



**Mason County Promise Zone Executive Committee
Meeting Minutes
June 14, 2023 at 2:00 PM
Lakeshore Resource Network**

Members Present: Fabian Knizacky (left at 4:04 PM), Monica Schuyler, Kathy Surd (arrived at 2:01 PM), Dena Thurston & Joan Vidak

Staff Present: Jody Maloney

1. *Call to Order: Schuyler called the meeting to order at 2:00 PM.*
2. Limited Public Comment: No public comment made.
3. *Approval of the Minutes from 10-19-22: Motion by Knizacky, supported by Thurston; Motion carried 5-0-0.*
4. *Approval of the Agenda: Motion to approve by Surd, supported by Knizacky; Motion carried 5-0-0.*
5. New Business
 - a. Communications Policy: The committee reviewed the sample and made suggestions to promote positive behavior and add examples with actionable suggestions for review at the October Committee meeting.
 - b. Addressing Chuck Wilbur's Questions about revisiting Promise Zone legislation (REF #3)
 - i. Clarification: Maloney shared that MPZA's Wilbur feels that Zones do not all have the same understanding on what is included in the 15% administrative cap, but that generally, he believes that success coaching is a program activity that wouldn't be administrative but rather would be included in educational activities funded by non-administrative, non-scholarship dollars. Knizacky asked for additional clarification on what the 15% administrative cap is calculated against: tax capture, annual budget, overall account balance, etc., and whether Zones can carry over unused administrative funds from year to year, or use the unused portion of one year's tax capture in excess for the next year's budget, over the 15%. Maloney will follow up.
 - ii. Draft responses: The committee reviewed responses that Maloney drafted based on the discussion of the questions asked at the May 2023 Promise Board meeting.
 - iii. *Approve for submission to MPZA, per 5-8-23 motion by Burwell: Motion by Knizacky to submit the responses to MPZA, with support from Thurston; Motion carried 5-0-0.*
 - c. Future Planning
 - i. Administration of Promise Zone Tax Capture funds held by Mason County
 1. Process after County Administrator's retirement: Knizacky shared that he has checked with the County Treasurer and County Clerk, and that the current process of submitting vouchers for invoice payments will be possible, after his retirement, and can be completed by him serving as Treasurer for the Promise Board or by the Promise Director after a 10-minute overview of the voucher process.
 - a. MOU? Since the next County Administrator does not need to be involved and the County Board has already agreed to hold the funds at no cost to the Promise, Knizacky did not recommend an MOU at this time.
 - b. Annual Audit: Knizacky did not foresee any necessary changes to the audit, except the possibility that the audit would need to take place at an alternative location from the current practice of it happening at the County Administrator's office. Maloney shared that because of the calendar-year audit, which typically takes place in the summer, she sends the audit to Treasury when it's available, rather than at the



year-end. She shared that though the audit is required at the beginning of each year, she has historically explained to Treasury that the Mason County Promise Zone is a calendar-year audit, and Treasury has always allowed it to be sent, annually, as it becomes available, with no issue.

ii. 15% Administrative Funds

1. Would it be worthwhile to set aside remaining unused administrative funds in a separate account, or line item annually? Maloney will first request more clarity on what the 15% is applied to. Knizacky stated that this is a good idea, if it can be done per the legislation.

iii. Growth Discussions

1. Resume in July

a. Topics for consideration

- i. Clarification on recent changes for Director, Board and Partners: Which changes are retroactive vs. effective in 2023?
 1. *Knizacky made a motion to take the question to the full Board, with support from Thurston; Motion carried 5-0-0.*
- ii. Understanding SET Capture, 15% Admin Cost, Projections
- iii. Past discussions (REF #4): Educational Supplies Award (approved 2023), Success Coaching/Adding Staff, Transfer Scholarships, Expanding to Other Institutions
- iv. Other topics? Suggestions included:
 1. Share the data early for review, including tuition rates
 2. Lead the discussion with SET capture projections and what may be possible based on trending expenditures, and funding caps.
 3. Bring in area professionals from related programs to better understand the landscape of college-going efforts, such as learning about College Edge results, KickStart to Career programming.
 4. Start the discussion in July, but provide an option to discuss growth as a set topic on the agenda going forward.
 5. Provide a full description of each goal and link each of the growth topics identified back to goals.

d. Renewals

- i. Regular Term Renewal for Legislative Appointment: Sample policy language: Knizacky stated that it could be detrimental to inform of the Board's support of the current candidate, and would be better to inform the legislator's office that it's time for an appointment, state who's currently in the appointment, and let them know that if they would like input, the Board can provide it. Maloney will make suggested changes.
 1. *Motion by Thurston to present the policy to the full Board in July, as discussed, with support from Vidak; Motion carried, 4-0-1 (Knizacky left at 4:04 PM).*

6. Old Business: None

7. Any Other Business: None

8. Limited Public Comment: None

9. *Adjourn: Schuyler moved to adjourn the meeting at 4:06 PM.*