



Mason County Promise Zone Authority Board Policy Committee
Policy Committee Meeting
Agenda
October 28, 2020 at 10:00 AM

Location: Online due to Michigan DHHS Statewide Emergency Declaration

Join Zoom Meeting

<https://us02web.zoom.us/j/8406088135?pwd=b2E4dnNwc0tERHBhc045MGhuNWt4dz09>

Meeting ID: 840 608 8135

Passcode: 7cwwSG

To join by phone +1 646 876 9923

Meeting ID: 840 608 8135

Passcode: 155544

PURPOSE: The purpose of the Mason County Promise Zone Policy Committee is to provide recommendations on policy related issues to the Board.

1. **Call to Order:** Members Participating Remotely, please announce your name, location (township/village/city & state)
2. **Limited Public Comment**
3. **Approval of the Agenda**
4. **Approval of the Minutes (REF #1)**
5. **New Business**
 - a. Set 2021 meeting dates (or remain ad-hoc?)
6. **Old Business**
 - a. Policy & Procedure Manual:
 - i. Updates to Existing Policies, Procedures, Laws & Guidance
 1. Update Bylaws to include Update to OMA: SB 1108 (REF #2)
 - a. How changes affect policy & procedures:
 - i. Must post online agendas a minimum of 2 hours in advance
 - ii. Minutes must include announcement of physical location for members participating remotely (city/county/village/township and state)
 - iii. *Board must establish procedures* for board member(s) to vote if absent due to military service, medical condition, or emergency (established by local or state law or charter); procedure to notify

public of a board member's absence and how to contact a board member in sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body; procedures for voting and two-way communication for remotely participating board members; procedure for remotely participating board members to announce at beginning of meeting their name, location and that they are participating remotely; procedure to share and read typed public comments during a remote meeting; procedures on how persons with disabilities can participate in the remote meeting; Outlined additional procedures for the public to be informed and to participate.

ii. Tentative Policies

1. Conflict of Interest--Originally proposed in 12-2018; not a part of the new board member application process and has not been approved yet for any board member. (REF #3)
2. Memorandum of Understanding (MOU) reviewed in 12-2018 (REF#4)
3. Bid Process/Contract Authorization
 - a. Mason County's Policy: Review for items to keep or simplify (REF #5)
 - b. Contract authorization process?6 (board vote, two signatures—who signs)
4. Existing Policies & Procedures
 - a. Policies from past meetings (REF #6)
 - b. Coordinator procedures (include in handbook?) (REF #7)
 - c. Handbook Sample Organization (REF #8)
 - i. Review for missing/extraneous items
5. *Recommendations*

7. Any Other Business

8. Limited Public Comment

9. Adjourn