



Amended Promise Zone Development Plan

May 31, 2018



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Summary of Amendments to the Promise Zone Development Plan

On page 2 under the “Terms” section it mentions Standards of Academic Progress but it does not define what those standards are. Section 7(2)(b) generally requires disclosure of standards that would limit any promise zone financial assistance.

While in attendance at West Shore Community College, students must comply with the following Standards of Academic Progress to remain eligible for the Promise Scholarship:

- 1. Students must maintain a minimum semester and cumulative grade point average (GPA) of 2.0 that is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, and developmental classes are excluded from the GPA calculation.*
- 2. Each semester, students must complete all attempted credits at a pace of at least 67%, including courses below the 100 level. Incompletes, withdrawals, and repeated classes are used to calculate the completion rate.*

On page 3 under the “Continuation Throughout College” section the plan requires the compliance with Satisfactory Academic Progress requirements but does not define those requirements. Section 7(2)(b)(iii) requires disclosure of GPA requirements in the plan.

The student agrees to sign an information release form allowing the Promise Zone Authority Board access to the student’s grade point average and transcript to ensure compliance with the Satisfactory Academic Progress requirements of the Promise scholarship, as outlined in the “Terms of the Mason County Promise Scholarship” section of the development plan above.

These standards are outlined in the response to the first finding above.

On page 5 the “Evaluation Plan” section does not seem to provide a complete description of the criteria and procedures for assessing student performance as required by Section 7(2)(f). Section 7(2)(f)(i)-(iv) lists specific criteria that must be reported to treasury every year and should be reflected in the plan.

EVALUATION PLAN and ANNUAL REPORT:

The Mason County Promise Zone Authority will develop an evaluation plan to measure the extent to which its scholarship and program services are impacting success among graduates from the Promise Scholarship program. This involves: (1) establishing and implementing a strategic plan accompanied by benchmarks against which annual progress can be measured; (2) developing the capacity to keep and track relevant student data; (3) conducting an analysis of college attendance and persistence behaviors among Mason County graduates; and (4) establishing data-sharing partnerships with the partnering post-secondary institution; including a comprehensive annual report and assessment that

will be submitted in writing to the Michigan Department of Treasury, no later than October 31st of each year.

This annual report shall include the following information, which may be obtained, in whole or in part, from any reliable source that complies with applicable laws regarding student privacy:

- a) The number of students who received financial assistance pursuant to the authority's approved promise zone development plan during the prior academic year.*
- b) Of those students accounted for under subparagraph a) above, the number who successfully completed the following:
 - i) A certificate or associate program.*
 - ii) A bachelor's program.**
- c) Of those students accounted for under subparagraph a) above, the number who withdrew from classes during the prior academic year.*
- d) Of those students accounted for under subparagraph a) above who initially reached successful completion of more than the equivalent of 23 semester credits during the prior academic year, the average time to successfully complete the equivalent of 24 semester credits.*
- e) The 6-year graduation rate for recipients of financial assistance pursuant to the authority's approved promise zone development plan.*

P R O M I S E

MASON COUNTY
A PROMISING FUTURE FOR ALL

A **promise** to provide scholarships for free tuition to West Shore Community College

WHO IS ELIGIBLE?

1. Graduates from MCC, MCE or LAS, with a minimum 2.0 GPA , who reside within their district **or**
2. Graduates from G2S with a minimum 2.0 GPA, **or**
3. Residents of Mason County who obtain a GED



APPLICATION REQUIREMENTS

Complete Federal Student Aid Application using the Free Application for Federal Student Aid (FAFSA), and Enroll at West Shore Community College (WSCC)

WHAT IS THE PROMISE?

All Tuition and mandatory fees up to the cost of obtaining an Associates Degree or approved credential at WSCC, up to 60 credit hours.

Books are the responsibility of the student.



Currently, 53% of Job Postings require education beyond a High School Diploma.

By 2025 this is projected to rise to 64%

Today, only **28 %** of Mason County's workforce meet this criteria.

Mason County Promise provides an opportunity for all our students to have access to a promising future.



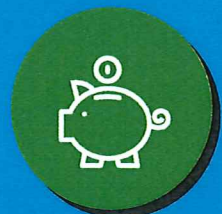
DONATE TODAY

To contribute to the Promise, visit our website or Facebook Page.

Checks can be made payable to the Community Foundation for Mason County,

Promise Fund written on the memo line

Mail to P.O. Box 10, Ludington, MI, 49431



WWW.MASONCOUNTYPROMISE.ORG
MASONCOUNTYPROMISE@GMAIL.COM



PURPOSE:

The Mason County Promise (“Promise”) is a significant commitment to the students and families of Mason County, whereby, eligible students will be able to earn a two-year college degree, certificate, or approved credential that is tuition free. The Mason County Promise Scholarship is an award that is “promised” to resident graduates of high schools within Mason County. The Promise provides the financial assistance necessary to obtain a two-year degree or its equivalent, including any certificate programs offered by the eligible partnering institution, when used in conjunction with federal and state grants. The Promise will be a scholarship that will promote postsecondary education and training, while preparing students for future success. The Promise provides the financial assistance necessary to obtain technical or vocational certification, in addition to the equivalent credits needed to obtain an Associate’s degree at an eligible institute. The hope is that the Promise will provide education and training opportunities to graduates of Mason County schools in an effort to enhance the skilled trades and the workforce development of our community, and thus, continuing to improve the economic growth of Mason County.

MASON COUNTY PROMISE SCHOLARSHIP AWARDS

Students will have a maximum of four years from the date of high school graduation, or from the date of issuance of an approved high school credential or GED, from one of the schools outlined in the eligibility criteria below to use the Promise. Eligible students will receive funding for board approved qualified educational expenses at West Shore Community College to cover a maximum of 60 attempted credits. Upon Board direction, monies may be designated for educational improvement activities that focus on student success and readiness. The Mason County Promise Zone Authority Board will partner with each eligible school to ensure focus of the Promise is on student academic preparedness, compliance with Promise eligibility, and creating access and success in higher educational opportunities.

ELIGIBILITY CRITERIA:

In order for a student to be eligible to receive proceeds from the Mason County Promise scholarship, students must meet **all** of the following criteria:

1. Graduation and Residency Requirement:
 - a. Graduate with a diploma and reside within the boundaries of one of the following three school districts within Mason County: Mason County Central Schools, Mason

- County Eastern Schools, Ludington Area School District with a cumulative 2.00 Grade Point Average (GPA) or above; or,
 - b. Graduate from Gateway to Success Academy with a cumulative 2.00 Grade Point Average or above; or,
 - c. Obtain a GED and reside within the boundaries of Mason County; and,
- 2. Federal Student Aid Application (FAFSA) Requirement:
 - a. Complete the federal student aid application using the Free Application for Federal Student Aid (FAFSA) each year that the student intends to use proceeds from the Promise scholarship.
- 3. West Shore Community College Enrollment Requirement:
 - a. Enroll at the eligible partnering institution, West Shore Community College.
- 4. Family Educational Rights and Privacy Act Release Requirement:
 - a. Complete Family Educational Rights and Privacy Act ("FERPA") release to the Mason County Promise Zone Authority Board and partnering institutions.

TERMS OF THE MASON COUNTY PROMISE SCHOLARSHIP:

Eligible students will receive funding for tuition and mandatory fees up to the cost of obtaining an Associate's degree or its equivalent at the prevailing West Shore Community College tuition rate. A student's scholarship amount will be the balance remaining for tuition and mandatory fees at West Shore Community College, after the student has applied for and accepted all federal and state grants for a given year. Proceeds from the Promise scholarship shall be paid directly to the partnering institution. The Promise Zone Authority Board reserves the right to expand the list of qualifying institutions by majority vote of the authority board.

While in attendance at West Shore Community College, students must comply with the following Standards of Academic Progress to remain eligible for the Promise Scholarship:

1. Students must maintain a minimum semester and cumulative grade point average (GPA) of 2.0 that is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, and developmental classes are excluded from the GPA calculation.
2. Each semester, students must complete all attempted credits at a pace of at least 67%, including courses below the 100 level. Incompletes, withdrawals, and repeated classes are used to calculate the completion rate.

Students must also comply with the Mason County Promise Scholarship Student Success Guidelines. These guidelines include participation in: placement test preparation sessions, student orientation, educational plans or audits, check-in meetings with counseling or college staff, exam study sessions, and early warning intervention strategies.

Students will have a maximum of four years from the date of high school graduation, or from the date of issuance of a GED or its equivalent, to use Promise scholarship monies to cover a maximum of 60 attempted credits, the equivalent to an Associate's degree from West Shore Community

College. Students must apply annually and provide a copy of their college transcript with the application. They must also supply notice of any financial aid awards for the next year of college attendance. The amount of the Promise scholarship may be adjusted each year based on any revised financial aid information provided.

Students must enroll in a minimum of nine (9) credit hours per fall and winter semester, so long as the credits are attempted subject to the four year time frame requirement.

ELIGIBLE INSTITUTIONS:

The Promise scholarship may be used for any program authorized by West Shore Community College, including, but not limited to: vocational or technical certificates or Associate degree programs that are authorized and approved by West Shore Community College.

PROCESS FOR APPEAL(S):

Students may appeal to the Mason County Promise Zone Authority Board to defer use of the Promise scholarship, or to seek review of the denial of eligibility. Appeals must be made in writing to the Board. The appeal shall contain the student's name, address, date of birth, and phone number; the basis for the appeal; and any other supporting documents pertinent to the student's claim or appeal. When all required materials are received, the Chairman of the Board will place the appeal on the next meeting's agenda and send copies of the appeal and all supporting documents to each Board member. The Board shall issue a written decision within 60 days of the date of the meeting at which the appeal was first considered. Eight (8) of the eleven (11) members of the Mason County Promise Zone Authority Board must approve the appeal in order for it to be granted to the student. The appeal form may be found on the Promise Zone Authority Board's website.

Good cause for granting an appeal may include, but is not limited to: incapacitation, homelessness, death of an immediate family member, military service, or other family obligations such as birth or adoption of a child.

Dual enrollment credits earned by the student will not negatively impact the student's eligibility for the Promise, as the grade points earned from dual enrollment classes will not count toward determining eligibility for the Promise scholarship. Issues relating to this may be subject to the appeal process, as described above.

CONTINUATION THROUGHOUT COLLEGE:

Students receiving the Promise scholarship must apply for its continuation each year by demonstrating their continued eligibility and providing a copy of their official academic transcripts to the Promise Zone Authority Board or its designee. The student agrees to sign an information release form allowing the Promise Zone Authority Board access to the student's grade point average and transcript to ensure compliance with the Satisfactory Academic Progress requirements of the Promise scholarship, as outlined in the "Terms of the Mason County Promise Scholarship" section of the development plan above. The amount of the Promise scholarship may be adjusted each year based on any revised financial aid information provided to the Promise Zone Authority Board.

PROMISE ZONE AUTHORITY ADMINISTRATION:

Oversight of the Promise scholarship will be provided by each qualifying school (Mason County Central Schools, Mason County Eastern Schools, Ludington Area School District, or Gateway to Success Academy) within Mason County, in partnership with the eligible institution, West Shore Community College, with ongoing support and assistance from the Mason County Promise Zone Authority Board. All decisions of the Mason County Promise Zone Authority Board shall be final.

FINANCIAL SUPPORT FOR THE MASON COUNTY PROMISE SCHOLARSHIP:

The Promise scholarship will be funded through a combination of community support, gifts from private donors, corporate and foundation investments, federal or state financial aid available to Mason County students, and all other eligible sources. The Mason County Promise Zone Authority Board is charged with developing and implementing a plan to fund its Promise scholarship. The minimum projected amount needed for the first two years of operation has been calculated using three (3) scenarios. Using the historical actuarial model, where 20% of the graduates from Mason County attend West Shore Community College, the minimum projected funding needed is \$135,448. Using a median actuarial model, where 50% of the graduates from Mason County attend West Shore Community College, the minimum projected funding needed is \$453,370. Using a model that allows all students with a grade point average at or above 2.00 in Mason County to attend West Shore Community College, where 90% of the graduates from Mason County attend West Shore Community College, the minimum projected funding needed is \$877,265. Each of these estimates is the funding needed to cover the cost of scholarships for two (2) years.

The first five years of operation under the scenario where all eligible students in Mason County (90% of the graduates) enroll at West Shore Community College is \$2,757,443. The Mason County Promise Zone Authority is confident that its fundraising plans will succeed in securing sufficient funds to pay these and subsequent costs as they are required. The fundraising plan is to seek the financial resources necessary to support the issuance of scholarships for the Class of 2018 and the Class of 2019 through privately earned donations. Future graduating classes will be issued scholarships through the capture of State Education Tax dollars and the tax increment financing structure that exists in state statute.

MASON COUNTY PROMISE SCHOLARSHIP FUNDRAISING PLAN:

The Mason County Promise Zone Authority Board will engage in a fundraising approach that will include the following:

- Establishment of a Community Campaign – This campaign will target large and small donors, and will depend upon personal contacts and participation by prominent members of the community, as well as the Promise Zone Authority Board. The campaign will include any Mason County resident with vested interest, area district alumnae, small local businesses, and local community efforts. An active online giving campaign will be created. A presentation was made to the Mason County Township Association on April 19, 2018.

- Donors may contribute to the **Mason County Promise Fund** through the Community Foundation for Mason County online at www.mason-foundation.org, or by sending a check to the Community Foundation for Mason County with Mason County Promise written on the memo line to P.O. Box 10, Ludington, Michigan 49431.
- Solicitation of Major Gift Donors – The Major Gift Campaign will be a directed campaign that centers on prominent individuals with the capability of making contributions of \$1,000 or greater and will use a highly personalized approach to raise significant funds within a short period of time. The Mason County Promise Authority Board will tell the organization’s story to the community’s most influential people and quickly raise awareness for the tax increment financing structure to provide a significant long term return on investment, and thus the need to consider giving to the Mason County Promise. A presentation is planned with the fund holders of the Mason County Community Foundation on April 30, 2018.
- Solicitation of Corporations and Foundations - Local corporations and foundations will be approached centering on a social and economic investment in our students. Targets will be several key corporations that impact Mason County area residents for employment opportunity, as well as local foundations within the community that may have an expressed interest in donating to the Mason County Promise.
- Planned Giving - This campaign will be designed to reach donors who wish to leave a legacy after their death, and the proceeds from these planned giving events will be done in partnership with the Community Foundation for Mason County.

EVALUATION PLAN and ANNUAL REPORT:

The Mason County Promise Zone Authority will develop an evaluation plan to measure the extent to which its scholarship and program services are impacting success among graduates from the Promise Scholarship program. This involves: (1) establishing and implementing a strategic plan accompanied by benchmarks against which annual progress can be measured; (2) developing the capacity to keep and track relevant student data; (3) conducting an analysis of college attendance and persistence behaviors among Mason County graduates; and (4) establishing data-sharing partnerships with the partnering post-secondary institution; including a comprehensive annual report and assessment that will be submitted in writing to the Michigan Department of Treasury, no later than October 31st of each year.

This annual report shall include the following information, which may be obtained, in whole or in part, from any reliable source that complies with applicable laws regarding student privacy:

- a) The number of students who received financial assistance pursuant to the authority's approved promise zone development plan during the prior academic year.
- b) Of those students accounted for under subparagraph a) above, the number who successfully completed the following:

- i) A certificate or associate program.
- ii) A bachelor's program.
- c) Of those students accounted for under subparagraph a) above, the number who withdrew from classes during the prior academic year.
- d) Of those students accounted for under subparagraph a) above who initially reached successful completion of more than the equivalent of 23 semester credits during the prior academic year, the average time to successfully complete the equivalent of 24 semester credits.
- e) The 6-year graduation rate for recipients of financial assistance pursuant to the authority's approved promise zone development plan.

BEGINNING OF THE MASON COUNTY PROMISE SCHOLARSHIP AWARDS:

The first scholarship awards will be awarded to the graduating Class of 2018 for eligible students; unless private donations are not raised equivalent to costs associated with carrying out the development plan for the first two years of the scholarship program enabling the Class of 2018 to be eligible. It is the intent of the Mason County Promise Zone Authority Board to raise the necessary private donations to issues scholarships to the Class of 2018. Cohort application deadlines will be under development.

FINANCIAL ANALYSIS FOR MASON COUNTY PROMISE SCHOLARSHIP AWARDS:

The Mason County Promise Zone Authority estimates that the total Promise scholarship awards will cost approximately \$286,688 for the first year that the Mason County Promise Scholarship is authorized. The second year will cost approximately \$590,577, which will fund the second year of cohort one, and the first year of cohort two. Total required funding for scholarships for the first two (2) years is estimated to be \$877,265 and required funding, including the SET capture money, for scholarships for the first five (5) years is estimated to \$2,757,443.


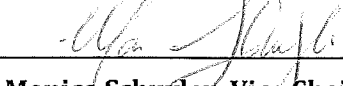

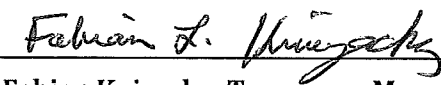
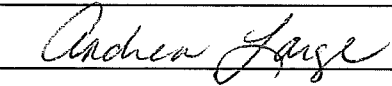
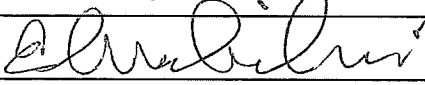
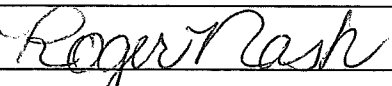
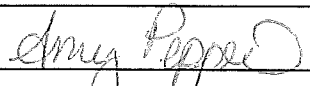
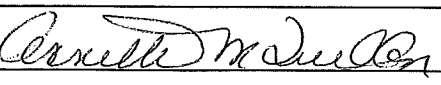
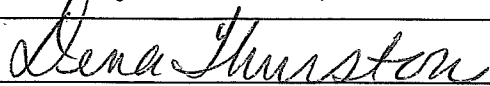
The Promise will provide an annual scholarship based on prevailing tuition rates and mandatory fees at West Shore Community College. The analysis assumes that at least 90% of Mason County students will attend West Shore Community College upon graduation from high school, 90% will graduate with a GPA of 2.00 or higher, 56% of those would qualify for Federal Pell grants and 7% of the students who attend will qualify for full Tuition Incentive Program (TIP) benefits.

If as projected, future SET growth results in revenues that exceed the cost of the Promise scholarship described in this plan, the Promise Zone Authority Board reserves the right to consider modification to the scholarship as it strives for quality implementation. This includes modifying the eligibility requirements, expanding the Promise to additional partnering higher education institutions, or other modifications as approved by the Promise Zone Authority Board.

The actuarial tables used to calculate these estimates are outlined in Appendix A.

CONCORDANCE - SIGNATURES:

We, the undersigned, have mutually committed to the content and scope of this amended plan. The Mason County Promise Zone Authority Board will work together to accomplish the goals and objectives, and implement the requirements set forth in this document. Approved by a majority of the Board members on May 21, 2018:

	05/21/2018
Jason J. Kennedy: Chair, Mason County Promise Zone Authority Board	Date
	5/21/18
Monica Schuyler: Vice Chair, Mason County Promise Zone Authority Board	Date
	5-21-18
Nick Krieger: Secretary, Mason County Promise Zone Authority Board	Date
	5-21-2018
Fabian Knizacky: Treasurer, Mason County Promise Zone Authority Board	Date
	5-21-18
Andrea Large: Member, Mason County Promise Zone Authority Board	Date
	5-21-18
Ed Makowicki: Member, Mason County Promise Zone Authority Board	Date
Jim McLean: Member, Mason County Promise Zone Authority Board	Date
	5/21/18
Roger Nash: Member, Mason County Promise Zone Authority Board	Date
	5-21-18
Amy Pepper: Member, Mason County Promise Zone Authority Board	Date
	5-21-2018
Annette Quillan: Member, Mason County Promise Zone Authority Board	Date
	5-21-2018
Dena Thurston: Member, Mason County Promise Zone Authority Board	Date

Appendix A

Actuarial Projections Base Year 2017



Appendix A							
Mason County Promise Zone Actuarial Projections							
Base Year 2017							
					Historical	Median	Maximum
West Shore Community College Graduate Yield					20.00%	50.00%	90.00%
Average Number of Graduates from Mason County Schools Each Year							312
Annual Credit Hour Expectation at WSCC							24
Estimated Annual Increase in Community College Tuition							3.00%
% Attending College with Full Pell Grant							56.00%
% Attending College with Tuition Incentive Program (TIP)							7.00%
Total WSCC Annual Employee Grant							\$25,000
Enrollment Projections							
Graduating Class of	Gateway to Success	Mason County Central	Mason County Eastern	Ludington Area Schools			Total Enrollment
2018	21	75	39	152			287
2019	28	108	28	174			338
2020	23	93	31	145			292
2021	15	93	37	187			332
2022	21	92	34	165			312
Student Variables							
Student Variables		Historical Enrollment		Median Enrollment			Maximum Enrollment
Number of Students							
	2018	57.4		143.5			258.3
	2019	67.6		169.0			304.2
	2020	58.4		146.0			262.8
	2021	66.4		166.0			298.8
	2022	62.4		156.0			280.8
Cost per Credit Hour at West Shore Community College (WSCC)							
					Year	Cost	
Estimated Annual Increase in Community College Tuition = 3.00%					2018	\$125.00	
					2019	\$128.75	
					2020	\$132.61	
					2021	\$136.59	
					2022	\$140.69	
2018 Student Variables							
2018 Student Variables		Historical Enrollment		Median Enrollment			Maximum Enrollment
Number of Students		57.4		143.5			258.3
Historical Pell Grant Students		32.1		80.4			144.6
Historical TIP Students		4.02		10.0			18.1
Eligible Student Enrollment		21.2		53.1			95.6

2018 Cost Estimates	Historical Enrollment		Median Enrollment		Maximum Enrollment
Annual Credit Hour Expectation * Eligible Students =	510		1274		2294
Total Cost Estimate to Attend WSCC	\$63,714		\$159,285		\$286,713
Less Other Sources of Funding (WSCC Employee Grant)	\$25,000		\$25,000		\$25,000
Year One (1) Funding Requirement	\$38,714		\$134,285		\$261,713

2019 Student Variables	Historical Enrollment		Median Enrollment		Maximum Enrollment
Number of Students	67.6		169.0		304.2
Historical Pell Grant Students	37.9		94.6		170.4
Historical TIP Students	4.73		11.8		21.3
Eligible Student Enrollment	25.0		62.5		112.6

2019 Cost Estimates	Historical Enrollment		Median Enrollment		Maximum Enrollment
Annual Credit Hour Expectation * Eligible Students =	600		1501		2701
Total Cost Estimate to Attend WSCC	\$77,287		\$193,218		\$347,792
Less Other Sources of Funding (WSCC Employee Grant)	\$25,000		\$25,000		\$25,000
Cohort Two (2) Funding Requirement	\$52,287		\$168,218		\$322,792
Year Two (Cohort 1 and 2) Funding Requirement	\$91,001		\$302,503		\$584,505

2020 Student Variables	Historical Enrollment		Median Enrollment		Maximum Enrollment
Number of Students	58.4		146.0		262.8
Historical Pell Grant Students	32.7		81.8		147.2
Historical TIP Students	4.1		10.2		18.4
Eligible Student Enrollment	21.6		54.0		97.2

2020 Cost Estimates	Historical Enrollment		Median Enrollment		Maximum Enrollment
Annual Credit Hour Expectation * Eligible Students =	519		1296		2334
Total Cost Estimate to Attend WSCC	\$68,772		\$171,929		\$309,473

Less Other Sources of Funding (WSCC Employee Grant)	\$25,000		\$25,000		\$25,000
Cohort Three (3) Funding Requirement	\$43,772		\$146,929		\$284,473
Year Three (Cohort 2 and 3) Funding Requirement	\$96,059		\$315,147		\$607,265

2021 Student Variables	Historical Enrollment		Median Enrollment		Maximum Enrollment
Number of Students	66.4		166.0		298.8
Historical Pell Grant Students	37.2		93.0		167.3
Historical TIP Students	4.6		11.6		20.9
Eligible Student Enrollment	24.6		61.4		110.6

2021 Cost Estimates	Historical Enrollment		Median Enrollment		Maximum Enrollment
Annual Credit Hour Expectation * Eligible Students =	590		1474		2653
Total Cost Estimate to Attend WSCC	\$80,538		\$201,346		\$362,423
Less Other Sources of Funding (WSCC Employee Grant)	\$25,000		\$25,000		\$25,000
Cohort Four (4) Funding Requirement	\$55,538		\$176,346		\$337,423
Year Four (Cohort 3 and 4) Funding Requirement	\$99,310		\$323,275		\$621,896

2022 Student Variables	Historical Enrollment		Median Enrollment		Maximum Enrollment
Number of Students	62.4		156.0		280.8
Historical Pell Grant Students	34.9		87.4		157.2
Historical TIP Students	4.4		10.9		19.7
Eligible Student Enrollment	23.1		57.7		103.9

2022 Cost Estimates	Historical Enrollment		Median Enrollment		Maximum Enrollment
Annual Credit Hour Expectation * Eligible Students =	554		1385		2494
Total Cost Estimate to Attend WSCC	\$77,957		\$194,893		\$350,808
Less Other Sources of Funding (WSCC Employee Grant)	\$25,000		\$25,000		\$25,000
Cohort Five (5) Funding Requirement	\$52,957		\$169,893		\$325,808

Year Five (Cohort 4 and 5) Funding Requirement	\$108,496		\$346,239		\$663,230
Actuarial Model Using Current Cohort Student Enrollment			Historical Enrollment	Median Enrollment	Maximum Enrollment
Two Years of Funding Needed for Scholarships			\$91,001	\$302,503	\$846,218
Five Years of Funding Needed for Scholarships			\$433,580	\$1,421,449	\$2,738,609
Actuarial Model Using Average Cohort Student Enrollment (312 Students per Year)					
2018 Student Variables		Historical Enrollment		Median Enrollment	Maximum Enrollment
Number of Students		62.4		156.0	280.8
Historical Pell Grant Students		34.9		87.4	157.2
Historical TIP Students		4.37		10.9	19.7
Eligible Student Enrollment		23.1		57.7	103.9
2018 Cost Estimates			Historical Enrollment	Median Enrollment	Maximum Enrollment
Annual Credit Hour Expectation * Eligible Students =		554		1385	2494
Total Cost Estimate to Attend WSCC		\$69,264		\$173,160	\$311,688
Less Other Sources of Funding (WSCC Employee Grant)		\$25,000		\$25,000	\$25,000
Year One (1) Funding Requirement		\$44,264		\$148,160	\$286,688
WSCC Tuition Grows at 3%	Year	Historical Enrollment Tuition		Median Enrollment Tuition	Maximum Enrollment Tuition
	2018	\$44,264		\$148,160	\$286,688
	2019	\$45,592		\$152,605	\$295,289
	2020	\$46,960		\$157,183	\$304,147
	2021	\$48,368		\$161,898	\$313,272
	2022	\$49,820		\$166,755	\$322,670
Five (5) Year Funding Requirement	Year	Historical Enrollment Tuition		Median Enrollment Tuition	Maximum Enrollment Tuition
Cohort 1	2018	\$44,264		\$148,160	\$286,688
Cohort 1&2	2019	\$91,184		\$305,210	\$590,577
Cohort 2&3	2020	\$93,919		\$314,366	\$608,295

Cohort 3&4	2021	\$96,737		\$323,797		\$626,543
Cohort 4&5	2022	\$99,639		\$333,511		\$645,340

Actuarial Model Using Average Cohort Student Enrollment (312 Average Students per Year)				Historical Enrollment	Median Enrollment	Maximum Enrollment
Two Years of Funding Needed for Scholarships				\$135,448	\$453,370	\$877,265
Five Years of Funding Needed for Scholarships				\$425,743	\$1,425,043	\$2,757,443

PROJECTING TOTAL SET REVENUE FOR MASON COUNTY PROMISE ZONE AREA
(Source: Michigan Department of Treasury - April 2018)

	Total Estimated 2015 SET Revenue	Total Estimated 2016 SET Revenue	Total Estimated 2017 SET Revenue	Total Estimated 2018 SET Revenue	Total Estimated 2019 SET Revenue	Total Estimated 2020 SET Revenue
Mason County	\$9,488,943	\$9,843,379	\$10,219,560	\$10,659,001	\$11,117,338	\$11,617,618
	Total Estimated 2021 SET Revenue	Total Estimated 2022 SET Revenue	Total Estimated 2023 SET Revenue	Total Estimated 2024 SET Revenue	Total Estimated 2025 SET Revenue	Total Estimated 2026 SET Revenue
Mason County	\$12,140,411	\$12,686,729	\$13,257,632	\$13,854,225	\$14,477,665	\$15,129,160
Average Estimated Inflation Rate Over Time Period				2.50%		

Estimated SET Revenue, SET Growth, and SET Capture

Base Year	Estimated SET	% Growth	SET Growth	SET Capture
2015	\$9,488,943			
2016	\$9,843,379	3.74%		
2017	\$10,219,560	3.82%		
2018	\$10,659,001	4.30%	\$439,441	\$219,721
2019	\$11,117,338	4.30%	\$897,778	\$448,889
2020	\$11,617,618	4.50%	\$1,398,058	\$699,029
2021	\$12,140,411	4.50%	\$1,920,851	\$960,426
2022	\$12,686,729	4.50%	\$2,467,169	\$1,233,585
2023	\$13,257,632	4.50%	\$3,038,072	\$1,519,036
2024	\$13,854,225	4.50%	\$3,634,665	\$1,817,333
2025	\$14,477,665	4.50%	\$4,258,105	\$2,129,053
2026	\$15,129,160	4.50%	\$4,909,600	\$2,454,800

Account Balance (SET Capture Revenue Less WSCC Cost at 3.00% Annual Increase)						
	Base Year	Cumulative Balance	WSCC Cost	Tuition Increase	Account Balance	
	2015					
	2016					
	2017					
	2018	\$219,721	\$286,688			
	2019	\$668,610	\$590,577			
	2020	\$1,367,639	\$608,295	3.00%	\$759,344	
	2021	\$2,328,064	\$626,544	3.00%	\$1,093,225	
	2022	\$3,561,649	\$645,340	3.00%	\$1,681,469	
	2023	\$5,080,685	\$664,700	3.00%	\$2,535,805	
	2024	\$6,898,017	\$684,641	3.00%	\$3,668,496	
	2025	\$9,027,070	\$705,181	3.00%	\$5,092,368	
	2026	\$11,481,870	\$726,336	3.00%	\$6,820,832	

Estimated SET Revenue, SET Growth, and SET Capture at 2.50% Inflationary Growth Rate						
	Base Year	Estimated SET	% Growth	SET Growth	SET Capture	
	2015	\$9,488,943				
	2016	\$9,843,379	3.74%			
	2017	\$10,219,560	3.82%			
	2018	\$10,659,001	4.30%	\$439,441	\$219,721	
	2019	\$11,117,338	4.30%	\$897,778	\$448,889	
	2020	\$11,617,618	4.50%	\$1,398,058	\$699,029	
	2021	\$11,908,058	2.50%	\$1,688,498	\$844,249	
	2022	\$12,205,760	2.50%	\$1,986,200	\$993,100	
	2023	\$12,510,904	2.50%	\$2,291,344	\$1,145,672	
	2024	\$12,823,677	2.50%	\$2,604,117	\$1,302,058	
	2025	\$13,144,268	2.50%	\$2,924,708	\$1,462,354	
	2026	\$13,472,875	2.50%	\$3,253,315	\$1,626,658	

Account Balance (SET Capture Revenue Less WSCC Cost at 3.00% Annual Tuition Increase)						
	Base Year	Cumulative Balance	WSCC Cost	Tuition Increase	Account Balance	
	2015					
	2016					
	2017					
	2018	\$219,721	\$286,688			
	2019	\$668,610	\$590,577			
	2020	\$1,367,639	\$608,295	3.00%	\$759,344	

	2021	\$2,211,888	\$626,544	3.00%	\$977,049	
	2022	\$3,204,988	\$645,340	3.00%	\$1,324,809	
	2023	\$4,350,660	\$664,700	3.00%	\$1,805,780	
	2024	\$5,652,718	\$684,641	3.00%	\$2,423,197	
	2025	\$7,115,072	\$705,181	3.00%	\$3,180,371	
	2026	\$8,741,730	\$726,336	3.00%	\$4,080,692	

Estimated SET Revenue, SET Growth, and SET Capture at 1.00% Inflationary Growth Rate						
	Base Year	Estimated SET	% Growth	SET Growth	SET Capture	
	2015	\$9,488,943				
	2016	\$9,843,379	3.74%			
	2017	\$10,219,560	3.82%			
	2018	\$10,659,001	4.30%	\$439,441	\$219,721	
	2019	\$11,117,338	4.30%	\$897,778	\$448,889	
	2020	\$11,617,618	4.50%	\$1,398,058	\$699,029	
	2021	\$11,733,794	1.00%	\$1,514,234	\$757,117	
	2022	\$11,851,132	1.00%	\$1,631,572	\$815,786	
	2023	\$11,969,643	1.00%	\$1,750,083	\$875,042	
	2024	\$12,089,340	1.00%	\$1,869,780	\$934,890	
	2025	\$12,210,233	1.00%	\$1,990,673	\$995,337	
	2026	\$12,332,336	1.00%	\$2,112,776	\$1,056,388	

Account Balance (SET Capture Revenue Less WSCC Cost at 3.00% Annual Tuition Increase)						
	Base Year	Cumulative Balance	WSCC Cost	Tuition Increase	Account Balance	
	2015					
	2016					
	2017					
	2018	\$219,721	\$286,688			
	2019	\$668,610	\$590,577			
	2020	\$1,367,639	\$608,295	3.00%	\$759,344	
	2021	\$2,124,756	\$626,544	3.00%	\$889,917	
	2022	\$2,940,542	\$645,340	3.00%	\$1,060,363	
	2023	\$3,815,583	\$664,700	3.00%	\$1,270,704	
	2024	\$4,750,473	\$684,641	3.00%	\$1,520,953	
	2025	\$5,745,810	\$705,181	3.00%	\$1,811,109	
	2026	\$6,802,198	\$726,336	3.00%	\$2,141,160	

Two (2) Year Model with Base Year 2017
Mason County Promise Zone Actuarial Projections
Enter Zone Specific Assumptions in Shaded Cells

% Attending Partner Two Year College (West Shore Community College - WSCC)	90.00%
Estimated Annual Cost of Community College Tuition	\$3,000.00
Cost per Credit Hour at West Shore Community College (WSCC)	\$125.00
Estimated Annual Increase in Community College Tuition	3.00%
Minimum Grade Point Average (GPA) Requirement	2.00
% of Graduates that Meet GPA Requirement	90.00%
Average PELL Grant	\$3,650
% Federal Free Lunch Eligible (FFLE)	57.30%
% Attending College with Full Pell Grant	56.00%
% Attending College with Tuition Incentive Program (TIP)	7.00%
Annual Credit Hour Expectation at WSCC	24
Total WSCC Annual Employee Grant	\$25,000

Academic Year	# of Students Attending Partner College	Annual Tuition per Student	Total Annual Tuition	Total Annual PELL Grants	Administrative Costs	Annual Net Tuition
2018 - 2019	258	\$3,000.00	\$774,000.00	\$527,352.00	\$2,500.00	\$249,148.00
2019 - 2020	304	\$3,090.00	\$939,360.00	\$621,376.00	\$5,000.00	\$322,984.00
2020 - 2021	263	\$3,182.70	\$837,050.10	\$537,572.00	\$60,000.00	\$359,478.10
2021 - 2022	299	\$3,278.18	\$980,176.12	\$611,156.00	\$61,800.00	\$430,820.12
2022 - 2023	281	\$3,376.53	\$948,803.93	\$574,364.00	\$63,654.00	\$438,093.93
2023 - 2024	289	\$3,477.82	\$1,006,586.09	\$591,594.92	\$65,563.62	\$480,554.79
2024 - 2025	298	\$3,582.16	\$1,067,887.18	\$609,342.77	\$67,530.53	\$526,074.94
2025 - 2026	307	\$3,689.62	\$1,132,921.51	\$627,623.05	\$69,556.44	\$574,854.90
2026 - 2027	316	\$3,800.31	\$1,201,916.43	\$646,451.74	\$71,643.14	\$627,107.82
					Total:	\$4,009,116.60

Academic Year	Growth in SET Above 2017 Baseline	Half of SET (3 mill Equivalent)	SET Capture Transferred to Promise Zone	Annual Tuition Less PELL Grants	Annual Net Tuition Net of SET Capture	Annual Net Tuition Less PELL & SET per Student
2018	\$439,441	\$219,721	\$219,721	\$246,648.00	26,927.50	\$104.37
2019	\$897,778	\$448,889	\$448,889	\$317,984.00	(130,905.00)	(430.61)
2020	\$1,398,058	\$699,029	\$699,029	\$299,478.10	(399,550.90)	(1,519.20)
2021	\$1,920,851	\$960,426	\$960,426	\$369,020.12	(591,405.38)	(1,977.94)
2022	\$2,467,169	\$1,233,585	\$1,233,585	\$374,439.93	(859,144.57)	(3,057.45)
2023	\$3,038,072	\$1,519,036	\$1,519,036	\$414,991.17	(1,104,044.83)	(3,814.55)
2024	\$3,634,665	\$1,817,333	\$1,817,333	\$458,544.41	(1,358,788.09)	(4,557.96)
2025	\$4,258,105	\$2,129,053	\$2,129,053	\$505,298.46	(1,623,754.04)	(5,288.13)
2026	\$4,909,600	\$2,454,800	\$2,454,800	\$555,464.69	(1,899,335.31)	(6,005.46)
				\$3,541,868.87	(7,940,000.63)	

Graduates that are Pursuing the Promise		
(Assumes 90% of Graduates from Mason County Schools Attend WSCC; 3% Annual Increase)		
Year	Number of Students Attending WSCC	Description of Students Attending
2018	258	90% of Class of 2018 Graduates
2019	304	90% of Class of 2019 Graduates
2020	263	90% of Class of 2020 Graduates
2021	299	90% of Class of 2021 Graduates
2022	281	90% of Average Graduating Class
2023	289	90% of Average Graduating Class; 3% Increase
2024	298	90% of Average Graduating Class; 3% Increase
2025	307	90% of Average Graduating Class; 3% Increase
2026	316	90% of Average Graduating Class; 3% Increase

Appendix B

Board Meeting Minutes April 20, 2018





**Mason County Promise Zone Authority Board
Meeting Minutes**

April 20, 2018
2:00 PM

Location:

Mason County Airport
5300 W. US 10
Ludington, MI 49431

Constitutional Oath of Office: The Constitutional Oath of Office was administered to Promise Zone Authority Board members by the Clerk for the County of Mason, Cheryl Kelly. The meeting was called to order at 2:00 PM by the Mason County Board of Commissioners Chairmen of the Board, Mr. Chuck Lange.

- A. **Roll Call:** All members were present, with Jim McLean participating in the meeting via conference phone call.

- B. **Approval of the Agenda:** The agenda was approved with one (1) agenda modification. The Board amended the agenda to add the discussion of the Agreement between the Mason County Promise Zone Authority Board and the Community Foundation for Mason County. This was added to the agenda under "Any other business."

- C. **Election of Officers:**
 - a. **Chair:** Jason Kennedy was nominated by Roger Nash as Chair of the Board. Monica Schuyler nominated Jim McLean as Chair of the Board. Jim declined the nomination and supported the casting of a unanimous ballot for Jason Kennedy as Chair of the Board. Motion carried: 11-0. Jason Kennedy is elected as Chair of the Board. Chair of the Authority Board, Jason Kennedy, led the Board meeting at this point.
 - b. **Vice Chair:** Monica Schuyler was nominated by Jim McLean as the Vice Chair of the Board. Jason Kennedy supported the casting of the unanimous ballot for Monica Schuyler as the Vice Chair of the Board. Motion carried: 11-0. Monica Schuyler is elected as the Vice Chair of the Board.
 - c. **Secretary:** Nick Krieger was nominated by Annette Quillan as the Secretary of the Board. Andrea Large supported the casting of the unanimous ballot for Nick Krieger

as Secretary of the Board. Motion carried: 11-0. Nick Krieger is elected as the Secretary of the Board.

- d. **Treasurer:** Fabian Knizacky was nominated by Nick Krieger for the Treasurer of the Board. Roger Nash supported the casting of the unanimous ballot for Fabian Knizacky as the Treasurer of the Board. Motion carried: 11-0. Fabian Knizacky is elected as the Treasurer of the Board.

D. **Reading of Correspondence:** Chairman Kennedy read an e-mail correspondence from Chuck Wilbur, the Executive Director of the Michigan Promise Zone Association (MPZA) inviting the Mason County Promise to participate as a member of the MPZA. Dues originally cost \$1,000 annually to participate; however, new Promise Zone Authorities will have their dues reduced to \$500 for the first year. The Board will look into this and decide whether to join the Association at a future meeting.

E. **Limited Public Comment:** Nick Palmer, Local College Access Network Advisor for Mason County, shared that he would like to be partners on initiatives that lead to the increase in the number of graduates who are provided access to college in Mason County. He offered his assistance as the Promise Zone Authority Board was getting established.

F. **Committee Work:**

- a. **Opening Meetings Act:** Chairman Kennedy explained the importance of the Open Meetings Act (OMA) and regulations regarding the operation of public bodies. The OMA Handbook that can be found at the link below was shared with members of the Promise Zone Authority Board:

https://www.michigan.gov/documents/ag/OMA_handbook_287134_7.pdf

- b. **Preparation of the Promise Zone Development Plan (PZDP):** Chairman Kennedy explained the statute and the requirements of the PZDP, and the process for submitting it to the Michigan Department of Treasury for approval. A copy of the Lansing Promise Zone Development was distributed to the Board as an approved example to follow.

The Board developed a working draft from a skeleton draft of a plan that was presented by Chairman Kennedy. The Board discussed the need to adopt a development plan according to statute. The areas addressed by the Board were: 1) A complete description of the proposed promise of financial aid; 2) A complete description of any limitations on the promise of financial assistance; 3) A requirement that graduates of a public high school or non-public high school exhaust all other known and available restricted grants for qualified educational expenses for post-secondary education provided by a federal, state, or local government entity, as determined by the Board; 4) How the funds necessary to accomplish the promise of financial assistance will be raised; and 5) A complete

description of the criteria and procedures by which the performance of students receiving financial aid assistance pursuant to the proposed plan will be assessed and reported.

A working draft of the PZDP was shared with all Board members, including highlighted changes in the draft document that were discussed at the meeting. The PZDP draft will be reviewed at the next meeting, with the goal being to approve a resolution approving the submission of the PZDP to the Department of Treasury.

- G. **Set Next Meeting Date:** The Board set the next date and time of the Promise Zone Authority Board meeting as Wednesday, April 25, 2018 at 1:00 PM. The location of the meeting will be:

Lakeshore Resource Network
920 E. Tinkham Ave.
Ludington, MI 49431

- H. **Any Other Business:** The Board discussed the copy of the Mason County Promise Fund Agreement, which is an agreement between the Mason County Promise Zone Authority Board and the Community Foundation for Mason County. The Agreement establishes a fund that can be used to deposit revenue collected from private donations that, in turn, is used to disburse funds according to the purpose of the established fund. The Board reviewed the document and agreed to place a resolution on the next agenda to authorize the Chair of the Board to sign and execute the Agreement. Treasurer Knizacky expressed concern over the hold harmless and indemnification clause on Schedule A of the Agreement. Andrea Large shared that she would work with the Community Foundation to determine options available to the Board, if any, and report back on those.

Jim McLean expressed concern regarding errors and omissions coverage for members of the Mason County Promise Zone Authority Board. Fabian shared that he would work with the county's insurance company to develop options to cover the Board.

- I. **Limited Public Comment:** Chairmen of the Mason County Board of Commissioners, Chuck Lange, shared that he was pleased with the meeting, and he also thanked the Board for their work at the meeting.
- J. **Adjournment:** The meeting was moved for adjournment at 4:42 PM by Roger Nash, and supported by Fabian Knizacky. Motion carried: 11-0. The meeting was adjourned.

Respectfully Submitted,

Nick Krieger, Secretary
Mason County Promise Zone Authority Board

Appendix C

Board Meeting Minutes April 25, 2018





**Mason County Promise Zone Authority Board
Meeting Minutes**

April 25, 2018
1:00 PM

Location:

Lakeshore Resource Network
920 E. Tinkham Ave.
Ludington, MI 49431

Call to Order: The meeting was called to order at 1:04 PM by the Mason County Promise Zone Authority Board Chair, Mr. Jason Kennedy.

- A. **Roll Call:** All members, except Andrea Large, were present at roll call, with Jim McLean participating in the meeting via conference phone call. Andrea Large entered the meeting at 1:07 PM.
- B. **Approval of the Agenda:** The agenda was approved with two (2) agenda modifications. The Board amended the agenda to add the approval of the meeting minutes from the Board's meeting on April 20, 2018. This was added to the agenda directly following the approval of the agenda. Secondly, the Board approved the agenda with the addition of a discussion item pertaining to an errors and omissions policy to cover the Board. This was added to the agenda under "Any other business."

Motion - Knizacky, Support - Nash; Motion carried 10-0; 1 absent.

- C. **Approval of the Minutes:** The April 20, 2018 meeting minutes of the Mason County Promise Zone Authority Board were approved, as presented.

Motion: Schuyler; Support: McLean; Motion carried 10-0; 1 absent

- D. **Reading of Correspondence:** Chairman Kennedy read an e-mail correspondence submitted to the Board from Amy Pepper. The memo stated that the price of individual textbooks varies greatly, depending upon the subject matter, book format, among other factors. During the 2015 - 2016 academic year, the average price of a new textbook was \$80.00 at WSCC. During the 2016 - 2017 academic year, the average student who was taking four (4) courses

each semester spent an average of \$579.00 per year on required textbooks at WSCC. Federal Aid also currently allocates \$500 per semester for books. WSCC programs in nursing, criminal justice, and welding require especially cost intensive books and supplies.

E. **Limited Public Comment:** None

F. **Committee Work:**

- a. Preparation of the Promise Zone Development Plan (PZDP): Chair Kennedy introduced amendments, revisions, and deletions to the development plan that were made by recommendation of the Board at the April 20, 2018 meeting of the Board.
- The eligibility criteria was reviewed, discussed, and finalized to state the following:

In order for a student to be eligible to receive proceeds from the Mason County Promise scholarship, students must meet **all** of the following criteria:

1. Graduation and Residency Requirement:
 - a. Graduate with a diploma and reside within the boundaries of one of the following three school districts within Mason County: Mason County Central Schools, Mason County Eastern Schools, Ludington Area School District with a cumulative 2.00 Grade Point Average (GPA) or above; or,
 - b. Graduate from Gateway to Success Academy with a cumulative 2.00 Grade Point Average or above; or,
 - c. Obtain a GED and reside within the boundaries of Mason County; and,
2. Federal Student Aid Application (FAFSA) Requirement:
 - a. Complete the federal student aid application using the Free Application for Federal Student Aid (FAFSA) each year that the student intends to use proceeds from the Promise scholarship.
3. West Shore Community College Enrollment Requirement:
 - a. Enroll at the eligible partnering institution, West Shore Community College.
4. Family Educational Rights and Privacy Act Release Requirement:
 - a. Complete Family Educational Rights and Privacy Act ("FERPA") release to the Mason County Promise Zone Authority Board and partnering institutions.
- The terms of the scholarship were reviewed, discussed, and finalized as outlined below:

Eligible students will receive funding for tuition and mandatory fees up to the cost of obtaining an Associate's degree or its equivalent at the prevailing West Shore Community College tuition rate. Pursuant to MCL 390.1667 Sec. 7 (2)(c), a student's scholarship amount will be the balance remaining for tuition and mandatory fees at West Shore Community College, after the student has applied for and accepted all federal and state grants for a given year. Proceeds from the Promise scholarship shall be paid directly to the partnering institution.

The Promise Zone Authority Board reserves the right to expand the list of qualifying institutions by majority vote of the authority board. Students must comply with the partnering institution's Standards of Academic Progress (SAP). Students must also comply with the Mason County Promise Scholarship Student Success Guidelines such as participation in; placement test preparation sessions, student orientation, educational plans or audits, check-in meetings with counseling or college staff, exam study sessions, and early warning intervention strategies.

Students will have a maximum of four years from the date of high school graduation, or from the date of issuance of a GED or its equivalent, to use Promise scholarship monies to cover a maximum of 60 attempted credits, the equivalent to an Associate's degree from West Shore Community College. Students must apply annually and provide a copy of their college transcript with the application. They must also supply notice of any financial aid awards for the next year of college attendance. The amount of the Promise scholarship may be adjusted each year based on any revised financial aid information provided.

Students must enroll in a minimum of nine (9) credit hours per fall and winter semester, so long as the credits are attempted subject to the four year time frame requirement.

- The following limitations according to statute were discussed and addressed:
 - MCL 390.1667 Sec. 7 (2)(b)(i): Proration - The Promise will not be prorated based upon the number of years that the student has resided in the Promise Zone.
 - MCL 390.1667 Sec. 7 (2)(b)(ii): Minimum Number of Years - The Promise will not be restricted based upon the number of years that a student has resided within or attended a high school within the zone for a minimum number of years.
 - MCL 390.1667 Sec. 7 (2)(b)(iii): College Grade Point Average (GPA) and Course Load - Students must meet Satisfactory Academic Progress (SAP), as determined by the partnering institution, and must enroll in at least nine (9) credit hours per semester, so long as the credits are attempted subject to the four year time frame requirement.

- MCL 390.1667 Sec. 7 (2)(b)(iv): Postsecondary Institutions: The Promise scholarship may be used for any program authorized by West Shore Community College, including, but not limited to: vocational or technical certificates or Associate degree programs that are authorized and approved by West Shore Community College.
 - MCL 390.1667 Sec. 7 (2)(b)(v): High School Grade Point Average - Students must have a cumulative 2.00 high school GPA to be eligible for the Promise.
 - MCL 390.1667 Sec. 7 (2)(b)(vi): Improving Student Progress - Students must comply with the Mason County Promise Scholarship Student Success Guidelines such as participation in: placement test preparation sessions, student orientation, educational plans or audits, check-in meetings with counseling or college staff, exam study sessions, and early warning intervention strategies.
 - MCL 390.1667 Sec. 7 (2)(b)(vii): Limitations - The Promise Zone provides a scholarship for all students who meet the eligibility criteria. Graduates from all high schools within the Promise Zone are eligible for the scholarship.
- The following extent of benefit language was stricken from the original draft of the Promise Zone Development Plan.

EXTENT OF BENEFITS:

~~For eligible students, the amount of the Promise scholarship that will be awarded to each student will be dependent upon the length of consecutive years of attendance at one of the qualifying public school districts, as listed above in the eligibility criteria for the Promise scholarship. Students who transition between schools within the county will count as having attended consecutive years at a qualifying institution for the purposes of determine the extent of the benefit earned by the student. Scholarship awards will be prorated as follows:~~

<u>Grade Span Enrolled and Attended</u>	<u>Percent of the Promise Scholarship Earned</u>
9th - 12th Grade	100% Funded
10th - 12th Grade	75% Funded
11th - 12th Grade	50% Funded
12th Grade	25% Funded

- Pursuant to MCL 390.1667 Sec. 7 (2)(d), the Board finalized the following language pertaining to the financial support for the Mason County Promise Zone:

The Promise scholarship will be funded through a combination of community support, gifts from private donors, corporate and foundation investments, federal or state financial aid available to Mason County students, and all other eligible sources. The Mason County Promise Zone Authority Board is charged with developing and implementing a plan to fund its Promise scholarship.

The minimum projected amount needed for the first two years of operation has been calculated using three (3) scenarios. Using the historical actuarial model, where 20% of the graduates from Mason County attend West Shore Community College, the minimum projected funding needed is \$135,448. Using a median actuarial model, where 50% of the graduates from Mason County attend West Shore Community College, the minimum projected funding needed is \$453,370. Using a model that allows all students with a grade point average at or above 2.00 in Mason County to attend West Shore Community College, where 90% of the graduates from Mason County attend West Shore Community College, the minimum projected funding needed is \$877,265. Each of these estimates is the funding needed to cover the cost of scholarships for two (2) years.

The first five years of operation under the scenario where all eligible students in Mason County (90% of the graduates) enroll at West Shore Community College is \$2,757,443. The Mason County Promise Zone Authority is confident that its fundraising plans will succeed in securing sufficient funds to pay these and subsequent costs as they are required. The fundraising plan is to seek the financial resources necessary to support the issuance of scholarships for the Class of 2018 and the Class of 2019 through privately earned donations. Future graduating classes will be issued scholarships through the capture of State Education Tax dollars and the tax increment financing structure that exists in state statute.

- Pursuant to MCL 390.1667 Sec. 7 (2)(e), the Board reviewed the actuarial model in Appendix A of the plan and the financial analysis, using information provided to the Board by the Michigan Department of Treasury and Mason County. The Board expressed concern with what was believed to be overstated growth estimates, so scenarios were developed with 1%, 2%, and 2.5% growth rates, in addition to the numbers provided by Treasury. Fabian Knizacky estimated the county's SET growth rate to be between 2% - 3% after the Consumer's Energy Pump Storage Facility upgrades are completed in the next two years.
- Pursuant to MCL 390.1667 Sec. 7 (2)(f), the Board reviewed and supported the following language pertaining to the evaluation plan and report:

Mason County Promise Zone Authority will develop an evaluation plan to measure the extent to which its scholarship and program services are impacting success among graduates from the Promise Scholarship program. This involves: (1)

establishing and implementing a strategic plan accompanied by benchmarks against which annual progress can be measured; (2) developing the capacity to keep and track relevant student data; (3) conducting an analysis of college attendance and persistence behaviors among Mason County graduates; and (4) establishing data-sharing partnerships with the partnering post-secondary institution; including a comprehensive report after four years, and every two years thereafter.

It is recognized by the Board that this written report must be provided to the Department of Treasury by October 31st each year. The report will include at a minimum: (i) The number of students receiving support, (ii) the number who have successfully completed certificate programs, Associate degree programs, or other acceptable credentialing programs at WSCC, (iii) the number who withdrew, (iv) the number who completed at least 23 credit hours and the average time it took to earn 24 credit hours, and (v) the six year graduation rate for recipients of the Promise.

Approval of the Mason County Promise Zone Development Plan and Actuarial Model: The Mason County Promise Zone Authority Board approved the Mason County Promise Zone Development Plan (PZDP) and the Actuarial Model by which the financial support and fundraising campaigns would be based upon for the PZDP.

The approval was based upon the acceptance and approval of all changes and modifications that were made to the original draft plan that was developed at the April 20, 2018 meeting of the Board, and revised during the April 25, 2018 meeting of the Board, as outlined above. The approval is subject to a final review of the Chair and Vice Chair to ensure that the submitted plan fully complies with all revisions and modifications that were made by the Board.

The Board's approval grants authority to the Board Chair to submit the Mason County Development Plan to the Michigan Department of Treasury, pursuant to MCL 390.1667 Sec. 7 (4).

Motion: Knizacky, Support: Nash; Motion carried 11-0.

- b. **Community Foundation for Mason County Fund Agreement:** The Board reviewed the fund agreement between the Mason County Promise Zone Authority Board and the Community Foundation for Mason County. Treasurer Knizacky expressed concern regarding the indemnification provision within the agreement, and Chair Kennedy shared that in reviewing the Muskegon Area Promise Fund Agreement with the Community Foundation, that this provision was not included in their agreement. Andrea Large will review the agreement with the Community Foundation's legal counsel to provide recommended solutions to the concerns raised. The approval of a resolution to support the signing of the Fund Agreement was tabled until further guidance can be provided to the Board.

- c. Fundraising Campaign - The Board developed and approved its fundraising plan to accomplish the financial promise as a part of the development plan approval above. Chair Kennedy shared a proposal by Jim McLean to include a fundraising Ad Hoc committee of the Board that is held responsible for the oversight of the fundraising campaign. Andrea Large expressed her interest in helping with fundraising, but stated that she did not feel that she should lead the campaign. Monica Schuyler expressed interest in helping fundraise; however, she did not want it to become a conflict with all of the other causes that she also fundraises for.

The Board approved a motion to appoint Monica Schuyler as the Fundraising Chair for the Board, with support from Andrea Large.

Motion: Knizacky, Support: Krieger; Motion carried 11-0.

- d. Next Steps: The Board discussed the development of bylaws to govern the operation of the Board, the development of an application process for students to complete, finalizing the details of the application process, and communicating the availability of scholarships to students. An Ad Hoc committee (Jason Kennedy, Dena Thurston, Ed Makowicki, Amy Pepper, and Jim McLean) was appointed to work with area principals and counselors on developing the scholarship application process. This Ad Hoc committee will meet on Thursday, May 3, 2018 at 1:00 PM at the Lakeshore Resource Network Building.

- G. **Set Next Meeting Date**: The Board set the next date and time of the Promise Zone Authority Board meeting as Monday, May 7, 2018 at 2:00 PM. The location of the meeting will be: Lakeshore Resource Network, 920 E. Tinkham Ave., Ludington, MI 49431.

H. **Any Other Business**:

- a. Errors and Omissions Policy: Fabian Knizacky shared that he was continuing to work with the Michigan Municipal Risk Management Authority to development recommendations for the Board to consider to address Jim McLean's concern regarding errors and omissions coverage for members of the Mason County Promise Zone Authority Board.

I. **Limited Public Comment**: None

- J. **Adjournment**: The meeting was moved for adjournment at 3:38 PM by Monica Schuyler, and supported by Roger Nash. Motion carried: 11-0. The meeting was adjourned.

Respectfully Submitted,
Nick Krieger, Secretary
Mason County Promise Zone Authority Board

Appendix D

Mason County Board of Commissioners

Meeting Minutes
April 10, 2018



April 10, 2018

The regular meeting of the Mason County Board of Commissioners was held at 7:00 p.m. in the Commissioners Room located in the Mason County Courthouse in the City of Ludington.

The meeting was called to order by Chairman Lange.

Roll call was taken. Present: W. Taranko, G. Castonia, C. Lange, L. Squires,
S. Hull, J. Andersen, T. Posma
Absent: None.

Invocation was given by S. Hull. Pledge to the flag followed.

Motion by T. Posma and seconded by W. Taranko to approve the agenda with the change in the Resolution to be read by Commissioner Lange, which removes Ms. Monica Schuyler from the list of candidates for the Mason County Promise Zone as Ms. Schuyler was appointed by the State to be on this board. Motion carried.

Motion by J. Andersen and seconded by S. Hull to approve the minutes of the March 13, 2018 regular meeting. Motion carried.

No correspondence was read.

There were no public comments.

Mason County Building and Zoning Director Mary Reilly gave her annual report and stated that 2017 had been a good year. The office has seen an increase in building, electrical, mechanical, and plumbing permits and had a positive fund balance for 2017. Director Reilly provided a brief update with regards to the Zoning Department, noting a Zoning Ordinance update will soon come to the Board of Commissioners for consideration. She acknowledged Planning Commission Chairman Mr. Jim Wincek and Zoning Board of Appeals Chairman Mr. Jerry Jensen and the countless hours they have dedicated to the update. In addition, Director Reilly acknowledged Ron Krepps and his 20 years of service to the Zoning Board of Appeals and his 10 years of service with the Junk Authority since its inception.

Commissioner Andersen thanked Director Reilly for all of her work noting it has been a pleasure to work with her on the Planning Commission. Commissioner Squires also acknowledged Director Reilly's work and thanked her for her service and wished her well as she is leaving the position. He questioned how this year's numbers compared with last years. It was noted that the weather has effected this year's first quarter.

Equalization Director Tom Routhier reviewed the 2018 Equalization Report. He has submitted the report to state, which the State will approve on May 29, 2018. Accepting of the 2018 Equalization report by the Board of Commissioners will set the assessed values and equalized values for the County.

Airport Manager John O'Connor reviewed the 2017 Airport Report noting that 2017 was the transition year moving from a fixed based operation to the County fully running the airport. Manager O'Connor highlighted several items of interest affecting the airport in 2017. He thanked the Board of Commissioners for their continued support during this transition.

Motion by Finance, Personnel, & Rules Committee Chairman W. Taranko and seconded by G. Castonia to approve the following resolution:

HONORABLE COMMISSIONERS

The Finance, Personnel, and Rules Committee has audited the County's claims dated March 8, 2018 totaling \$256,283.84, and March 22, 2018 totaling \$441,045.12; and

The Finance, Personnel, and Rules Committee found these claims to be in order and asks the Board to approve these claims.

Moved for your approval.

Motion carried. (Signed) W. Taranko, C. Lange, T. Posma

Motion by W. Taranko and seconded by G. Castonia to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Prosecuting Attorney Paul Spaniola has requested that the Mason County Board of Commissioners change the job classification of Support Specialist to Clerical due to the staff changes in his office; and

WHEREAS, Prosecuting Attorney Spaniola has requested authorization to use up to three hours per week of overtime for the reclassified position; and

April 10, 2018

WHEREAS, the Finance, Personnel, & Rules Committee is recommending the job classification change in the Prosecuting Attorney's office.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves changing the job classification of Support Specialist to Clerical and that Prosecuting Attorney Spaniola is authorized to use up to three hours per week of overtime for the reclassified position.

Moved for your approval.

Motion carried. (Signed) W. Taranko

Motion by G. Castonia and seconded by L. Squires to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Laura Larson has served the citizens of Mason County for over 26 years in the Mason County District Court Office; and

WHEREAS, Laura is the longest serving civil clerk for District Court and is knowledgeable of criminal and traffic matters as well; and

WHEREAS, Laura is a certified electronic operator (CEO) recording hearings for District Court; and

WHEREAS, Laura has been dedicated to excellence in her work, displaying consideration and courtesy in working with the public, and cooperation and friendship with her fellow employees, attorneys, and law enforcement personnel; and

WHEREAS, Laura is also affectionately known for fearlessly capturing a multitude of furry creatures over her years with the County much to the relief and appreciation of her Courthouse family; and

WHEREAS, Laura generously donates her time and talent back to her community by volunteering for a variety of local events especially the local Gus Macker Basketball Tournament and the Ludington Lakestride Half Marathon, 10K, and 5K Races; and

WHEREAS, Laura is a multi talented craft individual, making jewelry, crocheted items, recycling and repurposing objects into Christmas ornaments and other decorative items which she generously gives to her friends and Courthouse family; and

WHEREAS, Laura is retiring from her position in the Mason County District Court.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason, does hereby, acknowledge with regret Laura's decision to retire from her position in the Mason County District Court Office and offers her their best wishes in her future endeavors; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County of Mason, speaking for the citizens of the County of Mason and for themselves, offers their sincere thanks and gratitude for the dedication and professionalism that she has shown throughout her career; and

BE IT FURTHER RESOLVED, that this resolution become a permanent part of the minutes of the April 10, 2018 County Commission proceedings. Moved for your approval.

Charles Lange, Board Chairperson

I hereby certify that the foregoing is a true and correct statement taken from the proceedings of the Mason County Board of Commissioners' meeting of April 10, 2018.

Cheryl Kelly, Mason County Clerk

Motion by L. Squires and seconded by S. Hull to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Tami Ledger has served the citizens of Mason County for over 16 years in the Mason County Sheriff's Office; and

WHEREAS, Tami's responsibilities include transcribing interviews by investigators, Freedom of Information Act (FOIA) requests, sex offender register (SOR), jail banking system (COBRA), reporting of inmates to the Social Security Office, working with Circuit Court regarding the diverted felons program, and billing inmates for medical and dental procedures; and

WHEREAS, Tami has received letters of appreciation from the Michigan Department of Corrections regarding her work on the Jail audit in 2002 and 2012, and recognition for her volunteer work on the Trooper Paul Butterfield golf fundraiser in 2016; and

WHEREAS, Tami has been the liaison between law enforcement and victim's services for Mason County; and

April 10, 2018

WHEREAS, Tami has been dedicated to excellence in her work, displaying consideration and courtesy in working with the public, and cooperation and friendship with her fellow employees, court staff, attorneys, and other law enforcement personnel; and

WHEREAS, Tami is a multi talented craft individual making her creations available at various craft events in the community and donates her time teaching teenagers to knit and crochet; and

WHEREAS, Tami generously donates her time volunteering and organizing charity events that raise money for those in need in the community; and

WHEREAS, Tami is retiring from her position in the Mason County Sheriff's Office.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason, does hereby, acknowledge with regret Tami's decision to retire from her position in the Mason County Sheriff's Office and offers her their best wishes in her future endeavors; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County of Mason, speaking for the citizens of the County of Mason and for themselves, offers their sincere thanks and gratitude for the dedication and professionalism that she has shown throughout her career; and

BE IT FURTHER RESOLVED, that this resolution become a permanent part of the minutes of the April 10, 2018 County Commission proceedings. Moved for your approval.

Charles Lange, Board Chairperson

I hereby certify that the foregoing is a true and correct statement taken from the proceedings of the Mason County Board of Commissioners' meeting of April 10, 2018.

Cheryl Kelly, Mason County Clerk

Commissioner Hull noted that it is Severe Weather Awareness week and encouraged all to make sure that they have plans in place both at home and their workplace environments.

Motion by Public Safety and Courts Committee Chairman S. Hull and seconded by J. Andersen to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Larsen's Landscaping, LLC has agreed to provide mowing services in 2018; and

WHEREAS, the County has been satisfied with the services provided by Larsen's Landscaping, LLC; and

WHEREAS, the Buildings, Planning, Drains, and Airport Committee recommends extending the contracts with Larsen's Landscaping, LLC for one year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the extending and amending of the contracts with Larsen's Landscaping, LLC for one year to provide grass mowing services and further directs its Chair to sign the contracts on its behalf.

Moved for your approval.

Motion carried. (Signed) S. Hull

Motion by J. Andersen and seconded by T. Posma to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the County of Mason and the Western Michigan Fair Association have a fifteen year lease with a term ending April 13, 2018 related to the use of the county owned fairgrounds property; and

WHEREAS, the Buildings, Planning, Drains, and Airport Committee have negotiated the attached agreement with the Western Michigan Fair Association.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached lease agreement between the County of Mason and the Western Michigan Fair Association and directs the Board Chair to sign it on their behalf.

Moved for your approval.

Motion carried. (Signed) J. Andersen

Motion by Buildings, Planning, Drains, and Airport Committee Chairman T. Posma and seconded by J. Andersen to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the 2018 Equalization Report of the County of Mason was presented at the April 10, 2018 meeting of the Board of Commissioners of the County of Mason.

April 10, 2018

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached Equalization Report of the County of Mason for the year 2018.

Moved for your approval.

Motion carried. (Signed) T. Posma

Commissioner Posma noted that with the approval of the 2019 Preliminary budget, this will be a 1.43% increase over the 2018 budget, and will allow the County to maintain the current level of services.

Motion made by T. Posma and seconded by W. Taranko to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, it is necessary to adopt a 2019 Preliminary Budget for the County of Mason; and

WHEREAS, the Finance, Personnel, & Rules Committee has requested and received the proposed 2019 Preliminary Budget requests from the various Department Heads of the County of Mason; and

WHEREAS, the Finance, Personnel, & Rules Committee has reviewed the proposed 2018 Preliminary Budget requests and after careful deliberations have made the necessary adjustments which allow the Committee to recommend a balanced 2019 Preliminary Budget that will meet the collective needs of the citizens served by the Board of Commissioners of the County of Mason.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason adopts the attached 2019 Preliminary Budget as recommended by the Finance, Personnel, & Rules Committee.

Moved for your approval.

Motion carried. (Signed) T. Posma

MASON COUNTY 2019 PRELIMINARY GENERAL FUND EXPENDITURE BUDGET

Description	2016 ACTUAL	2017 ACTUAL	2018 AMENDED	2019 PRELIMINARY REQUESTED	2019 PRELIMINARY APPROVED
Board of Commissioners	188,060	196,825	192,275	200,000	199,625
Mich. Assoc. of Counties	10,873	10,873	10,875	10,875	10,875
Circuit Court	343,471	342,069	386,275	424,000	422,175
Circuit CT Appt Atty	131,102	128,413	121,500	127,067	122,475
District Court	534,544	540,745	583,025	617,075	605,225
District CT Appt Atty	123,484	48,875	55,125	55,600	55,575
Jury Commission	10,543	12,053	12,975	13,625	13,025
Probate Court	533,999	566,981	605,225	611,125	594,525
Juvenile Court	88,674	91,151	81,650	92,650	90,000
Family Counseling Service	3,000	3,000	4,000	4,000	4,000
Administrator	212,492	218,493	227,100	257,803	234,925
Tax Allocation Boards	915	1,268	1,400	1,400	1,400
Clerk	417,895	433,972	466,750	512,575	485,500
Audit	15,366	15,921	16,250	16,950	16,925
Copy Machine & Fax	11,858	10,039	17,600	17,600	17,600
Treasurer's Office	321,389	341,352	397,100	419,650	419,600
Equalization Dept	400,532	422,160	469,950	496,250	496,025
Cooperative Extension	113,920	117,031	123,900	162,485	127,725
Election & Canvassers	111,211	94,816	125,700	73,800	73,800
County Maintenance	111,280	120,726	149,775	157,075	157,000
Prosecutor's office	645,276	655,433	723,525	780,925	772,000
Register of Deeds	233,306	243,025	255,250	272,275	270,800
Drain Commissioner	277,634	290,898	303,975	326,050	325,250
Remonumentation	30,007	34,927	44,675	44,675	44,675
Courthouse Maintenance	141,380	139,586	165,575	172,600	170,200
Service Building	38,320	8,928	-	-	-
Maint. - Scottville Complex	19,750	17,735	28,100	29,550	28,100
Jail Annex Building	19,276	17,923	29,500	31,000	29,500
Marine Safety - Sheriff	74,294	69,954	79,750	80,200	79,475
Sheriff Emg. Response Team	8,666	6,561	11,875	11,875	11,875
SSCENT	85,425	93,851	104,125	109,575	107,575
Sheriff Road Patrol/Det	1,691,281	1,721,956	1,781,450	1,855,900	1,820,100
Secondary Road Patrol	110,205	108,582	117,150	121,275	119,275
Probation/Parole	5,167	4,865	8,025	8,025	8,025
Emergency Planning	86,827	87,678	91,275	101,535	94,900
Animal Control	174,423	183,247	213,175	225,025	223,325
Dept. of Public Works	39,201	41,665	49,450	52,050	52,300
Drains at Large	5,029	4,013	9,800	9,800	9,800
Health Department Building	52,953	58,944	60,825	66,875	61,400
Medical Examiner	40,000	94,130	100,000	102,000	102,000
Veteran's Burial	11,700	12,000	21,100	21,100	21,100
County Plat Board	-	-	300	300	300
Zoning Dept.	281,754	265,616	347,950	317,600	217,575

April 10, 2018

General Fund Expenditure Fund, continued

Description	2016	2017	2018	2019	2019
	ACTUAL	ACTUAL	AMENDED	PRELIMINARY REQUESTED	PRELIMINARY APPROVED
Regional Planning	7,634	7,634	7,650	7,650	7,650
Parks & Recreation	1,467	4,776	3,350	1,000	1,000
Fairgrounds	5,750	5,821	5,850	5,925	5,925
Insurance & Surety	2,559	2,031	3,600	3,600	3,600
Employee Benefits	40,907	53,493	82,050	90,375	90,375
Contingency	-	-	29,000	100,000	47,875
	<u>7,814,799</u>	<u>7,952,035</u>	<u>8,726,800</u>	<u>9,220,365</u>	<u>8,873,975</u>

Appropriations – Other:

Description	2016	2017	2018	2019	2019
	ACTUAL	ACTUAL	AMENDED	PRELIMINARY REQUESTED	PRELIMINARY APPROVED
United Way 211 Program	2,000	2,000	2,000	2,000	2,000
District #10 Health Dept.	181,033	181,033	184,654	184,654	184,654
Mason/Lake Soil Conservation	18,100	18,500	18,500	18,500	18,500
Mason/Lake Soil Cons-NFW	8,000	8,000	-	-	-
Household Haz. Waste Prog.	6,000	6,000	6,000	6,000	6,000
Mental Health Authority	139,750	139,750	139,750	139,750	139,750
Mason Co. Growth Alliance	-	-	-	-	-
911 Center	154,898	155,596	155,350	155,600	155,600
Lakeshore Regional Partners	<u>68,179</u>	<u>72,792</u>	<u>79,775</u>	<u>72,800</u>	<u>72,800</u>
	<u>577,960</u>	<u>583,671</u>	<u>586,029</u>	<u>579,304</u>	<u>579,304</u>

Appropriations to County Funds:

Description	2016	2017	2018	2019	2019
	ACTUAL	ACTUAL	AMENDED	PRELIMINARY REQUESTED	PRELIMINARY APPROVED
192. Welfare Child Care	120,000	150,000	150,000	150,000	147,000
215. Friend of the Court	424,000	430,000	430,000	523,656	439,000
217. Landfill Perpetual Care	40,000	40,000	40,000	40,000	40,000
225. Junk Ordinance	-	8,000	-	8,000	8,000
230. Employee Vac/ Sick Pay	20,000	40,000	25,000	25,000	25,000
257. Budget Stabilization	20,000	60,000	20,000	20,000	20,000
266. Jail Operations	1,514,675	1,597,175	1,600,000	1,631,000	1,631,000
269. Law Library	15,000	15,000	15,000	15,000	15,000
289. Social Welfare	31,000	32,000	32,000	35,000	35,000
292. Probate Child Care	262,000	264,550	269,000	269,000	269,000
402. Equipment Replacement	333,800	303,350	205,100	208,100	208,100
470. Public Improvement	595,492	408,442	394,821	394,821	394,821
481. Airport - Improvement	25,000	10,000	10,000	10,000	10,000
516. Delin Tax Revolving	464,000	143,050	158,450	158,000	158,000
581. Airport - Operating	146,550	148,800	149,800	149,800	149,800
676. Ins. - Liability	41,000	41,000	41,000	41,000	41,000
677. Ins. - Worker's Comp	10,000	10,000	10,000	10,000	10,000
678. Ins -Health, Pension, Life	<u>990,000</u>	<u>1,030,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>
	<u>5,052,517</u>	<u>4,731,367</u>	<u>4,000,171</u>	<u>4,138,377</u>	<u>4,050,721</u>
Total General Fund Budget	<u>13,445,276</u>	<u>13,267,073</u>	<u>13,313,000</u>	<u>13,938,046</u>	<u>13,504,000</u>

1.43%

Fund 402 Capital Expenditures:

Description	2016	2017	2018	2019	2019
	ACTUAL	ACTUAL	AMENDED	PRELIMINARY REQUESTED	PRELIMINARY APPROVED
Airport Equipment	-	22,300	1,200	1,200	1,200
DPW, Drain, GIS & Computers	1,750	1,750	1,750	1,750	1,750
Ambulance	15,000	15,000	15,000	15,000	15,000
Courthouse Security System	13,000	13,000	16,000	16,000	16,000
District/Circuit Ct Computers	1,000	1,000	1,000	1,000	1,000
Emergency Mgt. Equipment	-	-	10,000	10,000	10,000
AS-400	4,000	4,000	6,000	4,000	4,000
Tax System Computers	6,000	6,000	5,000	4,000	4,000
Probate Equip & Furniture	500	500	500	500	500
Accounting System Computers	5,000	5,000	4,000	3,000	3,000
Animal Control Vehicles	3,000	3,000	3,000	3,000	3,000
Maintenance Vehicle & Equip.	3,000	3,000	3,000	3,000	3,000
Phone Systems	10,000	10,000	10,000	10,000	10,000
Sheriff Servers	-	14,726	-	3,000	3,000
Sheriff Office Dive Equipment	3,500	3,500	3,500	3,500	3,500
Sheriff Office Dive Trailer	2,000	2,000	2,000	2,000	2,000
Forensic Computing School	1,000	1,000	1,000	1,000	1,000

April 10, 2018

Fund 402 Capital Expenditures, continued:

Description	2016	2017	2018	2019	2019
	ACTUAL	ACTUAL	AMENDED	PRELIMINARY REQUESTED	PRELIMINARY APPROVED
SERT Equipment	5,000	5,000	5,000	5,000	5,000
Road Patrol Total Station	1,000	1,000	1,000	1,000	1,000
Sheriff Radar Equipment	1,000	1,000	1,000	1,000	1,000
Road Patrol Software	2,500	2,500	2,500	1,500	1,500
Sheriff radios	1,000	1,000	1,000	1,000	1,000
Sheriff vehicles	85,000	85,000	85,000	85,000	85,000
Sheriff in-car cameras	2,000	2,000	2,000	2,000	2,000
Sheriff's Marine boat	3,000	3,000	3,000	3,000	3,000
Sheriff computers & equip.	4,000	4,000	4,000	4,000	4,000
Sheriff's Ballistic Vests	5,000	5,000	5,000	5,000	5,000
Sheriff's Canine	1,000	1,000	1,000	1,000	1,000
Aerial Photos	1,500	1,500	1,500	1,500	1,500
Clerk Copiers	2,000	2,000	1,000	1,000	1,000
Clerk Imaging Equipment	4,000	4,000	4,000	4,000	4,000
Zoning Equipment	300	300	400	400	400
Courtroom Equipment	500	500	500	500	500
Courthouse Vehicle	1,000	1,000	1,000	1,000	1,000
Tower generator	250	250	250	250	250
Sheriff's Tasers	-	16,574	-	3,000	3,000
Unallocated/Windows Office	144,000	38,700	-	2,000	2,000
Election & Clerk equip & computers	-	21,250	2,000	2,000	2,000
Zoning Vehicle	1,000	1,000	1,000	1,000	1,000
TOTAL	333,800	303,350	205,100	208,100	208,100

Fund 470 Capital Expenditures:

Description	2016	2017	2018	2019	2019
	ACTUAL	ACTUAL	AMENDED	PRELIMINARY REQUESTED	PRELIMINARY
Airport Terminal	31,000	31,000	31,000	31,000	31,000
Sidewalks	105,000	-	-	-	-
Unallocated/Drains	92,050	10,000	-	-	-
Animal Control Building	21,000	21,000	21,000	21,000	21,000
Transmission Tower	1,500	1,500	1,500	1,500	1,500
Parks	20,000	20,000	20,000	20,000	20,000
102 Fifth Street	12,000	12,000	12,000	12,000	12,000
Jail	90,000	90,000	90,000	90,000	90,000
Jail Annex Building	20,000	20,000	20,000	20,000	20,000
Health Department Building	64,942	64,942	61,321	61,321	61,321
Courthouse Steps	2,000	2,000	2,000	2,000	2,000
Courthouse Bldg & Grounds	100,000	100,000	100,000	100,000	100,000
HVAC System Replacement	36,000	36,000	36,000	36,000	36,000
	595,492	408,442	394,821	394,821	394,821

MASON COUNTY 2019 PRELIMINARY GENERAL FUND REVENUE BUDGET

Description	2016	2017	2018	2019	2019
	ACTUAL	ACTUAL	AMENDED	PRELIMINARY REQUESTED	PRELIMINARY
Property Tax Collection	8,889,128	9,154,935	9,414,025	9,839,000	9,839,000
Personal Property Reimburse.	297,155	533,966	305,800	326,000	326,000
Delinquent Personal Tax	2,930	4,734	3,000	2,100	2,100
Federal Payment in lieu of tax	109,643	111,181	111,175	111,175	111,175
Industrial Facilities Tax	26,143	22,513	22,925	21,400	21,400
Real Estate Transfer Taxes	129,343	138,651	100,000	100,000	100,000
Other Taxes & Fees	36,092	37,453	34,750	35,475	35,475
Zoning Department	23,250	23,135	22,000	23,000	23,000
Soil Erosion & Sediment	6,413	14,085	10,000	11,000	11,000
Dog licenses	58,155	56,190	58,300	56,175	56,175
All other Licenses & Permits	1,305	1,475	1,250	1,250	1,475
Court Equity Fund	127,687	141,667	117,500	126,850	126,850
Judges Salary Standard.	137,172	137,172	137,150	137,150	137,150
Probate Judge Supplement	103,965	105,374	107,125	105,375	105,375
Emergency Preparedness	21,656	21,207	21,000	21,600	21,200
Fr. of Ct./Incentive Program	41,750	36,120	30,000	36,100	36,100
C.R.P. Reimbursement	341,029	306,838	304,000	306,800	306,800
Juvenile Court Officer Grant	27,317	27,317	27,300	27,300	27,300
Victims' Rights	21,980	22,922	22,750	25,000	22,900
Convention Facility Tax	136,358	145,583	159,525	145,575	145,575
Township Liquor License	14,196	14,265	14,175	14,250	14,250
State Survey Remonumentation	29,784	34,910	44,650	44,650	44,650
Sheriff Secondary Road Patrol	49,697	51,241	46,050	51,225	51,225

April 10, 2018

Revenues, continued: Description	2019		2019	2019	2019
	2016 ACTUAL	2017 ACTUAL	2018 AMENDED	PRELIMINARY REQUESTED	PRELIMINARY APPROVED
Marine Patrol	25,500	24,500	24,500	24,500	24,500
S.S.C.E.N.T. Program	10,142	10,142	-	-	-
State Revenue Sharing Grant	504,543	511,159	515,650	509,350	509,350
County Incentive Program	102,371	125,779	125,775	125,775	125,775
All other state grants	29,371	119,849	29,375	28,150	28,150
Circuit Court Costs	23,087	23,694	23,000	22,000	23,000
District Court Costs	82,299	104,444	82,300	100,000	100,000
Probation Oversight Fees	96,632	79,148	96,000	79,000	79,000
Civil Fees	51,679	66,574	51,675	53,000	53,000
Recording Fees	103,636	155,790	150,000	150,000	150,000
Circuit Court Fees	8,993	8,477	8,975	7,500	8,475
Probate Court	12,925	14,141	12,925	13,925	13,925
County Clerk	46,872	44,430	45,000	39,000	44,000
Inter-Dept Personnel Ser	23,997	26,456	24,000	27,500	26,450
Prosecutor	31,147	52,536	31,125	87,795	51,900
Printed & electronic copy sales	21,488	22,729	21,475	22,725	22,725
All other charges for services	77,474	92,529	75,175	75,675	75,675
Ordinance Fines & Costs	37,639	41,346	37,625	39,500	39,500
Bond Forfeitures	9,378	11,633	9,375	10,500	10,500
Investment Income	63,095	83,355	61,750	60,000	60,000
Investment Income - restricted	27,613	34,212	-	-	-
Rents, Leases	49,452	53,241	53,500	52,725	52,725
Reimbursements, Refunds	1,188,220	549,364	438,825	286,375	283,575
Transfers from other funds	327,172	-	125,175	-	-
911 Center	154,898	155,596	155,350	155,600	155,600
Allocated fund balance	-	-	-	-	-
Total General Fund Revenue	13,741,771	13,554,058	13,313,000	13,539,045	13,504,000
Surplus (Deficit)	296,495	286,985	-	(399,001)	-
					1.43%

Motion by T. Posma and seconded by W. Taranko to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Finance, Personnel, & Rules Committee has reviewed the transfers for April 10, 2018.

THEREFORE, we, your Finance, Personnel, & Rules Committee, request your approval of the following transfers:

Welfare Child Care	\$ 30,000.00
Friend of the Court	\$106,000.00
Jail Operations	\$133,337.00
Law Library	\$ 3,750.00
Social Welfare	\$ 6,400.00
Probate Child Care	\$ 67,250.00
Insurance - Liability & Property	\$ 10,250.00

Moved for your approval.

Motion carried. (Signed) T. Posma

Motion by Chairman Lange and seconded by S. Hull to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, there are nine positions on the Mason County Promise Zone Authority Board; and

WHEREAS, there were twenty one responses to the advertisement notice that was published in the Ludington Daily News and the Mason County Press from Mr. Jamie Bandstra, Mr. Al Deering, Mr. David Diephouse, Mr. Jason Kennedy, Mr. Fabian Knizacky, Mr. Nick Krieger, Dr. Gene Kyle, Ms. Christine Lamb, Ms. Andrea Large, Mr. Ed Makowicki, Mr. Mark Mickevich, Mr. Jeff Mount, Mr. Roger Nash, Ms. Amy Pepper, Ms. Annette Quillan, Mr. Richard Randall, Ms. Lynne Russell, Mr. Paul Shoup, Ms. Dena Thurston, and Mr. Scott Ward.

THEREFORE BE IT RESOLVED, that Mr. Jamie Bandstra, Mr. Al Deering, Mr. David Diephouse, Mr. Jason Kennedy, Mr. Fabian Knizacky, Mr. Nick Krieger, Dr. Gene Kyle, Ms. Christine Lamb, Ms. Andrea Large, Mr. Ed Makowicki, Mr. Mark Mickevich, Mr. Jeff Mount, Mr. Roger Nash, Ms. Amy Pepper, Ms. Annette Quillan, Mr. Richard Randall, Ms. Lynne Russell, Mr. Paul Shoup, Ms. Dena Thurston, and Mr. Scott Ward be considered to fill the nine positions on the Mason County Promise Zone Authority Board; and

BE IT FURTHER RESOLVED, that the selection process will be conducted consistent with the adopted rules of the Mason County Board of Commissioners; and

April 10, 2018

BE IT FURTHER RESOLVED, that Chairman Lange is authorized to determine the initial terms of the selected board members consistent with state statute.

Moved for your approval.

Motion carried. (Signed) C. Lange

Motion by Chairman Lange and seconded by S. Hull that pursuant to the approval given by the Michigan Department of Treasury that the Mason County Promise Zone is created and the nine local authority board members be appointed via roll call vote.

Bandstra - Castonia, Squires;

Deering - no votes;

Diephouse - no votes;

Kennedy - Taranko, Castonia, Lange, Squires, Hull, Andersen, Posma;

Knizacky - Taranko, Castonia, Lange, Squires, Hull, Andersen, Posma;

Krieger - Taranko, Castonia, Lange, Squires, Andersen, Posma;

Kyle: - no votes;

Lamb - no votes;

Large: - Taranko, Castonia, Lange, Squires, Hull, Andersen, Posma;

Makowicki - Taranko, Lange, Hull, Andersen, Posma;

Mickevich - no votes;

Mount - Castonia, Squires, Hull;

Nash - Taranko, Lange, Hull, Andersen, Posma;

Pepper - Taranko, Castonia, Lange, Hull, Andersen, Posma;

Quillan - Taranko, Lange, Squires, Andersen, Posma;

Randall - no votes;

Russell - Hull;

Shoup - Castonia, Squires, Posma;

Thurston - Taranko, Lange, Hull, Andersen;

Ward - Castonia, Squires.

The following candidates were selected under the county board rules and hereby appointed to the authority board: Mr. Jason Kennedy (7 votes), Mr. Fabian Knizacky (7 votes), Mr. Nick Krieger (6 votes), Ms. Andrea Large (7 votes), Mr. Ed Makowicki (5 votes), Mr. Roger Nash (5 votes), Ms. Amy Pepper (6 votes), Ms. Annette Quillan (5 votes), Ms. Dena Thurston (4 votes). Motion carried.

Motion by Chairman Lange and seconded by J. Andersen to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, an employee is retiring from the District Court on April 27, 2018; and

WHEREAS, Judge Wadel is requesting that the part-time employee be moved to full time effective April 9th to allow her to be trained by the retiring employee; and

WHEREAS, Judge Wadel is also requesting that the hours for the new part-time employee be increased from 20 hours a week to 25 hours a week; and

WHEREAS, the Finance, Personnel, & Rules Committee is recommending that the board approve the additional hours for training only.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves moving the part-time employee from part-time to full time effective April 9th; funds to come from contingency.

Moved for your approval.

Motion carried. (Signed) C. Lange

Treasurer Andrew Kmetz presented the March 2018 treasurers report. He noted that 2017 tax settlement has been completed with the County purchasing \$2.9 million in delinquent taxes. Nineteen parcels will be foreclosed on, but only five have structures (homes).

Clerk Kelly presented the March 2018 Clerk's Report and acknowledged all of the local level clerk's who have been diligently attending the State mandated training sessions that have occurred over the past two months. All have been trained and their dedication to Mason County has been appreciated.

Administrator Knizacky thanked the board for their confidence in him by their appointment to the new Promise Authority Board. He noted that the State has approved Mason County's Indigent Defense Compliance Plan. He wished to thank the Elected Officials and Department Heads for their work on the 2019 preliminary budget. He informed the board that on May 13, the County will start their annual audit.

April 10, 2018

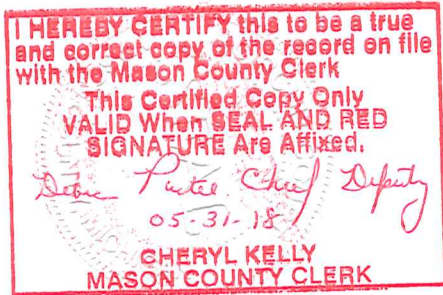
There were no public comments:

Any other business: Commissioner Squires thanked all the individuals of the public who came to the meeting this evening and took a role in County government.

With no further business the meeting was adjourned at 7:57 p.m.

CHERYL KELLY, COUNTY CLERK

CHARLES LANGE, BOARD CHAIRMAN



Appendix E

Board Meeting Minutes May 07, 2018





**Mason County Promise Zone Authority Board
Meeting Minutes**

May 07, 2018
2:00 PM

Location:

Lakeshore Resource Network
920 E. Tinkham Ave.
Ludington, MI 49431

Call to Order: The meeting was called to order at 2:00 PM by the Mason County Promise Zone Authority Board Chair, Jason Kennedy.

- A. **Roll Call:** Ten (10) of the eleven (11) Board members were present with Fabian Knizacky being absent from the meeting.
- B. **Approval of the Agenda:** The agenda was approved with two (2) agenda modifications. The Board amended the agenda to add "Memorandum of Understanding" under the "Committee work" section of the agenda. Secondly, the Board approved the agenda with the addition of the approval of the meeting minutes from the April 25, 2018 meeting.

Motion - McLean, Support - Large; Motion carried 10-0; 1 absent.

- C. **Approval of the Minutes:** The April 25, 2018 meeting minutes of the Mason County Promise Zone Authority Board were approved, as presented.

Motion: McLean, Support: Nash; Motion carried 10-0; 1 absent

- D. **Reading of Correspondence:** Chair Kennedy read an informational correspondence submitted to the Board from Amy Pepper. The memo discussed West Shore Community College's policy on high school equivalency requirements. A copy of this information was shared with the Board.
- E. **Limited Public Comment:** Annette Quillan read comments that were shared with her from community members. Annette shared a comment from Kathy Nixon, who shared that OxyChem is in need of chemical operators. She stated that Delta College has a program that

Meeting Minutes Approved: _____
Motion: _____, Support: _____; Motion carried: _____

West Shore Community College should consider teaching so that it could be supported by the Promise, while supporting our community. She also shared that our community needs more pipefitters and welders.

Annette Quillan shared a comment that she received from Pam Huber, who shared that summer classes that have been taken at West Shore sometimes have been canceled, or there have been issues with transferring the earned credits. She also shared that a community organization had a meeting at the college recently and there was limited cell phone service. From her perspective, these should be issues that the Promise addresses with the college.

F. Committee Work:

- a. Review of Sample Bylaws: The Board reviewed the bylaws of the Lansing Promise Zone as an example. Board members were asked to familiarize themselves with the structure of the bylaws from other Promise Zones throughout the state, and were asked to come prepared to the next meeting to discuss other examples of Promise Zone bylaws.
- b. Application Template Development: An online application template was developed using Google Forms. Board members reviewed this template and provided feedback on modifications to the application. It was noted that the application should collect information such as whether the student is a first generation college student, and whether or not the Promise had an impact on the student attending college. The application requires students to certify that they have read and understand the eligibility requirements of the Promise, and requires students to sign and execute their application certifying that the application is accurate and true. The application also includes a FERPA release that authorizes the release of records between schools, the college, and the Board.
- c. Other Discussion Items: The scholarship will begin with the Fall 2018 semester at West Shore Community College. Students will be given four (4) academic years to complete their degree, certificate, or authorized program. It was also determined that the eligibility of students earning a GED would begin with GED issuance dates that occur on or after the date that the Promise Zone Development Plan is approved by Treasury or the State of Michigan.
- d. Website Development: The URL www.masoncountypromise.org has been secured as the website for the Promise Zone Authority Board. A Facebook account in the name of Mason County Promise has also been secured, as has the email domain name of masoncountypromise@gmail.com.
- e. Marketing Development: Chris VanWyk has volunteered his time to assist in developing a brand strategy at no cost to the Promise Zone Board. A logo will be created, as will marketing postcards and other promotional materials.

Meeting Minutes Approved: _____

Motion: _____, Support: _____; Motion carried: _____

- f. Fund Agreement with Community Foundation for Mason County: The fund agreement has been updated by the Community Foundation, at the request of the Board. Copies of the agreement were distributed to Board members for discussion prior to a vote of approval.
- g. Memorandum of Understanding: The Memorandum of Understanding was introduced and copies of it were distributed to Board members for their review and discussion. Monica answered questions from the Board about the Memorandum.

G. Resolution to Authorize the Chair to Sign the Foundation Agreement:

The Board approved the resolution to authorize the Chair of the Board to sign and execute the fund agreement with the Community Foundation for Mason County; which will create the Mason County Promise Fund within the Foundation. Andrea Large abstained from voting on this resolution due to this being a conflict of interest for her.

Motion - McLean, Support - Schuyler; Motion carried 9-0; 1 absent; 1 abstention.

- H. **Set Next Meeting Date:** The Board set the next date and time of the Promise Zone Authority Board meeting as Monday, May 21, 2018 at 1:00 PM. The location of the meeting will be: Lakeshore Resource Network, 920 E. Tinkham Ave., Ludington, MI 49431.
- I. **Any Other Business:**
 - a. Errors and Omissions Policy: An email from the Michigan Municipal Risk Management Authority was shared with the Board. It is suggested that the Board consider its own policy, as the county's policy has a high deductible.
 - b. Michigan Promise Zone Association (MPZA) Meeting: The next meeting of the MPZA will be held in Lansing on June 19, 2018. The Board discussed sending a Board member to attend this meeting and encouraged members to review their calendars to determine who might be able to attend on behalf of the Board.
- J. **Limited Public Comment:** Nick Palmer discussed Decision Day activities that were supported in local school districts by the Mason County College Access Network.
- K. **Adjournment:** The meeting was moved for adjournment at 3:46 PM by Roger Nash, and supported by Dena Thurston. Motion carried: 10-0; 1 absent. The meeting was adjourned.

Respectfully Submitted,
Nick Krieger, Secretary
Mason County Promise Zone Authority Board

Meeting Minutes Approved: _____
Motion: _____, Support: _____; Motion carried: _____

Appendix F

Board Meeting Minutes May 21, 2018





**Mason County Promise Zone Authority Board
Meeting Minutes**

May 21, 2018
1:00 PM

Location:

Lakeshore Resource Network
920 E. Tinkham Ave.
Ludington, MI 49431

Call to Order: The meeting was called to order at 1:00 PM by the Mason County Promise Zone Authority Board Chair, Jason Kennedy.

- A. **Roll Call:** All members were present with Jim McLean participating in the meeting via a conference telephone phone call.
- B. **Approval of the Agenda:** The agenda was approved with no agenda modifications.

Motion - Nash, Support - Knizacky; Motion carried 11-0.

C. Reading of Correspondence:

- a. Chair Kennedy distributed copies of the signed and fully executed fund agreement between the Authority Board and the Community Foundation for Mason County to the Board.
- b. Chair Kennedy also distributed copies of an email dated May 18, 2019 that he and Fabian Knizacky received from Phil Trapp at the Michigan Department of Treasury. The message stated the following:

"Please see notes below concerning the Mason County Promise Zone Development Plan submitted on May 4th (attached). Prior to Treasury's approval of the plan we would need these items addressed.

- 1. *On page 2 under the "Terms" section it mentions Standards of Academic Progress but it does not define what those standards are. Section 7(2)(b) generally requires disclosure of standards that would limit any promise zone financial assistance.*

Meeting Minutes Approved: _____
Motion: _____, Support: _____; Motion carried: _____

2. On page 3 under the "Continuation Throughout College" section the plan requires the compliance with Satisfactory Academic Progress requirements but does not define those requirements. Section 7(2)(b)(iii) requires disclosure of GPA requirements in the plan.
3. On page 5 the "Evaluation Plan" section does not seem to provide a complete description of the criteria and procedures for assessing student performance as required by Section 7(2)(f). Section 7(2)(f)(i)-(iv) lists specific criteria that must be reported to treasury every year and should be reflected in the plan.

Let me know if you have any questions."

D. Limited Public Comment: None

E. Committee Work:

- a. Define "Terms" (Standards of Academic Progress): The Board reviewed all Standards of Academic Progress at West Shore Community College and agreed to define Standards of Academic Progress for the purposes of the Promise Zone Development Plan as follows:

While in attendance at West Shore Community College, students must comply with the following Standards of Academic Progress to remain eligible for the Promise Scholarship:

- Students must maintain a minimum semester and cumulative grade point average (GPA) of 2.0 that is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, and developmental classes are excluded from the GPA calculation.
- Each semester, students must complete all attempted credits at a pace of at least 67%, including courses below the 100 level. Incompletes, withdrawals, and repeated classes are used to calculate the completion rate.

The Board also decided that a student's grade point average from dual enrollment courses would not count toward the eligibility criteria necessary to be eligible for the Promise.

- b. Define "Continuation through College" (Standards of Academic Progress): The Board reviewed this section of the Development Plan and agreed to the following language:

The student agrees to sign an information release form allowing the Promise Zone Authority Board access to the student's grade point average and transcript to ensure compliance with the Satisfactory Academic Progress requirements of the Promise

Meeting Minutes Approved: _____
 Motion: _____, Support: _____; Motion carried: _____

scholarship, as outlined in the "Terms of the Mason County Promise Scholarship" section of the development plan above.

- c. Evaluation Plan and Annual Report: The Board agreed to the following language pertaining to the evaluation plan and annual report, in compliance with statute:

EVALUATION PLAN and ANNUAL REPORT:

The Mason County Promise Zone Authority will develop an evaluation plan to measure the extent to which its scholarship and program services are impacting success among graduates from the Promise Scholarship program. This involves: (1) establishing and implementing a strategic plan accompanied by benchmarks against which annual progress can be measured; (2) developing the capacity to keep and track relevant student data; (3) conducting an analysis of college attendance and persistence behaviors among Mason County graduates; and (4) establishing data-sharing partnerships with the partnering post-secondary institution; including a comprehensive annual report and assessment that will be submitted in writing to the Michigan Department of Treasury, no later than October 31st of each year.

This annual report shall include the following information, which may be obtained, in whole or in part, from any reliable source that complies with applicable laws regarding student privacy:

- a) The number of students who received financial assistance pursuant to the authority's approved promise zone development plan during the prior academic year.
 - b) Of those students accounted for under subparagraph a) above, the number who successfully completed the following:
 - i) A certificate or associate program.
 - ii) A bachelor's program.
 - c) Of those students accounted for under subparagraph a) above, the number who withdrew from classes during the prior academic year.
 - d) Of those students accounted for under subparagraph a) above who initially reached successful completion of more than the equivalent of 23 semester credits during the prior academic year, the average time to successfully complete the equivalent of 24 semester credits.
 - e) The 6-year graduation rate for recipients of financial assistance pursuant to the authority's approved promise zone development plan.
- d. Review of Sample Bylaws: The Board reviewed the bylaws of the Lansing Promise Zone and the Muskegon Area Promise as examples. The Board appointed an Ad Hoc committee consisting of Fabian Knizacky and Nick Krieger to develop a draft set of bylaws that can be brought back to the Board for review and approval.

Meeting Minutes Approved: _____

Motion: _____, Support: _____; Motion carried: _____

- F. **Approval of the Amended Mason County Promise Zone Development Plan:** The Mason County Promise Zone Authority Board approved the Amended Mason County Promise Zone Development Plan (PZDP).

The approval was based upon the acceptance and approval of all changes and modifications that were made to the original submitted plan that was approved at the April 25, 2018 meeting of the Board. The approval is subject to a final review of the Chair and Vice Chair to ensure that the submitted plan fully complies with all revisions and modifications that were made by the Board.

The Board's approval grants authority to the Board Chair to submit the Amended Mason County Development Plan to the Michigan Department of Treasury.

Motion: Krieger, Support: Knizacky; Motion carried 11-0.

- G. **Fundraising Ad Hoc Committee Meeting:** The fundraising committee will meet on Wednesday, May 23, 2018 at 9:00 AM at the Lakeshore Resource Network.
- H. **Set Next Meeting Date:** The Board decided to wait on scheduling its next meeting date so that time could be given for the Ad Hoc committee to establish a draft set of bylaws for the Board to review. Once the draft bylaws are developed by the Ad Hoc committee, a meeting of the Board will be scheduled.

I. **Any Other Business:**

- a. Approval of Mason County Promise Logo: The Board reviewed a logo developed by Chris VanWyck and approved the logo to be used as the official logo of the Mason County Promise Zone. The approved logo is used in the header of this meeting's minutes above.

Motion: Schuyler, Support: Large; Motion carried 11-0.

- b. Eligibility Letters: The Board authorized the Chair to develop and send out eligibility letters to graduating seniors for the Class of 2018.

Motion: Knizacky, Support: Nash; Motion carried 11-0.

- J. **Limited Public Comment:** Nick Palmer from the Mason County College Access Network discussed his ideas for the use of social media to promote the Promise scholarship.
- K. **Adjournment:** The meeting was moved for adjournment at 2:40 PM by Roger Nash, and supported by Andrea Large. Motion carried: 10-0; 1 absent. Monica Schuyler left the meeting at 2:35 PM. The meeting was adjourned.

Respectfully Submitted,
Nick Krieger, Secretary
Mason County Promise Zone Authority Board

Meeting Minutes Approved: _____
Motion: _____, Support: _____; Motion carried: _____