

**MINUTES
REGULAR MEETING
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD
July 9, 2024
8:00 A.M.**

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, July 9, 2024 at 8:00 a.m. at the Muskegon Area ISD, 630 Harvey Street, Muskegon.

The following board members were present:

Mr. Steve Parker, Longview Management Consulting
Mr. Randy Lindquist, MAISD Superintendent
Dr. Aaron Maike, Baker College of Muskegon
Dr. John Selmon, Muskegon Community College
Mr. Gary Nelund, State Farm Insurance
Mr. Christopher Dean, Retired Muskegon Heights Fire Department
Dr. Justin Grill, Trinity Health

The following board members were absent:

Ms. Holly Hughes, Community Representative
Ms. Laurel Zwit, Greenridge Realty
Mr. Keith Guy, Muskegon Public Schools

Also present: Ms. Megan Byard Karaba, PZA Coordinator
Mr. Mike Schluentz, MAISD Associate Superintendent
Mr. Bernard Brown, Career Tech Center CTE Director

Guests: Jodi Zerlaut, Muskegon Community College

1. Call to Order

Mr. Parker 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 May 14, 2024 Regular meeting. All Ayes (8) Nays (0) Motion carried.

4. Membership Update

- New Member – Mr. Lindquist welcomed Dr. Justin Grill to the Promise Zone Board.
- Board Approval of Dr. Grill’s Membership

It was moved by Randy Lindquist and supported by Christopher Dean to approve the appointment of Dr. Justin Grill to the Muskegon Area Promise Board of Directors. All Ayes (8) Nays (0) Motion carried.

- Oath of Office – Dr. Grill was administered the Oath of Office and the Acceptance of Office.
- Board Member Terms – Ms. Byard Karaba shared the board membership document which sets forth the board member terms and asset matrix. She noted that Ms. Larsen’s term has expired, and Rachel Gorman will replace Ms. Larsen as the President of the Muskegon Lakeshore Chamber of Commerce in October of 2024.
- PZA Board Membership – Roster & Open Seat – Mr. Parker discussed the selection process for new board members. Ms. Byard Karaba reviewed the candidates that had expressed an interest in serving on the board. The board members discussed what each would bring to the board.

It was moved by Gary Nelund and supported by John Selmon to appoint Rachel Gorman to the open seat vacated by Cindy Larsen. All Ayes (8) Nays (0) Motion carried.

- PZA Board Subcommittee Structure & Tasks – this will be discussed at a future meeting.

5. Budget Update

- YTD Financials – Mr. Schluentz shared the Financial Statements as of May 31, 2024 and June 30, 2024.
- CCR Annual Budget Summary – Review Muskegon Area Promise Impact – This was shared with board members as part of the annual meeting.
- Approval of Payments & Transfer

It was moved by Christopher Dean and supported by Aaron Maike to approve the following payments and transfer. All Ayes (8) Nays (0) Motion carried.

- Muskegon Community College – Summer 2024 Tuition - \$181,958.90
- Baker College – Fall/Spring Tuition Adjustment - \$4,365.00
- MAISD – Activity for May/June Actual - \$24,846.57
- Transfer from MIMAS to ChoiceOneBank - \$200,000
- Mr. Schluentz also provided an update to the 2024/25 budget. Mr. Schluentz will bring a budget amendment to the September meeting for formal approval.
- Mr. Schluentz discussed closing the account at the Community Foundation for Muskegon County as we will no longer require an account there to accept donations.

It was moved by Randy Lindquist and supported by Gary Nelund to close the account at the Community Foundation. All Ayes (8) Nays (0) Motion carried.

6. Annual Meeting Update

- PZA Board Chairperson – Annual Election & Vote

It was moved by Randy Lindquist and supported by Christopher Dean to appoint Mr. Parker as the Board Chairperson for the Muskegon Area Promise Board. All Ayes (8) Nays (0) Motion carried.

- PZA Board Member Roles, Responsibilities & Expectations – Ms. Byard Karaba shared this document with board members. Each board member was asked to sign the Conflict of Interest document, and it was agreed that this be done each year at the annual meeting.
- PZA Board Meeting Schedule (2024-25 – Quarterly) – Ms. Byard Karaba shared the 2024-25 meeting schedule.
- PZA Board Communication (Email, Smore, Other) – Ms. Byard Karaba asked how board members like to receive communications and all agreed to receive them via email.
- PZA Compliance – Ms. Byard Karaba reviewed the following compliance items that are done annually:
 - Treasury Documents – Due January 2025
 - Audit – Due November 2024
 - Directors & Officers Insurance
- PZA State Approved Development Plan – Ms. Byard Karaba briefly reviewed the development plan.
- PZA Bylaws – The last amendment to the PZA Bylaws was done on October 10, 2023. In reviewing the bylaws, the following amendments were suggested:
 - Allow for expenditures under \$5,000 to be made without prior board approval.
 - Allow for reimbursement of costs to the MAISD for already budgeted items and allow for internal transfers up to the original budgeted amount.
 - Allow Ms. Byard Karaba to make the determination and approve appeals if students have met the set criteria in filing their appeal. Those that do not, will be brought to the full board for further determination on approval or denial.

These amendments will be added to the bylaws and will be brought to the full board in September for approval.

- PZA Approval Policies (Check, MAISD Reimbursement, Appeal, Other) – Ms. Byard Karaba reviewed this document with board members.

7. Student Eligibility, Terms & Appeals

- Cohorts – Year in Review & Trends – Ms. Byard Karaba reviewed the cohort data which reflects the year in review and trend data.
- 2024 Cohort Summary – Ms. Byard Karaba shared the cohort summary for 2024.

8. Student Success & Other Business

- Legislative Update – Passing of SB 350 & SB 555 – SB 350 allows for the use of Promise dollars for any cost of attendance, SB 555 allows for the capability to have staff/liaisons on college campuses, and the stipulation that board appointees must reside within reasonable distance to the Promise Zone.
- MCAN & State of MI Budget Highlights – Ms. Byard Karaba shared the highlights from Michigan’s fiscal year 2025 budget process.
- Community College Guarantee – Class of 2024 – Ms. Byard Karaba shared a press release from Governor Whitmer on her proposal to expand the state’s free community college program to cover tuition for all Michigan high school graduates, regardless of age.

9. Marketing/Communication Update – Ms. Byard Karaba shared the following marketing/communication updates:

- Progressing the Promise Webstory
- Social Media Suggestions/Talking Points
- Equity, Growth & Progress 2024
- Copy of NSC Summary 2023

10. Fundraising Update – No Report

11. Other – None.

12. Next Meeting Date

- Next meeting will be September 20, 2024 – 8:00 a.m.

There being no further business, the meeting adjourned at 9:40 a.m.

Respectfully submitted,

/Barbara Ireys/

Barbara Ireys, Recorder