Region 8 Prosperity Committee Meeting Agenda

MEETING DATE: Thursday, February 5, 2015
MEETING TIME: 3:00 pm
MEETING LOCATION: Kalamazoo Valley Community College Groves Campus
                                   7107 Elm Valley Drive, Kalamazoo, MI 49009

1. **Introductions** (3:00)

2. **FY 2015 RPI Grant** – Egelhaaf (3:10)
   a. Review Grant Award (if available)

3. **Bylaws** – Adams and Egelhaaf (3:15)
   a. Review and Approve Draft of Bylaws
      i. Additional Committee Members
      ii. Officers

4. **Asset Inventory** – Adams and Egelhaaf (3:35)
   a. Discussion of Methodology
   b. Community Development Inventory

5. **Project Selection Process** – Egelhaaf (4:10)
   a. Review Draft of project selection process
   b. Invite Letters of Inquiry

6. **Next steps** – Adams (4:25)
   a. Agenda items for next meetings
      i. Present and Discuss Community Development Asset Inventory
      ii. Begin Project Selection (if applicable)

7. **Adjourn** – No later than 4:30 pm

Next Meeting: Thursday, February 5, 2014

SOUTHWEST MICHIGAN PROSPERITY COMMITTEE BY-LAWS
ADOPTED [INSERT DATE]

ARTICLE I DEFINITIONS

SECTION 1: Definitions

    A. FISCAL YEAR - October 1 through September 30.

    B. METROPOLITAN PLANNING ORGANIZATION (MPO) – As defined by Act 200 of 1957; including the Battle Creek Area Transportation Study, the Kalamazoo Area Transportation Study, the Niles-Buchanan-Cass Area Transportation Study, and the Twin Cities Area Transportation Study.

    C. QUORUM – Greater than 50% of the Committee membership.

    D. REGIONAL PLANNING COMMISSION – as defined by Act 281 of 1945; including the Southcentral Michigan Planning Council and Southwest Michigan Planning Commission

    E. REGION 8 - Geographic area defined by the counties of Berrien, Branch, Calhoun, Cass, Kalamazoo, St Joseph, and Van Buren.

    F. SIMPLE MAJORITY – Greater than 50% of the committee members present at a meeting.

    G. SOUTHWEST MICHIGAN PROSPERITY COMMITTEE (COMMITTEE) – The governing and policy body of the Regional Prosperity Initiative in Region 8

    H. REPRESENTATIVE - A person appointed to the Region 8 Prosperity Committee.

ARTICLE II MEMBERS

SECTION 1: Membership Composition

    A. The Committee shall be composed of members representing the following sectors:
        a. Adult Education
        b. Economic Development
        c. Higher Education
        d. MPO
        e. Regional Planning
        f. Transportation
        g. Workforce Development
        h. Representatives from additional sector may be appointed by the Committee (see Section 2 (c))

    B. Committee Membership:

        a. Each of the following sectors will have three representatives:
           i. Adult Education
           ii. Economic Development
           iii. Higher Education
           iv. Transportation
           v. Workforce Development

      b. Each of the following sectors will have two representatives:
         i. Regional Planning
         ii. MPO

C. Non-Voting Members

      a. The meeting participants who represent one of the sectors referenced above but were not selected to act as a member of the Committee shall be non-voting members

D. Alternates

      a. A Committee member may send another member of their organization's staff as an alternate
      b. If a Committee member is absent and did not send an alternate from their organization, a non-voting member from the sector of the absent voting member may vote

SECTION 2: Appointment of Representatives
  A. Each of the following sectors is responsible for appointing representatives:
      a. Adult Education
      b. Economic Development
      c. Higher Education
      d. Transportation
      e. Workforce Development

  B. Each Regional Planning Agency and each MPO not incorporated into a regional planning agency may appoint one representative (a total of four)

  C. The Committee may add sectors from outside the aforementioned sectors and organizations.
      a. The Committee must approve additional sectors with a simple majority vote
      b. The Committee may determine the number of representatives from each additional sector through a simple majority vote.

SECTION 3: Term of Office

  A. Appointments shall be the exclusive prerogative of the appointing sector/authority and shall not be subject to challenge by any member of the Committee, or the Committee. The Committee may formally submit a request for the removal of a representative to the appointing sector/authority.

  B. In the event that a sector cannot determine representatives in a timely manner, the Committee will select representative from that sector

ARTICLE III COMPENSATION
SECTION 1: The Committee shall not pay compensation to members of the Committee except for actual expenses authorized by the Committee incurred in their role as representatives of the Committee.

ARTICLE IV PURPOSE AND FUNCTION

SECTION 1: The Committee is a voluntary organization organized 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 2: The Committee exists to achieve the goals and objectives in its prosperity plan.

SECTION 3: The Committee may have such additional purposes as may be provided by law.

SECTION 4: The Committee shall make an annual report of its activities to the Executive Office of the Governor, and make that report available publicly.

ARTICLE V OFFICERS

SECTION 1: The officers of this Committee shall be:

A. A Chairperson who shall execute any agreements and issue correspondence on behalf of the Committee. The Chairperson shall have exclusive signatory power.

B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.

C. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's and Vice Chairperson's absence or inability to act, and to recommend to the Committee a correct copy of minutes of any meeting at which RPI Region 8 Prosperity Committee business shall have been transacted, and such other duties as are usual to the office.

SECTION 2: The officers of the Committee shall be elected each year for a one-year term by the Committee from the voting members, at the first meeting of the fiscal year, or at such times as vacancies may occur.

ARTICLE VI PERSONNEL

SECTION 1: The Committee may utilize the regional planning commission personnel as staff as it deems necessary for its work, and may hire such consultants for part-time or full-time service as may be necessary for the execution of its responsibilities.

ARTICLE VII MEETINGS

SECTION 1: The regular meetings of the Committee shall be held as prescribed by the Committee and adopted at the first meeting of the fiscal year. Special meetings may be held as required, subject to judgment of the Chairperson, or in the absence of the Chairperson by the Vice Chairperson, or by staff.

Staff shall attend all meetings and keep a written record of all business conducted at meetings

SECTION 2: Staff shall notify the Committee members of the date and location of each meeting no less than seven (7) days prior to the date set for the meeting.

SECTION 3: A simple majority of the members shall constitute a quorum. No business shall be considered without the presence of a quorum, except to adjourn or recess. Any formal action must be made by a simple majority of the Committee members present with a quorum unless otherwise designated in these bylaws.

SECTION 4: At least one regular meeting shall be held every month.

SECTION 5: In accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes, members of the public are encouraged to attend all open public meetings and to address the public body at that meeting.

SECTION 6: All regular meetings are open to the public and meeting notices are available through the RPI Region 8 website or that of the Southcentral Michigan Planning Council or the Southwest Michigan Planning Commission. Special meetings may be public or closed in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. At any closed meeting, the Committee may designate or invite any member of its staff to be present if it so desires.

SECTION 7: The Annual Meeting shall be the first meeting of the fiscal year.

SECTION 8: The Committee may, by majority vote at a public meeting, designate a different day for any regularly occurring meeting as specified above.

SECTION 9: Committee members present at a regular meeting or a duly called special meeting may adjourn such meeting in the event a quorum is not present. Future meeting notification shall be as specified in these Bylaws.

SECTION 10: All regular and special meetings of the Committee shall be conducted in accordance with procedures as set forth in the Merriam-Webster *New Roberts Rules of Order*. **DO WE WANT THIS???**

ARTICLE VIII FINANCIAL CONSIDERATIONS

SECTION 1: To achieve the goals and objectives of the Committee and to meet concomitant financial needs, state grant programs may be utilized to the fullest extent possible.

ARTICLE IX ADOPTION OF PLANS

SECTION 1: For the adoption of Plans, or any substantial amendment thereof, an affirmative vote of a majority of the full membership of the Committee shall be required.

ARTICLE X AMENDMENTS

SECTION 1: The Bylaws may be amended by a majority vote of the full membership of the Committee at any regular meeting. Any proposed amendment to the Bylaws shall be submitted to the membership at least seven (7) days prior to such meeting.

ARTICLE XI Statute

SECTION 1: Act 59 of Michigan Public Acts of 1945, Section 890, is incorporated in and is hereby a part of these Bylaws.

Process for Region 8 Asset Mapping

Division of labor

- The region will be divided into two geographic sectors, East and West, to leverage existing knowledge
- SMPC will assemble the data for the Eastern portion of the region
- SWMPC will assemble the data for the Western portion of the region
- Weekly calls will ensure completeness and uniformity while reducing redundancies
    - Also share problems encountered and potential resolutions

Product

1. Identification of organizations or programs
    a. Form a subcommittee to guide the work
        i. Will serve as primary sources of information and verification
    b. Develop a survey
    c. Use of websites as primary sources of information
        i. Search for organizations that meet the criteria in the Service Fields List
        ii. Use contacts to verify information and find additional organizations/programs
        iii. Phone calls to organizations when information is unclear
    d. Phone calls to organizations without websites
    e. Discussion at weekly calls
2. Categorization of organizations or programs
    a. Use of worksheet
        i. Discussion of worksheet and possible amendments at weekly calls
        ii. Discussion of imperfect fits at weekly calls
            1. Organizations that cover parts of both sub-regions or straddle multiple regions
    b. Merge the two sub-regions and eliminate redundancies
3. Mapping
    a. Geocode the programs and organizations and their service areas
        i. May need to create polygon features for each organization or program with a defined service area
        ii. Organizations or programs without defined services areas will be assigned a buffer depending on their size/capacity
    b. The organization to map the data will depend on available labor
4. Publishing
    a. Chapters delineated by goal
    b. A list of organizations and programs that address an objective or goal with a very brief description and how they help accomplish the goal; more detail provided in appendix

Service Fields List Based on the Prosperity Plan's Goals and Objectives

Community Development

- *Create a more diversified transportation system*
  - Commuting pattern/time data
    - opportunities for future TOD (based on zoning, fixed routes, rail, etc)
  - Use existing study
  - Walkable neighborhoods - walkability scores
- *Encourage development of additional recreational opportunities and amenities*
  - Parks and recreation clearinghouse to determine underserved locations and uses
    - Federal (I don't think we have any Federal lands in our region)
    - State
    - County
    - City
    - Village
    - Township
    - Tribal
    - Private
    - Schools
    - Other?
  - Funding sources for parks
    - Federal
    - State
    - LUG
    - Foundation
    - Private
  - Development of non-traditional parks
    - Water trails
    - Land preserved for habitat/conservancy
    - Dog parks
    - Winter focus areas/activities
      - Create a four-season recreation network
- *Encourage increased access to housing options regarding density, cost, style, and location*
  - Examples from the region and state
  - Catalog developers who are interested in promoting desired developments
  - Find programs that promote desired developments
- *Support sustainable development*
  - Planning
    - Land use/zoning schemes that support sustainable development
  - Brownfield redevelopment authorities/incentives
  - Environmental programs aimed at development

- Farmland preservation - prime farmland
- Wetland identification
- Watershed stewardship
- Mass-transit systems
- Non-motorized facility map
- Communities that enabled the Lean and Green program
- LEED developments
- Housing
  - Dense development
  - Transit oriented development
- Business parks/location opportunities in densely developed areas

Education

- *Internship, apprenticeships, and academic skills training*
  - Job Training
    - MI Works
    - Goodwill
    - Community Colleges
    - Private educational institutions
    - Others
  - Skilled trade apprenticeships (plumbing, electrical, etc)
  - Internships
    - Demand side
      - Companies who offer internships
    - Supply side
      - Colleges and universities that coordinate internships
    - Coordinating bodies
      - State
  - Governments/Schools that offer skills training
    - Vocational courses at secondary schools
  - Non-profits that offer skills training
    - I know one but cannot think of the name – it takes felons and gives them jobs in the construction industry while training them
- *Lifelong Learning*
  - Libraries with programs
  - Community colleges programs
  - College and University presentations and seminars
  - Senior services that provide educational opportunities
  - Pre-K educational opportunities
- *Transit connectivity to support education*
  - Catalog transit providers that service educational opportunities

- o Map housing opportunities near education providers – eliminate the need for transportation
- *Support existing organizations*
  - o K-12/ISDs
  - o School support organizations
    - Communities in Schools
  - o Post-secondary institutions
    - o Community colleges
    - o Trade schools (do they exist anymore?)
  - o Private education institutions
  - o Adult education
    - Service providers
    - What other resources?
  - o Career exploration
  - o Functional literacy
  - o Skilled trades
  - o Pre-school
    - List of programs
    - What else?
  - o Educational resources
    - Museums
    - Exhibits
    - Nature Center
    - Libraries
  - o Community organization that offer courses
  - o MichiganWorks network Infrastructure
- *Transportation of goods*
  - o Rail lines/operators
  - o Logistic companies
  - o Trucking companies (what's the difference between logistic & trucking co?)
  - o Major highways and business loops
  - o Ports and major operators
  - o Airports
  - o Foreign Trade Zone/Port of Entry
  - o Distributions centers for retailers
- *Transportation of people*
  - o Highways and state roads
  - o Mass transit systems
    - o Intercity bus
    - o Private bus (Indian Trails, Mega Bus, etc)
  - o Non-motorized network

- o Car share/rideshare programs
- o Carpool lots
- o Passenger rail
- *Communication*
  - o Access to broadband internet and speeds
  - o Access to cellular connections
- *Energy*
  - o Energy providers and rates
    - ▪ Municipal
    - ▪ Private
  - o Energy savings programs
    - ▪ Government
      - • State
      - • Local
      - • PACE
    - ▪ Energy providers
    - ▪ Foundations?
  - o Alternative energy companies
  - o Opportunities for energy generation
    - o Solar
    - o Wind
    - o Wave
- *Municipal infrastructure*
  - o Sewer coverage and maps
  - o Water coverage and maps
  - o Road assessments – already done routinely!

RPI Strategies

- RPI Organizational Development
  - o linkage to other RPI regions and their work (best practices)
- Collaboration among public and nonprofit sectors
  - o Catalog of municipal partnerships – the state used to require a consolidation report annually from counties (I am not sure about the other units)
  - o Catalog of organization that do this work
    - ▪ MSU Extension
    - ▪ Regional Planning
    - ▪ Others?
- Strengthen the interface between the Regional Prosperity Plan and local plans
  - Assemble local plans into a clearinghouse

REGIONAL PROSPERITY INITIATIVE GRANT PROJECT SELECTION PROCESS - DRAFT

THE STEPS

1. RPI Prosperity Plan Goals
2. Build a rating matrix for each goal & objective + REGIONAL impact
3. Build a Project Submission Form
4. Build Standards for eligible applicants & fiduciaries, grant reporting & payment cycles.
5. Determine pool of grant funds available
6. Invite Letters of Inquiry (LOI)
7. Evaluate Applicant organizations & fiduciaries (suitable versus unsuitable)
8. Reply to LOIs
9. Invitation for Project Submission/Applications
10. Each Subcommittee member submits their ratings for each project
11. Subcommittee makes mutual determination on project hierarchy & project elimination
12. Dollar allocations attributed to projects based on hierarchy
13. Develop separate fiscally constrained lists: Planning projects, implementation projects

PROSPERITY COMMITTEE

1. RPI Prosperity Plan Goals
12. Dollar allocations attributed to projects based on hierarchy
13. Develop separate fiscally constrained lists: Planning projects, implementation projects

RPI STAFF - Regional Planning Organizations

2. Build a rating matrix for each goal & objective + REGIONAL impact
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GRANT SUBCOMMITTEE

2. Build a rating matrix for each goal & objective + REGIONAL impact
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Draft RPI Project Selection Process

Step 5 (Determine pool of grant funds available), Step 6 (Invite letters of inquiry)

Step 7 (LOI Review completed by Subcommittee)

Step 8 (Replies to LOI submissions). Step 9 (Invitation to submit grant application)

Grant applications due. Step 10 (Each subcommittee member submits ratings for each proposed project)

Step 11 (Subcommittee makes mutual determination on project hierarchy & project elimination)

Step 12 & 13. Notice sent to successful grant applicants.

| DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |