



Region 8 Prosperity Committee Meeting Agenda

MEETING DATE: November 3, 2016
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:** Monthly Financial Report
6. **Discussion:** RPI Strategic Planning
 - a. Discussion and finalization of the strategic planning process
7. **Discussion:** 2017 Grant Application and Tier Two
 - a. Discuss around the details of the FY 2017 grant application
8. **Discussion:** Project Updates
 - a. Review progress made by grantees
 - b. Discuss potential sponsorship of the Adult Literacy Symposium
9. **Discussion:** Regional Initiatives
 - a. Updates on state projects with RPI involvement
10. **Committee Member Comments**
11. **Action:** Adjournment

Next Meeting: Southwest Michigan Planning Commission in Benton Harbor

Southwest Michigan RPI Collaborative Committee

October 6, 2016 Meeting Minutes

Committee Members Present: Kim Bell, Jill Bland (phone), Vince Carahaly, Barbara Craig, Michael Evans, Grant Fletcher (phone), Luann Harden (phone), Ken Jones, Jason Latham, Deb Miller (phone), Richard Remus, Rachel Wade (phone)

Committee Members Absent: Dennis Berkebile, Therese Cody, Ben Damerow, Kenneth High, Lynn Johnson, Bridgette Jones, Jan Karazim, Pat Karr, Dan Peat, David Reid, Barbara Rose, Sandy Standish, Jon Start,

Also Present: John Egelhaaf, Lee Adams, Rebecca Harvey

Call to Order

Chair Evans called the meeting to order at 2:40 p.m.

Introduction of Members

Introductions of Committee members and guests were made.

Approval of Agenda

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

Election of Officers

Pursuant to the Committee Bylaws, the Committee proceeded with the election of officers.

Motion by Craig, **supported** by Remus to nominate and elect the following slate of officers:

Chair – Michael Evans

Vice Chair – Jon Start

Secretary – Ken Jones

Motion **carried unanimously**.

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FY 2017 Meeting Schedule

Motion by Jones, **supported** by Remus, to approve the Fiscal Year 2017 Meeting Schedule as presented. The motion **carried unanimously**.

It was noted that the Committee will continue to meet the first Thursday of the month at 2:30 p.m. The Committee supported the proposal to continue to meet in locations around the Region with the Kalamazoo location to serve as the primary meeting site. Adams stated that the meeting schedule would be posted on the RPI website.

Approval of Minutes – September 8, 2016

Motion by Remus, **supported** by Latham, to approved the September 8, 2016 minutes as presented. The motion **carried unanimously**.

Citizen Comments

No citizen comments were offered.

Monthly Financial Report

Egelhaaf provided an overview of the 2016 Financial Report noting that there are no major changes from the August financial report. In response to a question posed, Egelhaaf stated that there were no draws related to the 2015 project grants but that each project has a final installment pending that will likely be paid by next month. He noted that operations continue to be largely under budget.

2017 Grant Application and Tier Two

Chair Evans referenced the discussion of the Committee held in September on the application by Region 8 for Tier 2 status in 2017. He stated that a decision from the SWMPC and SMPC boards on the 3 options presented for moving toward Tier 2 status is pending and that the application will be completed and submitted once determined. Egelhaaf and Adams stated that the decision will be made by early November.

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Project Updates

2015 Projects

Egelhaaf reported that there is no new progress to report on the 2015 projects since the updates provided in September. He stated that details on the status of any individual project is available upon request.

In response to questions, Egelhaaf advised that the Sprout Food Hub Marketing Initiative (2015 project) lost its point person which resulted in a delay in the submission of progress/financial reports. However, a new project lead has recently been identified and the project is moving forward as approved.

Chair Evans provided an update on the ESL program and Literacy Initiative, noting that the growth of literacy support in the Region is evident. He stated that he looks forward to the work accomplished by the 2015 projects being reflected on the Region's dashboard.

Talent Matching System (2016)

Adams stated that the slides presented at the September meeting demonstrating the data gathered to date for the Talent Matching System project will be posted on the RPI website.

In response to questions, Adams advised that further updates on the project will not likely be presented until January. He noted that work on the project has been delayed until a contract with Region 8 is signed. Egelhaaf and Adams provided an overview of the draft contract that has been developed . . . highlighting the following contract elements: funding installments; project tasks and timelines; deliverables; and, meeting schedules.

Chair Evans requested Committee support of the draft contract to assist in keeping the project moving forward. **Motion** by Jones, **supported** by Remus to accept/approve the draft contract as presented. The motion **carried unanimously**.

Through further Committee discussion, it was agreed that the project should be promoted and its deliverables marketed. It was noted that visibility of the project work would increase exposure of the RPI and result in Region-wide support of both the project and the efforts of the RPI. Promotion on the RPI website; media releases, announcements and the use of social media were suggested.

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Regional Initiatives

Chair Evans referenced a table developed setting forth identified organizations formed to address regional issues with point person contact information for each organization. He noted the table establishes an RPI reporting schedule for each organization. The reporting exercise is intended to inform on the objectives/mission of each organization and provide routine updates on projects/initiatives so that the RPI can begin to identify where the objectives of the RPI and each organization align.

It was noted that the draft table reflects those organizations that we are aware of to date and that those organizations extend across sectors. Bland suggested that dues-paying organizations with a similar regional footprint also be considered for inclusion.

Presentation by Regional Group

Ken Jones, WMU Bronco Force, presented an overview of WMU's integrated supply chain management program, a nationally ranked undergraduate program of collaboration between economic development, industry and local communities.

He noted that 86% of the students in the program are from Michigan, with approximately one-half of them coming from within 100 miles of WMU.

Jones outlined the following 5-step process implemented in the program:

Step 1 – Identify the Value Network

Step 2 – Build Collaborative Vision (involving industry, faculty, alumni, interns/co-ops)

Step 3 – Configure/Align Resources (WMU, SWMI First, industry)

Step 4 – Focus the Locus (create wins at all levels)

Step 5 – Measure Value Creation

To date the program has resulted in 138 consortium partner projects; 18 solution team projects; 258 partner students, and 30 team students representing a value of \$7,325,000.

Jones noted that the program helps building pathways from schools (WMU, KVCC, KPS) to industries and aligns with many of the Goals/Opportunities set forth in the Regional Prosperity Plan, Volume 2.

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Committee Member Comments

No Committee Member comments were offered.

Adjournment

There being no further items for consideration, the meeting was adjourned at 3:55 p.m.

Next Meeting: November 3, 2016 at 2:30 p.m. – *Location TBD*

2016 Financial Report Regional Prosperity Initiative - Region 8

Line Items	Current Month	Year to Date 10/28/2016	2016 Budget	2016 Grant Award	2015 Obligated#	2014-2015 Roll Over *
REVENUE						
RPI Grants			\$192,968.00	\$115,000.00		\$192,968.00
Total Revenue			\$307,968.00	\$115,000.00		\$192,968.00
EXPENSE						
Staffing						
SWMPC		\$ 18,345.40	\$27,103.28	\$10,290.32		\$16,812.96
SWMPC Indirect		\$ 3,008.61				
SMPC		\$ 37,857.06	\$35,794.00	\$13,595.63		\$22,198.37
KATS		\$ 1,540.96				
Rebecca Harvey		\$ 5,525.00	\$8,400.00	\$3,189.23		\$5,210.77
Meeting Expenses						
Travel Meals Lodging		\$ 1,354.83	\$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		\$ 279.96	\$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¥		\$ 15,000.00	(\$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
Dashboard			\$2,000.00	\$759.34		\$1,240.66
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		
Total Expense	\$0.00	\$ 132,743.88	\$227,718.00	\$115,000.00		\$192,968.00
Total Remaining Encumbered Expense	(\$80,250.00)	(\$16,500.00)	(\$80,250.00)			
Total Expense	\$0.00	\$132,743.88	\$307,968.00	\$115,000.00	(\$117,500)	\$192,968.00

* "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

Southwest Michigan Prosperity Region (8) Strategic Plan

Vision Statement

Southwest Michigan is recognized as a region where successful, thriving, and innovative people, businesses, and communities prosper through sustainable practices and collaborative development.

Strategic Planning Question Responses

What makes RPI unique compared to other regional initiatives?

- RPI includes multiple sectors. Inclusion of education is significant
- Funding is currently available
- RPI is an official partnership. It has teeth.
- Counterparts across the state allow for comparison

How would you define success for RPI? How could it be measured?

- Creation of jobs. Decreased unemployment
- Increased population
- Increase household income
- Reduction in the cost of government
- Existing regional efforts are improved through RPI endorsement
- Increased collaboration, elimination of silos
- Leveraging of resources
- Breakdown of geographic boundaries
- No duplication of other efforts
- Number of successful grant applications that receive RPI endorsement
- Increase in regional GDP
- Decrease in the number of service delivery gaps

What are the most significant assets for Region 8 RPI?

- Diversity and expertise of membership
- Education is a part of the group
- There is an existing prosperity plan
- Funding in place
- Collaborative groups like TDCC and Advanced Manufacturing Consortium
- State government priority and support
- Staff

How can the Prosperity Committee leverage assets?

- Seek our work that is synchronous with the prosperity plan
- Become more visible
- Send members of the RPI to collaborative bodies to increase communication
- Empower initiatives that fit within the framework. Don't duplicate
- Assist potential partners in progress
- Consistent messaging
- Grow collective pie

How can the RPI bring value to all sectors over time?

- Become more efficient, fewer meetings with clear positive benefit
- Move work forward effectively

- Don't overlap or duplicate other efforts
- Ask sub regional collaboratives how the RPI can be useful
- Establish a route to validating partner initiatives through the RPI
- Introduce individual initiatives to the other regional bodies and work

How can we ensure geographic equity within the RPI and what would that look like?

- It is not a matter of equally distributing all impacts but rather what can we find that is impactful in a broad way
- We can't direct resources to a single place to the exclusion of smaller places
- Officers of the RPI should have a broad geographic distribution
- Ensure organizations with a large footprint are participating
- Rural counties should be lifted through the work
- Resources and impact does not always have to be money. It can be support that is provided to the entire regional

What should be the process for linking to other regional initiatives?

- We should deputize, not duplicate work
- Create an asset map
- Develop communication pathways
- Find synergy for cost effectiveness
- The awareness of each other is what is lacking
- Action Items, Adams/Egelhaaf – develop an inventory of regional initiatives, develop a communication process to link regional entities

What should be the process for the RPI interacting with state departments and other agencies?

- Submission of Prosperity Plan to DTMB, TED – MSHDA/MEDC, DNR/DEQ

Themes identified through question responses

- The inclusion of the Education sector is a unique strength to the RPI
- The RPI should not duplicate other regional efforts or initiatives
- There is a desire for increased collaboration and a desire to seek out work and partners that align with the mission/plan of the RPI
- The RPI should create an endorsement which supports the work of regional entities
- The fact that RPI has funding is unique and a strength compared to other initiatives
- There is a need for improved and more communication between partners, internal groups and public
- RPI needs to establish a way to bring value to the partners

Infrastructure and organization development priorities for the RPI

- Infrastructure development and interconnectivity to better support education, training and employment
- Expansion and improvement of regional infrastructure
- Encourage collaboration between public and nonprofit sectors
- Funding is in place
- Establish a route for validating partner efforts through the RPI
- Officers of the RPI should be geographically dispersed
- Ensure organizations with a large footprint are participating
- Develop communication process to link Regional entities – Adams and Egelhaaf
- Develop an inventory of regional initiatives – Adams and Egelhaaf
- Develop a pathway for partners to interface
- Enhance website and develop a social network platform

- Create an RPI Strategy Committee

ACTION ITEMS MOVING FORWARD

Develop RPI Identity

- Create an MOU (Southcentral, Southwest, RPI)
- What does this mean for the planning organizations?
- How is the RPI perceived by planning partners and the public?
- How does planning function as part of the mission?
- Does the RPI do the work or coordinate it?
- Strategy Statement – The RPI is an organization that convenes and aligns groups around dashboard priorities (streamline process)
- Develop the ability to deputize work of other organizations
- Capitalize on Talent Match work
- Deep dive learning in each priority area

Cultivate Project Opportunities

- Communicate past accomplishments
- Define how RPI can assist partners
- Are we seeking projects that align with our plan or are we seeking to align our plan with projects (CEO or social worker)?
- What are opportunities for short-term success?
- Identify priority for 2017
- What can be replicated as part of our process
- Measure process (dashboard)

Develop Communication Platform

- High level of participation
- Predictable timing
- Relevant (create filters)
- Financially sustainable
- Designated manager (intern?)
- RPI brand
- Archives and searchable
- Create benchmarks to justify time and money
- Assist in the creation of the RPI identity
- Adams and Egelhaaf own it