



**Amended  
Promise Zone  
Development Plan**

**December 12, 2022**



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## **Summary of 2022 Amendments to Mason County Promise Zone Development Plan**

Items requested for amendment the Mason County Promise Zone Development Plan as approved by the Mason County Promise Zone Authority Board and recorded in Board Meeting Minutes from August 8, 2022, September 12, 2022 and October 10, 2022, November 14, 2022 & December 12, 2022:

**Under the “PURPOSE” section**, the words “within Mason County” have been removed due to the Board’s approval of including Mason County residents (for at least one year, including the student’s graduation year) who graduate from public or non-public schools outside of the Mason County boarders, provided that the school is registered and recognized by the West Shore Educational Service District (ESD) or the State of Michigan.

**Under the “MASON COUNTY PROMISE SCHOLARSHIP AWARDS” and “TERMS OF THE MASON COUNTY PROMISE SCHOLARSHIP” sections**, four-year limit to the availability of the Promise Scholarship after high school graduation has been increased to a six-year limit to availability after graduation.

**Immediately under the “ELIGIBILITY CRITERIA:” section, items 1. a. and item 1.b., the expansion of schools defined to include homeschools and schools out-of-county that Mason County residents attend:**

*The Plan was amended in 2020 to read:*

- “1. a. Reside in Mason County and graduate from a public or non-public school located in Mason County; or,
- b. Graduate from and reside within the boundaries of a public or private accredited school located in Mason County.”

*And in 2022, has been amended to:*

### **ELIGIBILITY CRITERIA:**

In order for a student to be eligible to receive proceeds from the Mason County Promise scholarship, a student must meet criteria for Residency and Graduation, FAFSA Completion, Enrollment and FERPA Release as defined below:

1. Residency and Graduation Requirement:
  - A. Residency Requirement
    - i. Residence in Mason County for a least one full school year, including the Eligible Student’s graduation year and graduate from and Eligible School. Residence is defined as the Eligible Student’s primary residence.
  - B. Graduation Requirement
    - i. Graduate from one of the following Schools (each, an “Eligible School”)
      - A public or nonpublic school that is registered and recognized by (1) the State of Michigan or (2) the West Shore Educational Service District.
      - A home school that is registered and recognized with the West Shore Educational Service District for a least the Eligible Student’s entire graduation year.
      - Obtain a GED or its equivalent.
2. Free Application for Federal Student Aid (the “FAFSA”) Requirement:
  - A. Complete the FAFSA each year that the student intends to seek proceeds from the Promise Scholarship.
3. West Shore Community College Enrollment Requirement:
  - A. Maintain enrollment at West Shore.
4. Family Educational Rights and Privacy Act (the “FERPA”) Release Requirement:
  - A. Complete and submit the FERPA release to the Authority Board and West Shore.

**Under the PROMISE ZONE AUTHORITY ADMINISTRATION section:**

The words “within Mason County”, amended in 2020, have been removed in 2022.

**Under “Terms of the Scholarship,”** language has been added to offer an educational supplies allowance for up to two years for approved scholars who participate in student success initiatives:

**EDUCATIONAL SUPPLIES ALLOWANCE:**

Beginning with the 2023-24 academic year, all recipients of a Promise Scholarship (the “Promise Scholars”) can qualify to receive an annual educational supplies allowance for an amount determined by the Authority Board to pay for books, supplies and equipment needed to complete their course of study (the “Supplies Allowance”). Promise Scholars may receive the Supplies Allowance for up to two academic years (i.e., four semesters), which can be used for required books, educational supplies, and equipment, as outlined by their course syllabus. Promise Scholars may qualify for the Supplies Allowance through participation in Authority Board-approved student success initiatives that are available to all Promise Scholars. Promise Scholars will be notified how to qualify for the Supplies Allowance in the initial scholarship award approval notice, and in the first annual renewal approval notice.

**~END Summary of 2022 Amendments~**

**Summary of 2020 Amendments to Mason County Promise Zone Development Plan**

Items requested for amendment the Mason County Promise Zone Development Plan as approved by the Mason County Promise Zone Authority Board and recorded in Board Meeting Minutes from June 8, 2020 & July 13, 2020:

**Under the “MASON COUNTY PROMISE SCHOLARSHIP AWARDS” section, change the total attempted credits in the plan from “60” to “72; this accommodates at least one degree path at our partnering institution:**

*The Plan originally read:*

“Eligible students will receive funding for board approved qualified educational expenses at West Shore Community College to cover a maximum of 60 attempted credits.”

*and has been amended to:*

“Eligible students will receive funding for board approved qualified educational expenses at West Shore Community College to cover a maximum of 72 attempted credits.”

**This requested change would also affect language on page 2 under the “TERMS OF THE MASON COUNTY PROMISE SCHOLARSHIP:” section, 4<sup>th</sup> paragraph:**

*This paragraph of the plan currently states “60” attempted credits are covered at West Shore Community College; the amendment would increase the number to “72” attempted credits.*

**Immediately under the “ELIGIBILITY CRITERIA:” section, correction of a typographical error:**

*The word “orden” is now changed to “order”.*

**Immediately under the “ELIGIBILITY CRITERIA:” section, items 1. a. and item 1.b., the clarification of residency and perpetual inclusion of all high schools in Mason County:**

*The Plan originally read:*

- “1. 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,”  
*and has been amended to:*

- “1. a. Reside in Mason County and graduate from a public or non-public school located in Mason County; or,  
b. Graduate from and reside within the boundaries of a public or private accredited school located in Mason County.”

**Immediately under the “PROMISE ZONE AUTHORITY ADMINISTRATION:” section, removal of the parenthetical listing of school districts in Mason County:**

*The Plan originally read:*

“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.”

*And has been amended to:*

“Oversight of the Promise scholarship will be provided by each qualifying school 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.”

### **Summary of Amendment Submitted for Approved Amended Plan in May 2018**

**“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.*

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

## WHO IS ELIGIBLE?

Graduates who reside in Mason County  
Graduates who reside within their Mason County-based school district boundaries  
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 72 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 119 S. Rath Ave., Ludington, MI 49431







## **PURPOSE:**

The Mason County Promise (the "Promise") is a significant commitment to the students and families of Mason County, whereby, Eligible Students (as defined below) will be able to earn a two-year college degree, certificate, or approved credential that is tuition free. The Mason County Promise Scholarship (the "Promise Scholarship") is an award that is "promised" to resident graduates of an Eligible School (as defined below). The Promise provides the financial assistance necessary to obtain a two-year degree or its equivalent, including any certificate programs offered by West Shore Community College ("West Shore"), when used in conjunction with federal and state grants. The Promise Scholarship 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 degree at West Shore. The hope is that the Promise will provide education and training opportunities to Mason County residents that graduate from an Eligible School 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 six years from the date of high school graduation from an Eligible School, or from the date of issuance of an approved high school credential, GED, or its equivalent as determined by the Authority Board, from an Eligible School to use the Promise Scholarship. Eligible Students will receive funding for Mason County Promise Zone Authority Board (the "Authority Board") approved qualified educational expenses at West Shore to cover a maximum of 72 attempted credits. Upon Authority Board direction, monies may be designated for educational improvement activities that focus on student success and readiness. The Authority Board will 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 to be an Eligible Student ("Eligible Student") and receive Promise Scholarship proceeds, a student must meet the following criteria for Residency and Graduation, FAFSA Completion, Enrollment and FERPA Release as defined below:

1. Residency and Graduation Requirement:
  - A. Residency Requirement

- i. Residence in Mason County for a least one full school year, including the Eligible Student's graduation year and graduate from an Eligible School. Residence is defined as the Eligible Student's primary residence.
- B. Graduation Requirement
  - i. Graduate from one of the following Schools (each, an "Eligible School")
    - A public or nonpublic school that is registered and recognized by (1) the State of Michigan or (2) the West Shore Educational Service District.
    - A home school that is registered and recognized with the West Shore Educational Service District for a least the Eligible Student's entire graduation year.
    - Obtain a GED or its equivalent.
- 2. • Free Application for Federal Student Aid (the "FAFSA") Requirement:
  - A. Complete the FAFSA each year that the student intends to seek proceeds from the Promise Scholarship.
- 3. West Shore Community College Enrollment Requirement:
  - A. Maintain enrollment at West Shore.
- 4. Family Educational Rights and Privacy Act (the "FERPA") Release Requirement:
  - A. Complete and submit the FERPA release to the Authority Board and West Shore.

**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 degree or its equivalent at the prevailing West Shore tuition rate. An Eligible Student's Promise Scholarship amount will be the balance remaining for tuition and mandatory fees at West Shore, 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 West Shore. The Authority Board reserves the right to expand the list of qualifying institutions by majority vote of the Authority Board. Eligible Students will also have the opportunity to qualify for an educational supplies allowance as defined below.

While in attendance at West Shore, Eligible 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, Eligible 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.

Eligible Students will have a maximum of six years from the date of graduation from an Eligible School, or from the date of issuance of an approved high school credential, GED, or its equivalent as determined by the Authority Board, to use Promise Scholarship monies (the “Promise Term”) to cover a maximum of 72 attempted credits which is the equivalent to an associate degree from West Shore(the “Credit Limit”). Eligible Students must apply for the Promise Scholarship annually and provide a copy of their West Shore transcript with the application. Eligible Students must also supply notice of any financial aid awards for the next year of college attendance. The amount of an Eligible Student’s Promise Scholarship may be adjusted each year based on any revised financial aid information provided.

Eligible Students must enroll in a minimum of nine (9) credit hours per fall and winter semester at West Shore (the “Credit Requirement”). The Credit Requirement will be met so long as the credits are attempted subject to the Promise Term and Credit Limit.

**EDUCATIONAL SUPPLIES ALLOWANCE:**

Beginning with the 2023-24 academic year, all recipients of a Promise Scholarship (the “Promise Scholars”) can qualify to receive an annual educational supplies allowance for an amount determined by the Authority Board to pay for books, supplies and equipment needed to complete their course of study (the “Supplies Allowance”). Promise Scholars may receive the Supplies Allowance for up to two academic years (i.e. four semesters), which can be used for required books, educational supplies, and equipment, as outlined by their course syllabus. Promise Scholars may qualify for the Supplies Allowance through participation in Authority Board-approved student success initiatives that are available to all Promise Scholars. Promise Scholars will be notified how to qualify for the Supplies Allowance in the initial scholarship award approval notice, and in the first annual renewal approval notice.

**ELIGIBLE INSTITUTIONS:**

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

**PROCESS FOR APPEAL(S):**

Eligible Students may appeal to the Authority Board to either (1) defer use of the Promise Scholarship or (2) seek review of the denial of their eligibility. All appeals must be made in writing to the Authority Board and shall contain the Eligible Student's name, address, date of birth, and phone number; the basis for the appeal; and any other supporting documents pertinent to the Eligible Student's claim or appeal. When all required materials are received, the Chairman of the Authority Board will place the appeal on the Authority Board’s next meeting's agenda and send copies of the appeal and all supporting documents to each Authority Board member. The Authority 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 Authority Board must approve the appeal in order for it to be granted to the Eligible Student. The appeal form may be found on the 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 Eligible Student will not negatively impact the student's eligibility for the Promise Scholarship, 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:**

Eligible 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 Authority Board or its designee. The Eligible Student agrees to sign an information release form allowing the Authority Board access to the student's GPA and transcript to ensure compliance with the Standards of Academic Progress requirements of the Promise Scholarship, as outlined in the "Terms of the Mason County Promise Scholarship" section of this Amended Promise Zone Development Plan (the "Plan") above. The amount of the Eligible Student's Promise Scholarship may be adjusted each year based on any revised financial aid information provided to the Authority Board.

**PROMISE ZONE AUTHORITY ADMINISTRATION:**

Oversight of the Promise Scholarship will be provided by the Authority Board, in partnership with West Shore. All decisions of the 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 Authority Board is charged with developing and implementing a development plan to fund the Promise Scholarship. The minimum projected amount needed for the first two years of operation has been calculated using three (3) scenarios. First, using the historical actuarial model, where 20% of the Eligible Students attend West Shore, the minimum projected funding needed is \$135,448. Second, using a median actuarial model, where 50% of the Eligible Students attend West Shore, the minimum projected funding needed is \$453,370. Finally, using a model that allows all Eligible Students with a GPA at or above 2.00 to attend West Shore and where 90% of the Eligible Students attend West Shore, the minimum projected funding needed is \$877,265. Each of these three estimates reflects the funding needed to cover the cost of the Promise Scholarship for two (2) years.

The first five years of operation under the final scenario where all Eligible Students (i.e. 90% of the graduates) enroll at West Shore 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 Promise Scholarship to the Class of 2018 and the Class of 2019 through privately earned donations. Future graduating classes will be issued Promise Scholarships through the capture of the State Education Tax (the "SET") dollars and the tax increment financing structure that exists in state statute.

## **MASON COUNTY PROMISE SCHOLARSHIP FUNDRAISING PLAN:**

The 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 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.
  - o Donors may contribute to the **Mason County Promise Fund** through the Community Foundation for Mason County online at [www.mason-foundation.org](http://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 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 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 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 the Promise Scholarship and program services are impacting success among the Promise Scholars. 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 Eligible Students who received financial assistance pursuant to the Plan during the prior academic year.
- b) Of those Eligible 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 Eligible Students accounted for under subparagraph a) above, the number who withdrew from classes during the prior academic year.
- d) Of those Eligible 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 Plan.

### **BEGINNING OF THE MASON COUNTY PROMISE SCHOLARSHIP AWARDS:**

The first Promise Scholarship awards will be awarded to Eligible Students in the Class of 2018, unless private donations are insufficient to cover the costs associated with carrying out the Plan and provide funding to cover those Promise Scholarship awards for two years. It is the intent of the Authority Board to raise the necessary private donations to issue Promise 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 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 the Promise 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 Promise Scholarship based on prevailing tuition rates and mandatory fees at West Shore. The analysis assumes that at least 90% of Eligible Students will attend West Shore upon graduation from an Eligible 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 Authority Board reserves the right to consider modification to the Promise 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 Authority Board.

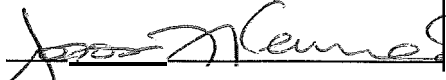
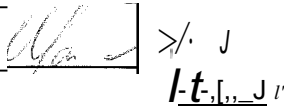


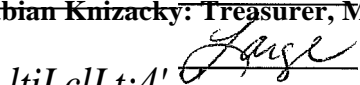
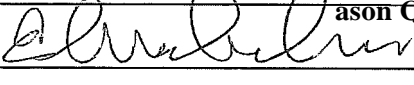
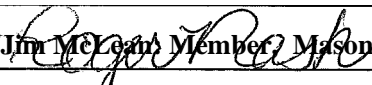
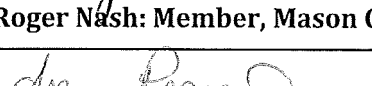

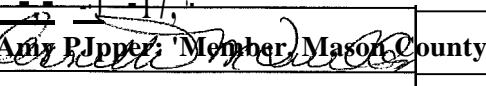
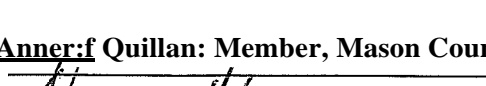
The actuarial tables used to calculate these estimates are outlined in Appendix A.





**2018 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:

 <b>J J. Kennebfir, Mason County Promise Zone Authority Board</b>	<u>05/21/2018</u> <b>Date</b>
 <b>Monica Schalk/Vice-Chair, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Nick Krieger: Secretary, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Fabian Knizacky: Treasurer, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Andrea Large: Member, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Ed Makowicki: Member, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Jim McLean: Member, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Roger Nash: Member, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Amy Pjpper: Member, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Annerf Quillan: Member, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>
 <b>Dena Thurston: Member, Mason County Promise Zone Authority Board</b>	<u>5/21/18</u> <b>Date</b>



# Appendix A

## Actuarial Projections Base Year 2017



**Appendix A**  
**Mason County Promise Zone Actuarial Projections**  
**Base Year 2017**

	<b>Historical</b>	<b>Median</b>	<b>Maximum</b>
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

Graduating Class of	Gateway to Success	Mason County Central	Mason County Eastern	Ludington Area Schools		<b>Total Enrollment</b>
2018	21	75	39	152		<b>287</b>
2019	28	108	28	174		<b>338</b>
2020	23	93	31	145		<b>292</b>
2021	15	93	37	187		<b>332</b>
2022	21	92	34	165		<b>312</b>

<b>Student Variables</b>	<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
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

<b>Cost per Credit Hour at West Shore Community College (WSCC)</b>	<b>Year</b>	<b>Cost</b>
Estimated Annual Increase in Community College Tuition= 3.00%	2018	\$125.00
	2019	\$128.75
	2020	\$132.61
	2021	\$136.59
	2022	\$140.69

<b>2018 Student Variables</b>	<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
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
<b>Eligible Student Enrollment</b>	<b>21.2</b>	<b>53.1</b>	<b>95.6</b>

<b>2018 Cost Estimates</b>	<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
Annual Credit Hour Expectation * Eligible Students =	510	i 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
<b>Year One (1) Funding Requirement</b>	<b>\$38,714</b>	<b>\$134,285</b>	<b>\$261,713</b>

<b>2019 Student Variables</b>	<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
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
<b>Eligible Student Enrollment</b>	<b>25.0</b>	<b>62.5</b>	<b>112.6</b>

<b>2019 Cost Estimates</b>	<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
Annual Credit Hour Expectation * Eligible Students =			
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
<b>Year Two (Cohort 1 and 2) Funding Requirement</b>	<b>\$91,001</b>	<b>\$302,503</b>	<b>\$584,505</b>

<b>2020 Student Variables</b>	<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
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
<b>Eligible Student Enrollment</b>	<b>21.6</b>	<b>54.0</b>	<b>97.2</b>

<b>2020 Cost Estimates</b>	<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
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
<b>Year Three (Cohort 2 and 3) Funding Requirement</b>	<b>\$96,059</b>		<b>\$315,147</b>	<b>\$607,265</b>

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
<b>Eligible Student Enrollment</b>	<b>24.6</b>		<b>61.4</b>	<b>110.6</b>

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
<b>Year Four (Cohort 3 and 4) Funding Requirement</b>	<b>\$99,310</b>		<b>\$323,275</b>	<b>\$621,896</b>

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
<b>Eligible Student Enrollment</b>	<b>23.1</b>		<b>57.7</b>	<b>103.9</b>

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) <b>Funding Requirement</b>	<b>\$108,496</b>		<b>\$346,239</b>	<b>\$663,230</b>	
<b>Actuarial Model Using Current Cohort Student Enrollment</b>			<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
Two Years of Funding Needed for Scholarships			<b>\$91,001</b>	<b>\$302,503</b>	<b>\$846,218</b>
Five Years of Funding Needed for Scholarships			<b>\$433,580</b>	<b>\$1,421,449</b>	<b>\$2,738,609</b>
<b>Actuarial Model Using Average Cohort Student Enrollment (312 Students per Year)</b>					
<b>2018 Student Variables</b>	<b>Historical Enrollment</b>		<b>Median Enrollment</b>		<b>Maximum Enrollment</b>
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
<b>Eligible Student Enrollment</b>	<b>23.1</b>		<b>57.7</b>		<b>103.9</b>
<b>2018 Cost Estimates</b>	<b>Historical Enrollment</b>		<b>Median Enrollment</b>		<b>Maximum Enrollment</b>
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
<b>Year One (1) Funding Requirement</b>	<b>\$44,264</b>	<b>\$286,688</b>	<b>\$148,160</b>		
<b>WSCC Tuition Grows at 3%</b>	<b>Year</b>	<b>Historical Enrollment Tuition</b>	<b>Median Enrollment Tuition</b>		<b>Maximum Enrollment Tuition</b>
	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
<b>Five (5) Year Funding Requirement</b>	<b>Year</b>	<b>Historical Enrollment Tuition</b>	<b>Median Enrollment Tuition</b>		<b>Maximum Enrollment Tuition</b>
Cohort 1	2018	\$44,264	\$148,160		<b>\$286,688</b>
Cohort 1&2	2019	\$91,184	\$305,210		<b>\$590,577</b>
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	
<b>Actuarial Model Using Average Cohort Student Enrollment (312 Average Students per Year)</b>			<b>Historical Enrollment</b>	<b>Median Enrollment</b>	<b>Maximum Enrollment</b>
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

<b>PROJECTING TOTAL SET REVENUE FOR MASON COUNTY PROMISE ZONE AREA</b> (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	\$9,188,913	\$9,813,329	\$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 Inty	\$12,140,411	\$12,686,729	\$13,252,632	\$13,854,225	\$14,458,072	\$15,129,160

<b>Average Estimated Inflation Rate Over Time Period</b>					
<b>2.50%</b>					
<b>Estimated SET Revenue, SET Growth, and SET Capture</b>					
	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%		
	2022	\$12,686,729	4.50%	\$1,920,859	\$960,430
	2023			\$2,467,169	\$1,233,585
	2024	\$13,854,225	4.50%	\$3,634,665	\$1,817,333
	2025	\$14,458,072	4.50%	\$4,058,102	\$2,029,056
	2026	\$15,129,160	4.50%	\$4,909,600	\$2,454,800

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

**Estimated SET Revenue, SET Growth, and SET Capture at 2.50% Inflationary Growth Rate**

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

**Account Balance (SET Capture Revenue Less WSCC Cost at 3.00% Annual Tuition Increase)**

	<b>Base Year</b>	<b>Cumulative Balance</b>	<b>WSCC Cost</b>	<b>Tuition Increase</b>	<b>Account Balance</b>
	2015				
	2016				
	2017				
	2018	\$219,721	\$286,688		
	2019	\$668,610	\$590,577		
	2020	\$1,367,639	<u>\$608,295</u>	3.00%	<b>\$759,344</b>

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

**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	<b>\$219,721</b>
2019	\$11,117,338	4.30%	\$897,778	<b>\$448,889</b>
2020	\$11,617,618	4.50%	\$1,398,058	<b>\$699,029</b>
2021	\$11,733,794	1.00%	\$1,514,234	<b>\$757,117</b>
2022	\$11,851,132	1.00%	\$1,631,572	<b>\$815,786</b>
2023	\$11,969,643	1.00%	\$1,750,083	<b>\$875,042</b>
2024	\$12,089,340	1.00%	\$1,869,780	<b>\$934,890</b>
2025	\$12,210,233	1.00%	\$1,990,673	<b>\$995,337</b>
2026	\$12,332,336	1.00%	\$2,112,776	<b>\$1,056,388</b>

**Account Balance (SET Capture Revenue Less WSCC Cost at 3.00% Annual Tuition Increase)**

Base Year	WSCC Cost	Cumulative Balance	Tuition Increase	Account Balance
2015				
2016				
2017				
2018		\$219,721	\$286,688	
2019		\$668,610	\$590,577	
2020		\$1,367,639	\$608,295	
2021		\$2,124,756	\$626,544	
2022		\$2,940,542	\$645,340	<b>\$1,060,363</b>
2023		\$3,815,583	\$664,700	<b>\$1,277,042</b>
2024		\$4,750,473	\$684,641	<b>\$1,520,953</b>
2025		\$5,745,810	\$705,181	<b>\$1,811,109</b>
2026		\$6,802,198	\$726,336	<b>\$2,141,160</b>

Two (2) Year Model with Base Year 2017

**Wason 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	\$5,000.00	\$1,274,000.00	\$527,552.00	\$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
<b>Total:</b>						<b>\$4,009,116.60</b>

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**

**(Assumes 90% of Graduates from Mason County Schools Attend WSCC; 3% Annual Increase)**

<b>Year</b>	<b>Number of Students Attending WSCC</b>	<b>Description of Students Attending</b>
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





**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

Meeting Minutes Approved: April 25, 2018

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

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](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

Meeting Minutes Approved: May 7, 2018

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

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:
  - o 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.
  - o 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.
  - o 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.

- o 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.
  - o 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.
  - o 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.
  - o 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 attend one or more of the schools within the county will be eligible as having attended one or more consecutive years at a qualifying institution for the purposes of determining the extent of the benefit earned by the student. Schools will be notified in writing.

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

- 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, MI49431.

**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 Sheriffs 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 Sheriffs 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 Sheriffs 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 Commis&ioners	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
SheriffEmg. 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 Patrol1/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>

Amendments - 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>

Amendments 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 13,445,276 13,267,073 13,313,000 13,938,046 13,504,000

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
Sheriffs 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
Sheriffs Ballistic Vests	5,000	5,000	5,000	5,000	5,000
Sheriffs 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
Sheriffs 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
<b>TOTAL</b>	<b><u>333,800</u></b>	<b><u>303,350</u></b>	<b><u>205,100</u></b>	<b><u>208,100</u></b>	<b><u>208,100</u></b>

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
	<b><u>595,492</u></b>	<b><u>408,442</u></b>	<b><u>394,821</u></b>	<b><u>394,821</u></b>	<b><u>394,821</u></b>

**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:	2019		2019		PRELIMINARY APPROVED
	2016	2017	2018	PRELIMINARY REQUESTED	
Description	ACTUAL	ACTUAL	AMENDED	REQUESTED	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					
<b>Total General Fund Revenue</b>	<b><u>13,741,771</u></b>	<b><u>13,554,058</u></b>	<b><u>13,313,000</u></b>	<b><u>13,539,045</u></b>	<b><u>13,504,000</u></b>
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.

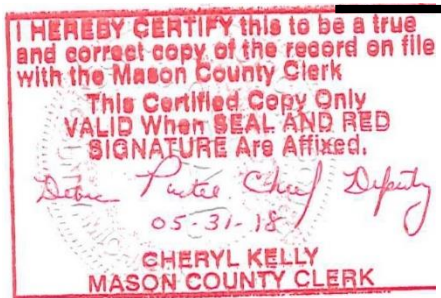
With no further business the meeting was adjourned at 7:57 p.m.

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CHERYLKELLY, COUNTY CLERK

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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 Hube1 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](http://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](mailto: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



# 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)(1). Section 7(2)(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.

Meeting Minutes Approved: \_

**Motion:** Suppmt: \_\_\_\_\_; Motion carried: \_\_\_\_

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

# Appendix G

## Board Meeting Minutes

June 8, 2020



**Note: Changes approved by motion in item 5.a.i.4.**



**Mason County Promise Zone Authority Board  
Meeting Minutes  
Monday, June 8th, 2020, 3 p.m. - 5 p.m.  
Conference Call per Governor's Executive Order 2020-75**

**Members Present:** Andrea Large, Amy Pepper, Kathy Surd, Dena Thurston, Fabian Knizacky, Annette Quillan, Roger Nash (arrived 3:08pm), Monica Schuyler, Ed Makowicki, Jim McLean

**Members Absent:** Jason Kennedy

**Staff Present:** Jody Maloney, Kelly Parker, Brandy Miller

**Call to Order** Schuyler called the meeting to order at 3:06 p.m.

1. **Limited Public Comment:** None
2. **Approval of the Agenda:** Motion by McLean to approve the Agenda, noting a change of the word "Minutes" in the title to "Agenda" with support by Large; Motion carried, 9-0-2.
3. **Approval of the Meeting Minutes**
  - a. **May 11, 2020:** The minutes were approved following a motion from Large, with support from Knizacky; Motion carried, 9-0-2.
4. **New Business:**
  - a. **Treasurer's Report:**
    - i. **Monthly Update on Budget:** Knizacky gave the update on the May budget
      1. Knizacky reported a trial balance of \$685,911.68. The financial report was approved following a motion from McLean with support from Nash; Motion carried, 10-0-1.
      2. Invoices: MMRMA: Two Separate invoices
        - a. \$1410
        - b. \$500
          - i. Knizacky made a motion to pay both MMRMA invoices, with support from McLean; Motion carried, 10-0-1.
    - b. **Coordinator's Report:** Maloney shared a brief list of her activities over the past month, May 8-June 3, 2020.
    - c. **Financial Management of Fundraised Dollars:** McLean inquired about the separation of fundraised dollars from SET dollars. Mason County will receive the SET funds, and the fundraised dollars will remain in the Community Foundation for Mason County. Large suggested that the Promise Zone may want to consider moving fundraised dollars into an endowment fund in the future.
  5. **Old Business**
    - a. **Review Amended Plan Update**
      - i. Lighthouse Baptist Academy: Proposed language does not address this institution
        1. Large made a motion to include the alternative eligibility language in the Mason County Promise Zone Amended Plan, to be written as follows: "1 a. Reside in Mason County and graduate from a public or non-public school located in Mason County, b. Graduate from and reside within the boundaries of a public or private accredited school located in Mason County." Motion supported by Thurston; Motion passed 10-0-1



2. Attempted credits: Knizacky made a motion to accept the Policy Committee's recommendation that begins the attempted credit count at the point of Promise Scholarship funding eligibility, which is the first fall semester after a student's high school graduation, or for GED recipients, the first available semester of enrollment after they passed the GED; supported by Thurston; Motion passed 10-0-1.
  3. In light of the above change, Makowicki made a motion ~~to~~ to remove the inclusion item 6. b. iv. 3. that was approved for inclusion in the Amended Plan at the May meeting, with support from McLean; Motion carried, 9-1-1.
  4. The increase of 60 credits to 72 approved following a motion from McLean, with support from Large; Motion carried, 9-1-1. **Signatures needed from Board**-needed at the next meeting
- b. **2020 Board Visioning follow-up**
- i. Vision Statement review: To reinforce that college is a viable option for personal development of all Mason County's students, and a pathway to the future success of all Mason County.
    1. Statement approved following a motion from Large, with support from Knizacky; McLean noted that the current options for homeschool students may not align with this vision statement and further recommended that the Board should review all statements in context of their shared values before final approval; Motion carried, 10-0-1.
- c. **Committee Update:**
- i. Executive Members: met on 5/26/20 at 11 a.m.; no future meeting scheduled
    1. Recommends to move forward with the Mason County Promise Zone's contract with the Ludington & Scottville Chamber of Commerce. A motion was made by McLean to approve the recommendation with support from Thurston; Motion carried, 10-0-1.
    2. McLean made a motion to establish an ad-hoc Executive Committee; support from Large; Thurston sought clarification that Board officers would comprise this committee, which was confirmed; Knizacky asked for clarification that the Committee's purpose was to make recommendations to the full Promise Zone Board, a concern that was echoed by Quillan--this was confirmed; Motion carried, 10-0-1.
    3. Approval of Executive Committee minutes following a motion from Quillan with support from Nash; Motion carried, 10-0-1.
  - ii. Appeals: met on 6/1/20; Next Meeting, 7/6/20
    1. Quillan made a motion to grant appeal #11; support from Knizacky; Motion carried, 10-0-1.
    2. Additional guidelines for appeals
      - a. Recommendation to limit the total number of appeals that a student can submit to three was approved following a motion from Quillan with support from Nash; Motion carried, 10-0-1.
      - b. Recommendation that student appeals should be submitted before the end of the following semester was approved following a motion from McLean with support from Large; Motion carried, 10-0-1.
      - c. Large noted that scholars with appeals granted would be good candidates for the success coaching program.
  - iii. Marketing: met on 6/2/20; Next meeting, 6/9/20 at noon.
    1. Recommends purchasing polo shirt for coordinator as part of uniform for events
    2. Suggests the creation of an organizational chart to outline distribution of roles and responsibilities among Promise Committees, coordinator, etc.
      - a. A motion to purchase a polo shirt and create an organizational chart was approved following a motion from Knizacky with support from Large; Motion carried, 10-0-1.
  - iv. Student Success: Met on 5/11/20 at 8 a.m.; Next meeting 9/14/20 at 8 a.m.
    1. Student Success Initiatives
      - a. Maloney provided an update on a virtual success coaching plan. McLean noted that how to work together to support students who have successful appeals and success coaching would be good topics for the Student Success Committee Meeting.

- v. Policy Committee: Met on 5/6/20 at 1 p.m.; Next meeting 8/5/20 at 1 p.m.
  - 1. No new recommendations
  - 2. Credit count--action taken earlier in the meeting.
- d. **Covid-19 Changes due to social distancing:**
  - i. Friday Night live has been cancelled
  - ii. Graduation Dates: MCC-6/5, LHS-6/6, G2S-6/11, MCE-6/25
  - iii. Next month, in-person group meetings can resume; Maloney will canvas Board members to see who will attend in person or online, to determine if we have a quorum, and will try to find a location that could accommodate both Board members, staff and the public.
- 6. **Any Other Business**
  - a. Jim McLean mentioned the Promise Scholar Graduate interview process and how to gather more information from additional students.
- 7. **Limited Public Comment: No public comment**
- 8. **Adjourn:** The meeting was moved for adjournment at 4:56 p.m. following a motion from Nash supported by Quillan.

# Appendix H

## Board Meeting Minutes July 13, 2020



**Note: Changes approved by motions in items 6.a.1. & 6.a.2.**



**Mason County Promise Zone Authority Board  
Meeting Minutes  
Monday, July 13th, 2020, 3 p.m. - 5 p.m.  
Online per Governor's Executive Order 2020-129**

Members Present: Jason Kennedy, Fabian Knizacky, Andrea Large (Arrived at 3:04), Jim McLean, Roger Nash, Amy Pepper, Annette Quillan, Monica Schuyler, Kathy Surd (Left at 4:30), Dena Thurston  
Members Absent: Ed Makowicki Staff Present: Jody Maloney; Kelly Parker; Brandy Henderson-Miller

1. Call to Order by Schuler at 3:01 PM.
2. Limited Public Comment: None
3. Approval of the Agenda: *Motion to approve by Nash, supported by Knizacky; Motion carried 9-0-2.*
4. Approval of Meeting Minutes – June 8, 2020: *Motion to approve with a correction of the word “ro” to “to” in Item 5. A., i., 3., by McLean, supported by Thurston; motion carried 10-0-1, noting the arrival of Large.*
5. New Business:
  - a. Treasurer's Report:
    - i. Knizacky reported the Monthly Update with a \$681,850.65. *Motion to approve the Treasurer's Report by Nash, supported by Kennedy; Motion carried, 10-0-1.*
      1. Invoices:
        - a. WSCC Winter 2020 Invoice, \$95,371.36: *Motion to pay the WSCC invoice by Knizacky, supported by Large; Discussion: Quillan requested clarification on MSU consortium credit--are there any upcharges? McLean inquired about withdrawal and incompletes for students affected in winter 2020 by the COVID closure, and about whether or not students would be ready for their fall classes after the switch to all online-courses at WSCC. Pepper shared that WSCC's provided information about Winter 2020 Scholar completion and GPA. 71% finished with a 3.0 or higher, 88% with a 2.0 or higher, and only 7 students had a GPA below 2.0. Pepper added that students had free options for laptops, hotspots and WiFi, and additional financial resources through the CARES Act. Pepper noted that WSCC has generally small class sizes, attentive staff and professors, a CARES team, an early alert program, and a new Family Link staff member who can connect students to resources. Motion carried with 8 approving--Kennedy, Knizacky, Nash, Large, Quillan, Schuyler, Surd & Thurston, 2 abstentions from McLean and Pepper, and Makowicki absent. After the vote, Maloney added that she had just received an email from Marcie McCloskey at WSCC, that indicated that no additional fees are added to MSU's consortium tuition rate.*

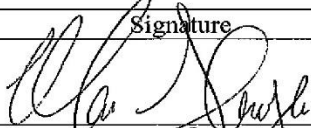
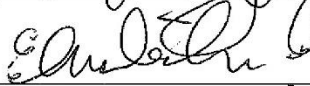

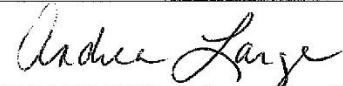
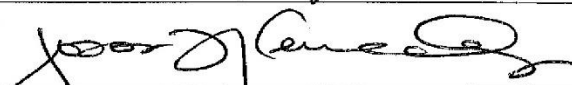
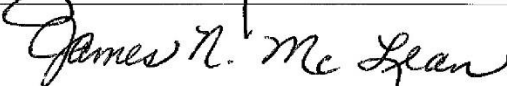

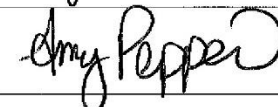



- b. Clark Schaeffer Hackett: \$2900.00: *Motion by Quillan to pay this invoice, supported by McLean; Motion carried, 10-0-1.*
      - b. Coordinator's Report: Maloney provided a brief overview of monthly activities.
        - i. Promise Coordinator Review: Miller will complete the review with the help of the Board's Executive Committee. Schuyler will set up a meeting time and mini-survey.
          - 1. *Motion to approve the Coordinator's Report by Quillan, supported by McLean; Motion passed 10-0-1.*
      - c. Public Comment: *Large made a motion to institute an individual time limit of three minutes for public comment, supported by Knizacky; Motion carried 10-0-1.* Kennedy added that public bodies can allow the presiding officer to consolidate comments.
6. Old Business:
  - a. Review Amended Plan Update
    - i. *Knizacky made a motion to remove parenthetical text on page 10 of the Plan that notes individual school names, supported by Surd; Motion carried 10-0-1.*
    - ii. *Knizacky made a motion to approve the Amended plan, with the noted change from page 10, as otherwise amended, supported by Large; Motion carried 10-0-1.*
    - iii. Signatures needed from Board by 7/20/20 at Chamber.
  - b. 2020 Board Visioning follow-up
    - i. Vision statement revised: To help students develop strong life skills, self-confidence, and a belief that their community supports them. (Value: Unity)
  - c. Committee Updates:
    - i. Appeals met on 7/6/20; Next meeting 8/3/20@11AM
      - 1. *Motion to approve Appeal #12 by McLean, supported by Nash; Motion passed 9-1-1.* McLean added that supporting students so they do not fall through the cracks should be a topic on the next Student Success agenda.
      - 2. *Quillan made a motion to approve the following language for the appeal process, "MCP students must be in good standing with a 2.0 GPA or higher, and must maintain Satisfactory Academic Progress for financial aid purposes to be eligible for the Promise Scholarship. If a student is placed on financial aid suspension because of not meeting SAP, they will not be eligible to use the MCP Scholarship. If the student is granted an appeal for SAP at WSCC, they can then appeal to the MCP board to request that their Promise Scholarship be reinstated for that semester. Students can submit an appeal at masoncountypromise.org," supported by Knizacky; Motion passed 10-0-1.*
    - ii. Marketing met on 6/9/20@Noon & 7/9/20@2PM; Next meeting 8/13/20@9AM
      - 1. Promise Steering Committee: *McLean motioned to return the discussion about honoring the steering committee to Marketing for a recommendation, supported by Nash; passed 9-0-2, noting Surd had left the meeting.*
      - 2. Jaycees Mini-Golf for the Promise from noon to 9PM on July 20<sup>th</sup>
      - 3. Marketing encourages the Board to like and share Promise social media
    - iii. Student Success: No updates; Next meeting 9/14/20@8AM
    - iv. Policy Committee: No updates; Next meeting on 8/5/20@1PM
  - d. COVID-19 Changes due to social distancing: Meetings after July 31<sup>st</sup>: Location TBA.
7. Any Other Business
  - a. Maloney has invited guests from WSCC & K2C to speak at the August meeting.
8. Limited Public Comment: None.
9. **Adjourn: *Motion to adjourn by Nash, support from Large; Motion carried 9-0-2.***

## 2020 Amended Plan Concordance

65

### 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 July 13, 2020.

Name & Role	Signature
Monica Schuyler, Chair Legislatively Appointed Member	
Ed Makowicki, Vice- Chair Elected Member	
Fabian Knizacky, Treasurer Elected Member	
Andrea Large, Secretary Elected Member	
Jason Kennedy Elected Member	
James McLean Legislatively Appointed Member	
Roger Nash Elected Member	
Amy Pepper Elected Member	
Annette Quillan Elected Member	
Kathy Surd Elected Member	
Dena Thurston Elected Member	

# Appendix I

## Board Meeting Minutes Related to 2022 Plan Amendment August 8, 2022, September 12, 2022, & October 10, 2022

**Note: Changes proposed and approved as follows:**

**8-8-22: Items 7.c.iii. 1. & 2. (Minutes included approved on 9-12-22)**

**9-12-22: Items 7.b.iii. 1., 2., & 3. (Minutes included approved on 10-10-22)**

**10-10-22: Item 8.a. (Minutes included approved on 11-14-22)**



**Mason County Promise Zone Authority Board Meeting  
Meeting Minutes  
Monday August 8, 2022: 3 p.m. - 5 p.m.  
Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI**

**Members Present:**

Fabian Knizacky, Annette Quillan, Dena Thurston, Andrea Large (virtual, non-voting), Kathy Surd, Joan Vidak, Vic Burwell, Monica Schuyler, Roger Nash, Amy Pepper (Virtual, non-voting)

**Members Absent:**

**Staff Present:**

Jody Maloney, Kelly Parker

1. **Call to Order:** Schuyler called the meeting to order at 3:00 p.m.
2. **Limited Public Comment:** None
3. **Approval of the Agenda**
  - a. *Motion by Knizacky to approve the agenda with support by Nash; Motion carried 8-0-0-2.*
4. **Approval of Minutes from 7-11-22**
  - a. *Motion by Nash to approve minutes from 7-11-22, supported by Vidak; Motion carried 8-0-0-2.*
5. **Treasurer's Report**
  - a. Trial Balance: \$1,220,836.44
  - b. Invoices:
    - i. WSCC Summer 2022 Invoice: \$12,309.02
  - c. CFFM 2nd Quarter 2022 statement
  - d. Approval of Treasurer's Report
    - i. *Motion to approve the Treasurer's Report by Thurston, supported by Vidak; Motion carried 8-0-0-2.*
  - e. 2021 Audit Report: Knizacky reviewed report
    - i. *Motion to approve the 2021 Audit Report by Burwell, supported by Surd; Motion carried 8-0-0-2.*
  - f. 2022 RFP for Audit Services
    - i. *Motion to post the 2022 RFP for Audit Services by Knizacky, supported by Quillan; Motion carried 8-0-0-2*
6. **Director's Report**
  - a. Approval of the Director's Report:
    - i. *Motion by Thurston to approve the Director's Report, supported by Nash; Motion carried 8-0-0-2.*
7. **New Business**
  - a. Board Member Term Renewal
    - i. *Knizacky, Large & Vidak's terms are up for renewal and they have until the October 2022 Board meeting to express intent to renew.*
      1. *Joan Vidak stated that she would like to stay on another term.*
        - a. *Motion by Quillan to approve Joan Vidak's interest in renewing for another term (2023-2027), supported by Surd; Motion carried 8-0-0-2.*
  - b. MMRMA Policy Renewal Authorization Needed
    - i. *Motion by Burwell to approve MMRMA policy renewal authorization, supported by Vidak; Motion carried 7-0-1-2. Knizacky abstained from voting.*



## c. Committee Reports:

- i. Appeals Committee: Did not meet; Next meeting: 8-29-22@11AM
- ii. Community Engagement Committee: Met 7-12-22@10AM; Next meeting: 9-1-22@4PM
  1. Discussed this year's Freedom Festival parade, upcoming Board engagement with WSCC, potential Board training, reviving the Promise Ambassador role, and a Promise Points document.
- iii. Student Success Committee: Met 7-25-22@10AM; Next Meeting 8-22-22@10AM
  1. *Motion by Schuyler to accept recommendation to include homeschooled graduates who reside in Mason County and who graduate from a homeschool in Mason County if they have been registered with the West Shore ESD for at least one school year, with support from Thurston.*
    - a. *Motion carried; 7-1-0-2*
      - i. *Roll Call Vote*
        1. *Burwell-Yes*
        2. *Thurston-Yes*
        3. *Surd-Yes*
        4. *Vidak-Yes*
        5. *Quillan-No*
        6. *Nash-Yes*
        7. *Knizacky-Yes*
        8. *Schuyler-Yes*
    2. *Recommendation to maintain the current Plan language at this time, which includes residing in Mason County and attending a school in Mason County, with support by Quillan; Large requested that the Committee keep the discussion on the table should it arise again in future growth conversations. Motion carried 5-0-1 (absent due to being virtual, non-voting).*
      - a. *Motion by Schuyler to continue requiring residing in Mason County and attending a school in Mason County including homeschooled registered with the West Shore ESD for at least 1 school year supported by Thurston; 4-4-0-2; Motion failed.*
        - i. *Roll Call Vote*
          1. *Burwell-No*
          2. *Thurston-Yes*
          3. *Surd-No*
          4. *Vidak-Yes*
          5. *Quillan-Yes*
          6. *Nash-No*
          7. *Knizacky-No*
          8. *Schuyler-Yes*
      - b. *Motion by Knizacky to amend the eligibility criteria to include primary residents of Mason County who graduate from a public or non-public high school, supported by Surd. Motion carried 6-2-0-2.*
        - i. *Roll Call Vote*
          1. *Burwell-Yes*
          2. *Thurston-Yes*
          3. *Surd-Yes*
          4. *Vidak-Yes*
          5. *Quillan-No*
          6. *Nash-Yes*
          7. *Knizacky-Yes*
          8. *Schuyler-No*
    2. *Recommendation to the full Board to fund the additional \$3802 tuition funding for College For Kids with support by Vidak; Motion carried 5-0-1-1 (1 absent due to being virtual, non-voting, and with Pepper abstaining).*
      - a. *Motion by Knizacky to approve the recommendation to fund the additional \$3,802 tuition funding for the college for Kids, supported by Quillan; Motion carried 8-0-0-2.*

- iv. Executive Committee: Did not meet; Next meeting 10-19-22@3PM
- v. Policy Committee: Has not met; Ad hoc

**8. Old Business:**

a. Board Member Decision

- i. *Motion by Nash to approve Chad Riffle as a new Board member, supported by Surd; Motion carried 8-0-0-2.*

b. WSCC-Promise MOU has received final approval.

- 9. Any Other Business:** Quillan brought up consideration of extending the Promise from 4 years after graduation to 6 years. Schuyler responded that the item was already on the Student Success Committee agenda for August for initial discussion.

**10. Limited Public Comment: None**

11. **Adjourn:** *Schuyler moved for adjournment at 4:35 p.m.*



**Mason County Promise Zone Authority Board**

**Meeting Minutes: Monday, September 12, 2022, 3PM**

**Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI**

Present: Fabian Knizacky, Roger Nash, Amy Pepper, Annette Quillan, Chad Riffle, Monica Schuyler, Kathy Surd, Dena Thurston, Joan Vidak

Absent: Vic Burwell, Andrea Large

Staff present: Jody Maloney

1. **Call to Order:** Schuyler called the meeting to order at 3:00 PM.
2. **Limited Public Comment:** None
3. **Approval of the Agenda:** Motion to approve by Knizacky with support from Nash; Motion carried 9-0-2.
4. **Approval of Minutes from 8-8-2022:** Motion to approve by Vidak, with support from Knizacky; Motion to approve minutes carried 9-0-2.
5. **Treasurer's Report**
  - a. Trial Balance: \$1,202,769.85:
  - b. Invoices
    - i. *Approval of Invoices: None new:* Knizacky reported that the only invoices paid were the two regular monthly invoices to Kennari Consulting and the Chamber of Commerce (neither require approval for payment).
  - c. *Approval of Treasurer's Report: Motion by Nash to approve the Treasurer's report with support from Vidak; motion carried 9-0-2.*
6. **Director's Report** (REF #3)
  - a. *Approval of Director's Report:* Maloney shared that WSCC and the Promise are piloting a 9<sup>th</sup> grade program at MCE to dispel myths about college and help students understand that they're college material. Motion by Thurston to approve the Director's report, supported by Pepper; motion carried 9-0-2.
7. **New Business**
  - a. Welcome to our Newest Board Member, Chad Riffle: Chair Schuyler extended a welcome on behalf of the board.
  - b. Committee Reports: See minutes at <https://www.masoncountypromise.org/minutes>
    - i. Appeals Committee: Met 8-29-22@11AM; Next meeting 12-5-22@11AM
      1. *All appeals recommended for approval (Nash/Quillan or Quillan/Nash) with a vote of 3-0-1: Motion by Vidak to approve recommended appeals, with support from Riffle; Motion carried 9-0-2.*
    - ii. Community Engagement Committee: Met 9-1-22@4PM; Next meeting 10-27-22@4PM
      1. Plans to coordinate an Adaptive Systems training for Board and will provide more information when dates can be confirmed: Maloney will connect with Jen Orton; the ESD was willing to fund the training; the board generally agreed to a two-day, four-hour training format.
      2. Reviewed the Points of Promise document for Board members to share highlights with community groups: Surd thanked the committee for developing this document and including the note about tax funding staying in Lansing or being distributed across the state if not captured by the Promise Zone.
      3. Will canvas members in October related to Officer & Committee roles
    - iii. Student Success Committee: Met 8-22-22@10AM; 9-26-22@10AM

1. *Recommendation on Plan language change for greater inclusion of graduates who reside in Mason County: Surd motioned to approve the development plan language as recommended by the Student Success Committee, with support from Nash; Motion carried 9-0-2.*
2. *Recommendation to include Books & Technology Awards in the development plan as a part of participation in defined Student Success Initiatives as approved by the Board: Riffle inquired if the recommendation would allow for equipment required for courses; Maloney responded that the legislation supports educational supplies. Thurston wondered why the committee discussed \$500 a year specifically; Schuyler responded that this was a general amount shared by other zones, and that plan language would be vague to include an award for which all students could be eligible but must qualify through participation, noting that the SSC would develop the process to qualify and submit that to the Board. Motion by Knizacky to refer this item back to the Student Success Committee to come up with Plan language for the Board that includes a maximum annual award amount per student to support books and educational supplies, with support from Nash; Motion carried 9-0-2.*
  - a. Maloney & Schuyler will draft language for the Student Success Committee to review at the September SSC meeting.
3. Recommendation to amend the development plan to allow for up to 6 years of utilization: Motion by Knizacky to refer this item to the SSC to come up with language to offer 6 years of Promise availability to student, including a retroactive option if it can be legally done, with support from Quillan; Maloney mentioned that this will be the first amendment to the plan that will be retroactive, and that the Board should be prepared to address why; Motion carried 9-0-2.

iv. Executive Committee: Did not meet; Next meeting 10-19-22@3PM:

**8. Old Business:**

- a. Board Member Terms: *Knizacky's & Large's terms are up for renewal until the October 2022 meeting: No action taken.*

- 9. Any Other Business:** Quillan noted that she mentioned at the August meeting that she wanted to add an agenda item to amend the Plan language to include "affiliated institutions." Schuyler responded that she recalled Quillan inquiring about changing the plan to 6 years, and responding that the 6-year item had already been added as a Student Success Committee agenda item. Schuyler then asked for clarification on whether Quillan made a motion to add the topic to the Board agenda. Quillan indicated there was. Knizacky explained that if the motion was made and not supported, it would have died for lack of support, which would not be recorded in the minutes. Knizacky also explained that if Quillan shared her motion in the Limited Public Comment section, it should be included there. Nothing was recorded in either section. Maloney will ask the recording secretary to check her records and amend the minutes to include any motion that was made but lacked support.

**10. Limited Public Comment: None**

- 11. Adjourn:** *Schuyler motioned to adjourn the meeting at 3:58 PM.*



**Mason County Promise Zone Authority Board Meeting**  
**Meeting Minutes**  
**Monday October 10, 2022; 3 p.m. - 5 p.m.**  
**Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI**

**Members Present:**

Fabian Knizacky, Annette Quillan, Dena Thurston, Andrea Large, Kathy Surd, Joan Vidak, Vic Burwell, Monica Schuyler, Roger Nash, Chad Riffle

**Members Absent:**

Amy Pepper

**Staff Present:**

Jody Maloney, Kelly Parker

1. **Call to Order:** Schuyler called the meeting to order at 3:01 p.m.
2. **Limited Public Comment:** None
3. **Approval of the Agenda**
  - a. *Motion by Nash to approve the agenda with support by Knizacky; Motion carried 10-0-1.*
4. **Approval of Minutes from 9-12-22**
  - a. *Motion by ~~Knizacky~~ Knizacky to approve minutes from 9-12-22, supported by Burwell; Motion carried 10-0-1.*
5. **Treasurer's Report**
  - a. Trial Balance: \$1,181,285.80
  - b. Invoices:
    - i. WSCC: \$20,000-College for Kids Scholarships
      1. Quillan questioned how many kids were served by the scholarship. Maloney responded with 137 students.
  - c. Approval of Treasurer's Report
    - i. Motion by Large to approve Treasurer's report supported by Vidak; Motion carried 10-0-1.
6. **Director's Report**
  - a. Approval of the Director's Report:
    - i. *Motion by Nash to approve the Director's Report, supported by Thurston; Motion carried 10-0-1.*
7. **New Business**
  - a. Committee Reports:
    - i. Appeals Committee: Did not meet; Next meeting: 12-5-22@11AM
    - ii. Community Engagement Committee: Did not meet; Meets next on 10-27-22 @ 4PM
      1. Reminder: In mid/late October, CEC members will be canvassing Board for interest in officer roles, committee chair roles, & committee service for 2023
    - iii. Student Success Committee: Met 9-26-22@10AM; Next Meeting 10-24-22 @ 10AM
      1. Sought feedback from Workgroups and Committee about the restructuring of the Committee, and on Development Plan language for educational supplies award, and 6-year availability, drafted by Director & Chair.
    - ii. Executive Committee: Did not meet; Meets Next on 10-19-22 @ 3PM
  - b. Michigan Achievement Scholarship
    - i. Maloney discussed the specifics of the scholarship and Board conversation followed
      1. The bill would amend the State School Aid Act to provide first and last dollar scholarships to attend community college for the class of 2023. Promise Scholars would likely see about \$1750 and it would potentially reduce the Promise tuition bill by half in a given year. The scholarship funding is authorized by House and Senate and has been signed by the governor.

- c. Kennari Contract Ending 10-31-22
  - i. Mary Sumner added her future recommendations, which Maloney highlighted as keeping focus on the Promise goals when making decisions.

## 8. Old Business:

- a. Development Plan Language
  - i. Review Language for Educational Supplies: Proposed Educational Supplies Amendment Language: Beginning with the 2023-24 academic year, all Mason County Promise Scholars can qualify to receive an annual educational supplies allowance for an amount deemed sufficient to pay for books, supplies and equipment needed to complete their course of study. Eligible Mason County Promise scholars will receive the annual educational supplies allowance for up to two academic years, which can be used for required books, educational supplies, and equipment, as outlined by their course syllabus, at the West Shore Community College (WSCC) Book Store. Scholars may qualify for the allowance through participation in board-approved student success initiatives that are available to all scholars. Scholars will be notified how to qualify for the annual educational supplies allowance in the initial scholarship award approval notice, and in the first annual renewal approval notice.
  - ii. Action
    - 1. Language for 4 to 6-year availability: Changed “four” to “six”
      - a. Motion by Knizacky to approve sending the” Four” to “Six” language change to the State, supported by Burwell ; Motion carried 10-0-1.
    - 2. Motion by Knizacky to approve the language for educational supplies with the following amendments supported by Quillan. Motion carried 10-0-1
      - a. Verbiage change from “increase” to “increased”
      - b. Educational supplies allowance for an amount to be determined by the Board vs. deemed sufficient.
      - c. Removing “West Shore Community College (WSCC) Book Store”
    - 3. Motion by Knizacky to submit the amended and approved eligibility criteria supported by Large. Motion carried 9-1-1. Quillan opposed support.
- b. Board Member Terms: Knizacky’s & Large’s terms are up for renewal until the October 2022 meeting.
  - i. Large will not be renewing terms
  - ii. Knizacky accepted renewing terms
    - 1. Motion by Burwell to approve Knizacky’s renewal terms and Large’s decline to renew terms, supported by Thurston; Motion carried 10-0-1.

## 9. Any Other Business:

- a. Burwell suggested that Riffle join the Student Success Committee

## 10. Limited Public Comment: None

- 11. **Adjourn:** Schuyler moved for adjournment at 5:01p.m.



**Mason County Promise Zone Authority Board Meeting  
Meeting Minutes  
Monday November 14, 2022; 3 p.m. - 5 p.m.  
Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI**

**Members Present:**

Fabian Knizacky, Annette Quillan, Dena Thurston, Andrea Large, Kathy Surd, Joan Vidak, Vic Burwell, Monica Schuyler, Chad Riffle (3:04pm), Amy Pepper

**Members Absent:**

Roger Nash

**Staff Present:**

Jody Maloney, Kelly Parker(3:02pm)

1. **Call to Order:** Schuyler called the meeting to order at 3:01 p.m.
2. **Limited Public Comment:** None
3. **Approval of the Agenda**
  - a. *Motion to approve the agenda by Knizacky, with support from Burwell; motion carried 9-0-2*
4. **Approval of Minutes from 10-10-22**
  - a. *Motion by Knizacky to approve minutes from 10-10-22, supported by Thurston with the following amendments; Motion carried 9-0-2.*
    - i. Correction of the spelling of Knizacky's last name (item 4.a.).
5. **Treasurer's Report**
  - a. Trial Balance: \$1,902,541.78
  - b. CFFMC 3rd Quarter Report
  - c. Invoices:
    - i. Lenz-Balder Insurance-Director Bond: \$750.00
    - ii. Lucky Lizards-Board Member Name Tags: \$25.98
    - iii. MMRMA-Annual Coverage Invoice \$1431(2022) Instalments
      1. *Motion by Large to approve the invoices supported by Thurston; Motion carried 10-0-1.*
  - d. 2022 Audit Proposal: Clark Schaffer Hackett: \$10,000
    - i. *Motion by Burwell to approve the audit proposal supported by Vidak; Motion carried 10-0-1.*
  - e. Approval of Treasurer's Report
    - i. *Motion by Large to approve Treasurer's report supported by Pepper; Motion carried 10-0-1.*
6. **Director's Report**
  - a. Approval of the Director's Report:
    - i. *Motion by Knizacky to approve the Director's Report, supported by Thurston; Motion carried 10-0-1.*
7. **New Business**
  - a. Committee Reports:
    - i. Appeals Committee: Did not meet; Next meeting: 12-5-22 @ 11AM
    - ii. Community Engagement Committee: Met 10-27-22 @ 4PM; Meets next on 2-1-23 @ 4PM
      1. Recommendations:
        - a. Adding an item to the Board Member Selection Policy

- i. The Board discussed this item, and no action was taken on the recommendation.
  - b. Past candidate Meleah Mariani recommendation
    - i. *Motion by Knizacky to approve Meleah Mariani as a new board member if she is still interested, supported by Burwell; Discussion included that the candidate was wonderful, and when replacing members that there may be specific roles needed to fill; Motion failed, 4-5-1-1, Riffle abstained.*
      - 1. The Director will post the vacancy.
- iii. Student Success Committee: Met 10-24-22 @ 10AM; Next Meeting 11-28-22 @ 10AM
  - 1. Recommendations: FAFSA Completion Initiative Funding
    - a. *Motion by Knizacky to approve FAFSA Completion Initiative Funding, supported by Riffle; Motion carried, 10-0-1.*
- ii. Executive Committee:
  - 1. 2023 Budget Proposal
    - a. Recommends the 2023 Budget
      - i. *Motion by Knizacky to approve the 2023 budget, supported by Thurston; Motion carried, 10-0-1.*
  - 2. Chamber Contract
    - a. Recommends the Chamber contract
      - i. *Motion by Vidak to approve the Chamber Contract, supported by Thurston; Motion carried, 10-0-1.*
  - 3. Director Review
    - a. Recommends approval of director's review & annual increase
      - i. *Motion by Thurston to approve the director's review & annual increase by 4%, supported by Vidak; Motion carried, 10-0-1.*
- b. Year-end Letter to Supporters: The Board reviewed the letter with no additional items added or corrected.
- c. Review of Parking Lot of Ideas for Promise Growth: Schuyler reviewed past ideas.

**8. Old Business:**

- a. SET Capture: Follow-up Meeting w/Treasury--Maloney reported that Treasury shared that differences in projections could be due to overprojections from previous years, and/or clawbacks from tax tribunals.
- b. 2022 Promise Zone Plan Amendment: Concordance-Signatures needed
  - i. The Board signed 2022 Promise Zone Plan Amendment

**9. Any Other Business: None**

**10. Limited Public Comment: None**

**11. Adjourn:** *Schuyler moved for adjournment at 4:53 p.m.*





**Mason County Promise Zone Authority Board Meeting  
Meeting Minutes  
Monday December 12, 2022; 3 p.m. - 5 p.m.  
Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI**

**Members Present:**

Fabian Knizacky, Annette Quillan, Dena Thurston, Andrea Large (arrived at 3:02) , Joan Vidak, Chad Riffle, Amy Pepper, Roger Nash

**Members Absent:**

Monica Schuyler, Kathy Surd (Virtual, non-voting), Vic Burwell (Virtual, non-voting)

**Staff & Guests Present:**

Jody Maloney, Kelly Parker

1. **Call to Order:** Thurston called the meeting to order at 3:01 p.m.
2. **Limited Public Comment:**
  - a. Annette Quillan highlighted a success story published in a local paper and encouraged the Board that establishing a Promise for attending WSCC was the right thing;
  - b. Kyle Corlett introduced himself as the LASD Superintendent.
3. **Approval of the Agenda**
  - a. *Motion to approve the agenda by Knizacky, with support from Nash; motion carried 8-0-3*
    - i. *Attachment #5 was updated with a new meeting date.*
4. **Approval of Minutes from 11-14-22**
  - a. *Motion by Knizacky to approve minutes from 11-14-22, supported by Large; Motion carried 8-0-3.*
5. **Treasurer's Report**
  - a. Trial Balance: \$1,897,142.91
  - b. Invoices: None new
  - c. Approval of Treasurer's Report
    - i. *Motion by Nash to approve Treasurer's report supported by Pepper; Motion carried 8-0-3.*
6. **Guest Presentation:** WSCC Strategic Plan, Dr. Mark Kinney
  - a. What does the college currently do to fulfill its mission to make our community a better place to learn, live, work and prosper? And what more could the college do to fulfill its mission?
    - i. Riffle-Shared that the partnership with CTE benefits all local school districts;
    - ii. Thurston-Noted the excited educators at the Welcome Back tour, Pilot program at MCE with 9th graders that is getting a lot of attention, tours with the the 8th & 10th graders-maybe begin the visits earlier; additional 3+1 & 2+2 and certificate program offerings; Housing is needed.
    - iii. Vidak-Dual Enrollment, and customer service; More scheduling coordination could boost participation;
    - iv. Large-Relationship with Ferris is a benefit, and the credit transfer to other schools;
    - v. Knizacky-Provide the students with the college experience without the cost of a large university;
    - vi. Nash-Felt that the college is an asset to the community and provides training that benefits local business; would like to see faster program development
    - vii. Quillan-a great, close opportunity for the students to attend WSCC; seek older audiences and advertise offerings for courses and transportation, provide housing arrangements and food;

- viii. Corlett-Partnership with the high school; He would recommend more access to the students and suggests evaluating the programs offered compared to what students want.

## 7. Director's Report

- a. Approval of the Director's Report:
  - i. *Motion by Vidak to approve the Director's Report, supported by Nash; Motion carried 8-0-3.*

## 8. New Business

- a. Committee Selection for 2023
  - i. Committee Chair Appointments, based on expressed interest, submitted by CEC
    - 1. Appeals: Fabian Knizacky
    - 2. Community Engagement: Dena Thurston
    - 3. Student Success: Joan Vidak
    - 4. Executive Committee: Board chair serves in this role
  - ii. Committee Service for 2023 year: Riffle added to SSC; Burwell switched to CEC; all other members continue serving, unless otherwise noted at meeting.
- b. Election of Officers
  - i. Current Nominations
    - 1. Chair
      - a. Knizacky nominated Monica Schuyler
      - b. Thurston called for additional nominations
        - i. No additional nominations submitted
      - c. Motion to accept Nominations
        - i. *Motion by Nash to close the nominations and elect Schuyler, supported by Riffle.*
      - d. Vote
        - i. *Motion carried 8-0-3.*
    - 2. Vice Chair
      - a. Vidak nominated Dena Thurston
      - b. Maloney called for additional nominations
        - i. No additional nominations submitted
      - c. *Motion to close nomination by Knizacky and elect Thurston, with support by Vidak.*
      - d. Vote
        - i. *Motion carried 8-0-3.*
    - 3. Treasurer
      - a. Motion by Large to nominate Fabian Knizacky
      - b. Thurston called for additional nominations
        - i. No additional nominations submitted
      - c. *Motion to close nomination and elect ~~Large~~ Knizacky by Riffle, with support by Vidak.*
      - d. Vote
        - i. *Motion carried 8-0-3.*
    - 4. Secretary
      - a. Knizacky nominated Kathy Surd
      - b. Thurston called for additional nominations
        - i. No additional nominations submitted
      - c. *Motion to close nominations and elect Surd by Large with support by Vidak.*
      - d. Vote
        - i. *Motion carried 8-0-3.*
- c. Committee Reports:
  - i. Appeals Committee: Dec. Meeting Canceled; Meets next; 2-6-23 @ 11 a.m.
  - ii. Community Engagement Committee: Did Not Meet; Meets next on 1-4-23 @ 3:30 p.m.
  - iii. Student Success Committee: Met 11-28-22 @ 10AM; Next Meeting 1-23-23 @ 10 a.m.
    - 1. *Motion to approve a waiver option by Large for the educational supplies award with support from Riffle, noting a language change from "waiver" to "Alternative Qualification Form"; Motion carried 8-0-3.*

- ii. Executive Committee: Did not meet; Maloney will reach out to schedule an October 2023 meeting.
- b. Dates for 2023 Board and Committee meetings were shared.

**9. Old Business:**

- a. Review 2022 Promise Zone Plan Amendment: Reviewed by Treasury w/markups
  - i. Treasury addressed for Consistent Terminology--supplanting terms for students and schools with "Eligible Student" and "Eligible Schools"
  - ii. Motion to Adopt the Amended Plan
    - 1. *Motion by Knizacky to adopt the Amended Plan with support by Large. Motion carried 8-0-3.*
  - iii. Board members present signed the Plan Concordance
    - 1. Maloney will reach out to Board members not present to obtain signatures for the concordance.

**10. Any Other Business: None**

**11. Limited Public Comment: None**

**12. Adjourn:** *Thurston moved for adjournment at 4:03 PM*

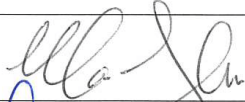
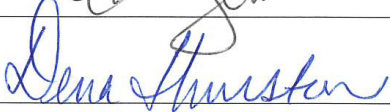



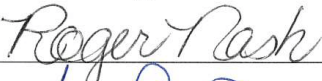


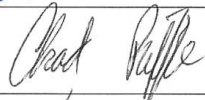

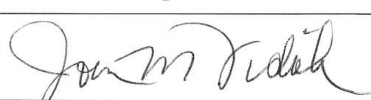
Minutes approved as amended on 1-9-2023 (8-0-2)

## 2022 Amended Plan Concordance (v. 1 & v. 2 update)

### Mason County Promise Zone 2022

#### CONCORDANCE – SIGNATURES:



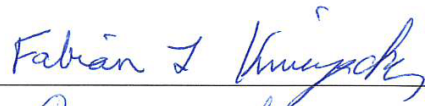
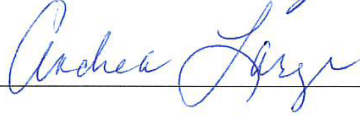
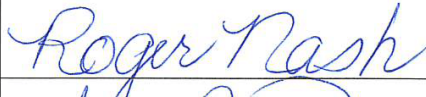
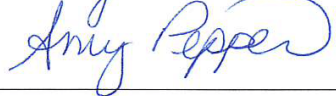

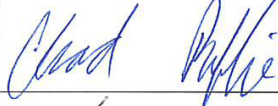

We, the undersigned, have mutually committed to the content and scope of this amended plan. The Mason County Promise Zone Authority Board will work together to accomplish the goals and objectives, and implement the requirements set forth in this document. Approved by a majority of the Board members on October 10, 2022.

Name & Role	Signature
Monica Schuyler, Chair Legislatively Appointed Member	
Dena Thurston, Vice Chair Elected Member	
Fabian Knizacky, Treasurer Elected Member	
Andrea Large, Secretary Elected Member	
Victor Burwell, Legislatively Appointed Member	
Roger Nash Elected Member	
Amy Pepper Elected Member	
Annette Quillan Elected Member	
Chad Riffle Elected Member	
Kathy Surd Elected Member	
Joan Vidak Elected Member	

Mason County Promise Zone 2022

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 December 12, 2022.

Name & Role	Signature
Monica Schuyler, Chair Legislatively Appointed Member	
Dena Thurston, Vice Chair Elected Member	
Fabian Knizacky, Treasurer Elected Member	
Andrea Large, Secretary Elected Member	
Victor Burwell, Legislatively Appointed Member	
Roger Nash Elected Member	
Amy Pepper Elected Member	
Annette Quillan Elected Member	
Chad Riffle Elected Member	
Kathy Surd Elected Member	
Joan Vidak Elected Member	