

**MINUTES
REGULAR MEETING
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD
January 13, 2026
8:00 A.M.**

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, January 13, 2026 at 8:00 a.m. at the Muskegon Area ISD, 630 Harvey Street, Muskegon.

The following board members were present:

Mr. Randy Lindquist, MAISD Superintendent
Dr. Aaron Maike, Baker College of Muskegon
Dr. John Selmon, Muskegon Community College
Mr. Gary Nelund, State Farm Insurance
Dr. Justin Grill, Trinity Health
Ms. Samantha Scott, Preferred Employment & Living Supports

The following board members were absent:

Mr. Steve Parker, Longview Management Consulting
Ms. Holly Hughes, Community Representative
Mr. Keith Guy, Muskegon Public Schools
Mr. Christopher Dean, Retired Muskegon Heights Fire Department
Ms. Rachel Gorman, Muskegon Lakeshore Chamber of Commerce

Also present: Ms. Megan Byard Karaba, Career & College Readiness Program Director
Mr. Jesse Rickard, MAISD Associate Superintendent

Guests: None

1. Call to Order

Mr. Lindquist called the meeting to order at 8:03 a.m.

2. Public Participation – None.

3. Approval of Agenda and Minutes

It was moved by Gary Nelund and supported by John Selmon to approve the agenda as presented, and the minutes of the November 11, 2025 Regular meeting. All Ayes (6) Nays (0) Motion carried.

4. Budget Update

- YTD Financials – Mr. Rickard shared the Financial Statements as of November 30, 2025 and December 31, 2025.

- Payment Approvals
 - MAISD – November/December Actual Expenses - \$144,363.48

It was moved by John Selmon and supported by Justin Grill to approve the payment to the MAISD in the amount of \$144,363.48 for November/December actual expenses. All Ayes (6) Nays (0) Motion carried.

- PZA Bylaw Changes
 - Article VIII, Section 3. Checks, Drafts, etc. – EFT or ACH: Statement Specifying Electronic Payment

It was moved by Justin Grill and supported by John Selmon to approve the amendment to the bylaws adding the following language: *The Authority may engage in electronic transactions of funds and automated clearing house arrangements in accordance with the Muskegon Area Intermediate School District policy.*

- Article VIII, Section 4. Deposits – Cash Reserve: Statement Regarding Maintaining Audits &

It was moved by Gary Nelund and supported by Justin Grill to approve the amendment to the bylaws adding the following language: *The Authority will keep a set of coded accounts to be approved by the MAISD Superintendent and have its books audited at least annually by a certified public accountant in accordance with state law and with the Muskegon Area Intermediate School District policy. The Authority may aspire to include up to (2) years of expenses and programming allowing for ongoing growth strategies to be considered, and/or uncertain state funding to be resolved.*

5. Membership Update

- PZA Incumbency & Compliance Forms – These forms are updated annually and require signature.

6. Student Eligibility, Terms & Appeals

- Scholarship Growth Ideas – Subcommittee Update – The Subcommittee met in December to discuss scholarship growth ideas, and how we can expand. A follow-up meeting is being scheduled for further discussion.
- Student Appeals – Homeschool Records Discussion – Online homeschool – Ms. Byard Karaba presented a student appeal from a homeschool student who received a high school transcript that was externally moderated through Penn Foster (online school). The board supported the appeal and would recommend Ms. Byard Karaba accept the appeal.

Justin Grill left the meeting 8:45 a.m.

7. Student Success & Other Business

- CEPI Update – Cumulative Cohort Summary: 70.67% Graduation Rate (6 year) – Ms. Byard Karaba noted the CEPI Updates in the board sharing folder for the Board to review.
- Success Coaching on College Campuses – Ms. Byard Karaba shared that the success coaching is going very well on both campuses. She will have more data at the next meeting.
- Youth Solutions Foundations – Cohort 1 – Youth Solutions is a contracted service we are offering at some of our local districts, for systems approach to college readiness. She will provide another update in March.

8. Marketing/Communication Update – Tabled to March meeting due to Mr. Kalb being absent.

- Third Party Marketing – Continued Facilitation of our WHY
- Gold Level Donor Update – When, Where & Whom
 - New Year Gathering, Baker College Courses Venue, Date TBD

9. Fundraising Update – No Report

10. Upcoming Events

- Annual Economic Forecast MLCC Business for Breakfast – January 30, 2026
- MLCC Business for Breakfast – February 26, 2026
- MCAN Advocacy Day – March 5, 2026

11. Next Meeting Date

- Special Meeting for PZA Growth Recommendations – There may be a need for a special meeting in February. Ms. Byard Karaba will advise after the subcommittee meets at the end of January.
- Next meeting will be March 10, 2026 – 8:00 a.m.

There being no further business, the meeting adjourned at 9:05 a.m.

Respectfully submitted,

/Barbara Irej/

Barbara Irej, Recorder