

# Southwest Michigan RPI Collaborative Committee

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September 7, 2017 Meeting Minutes

**Committee Members Present:** Kim Bell (phone), Jackie Bibb, Vince Carahaly, Michael Evans, Joanna Johnson, Bridgette Jones (phone), Ken Jones, Pat Karr (phone), Shane Kissack (phone), Jason Latham, Bob Miller, Deb Miller, Richard Remus, Tom Richardson, Jon Start, Rachel Wade

**Committee Members Absent:** Jill Bland, Barbara Craig, Ben Damerow, Grant Fletcher, Luann Harden, Kenneth High, Lynn Johnson, Jan Karazim, Dan Peat, David Reid, Sandy Standish

**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 Start, **supported** by Carahaly, to approve the agenda as presented. The motion **carried unanimously**.

## Approval of Minutes – *June 1, 2017*

**Motion** by Remus, **supported** by Start, to approve the June 1, 2017 minutes as presented. The motion **carried unanimously**.

## Citizen Comments

No citizen comments were offered.

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## Monthly Financial Report

Egelhaaf referenced and provided an overview of the 2017 Financial Report for the RPI – Region 8. In response to questions, the following was noted: SWMPC Indirect and BCATS staffing expenses are over-budget; no statement has been received for RPI Committee Reimbursement; Total Expenses to date represent approximately one-third of the 2017 Total Budget. Egelhaaf stated that the RPI is comfortably situated to continue with the project awards budgeted at \$117,000. Carahaly suggested that zeros be used in the report instead of blank spaces.

## 2017 Request for Proposals

Chair Evans referenced the draft Request for Proposal (RFP) prepared by Egelhaaf/Adams, with review oversight provided by the Executive Committee. He stated that the RFP was designed to reflect the goals/objectives set forth in the RPI Prosperity Plan and express a strong interest in innovative projects.

Egelhaaf presented a synopsis of the project selection process, with a focus on the following program elements: use of the Subcommittee approach; highlighted Plan goals/objectives; identified gaps in work done; funding the closure of identified gaps; and, how to best capitalize on the work of the Talent Match project. Egelhaaf then provided an overview of the RFP.

Lengthy Committee discussion ensued wherein the following was noted:

- the proposed timeframe has historically been adequate for the preparation of solid proposals;
- it is anticipated that responding organizations will develop projects from existing programs and that there won't be a need to develop a new program;
- though the Talent Match project is still in progress, findings are now beginning to be reported and the goal is to synch up with the final findings as they are presented;
- this RFP represents the Region's move out of the planning/strategy phase and into implementation where value is realized;
- the RFP was designed broadly enough to allow for consideration of a wide range of projects with a focus on putting work that has already been done into action;
- the Project Selection Criteria should be revised to reflect the following modified points allocation for *Geographic Scope* (1 County=2, 2=4, 3=6, 4=10, 6=15, 7=20)

**Motion** by Start, **supported** by Carahaly, to approve the proposed RFP, as revised. The motion **carried unanimously**.

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## Dashboard

Egelhaaf stated that the existing Region 8 dashboard was not designed to show movement or reflect progress. He explained that a proposal has been received from Balanced Creative (Portage) to update the dashboard to better meet the Region's needs.

Adams provided an overview of the proposal, noting the timeline for completion and related cost estimate for each proposed phase: 1) Basic Logo Revision, 2) Website Design and Development, and 3) Website Maintenance.

Adams stated that Committee approval of the proposal is requested, in addition to the formation of a subcommittee that will participate in the oversight of the project.

In response to Committee questions, the following was noted:

- RPI staff will be able to update the dashboard.
- Additional bids were not sought for the following reasons:
  - Balanced Creative provides quality work and has been identified as meeting the needs of the RPI;
  - The proposed work will keep Region 8 on track with DTMB requirements;
  - The proposal is under budget;
  - Concern with initiating a second RFP process at this time.
- The Right Place was used by neighboring regions for dashboard development at a cost of \$50,000 for 5 years.
- The Right Place is highly recommended for regional dashboards and is accountable for keeping the dashboard up to date.
- The proposal that has been presented is supportable in that it meets the Region's time frame and budget, reflecting existing access to Region 8 data as a result of a previous connection with SWMI First.
- Balanced Creative is a small company and has presented no sample work; is there question that they will be able to do the logo and necessary branding work of the Region.
- A one-year commitment only may be in order. This will allow for change after one year if there is a lack of satisfaction.
- A subcommittee approach is desirable to support the proposal cost and timeline.

**Motion** by Remus, **supported** by Start, to accept the proposal from Balanced Creative as presented. The motion **carried unanimously**.

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## **Committee Membership**

Egelhaaf referenced Region 8 Committee Bylaws, Section 3 – Terms of Office and a Committee member attendance matrix prepared for 2016 and 2017. He noted that the matrix reflects where membership attendance has struggled. It was suggested that a review of the Committee membership is in order to affirm the ideal Committee size and establish attendance benchmarks.

Chair Evans stated that the RPI needs a committed membership that will participate. He noted that expectations regarding attendance, participation and accountability should be clearly expressed to interested Committee candidates.

Start opined that a matrix that identifies the Committee membership by sector and geography would be helpful in confirming where replacement membership is needed. Egelhaaf stated that such a membership matrix could be provided by the next meeting to allow for the matter to be addressed by the end of the year.

Kim Bell stated that attendance has been difficult due to work schedules and that she is willing to step down from the Committee if there is an interested replacement.

## **Committee Member Comments**

No Committee member comments were offered.

## **Adjournment**

There being no further items for consideration, the meeting was adjourned at 3:35 p.m.

*Next Meeting: November 2, 2017 at 2:30 p.m. – Location TBD*