



## Region 8 Prosperity Committee Meeting Agenda

**MEETING DATE:** October 6, 2016  
**MEETING TIME:** 2:30 pm  
**MEETING LOCATION:** Glen Oaks Community College, Room C331  
62249 Shimmel Road, Centreville, MI 49032

1. **Call to Order & Introductions**
2. **Action:** Approval of the Agenda
3. **Annual Meeting Items**
  - a. Election of Officers
  - b. Approval of the FY 2017 Meeting Schedule
4. **Action:** Approval of the Minutes
5. **Citizen Comments**
6. **Discussion:** Monthly Financial Report
7. **Discussion:** 2017 Grant Application and Tier Two
  - a. Discuss moving from tier one to tier two and the FY 2017 grant application
8. **Discussion:** Project Updates
  - a. Review progress made by grantees
9. **Discussion:** Regional Initiatives
  - a. Updates on state projects with RPI involvement
  - b. Presentation by regional group
10. **Committee Member Comments**
11. **Action:** Adjournment

***Next Meeting: TBD***

**PUBLIC NOTICE**

**OF**

**THE REGION 8 PROSPERITY COMMITTEE**

The Region 8 Prosperity Committee (Committee) conducts regular meetings on the first Thursday of each month at **2:30pm**. The Committee Chair may elect to call additional meetings; notice of additional meetings will precede the meeting by at least seven days.

**The Committee will meet on the following dates in Fiscal Year 2017:**

October 6, 2016 – Centreville  
November 3, 2016 – Kalamazoo  
December 1, 2016 – Benton Harbor  
January 5, 2017 – Kalamazoo  
February 2, 2017 – Lawrence  
March 2, 2017 – Kalamazoo  
April 6, 2017 – Battle Creek

May 4, 2017 – Kalamazoo  
June 1, 2017 – Coldwater  
July 6, 2017 – Kalamazoo  
August 3, 2017 – Dowagiac  
September 7, 2017 – Kalamazoo  
October 5, 2017 – Three Rivers

**Meeting Locations**

TBD – See RPI Website for more information ([smpcregion3.org/regionalprosperity](http://smpcregion3.org/regionalprosperity)). Meeting locations are subject to availability of meeting facilities in each host city.

Direct any questions or comments to Lee Adams at [adams@upjohn.org](mailto:adams@upjohn.org) or 269-385-0409

# **Southwest Michigan RPI Collaborative Committee**

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September 8, 2016 Meeting Minutes

**Committee Members Present:** Dennis Berkebile (phone), Michael Evans, Grant Fletcher (phone), Luann Harden, Ken Jones, Pat Karr (phone), Jason Latham, Deb Miller, Dan Peat (phone), Richard Remus, Jon Start

**Committee Members Absent:** Jill Bland, Therese Cody, Barbara Craig, Ben Damerow, Kenneth High, Lynn Johnson, Bridgette Jones, Jan Karazim, Shelley Klug, Juanita Miller, David Reid, Ron Reid, Barbara Rose, 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**

It was noted that a quorum of the Committee was not present. The Committee members present agreed to move forward with the agenda as presented.

## **Approval of Minutes – August 4, 2016**

It was noted that a quorum of the Committee was not present. The Committee members present agreed to postpone action on the August 4, 2016 minutes to the October Committee meeting.

## **Citizen Comments**

No citizen comments were offered.

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## Monthly Financial Report

Egelhaaf provided an overview of the 2016 Financial Report. He noted Year-to-Date (8.31.16) expenditures of \$98,035 and summarized that, although ‘meeting expenses’ were over budget, expenses overall were under budget. He added that the September financial report would likely reflect the 2016 project award.

In response to a question posed in August, Egelhaaf stated that the \$5000 expense previously listed as the ‘Tier Two’ line item under ‘Other’ has been corrected and is now listed as the ‘Infrastructure 2015’ line item under ‘Projects’.

## 2017 Grant Application and Tier Two

Chair Evans stated that determining the direction of Region 8 in 2017 will be the next substantive decision of the RPI, following the selection of the 2016 grant project. He referenced the background information provided on the RPI and Tier 1 and Tier 2 funding/operating categories, with specific attention to the Tier 2 Requirements vs Current Conditions table.

Chair Evans noted that the table allows for an easy assessment of the work yet to be done for Region 8 to qualify for Tier 2 status. Following review of the table, Committee members agreed that clarity is needed on the ability of Region 8 to respond to those items currently listed as ‘needs work’ and ‘not close’.

Adams and Egelhaaf presented three sample resolutions that each outline an option for moving the structure of Region 8 forward to meet Tier 2 status. Option 1 provides a structure for conversation between SWMPC and SMPC staff on a quarterly basis; Option 2 provides a structure for monthly communication between SWMPC and SMPC staff and collaboration opportunities; and, Option 3 provides for the formation of a subcommittee of the SWMPC and SMPC to work toward the sharing of services/expertise.

Lengthy discussion ensued wherein the following questions and concerns were noted:

- How do the options represented in the three resolutions ‘demonstrate shared administrative services’ required for Tier 2 status?
- A comparison with approved Tier 2 arrangements in the State and feedback from the State as to whether the options would qualify would be helpful to the discussion.
- Do the Tier 2 requirements need to be met in order to apply for Tier 2 funding or is the Tier 2 funding intended to assist the Region in meeting the Tier 2 requirements?

# Southwest Michigan RPI Collaborative Committee

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- It is important to distinguish between Tier 2 and Tier 3 requirements and not move further than required or beyond what the two regional planning agencies in Region 8 are willing to support?
- What kind of work is required to complete the required '10-year plan'? Is that work required before application for Tier 2 status or is Tier 2 funding intended to facilitate its development?

Chair Evans stated that a 'statement of benefits' should accompany each resolution as arguments for each proposed approach. Adams indicated that the documents could be prepared for discussion at the October meeting.

Egelhaaf further agreed to reach out to State contacts and other Tier 2 regions for feedback on the noted questions/concerns and the proposed approaches for moving toward Tier 2.

## **Project Updates**

### ***Talent Matching System (2016)***

Adams presented slides demonstrating the data gathered to date on elements such as graduation rates; college completion; loss of potential work force; and, age distribution of the region's work force. He further noted work done in the State on work force/occupation/education/labor market analysis that will be done for Region 8 as a part of the Talent Matching System project.

Noting the one-year project timeline, Adams stated that a steering committee consisting of labor market representatives has been formed and that the data gathering is well underway.

### ***Sprout Food Hub Marketing Initiative (2015)***

Egelhaaf reported project accomplishments to date to include:

- incentivizing growth of the regional food network;
- a doubling of the amount of school programs (to 11);
- providing information on organic growth practices.

He noted that a financial report for the project has not yet been provided.

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## ***St. Joseph County Water Trails System (2015)***

Egelhaaf reported that three access points have been established/improved, consistent with the County Water Trails Master Plan.

Chair Evans stated the Committee should continue to focus on how we interpret how the RPI's investment has led to economic development/growth in the Region. Specifically, are we building capacity; are we achieving our objectives; and, how will our dashboard reflect our work. This will be important in helping to define our future focus.

## **Meeting Dates**

Adams distributed the 2016/2017 meeting schedule of the RPI Collaborative Committee.

## **Regional Initiatives**

It was agreed that discussion of 'regional initiatives' would be postponed to the October meeting.

## **Committee Member Comments**

No Committee Member comments were offered.

Chair Evans stated that he will work to improve phone participation in future meetings and will commit to working toward achieving quorums so that the Committee can be timely with action items.

## **Adjournment**

There being no further items for consideration, the meeting was adjourned at 4:00 p.m.

***Next Meeting:***           October 6, 2016 at 2:30 p.m. – Three Rivers, MI

**2016 Financial Report Regional Prosperity Initiative - Region 8**

Line Items	Current Month	Year to Date 8/31/2016	2016 Budget	2016 Grant Award	2015 Obligated#	2014-2015 Roll Over *
<b>REVENUE</b>						
RPI Grants			\$192,968.00	\$115,000.00		\$192,968.00
<b>Total Revenue</b>			<b>\$307,968.00</b>	<b>\$115,000.00</b>		<b>\$192,968.00</b>

**EXPENSE**

**Staffing**

SWMPC		\$ 16,498.17	\$27,103.28	\$10,290.32		\$16,812.96
SWMPC Indirect		\$ 2,782.70				
SMPC		\$ 37,857.06	\$35,794.00	\$13,595.63		\$22,198.37
Rebecca Harvey		\$ 4,975.00	\$8,400.00	\$3,189.23		\$5,210.77

**Meeting Expenses**

Travel Meals Lodging		\$ 1,345.76	\$300.00	\$113.90		\$186.10
Telephone		\$ 86.62	\$75.00	\$28.48		\$46.52
Printing		\$ -	\$1,000.00	\$379.67		\$620.33
Supplies & Materials		\$ 213.87	\$200.00	\$75.93		\$124.07
Room Rental		\$ 995.44	\$5,076.00			\$5,076.00
RPI Committee Reimbursement			\$12,000.00	\$4,556.09		\$7,443.91

**Contractual Serv. - 2015**

**Projects**

Comm. Develop 2015¥		\$ 18,750.00	(\$27,750)	\$10,535.93	(\$40,000)	\$17,214.07
Education 2015¥		\$ 30,000.00	(\$17,500)	\$6,650.00	(\$37,500)	\$10,850.00
Infrastructure 2015¥		\$ 5,000.00	(\$35,000)	\$13,300.00	(\$40,000)	\$21,700.00
RPI Strategies						

**Contractual Serv. - 2016**

**Projects**

Dashboard			\$103,947.72	\$38,017.46		\$65,930.26
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**Other**

Tier Two			\$20,000.00	\$7,593.47		\$12,406.53
Regional Studies			\$7,500.00	\$2,847.55		\$4,652.45
Econ Dev Blue Print + 10 yr Plan			\$2,022.00	\$767.00		\$1,255.00
Statewide Plan			\$2,300.00	\$2,300.00		
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$ 118,504.62</b>	<b>\$227,718.00</b>	<b>\$115,000.00</b>		<b>\$192,968.00</b>

Total Remaining Encumbered Expense	(\$80,250.00)	(\$26,500.00)	(\$80,250.00)			
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<b>Total Expense</b>	<b>\$0.00</b>	<b>\$118,504.62</b>	<b>\$307,968.00</b>	<b>\$115,000.00</b>	<b>(\$117,500)</b>	<b>\$192,968.00</b>
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\* "2014-2015 Roll Over" as of January 31, 2016

# "2015 Obligated" reflects total amounts committed to projects

¥ Project expenses reflect remaining expense as of January 31, 2016

Jan Feb Mar April May June July Aug Sept Oct Nov Dec

SW MI Regional Partners (Economic Development)	■	■	■	■	■	■	■	■	■	■	■	■	Jill Bland
SW MI RPI	■	■	■	■	■	■	■	■	■	■	■	■	Michael Evans
Michigan Association of Intermediate School Administrators (MAISA) Region 7	■	■	■	■	■	■	■	■	■	■	■	■	Kevin Ivers (chair)
Talent District Career Council (TDCC)	■			■			■		■			■	
Workforce Innovation Opportunity Act (WIOA)													Karen Carlisle (chair)
SW MI Regional Ped/Bike Committee	■			■			■			■			Norm Cox (norm@greenwaycollab.com)
Supply Chain Logistics Group (APICS)													Kenneth Jones (kenneth.c.jones@wmich.edu)