



## Region 8 Prosperity Committee Meeting Agenda

**MEETING DATE:** June 1, 2017  
**MEETING TIME:** 2:30 pm  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 South Westnedge Ave

1. **Call to Order & Introductions**
2. **Action:** Approval of the Agenda
3. **Action:** Approval of the Minutes
4. **Citizen Comments**
5. **Discussion:** Financial Report
6. **Discussion:** Talent Match
  - a. Presentation and discussion
7. **Action/Discussion:** FY 2017 Priorities
  - a. Discuss the priorities developed by each subcommittee
  - b. Choose area of focus for FY 2017
8. **Action/Discussion:** Committee Membership
  - a. Discuss committee membership and related policies
9. **Discussion:** Dashboard
  - a. Discussion regarding the update of the Region 8 Dashboard
10. **Committee Member Comments**
11. **Action:** Adjournment

# Southwest Michigan RPI Collaborative Committee

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March 2, 2017 Meeting Minutes

**Committee Members Present:** Kim Bell, Jackie Bibb, Therese Cody (phone), Vince Carahaly, Michael Evans, Ken Jones (phone), Pat Karr, Shane Kissack (phone), Jason Latham (phone), Deb Miller, Dan Peat, Richard Remus, Jon Start

**Committee Members Absent:** Dennis Berkebile, Jill Bland, Barbara Craig, Ben Damerow, Grant Fletcher, Luann Harden, Kenneth High, Lynn Johnson, Bridgette Jones, Jan Karazim, David Reid, Sandy Standish, Rachel Wade

**Also Present:** John Egelhaaf, Lee Adams, Rebecca Harvey

## Call to Order

Chair Evans called the meeting to order at 2:30 p.m.

## Introduction of Members

Introductions of Committee members and guests were made.

## Approval of Agenda

**Motion** by Bell, **supported** by Karr, to approve the agenda as presented. The motion **carried unanimously**.

## Approval of Minutes – *December 1, 2016*

**Motion** by Bell, **supported** by Karr, to approve the December 1, 2016 minutes as presented. The motion **carried unanimously**.

## Citizen Comments

No citizen comments were offered.

# **Southwest Michigan RPI Collaborative Committee**

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March 2, 2017 Meeting Minutes

## **Monthly Financial Report**

Egelhaaf referenced the RPI Project Funding Schedule 2015-2016. He noted that all 2015 projects were fully funded and that final reports on project work have been completed and are being compiled.

Egelhaaf then referenced and provided an overview of the 2017 Carry Over Costs. The following was noted:

- 2015 commitment of \$117,500 for funded projects; \$119,200 paid out to date
- The difference is due to financial support of the Adult Literacy and Research Symposium
- 2016 commitment of \$88,600 for Talent Match; \$22,150 paid out to date
- \$66,450 balance proposed to be paid out in 2017 (carry over from 2016)
- Carry over funds from 2016 as of 1.30.17 total \$124,518
- Carry over funds available for new projects/expenses in 2017 are estimated to total \$58,068

He explained that the carry over information was used by the DMBT in determining the 2017 grant award. In consideration of the \$116,450 final carry over funds from 2016, \$180,897 was awarded to the RPI, for a total budget of \$297,347 for 2017.

## **2017 Work Plan and Funding**

Egelhaaf/Adams presented a revised 2017 RPI work plan and budget. It was noted that approval of the revised budget and related timeline is required before the letter of commitment for the grant can be signed.

Egelhaaf provided an overview of the budget, highlighting the following:

- Expenditure of carry over funds and new grant funds are distinguished
- Work tasks do not differ from the original work plan
- The work calendar and priority levels remain unchanged
- The budget has been revised and provides less room for movement

Chair Evans stated that the funded projects in 2016 and 2017 should be budget priorities. It was noted that the 2017 project is budgeted to receive \$105,647 . . with additional carry over funds (\$11,470) from 2016. Further, work on the Communication Platform agenda is slated to receive

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\$24,000 of the budget. Committee members noted their support for the approach set forth in the budget.

Egelhaaf noted that the format of the work plan/budget met the State's guidelines but that more detail will be added for internal use, similar to the budget format developed for 2016.

Committee members agreed that the metrics for support staff and project expenses are desired.

## **FY 2017 Priorities**

Chair Evans stated that Committee discussion of the project priorities developed by each subcommittee is in order now that a project budget (\$117,117) has been determined. He noted that the Committee needs to choose the area of focus for 2017.

Egelhaaf/Adams provided a power point presentation that outlined the completion of work plan tasks on a quarterly basis. Chair Evans expressed concern with how the State will perceive a lack of investment in the RPI (2017 project) until the end of 2017. Egelhaaf noted that the RPI had not received any negative feedback from the State to date on the proposed timeline.

Following general Committee discussion, **motion** by Start, **supported** by Remus, to approve the work plan timeline as presented. The motion **carried unanimously**.

Egelhaaf/Adams then provided the Subcommittee reports. It was noted that each Subcommittee had met twice in developing the identified areas of focus. The following was reported:

### Community Development:

- Focus area: create a more diversified transportation system (Plan Goal)
- Specific goal: develop app that identifies all transportation options

### Infrastructure:

- Focus area: advance the effective and efficient transportation of people (Plan Goal)
- Four modes of transportation identified: roads, passenger rail, transit, nonmotorized
- Specific goal: identify specific gaps and develop strategies to fill the gaps

### Education:

- Focus area: Encourage infrastructure development and interconnectivity to better support education, training and employment (Plan Goal)
- Specific goal: connect workforce to skill development opportunities and employers
- Specific goal: job carousel outside of schools

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Committee discussion ensued wherein it was agreed that transportation is a present opportunity and represents a widely supported/recognized issue. It was further noted that a transportation-related project will be impactful.

Chair Evans opined that gains could be shown with a transportation-related project and would take advantage of the ‘talent match’ work done in 2016.

Start stated that both education and mobility are important and that we should consider where we can best invest and leverage funds.

Start provided a general update on the Governor’s 21<sup>st</sup> Century Infrastructure Committee, noting its focused discussions on asset mapping and better coordination between utility projects. He added that the Committee intends to select a region for a pilot project on this topic.

It was further noted that SWMI First would like to join the RPI in promoting the Region and are discussing the use of a survey. The Committee noted support for joining SWMI First in moving Region 8 forward.

Following additional discussion, the following points of consensus were noted:

- Infrastructure is a priority goal and is consistent with the priorities and strategies of the Prosperity Plan.
- A transportation-related project would serve the focus area and goal of each Subcommittee.
- A ‘career pathways’ project and a transportation-related project are both of interest; more defined proposals are needed to determine how each would leverage the ‘talent match’ work already done
- There may be interest in pursuing projects in both areas.

## Committee Member Comments

Chair Evans stated that the breadth of the Committee membership needs to be revisited and the interest level of existing members confirmed. He noted that the Executive Committee would attempt to address the matter by the June meeting.

## Adjournment

There being no further items for consideration, the meeting was adjourned at 4:20 p.m.

*Next Meeting: June 1, 2017 at 2:30 p.m. – W.E. Upjohn Institute, Kalamazoo*

**2017 Financial Report Regional Prosperity Initiative - Region 8**

Line Items	Expenses			Budget		2017 Budget Total
	Current Month	Year to Date 5/31/2017	2017 Grant Award	2016 Roll-Over	2016 Obligated#	
<b>REVENUE</b>						
RPI Grants		\$180,897.00	\$180,897.00	\$116,450.00	\$66,450.00	
<b>Total Revenue</b>		<b>\$180,897.00</b>	<b>\$180,897.00</b>	<b>\$116,450.00</b>		<b>\$297,347.00</b>

**EXPENSE**

**Staffing**

SWMPC		\$ 4,570.65	\$19,294.78	\$8,105.22		\$27,400.00
SWMPC Indirect		\$ 3,865.99	\$4,679.34	\$1,965.66		\$6,645.00
SMPC		\$ 20,049.53	\$27,142.97	\$11,402.03		\$38,545.00
KATS			\$3,873.04	\$1,626.96		\$5,500.00
BCATS		\$ 3,830.90	\$901.36	\$378.64		\$1,280.00
Rebecca Harvey			\$1,767.51	\$742.49		\$2,510.00

**Meeting Expenses**

Travel Meals Lodging		\$ 448.52	\$704.16	\$295.84		\$1,000.00
Dues & Subscriptions			\$176.04	\$73.96		\$250.00
Telephone			\$105.62	\$44.38		\$150.00
Printing			\$880.20	\$369.80		\$1,250.00
Supplies & Materials		\$ 17.54	\$352.08	\$147.92		\$500.00
Room Rental			\$880.20	\$369.80		\$1,250.00
RPI Committee Reimbursement			\$2,992.69	\$1,257.31		\$4,250.00

**Contractual Serv. - 2016**

**Projects**

Talent Match/Upjohn		\$44,300.00		\$66,450.00	\$66,450	\$66,450.00
City of Galesburg		\$ 6,250.00				

**Contractual Serv. - 2017**

**Projects**

2017 Featured Project(s)			\$105,647	\$11,470.00		\$117,117.00
RPI Strategies			\$6,750	\$7,250.00		\$14,000.00
Dashboard			\$4,750.00	\$4,500.00		\$9,250.00

<b>TOTAL</b>	<b>\$0.00</b>	<b>\$ 83,333.13</b>	<b>\$180,897.00</b>	<b>\$116,450.00</b>	<b>\$ 66,450.00</b>	<b>\$297,347.00</b>
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Total Remaining Encumbered Expense		\$22,150.00				
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<b>Total Expense</b>	<b>\$0.00</b>	<b>\$83,333.13</b>				
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# "2016 Obligated" reflects remaining amount committed to project as of 1/1/17