



**Mason County Promise Zone Authority Board
Executive Committee Meeting Minutes
Monday, January 25, 2021 at 12:00 PM**

Location: Online via Zoom due to the ongoing COVID-19 epidemic.

Staff present: Jody Maloney, Promise Zone Director; Mary Sumners, Kennari Consulting

1. Call to Order: Schuyler called the meeting to order at 11:00 AM. Members present by announcement: Monica Schuyler, Pere Marquette Twp.; MI, Jim McLean, Cornelius, NC; Andrea Large, Ludington, MI; Jason Kennedy, Ludington, MI; Fabian Knizacky, Ludington, MI; Dena Thurston, Custer, MI.
2. Limited Public Comment: None
3. Approval of the Minutes: None (11/4/20 minutes were approved at the subsequent Board meeting)
4. Approval of the Agenda: Motion to approve by McLean, supported by Large; Motion passed 6-0-0.
5. New Business:
 - a. Plan of Work Items
 - i. Committee Role: The committee reviewed a draft statement of purpose: to review matters of contracts, personnel, budget and operations and make related recommendations to the full Promise Zone Board. Knizacky suggested added policy to the list. McLean inquired if there was any need to request the ability to confer decisions on behalf of the board. Knizacky and Schuyler felt that until there are specific circumstances that merit such a request, and well-defined limitations to the powers, the Committee will not request any changes to the current model of committees having the power to recommend. Knizacky added that items that the Committee takes up, beyond the defined purpose should come from the Board. McLean mentioned that the Chair should use a technique to reach out include all Board members so they are heard. Thurston added that the Chair role should serve as the reporter to and liaison between Board and committees.
 - ii. Director Role
 1. Finalize Job Description Revision: The Committee reviewed the Promise Zone Director job description revision, and made suggestions for Schuyler and Maloney to revisit with additions to the General responsibilities, adding "and to maximize the success of Promise Scholars"; to Administration and Data Management, rewording the change from "lead" to "assist" for greater clarification on the cooperation of Director and Chair; to Leadership to add "ensure legislative and legal compliance"; and to adjust the Requirements and Qualifications section by moving "passion..." up the list just below the credential. Maloney will make changes for Schuyler's review and include in minutes.
 2. Examine review criteria and goals (to be finalized when focus is narrowed): The committee reviewed the Director's annual review for changes based on revisions to the job description. Kennedy inquired whether the Director felt that the review was a helpful tool for growth. The Director shared that she has had reviews that were closely aligned with institutional vision in the past, which she felt were helpful because they included the ability to create self-set goals, and that this tool does not currently do that. McLean shared that he had ideas for goals that he would send to the Chair. Schuyler clarified that the Director is an employee of the Chamber of Commerce and that changes to this tool must be done in cooperation with Brandy Miller.
 - iii. Member Role



1. Review current Member description for any changes: The committee reviewed the Board Member roles and responsibilities for changes related to the new Director job description. Knizacky suggested that Board members should vet ideas through the Board and make it clear that the Director does the work of the Board, not individual Board members. Maloney noted that the description could clarify that Board members are ambassadors for the Promise, while the Chair and Director are the spokesperson. Knizacky added that the Director should oversee staff, with Schuyler adding volunteers, rather than how the description read. Large suggested that there should be an item that helps the Board avoid getting “into the weeds.” Maloney will make adjustments to the description and run them by the Chair before the Board reviews.
 - iv. Set a June Meeting to continue with Plan of Work items (Committee Charter, etc.): Maloney stated she will send out a Doodle poll to determine a June meeting date.
6. Old Business: None
7. Any Other Business: Thurston shared results of an informal survey of MCE juniors and seniors, which will be included in the minutes, for the purpose of guidance and understanding how to bring this discussion to the Board. After sharing results, Thurston inquired about what else the Promise could offer to students apart from tuition that could increase impact on decisions to go to college and stay here, in light of the results. The Committee felt that this was good information and a good discussion for the Board to consider. Summers expressed that she had ideas of how the information could be incorporated into Plan of Work discussions.
8. Limited Public Comment: None
9. Adjourn: Schuler moved to adjourn the meeting at 1:24 PM