



**Mason County Promise Zone Executive Committee  
Meeting Minutes  
November 7, 2023 at 4:00 PM  
Lakeshore Resource Network**

Present: Fabian Knizacky, Monica Schuyler, Kathy Surd, Dena Thurston, Joan Vidak

1. *Call to Order: Schuyler called the meeting to order at 4:00 PM.*
2. Limited Public Comment: Annette Quillan, Ludington, MI shared a letter that she wrote (see next page)
3. *Approval of the Minutes from 6-14-23: Motion to approve the minutes by Knizacky, supported by Thurston; Motion carried 5-0-0.*
4. *Approval of the Agenda: Motion to approve by Knizacky, supported by Vidak; Motion carried 5-0-0.*
5. New Business
  - a. Outreach from WSCC College Relations: Maloney shared an email she received from Crystal Young, head of WSCC college relations, with the Committee.
  - b. Director Review Conducted on 10-10-2023: Schuyler provided an overview of the review conducted by Chamber President Brandy Miller and herself, along with related feedback from Board members on the Director and Board committee structure.
    - i. *Recommendation: Knizacky made a motion to recommended support for a 4% raise for the Director for 2024, supported by Thurston; Motion carried 5-0-0.*
    - ii. Other Items
      1. Committee Structure Feedback: 55% felt the structure was appropriate, while 45% felt it may be. Maloney will follow-up to determine if “may be” responses are related to committee charters, or the process of making recommendations.
  - c. *Chamber Contract: Maloney will request additional information requested to understand the 12% administrative fee increase. No action taken.*
  - d. Promise Programming Funds: Maloney suggested that \$2000 for programming would be helpful.
    - i. CTE & Me—Maloney will follow up with CTE to get more information about funding .
  - e. Future Planning
    - i. Growth Discussions
      1. WSCC Completion Coach Position Opening November 30<sup>th</sup>.
      2. SB 350 Update: Still in Senate.
      3. Timeline: Schuyler shared that SSC will be proposing a timeline for coach roles.
  - f. *2024 Budget: Knizacky suggested amending the budget to include the 4% raise proposed for the Director, increasing the surety bond to \$775, adding an “other supplies” line item for Director’s programming supplies and separating it from Marketing. Knizacky recommended the budget with amendments and requested that increases all be rounded to the nearest \$25, with support from Vidak; Motion carried 5-0-0.*
  - g. *Reimbursement Policy Proposal: Thurston recommended the policy for the full board, supported by Vidak, with discussed clarification that mileage reimbursement is for out-of-county travel at the IRS rate; Motion carried 5-0-0.*
6. Old Business:
  - a. *Communications Policy Proposal Update: Knizacky requested clarification on the intent, to which Maloney responded that the intent was for Promise Zone-related topics. Knizacky made a motion to send the policy to the full board, with support from Vidak; Motion carried 5-0-0.*
7. Any Other Business: None
8. Limited Public Comment: None
9. *Adjourn: Schuyler moved to adjourn at 5:20 PM.*



Letter from A. Quillan, Ludington, MI:

I would like this statement recorded in the minutes.

I take my position on the Promise Board Seriously. I feel I am an active and concerned member.

I feel that as a board member, it is sometimes difficult to make an informed decision by the limited information given at full board meetings. Being on many committees gives me an accurate view.

My biggest concern are the invoices from WSCC. They lack detail. We shouldn't need to ask for an itemized invoice. WSCC might be close to a billion dollar business. The Promise is a million dollar business. Invoices/bills should be somewhat detailed. You pump gas, you get the gallons, price per gallon and total. You go to the store, all items are itemized with price and total on the bottom. You go to the mechanic for brakes, you get the itemize bill for the shoes, rotors, oil, and labor with the total.

The invoice for college for kids was vague. The Promise did know total students of 155 students. How many students took full days and how many took half days? Did we pay for anything more? We should be paying for the price per student that is on the registration form which was \$150/for whole day, including transportation, meals, t-shirt. But we were charge \$155.88 per students. That is \$911.40 above the cost. The board approved this bill.

Last year WSCC an invoiced the Promise for marketing. WSCC did give another detailed invoice after a request. From my understanding these marketing pieces were not reviewed by either the director or chair prior to publishing. As a reminder, according to the organization chart, the marketing goes from the director to the chair, then shared with the full board. I am not sure if the full saw the marketing pieces prior to publication.

Then there was a student that did not list WSCC on their financial aide form. The board was strongly encourage to pay it. But was it WSCC's mistake? And did both institutions fail to send a written, formal letter thru the US Postal Service through Priority mail requesting payment? "According to Michigan law, creditors have up to 6 years to collect debt, including obtaining a judgment on the debt. However, by getting a judgment, your creditor can pursue collections indefinitely as long as they renew the judgment every 10 years."

I have very mixed emotions when problems like this keep reoccurring. I strongly suggest a financial committee with the treasurer to review all invoices before recommending it to the full board for payment.