Meeting 12/13/19
 - c. Student Success Committee**-Met on 11/22/19
 - d. Other Business:**
 - a.** Maloney requested that board members provide their preferred method for the public to contact them.
- 8. Limited Public Comment:**
 - a. Quillan & Thurston were both appointed to 4-year board terms following a motion from Knizacky with support from Nash.**
- 9. Adjourn:** The meeting was moved for adjournment at 4:30 p.m. following a motion from Nash and support from Knizacky