



Region 8 Prosperity Committee

November Meeting Agenda

MEETING DATE: January 7, 2015
MEETING TIME: 2:30 pm
MEETING LOCATION: Marshall Area Economic Development Alliance
323 W Michigan Ave, Marshall, MI 49068

1. **Call to Order**
2. **Introduction of New Member(s)**
3. **Action:** Approval of the Agenda
4. **Action:** Approval of the Minutes
5. **Citizen Comments**
6. **Discussion: Financial Report**
7. **Discussion: Regional Initiatives**
Updates on state projects with RPI involvement
8. **Discussion/Action:** Review of the FY 2016 Grant Application Response
 - a. Review how the award will impact the 2016 budget and work plan
9. **Action/Discussion:** 2016 Calendar
 - a. Review and discuss potential calendar
10. **Discussion:** Education Sessions
 - a. Determine the topics of the education sessions
11. **Discussion:** Committee Policies
 - a. Discuss concepts in a general policy document
12. **Committee Member Comments**
13. **Action:** Adjournment

***Next Meeting: February 4, 2015 at
The W.E. Upjohn Institute, Kalamazoo, MI 49007***

Region 8 Prosperity Committee 2016 Calendar

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Funding to Local Partners (Grants)												
Subcommittee Meetings												
Strategic Planning and Visioning												
Regional Organization Inventory												
Moving to Tier 2												
Education Sessions												
FY 2017 Planning and Grant Application												

SOUTHWEST MICHIGAN PROSPERITY COMMITTEE POLICIES ADOPTED [INSERT DATE]

ARTICLE I - General Operational Policy

SECTION 1: Introduction

The Region 8 Prosperity Committee (Committee), as a decision-making body, found that a policy document would help guide operations and define roles and responsibilities of staff, contractors, and committee members.

SECTION 2: Purpose

The Committee purpose is to achieve the RPI Region 8 vision: Southwest Michigan is recognized as a region where successful, thriving, and innovative people, businesses, and communities prosper through sustainable practices and collaborative development.

SECTION 3: Role of Staff

The Southcentral Michigan Planning Council (SMPC) and the Southwest Michigan Planning Commission (SWMPC) serve as staff for the Committee. SMPC serves as the administrative staff and SWMPC serves as the fiduciary agent and general staff.

Administrative staff roles are as follows:

- Offer support and concur with grant application, pending board or committee approval
- Serve as the main point of contact and liaison for municipalities and organizations located in the region
- Host meetings
 - Secure meeting facilities
 - Print required materials
 - Maintain sign-in sheets
 - Provide other materials as required by Regional Prosperity Council
- Assist and serve as staff as directed by the Committee

Fiduciary and general staff roles are as follows:

- Apply for the Regional Prosperity grant
- Serve as the fiduciary agency for the grant funds
- Compile and submit all grant reports as directed by the Southwest Michigan Prosperity Committee
- Report on all communication received from state agencies
- Assist and serve as staff as directed by the Committee

All roles of staff are subject to change by the Committee.

SECTION 4: Role of Committee Members

The Committee shall have all decision-making authority in regards to the Regional Prosperity Initiative in Southwest Michigan including but not limited to:

- Financial decisions regarding the Regional Prosperity Initiative and the Region 8 Prosperity Committee, including but not limited to:
 - Any and all grants awarded to the Prosperity Region or Committee
 - Awards or grants to local partners
 - Contracts

- Procurement or disposition of assets
- Make all policy decision regarding the Regional Prosperity Initiative, including but not limited to:
 - Approve an author of the Regional Prosperity Plan
 - Review and approve the Regional Prosperity Plan
 - Authorize staff to submit the Regional Prosperity Plan to the State
 - Make decisions regarding Regional Prosperity grants
 - Reimburse staffing organization for related expenses
 - Set priorities for unallocated grant funds
 - Authorize staff to submit the grant reports
 - Other regional policy decisions

SECTION 4: Procurement

All contracts or awards will be competitively bid except at the explicit direction of the Committee.

SECTION 5: Contracting

Any and all contracts involving funds given to, granted to, or earned by the Committee shall require approval by the Committee prior to commencement of work or issuance of payment.

SECTION 6: General Expenditures

All expenditures of funds given to, granted to, or earned by the Committee shall require approval by the Committee prior to encumbrance or expenditure.

ARTICLE II – Amendments to the Policy

SECTION 1: Amendments

The Region 8 Prosperity Committee reserves the right to amend this policy at its discretion.

ARTICLE III – Contact

SECTION 1: Contact

Direct any comments or questions related to the this to Lee Adams at adams@upjohn.org or John Egelhaaf at JEgelhaaf@swmpc.org.