



Region 8 Prosperity Committee Meeting Agenda

MEETING DATE: March 2, 2017
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:** 2017 Work Plan and Funding
 - a. Review award letter and revised budget
 - b. Review the FY 2017 Work Plan
7. **Action/Discussion:** FY 2017 Priorities
 - a. Discuss the priorities developed by each subcommittee
 - b. Choose area of focus for FY 2017
8. **Action/Discussion:** Committee Membership
 - a. Discuss committee membership and related policies
9. **Committee Member Comments**
10. **Action:** Adjournment

Next Meeting: W.K. Kellogg Airport in Battle Creek

Southwest Michigan RPI Collaborative Committee

December 1, 2016 Meeting Minutes

Committee Members Present: Kim Bell, Therese Cody, Vince Carahaly (phone), Michael Evans, Grant Fletcher, Pat Karr (phone), Shane Kissack, Jason Latham, Deb Miller, Dan Peat, Richard Remus, Jon Start (phone), Rachel Wade

Committee Members Absent: Dennis Berkebile, Jill Bland, Barbara Craig, Ben Damerow, Luann Harden, Kenneth High, Lynn Johnson, Bridgette Jones, Ken Jones, Jan Karazim, David Reid, Barbara Rose, 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 Remus, **supported** by Wade, to approve the agenda as presented. The motion **carried unanimously**.

Approval of Minutes – *November 3, 2016*

Motion by Bell, **supported** by Carahaly, to approve the November 3, 2016 minutes as presented. The motion **carried unanimously**.

Citizen Comments

No citizen comments were offered.

Southwest Michigan RPI Collaborative Committee

December 1, 2016 Meeting Minutes

Monthly Financial Report

Egelhaaf provided an overview of the 2016 Financial Report. He reminded that the report is issued prior to the month-ending financials so does not include November activity. He highlighted the November expenses, specifically noting areas of activity and updates to 2015/2016 grant project payments.

2017 Grant Application

Egelhaaf provided an overview of the elements of the 2017 grant application. He reiterated that the application relied heavily on the strategic planning work done by the Committee earlier in the year. Egelhaaf stated that the application will be submitted by the end of the day, in compliance with the December 1 deadline, and will propose a continuation of Tier 1 status and a request for \$250,000 in funding.

Following general discussion, the Committee noted their support of the 2017 grant application as presented.

Committee Member Comments

No Committee member comments were offered.

Adjournment

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

Next Meeting: *January 5, 2017 at 2:30 p.m. – W.E. Upjohn Institute, Kalamazoo*

RPI Project Funding Schedule 2015-2016

	Community Development		Education		Infrastructure	
	Sprout Urban Farms Inc	Upjohn Institute	Kalamazoo Literacy Council	KLC (Portage ESL)	St. Joseph County, MI	City of Galesburg
Installment One - Upon Execution	\$ 11,250.00	\$ 3,750.00	\$ 12,500.00	\$ 7,500.00	\$ 5,000.00	\$ 12,500.00
	Pd. 12/10/15 Ck. 6269	Pd. 1/7/16 Ck. 6322	Pd. 12/10/15 Ck. 6270		Pd. 12/10/15 Ck. 6271	
Installment Two - After 12/15/15				\$ 2,500.00		
Installment Two - After 2/1/16	\$ 5,500.00	\$ 3,750.00	\$ 6,250.00			
			Pd. 3/1/16 Ck. 6356	Pd. 2/17/16 Ck. 6342		Pd. 3/30/16 Ck.6379
Installment Two - After 3/1/16					\$ 5,000.00	\$ 6,250.00
					Pd. 6/14/16 Ck. 6436	Pd. 3/30/16 Ck.6379
Installment Three - After 4/15/16				\$ 2,500.00		
Installment Three - After 5/2/16	\$ 5,750.00	\$ 3,750.00	\$ 6,250.00			
Installment Three - After 7/1/16	Pd. 7/25/16 Ck. 6466 - \$11,250	Pd. 7/19/16 Ck. 6464 - \$7,500	Pd. 12/21/16 Ck 6639		\$ 5,000.00	\$ 6,250.00
					Pd. 10/24/16 Ck. 6583	Pd. 12/5/16 Ck. 6615
Installment Four - 6/1/16				\$ 2,500.00		
Installment Four - After 8/1/16		\$ 3,750.00	\$ 1,700.00	Pd. 7/27/16 Ck. 6470 - \$5,000		
			Pd. 12/27/16 Ck 6673			
Installment Four - Before 11/30/16	Progress Report	Progress Report	Progress Report		Progress Report	Progress Report

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1 2 3 4 Priority 2017 Funds 2016 Funds 2017 Budget

Establish 2017 highlighted RPI goal(s) from Prosperity Plan	X				1			
Subcommittee deliberations	X				1	\$ 12,000.00		\$ 12,000.00
Short term goals are prioritized	X				1			
Long term goals are prioritized	X				1			
Subcommittee findings presented to Prosperity Committee. Committee determines highlighted goal	X				1	\$ 4,250.00	\$ 2,750.00	\$ 7,000.00
Understand existing Region 8 work on highlighted goal		X			1	\$ 12,000.00	\$ 4,000.00	\$ 16,000.00
Revisit the asset inventory for highlighted goal		X			1			
Discuss and inventory the existing and projected work		X			1			
Define the best ways for RPI to assist its partners		X			1			
Formally endorse work of partners that aligns with highlighted goal		X			1			
Map route to accomplish 2017 highlighted goal			X		1	\$ 4,250.00		\$ 4,250.00
Identify gaps in existing work by partners on highlighted goal			X		1	\$ 4,500.00	\$ 3,000.00	\$ 7,500.00
Fund the closure of the identified gaps			X		1	\$ 12,000.00	\$ 1,500.00	\$ 13,500.00
Develop RPI project scope that responds to the gaps			X		1			
Produce RFP(s) to solicit proposals to fill gap(s)			X		1			
Receive proposals, analyze/assess proposals			X		1			
Project(s) selected				X	1			
Document process as annual protocol	X	X	X	X	1			
Execute contract(s) to fund project(s)				X	1	\$ 105,647.00	\$ 11,470.00	\$ 117,117.00
Subtotal						\$ 154,647.00	\$ 22,720.00	\$ 177,367.00

Develop criteria for communication platform to facilitate sharing information between RPI partners	X				2			
RPI Strategies subcommittee meeting to develop scope	X				2	\$ 3,375.00	\$ 1,280.00	\$ 4,655.00
Create benchmarks for communication platform		X			2	\$ 3,375.00	\$ 2,000.00	\$ 5,375.00
Assign staff to drive process		X			2			
Assign designated communication manager (intern?)		X	X		2	\$ 3,375.00	\$ 4,000.00	\$ 7,375.00

Develop RPI brand (strategy statement, mission, & vision)			X		2	\$ 3,375.00	\$ 3,250.00	\$ 6,625.00	
Assist in the creation of the RPI identity			X		2				
Implement RPI communication platform			X		2				
Subtotal						\$ 13,500.00	\$ 10,530.00	\$ 24,030.00	
Capitalize on Talent Match work			X		3				
Weave implementation work into RFP process			X		3	\$ 1,500.00	\$ 5,000.00	\$ 6,500.00	
Implement findings through organizational cooperation, coordination, or consolidation			X		3	\$ 4,250.00	\$ 5,000.00	\$ 9,250.00	
Subtotal						\$ 5,750.00	\$ 10,000.00	\$ 15,750.00	
Measure progress of previous and current projects	X				4				
Presentations of accomplishments to subcommittees	X				4	\$ 2,250.00	\$ 2,250.00	\$ 4,500.00	
Subcommittees develop dashboard measures to match projects & Prosperity Plan goals	X				4	\$ 2,250.00	\$ 2,250.00	\$ 4,500.00	
Revisit dashboard metrics that respond to each goal theme	X				4	\$ 2,500.00	\$ 2,250.00	\$ 4,750.00	
Subtotal						\$ 7,000.00	\$ 6,750.00	\$ 13,750.00	
2016 RPI Project Implementation(encumbered funds)							\$ 66,450.00		
TOTAL						\$ 180,897.00	\$ 116,450.00	\$ 297,347.00	

Region 8 Regional Prosperity Initiative

2017 Carry Over Costs Explained

2015 Funded Projects

Community Development

- Sprout Food Hub \$22,500 (Commitment) \$22,500 (Paid)
- Upjohn Food Mapping \$15,000 (Commitment) \$15,000 (Paid)

Education

- Kalamazoo Literacy Council \$25,000 (Commitment) \$26,700 (Paid)
- Portage ESL \$15,000 (Commitment) \$15,000 (Paid)

Infrastructure

- Galesburg KVRT \$25,000 (Commitment) \$25,000 (Paid)
- St. Joseph County River Trail \$15,000 (Commitment) \$15,000 (Paid)

2015 Summary:

Commitment of \$117,500 for funded projects.

To date, we have paid out \$119,200.

Our commitments for 2015 projects are complete as of December 30, 2016.

2016 Funded Projects

- Talent Match \$88,600 (Commitment) \$22,150 (Paid)

2016 Summary:

Commitment of \$88,600 for our one funded project (Talent Match).

To date, we have paid out \$22,150 for the first payment on Talent Match.

We expect to pay out the remaining \$66,450 in 2017 for Talent Match.

2016 Other Expenses

Expenses not related directly to our funded projects totaled \$94,511.43 as of 12/30/2016 (but likely does not represent all remaining staff and meeting expenses from the last quarter of 2016).

Total funds encumbered for remaining expenses associated with our 2016 project is \$66,450.

Carry over funds as of 1/30/2017 is \$124,518.

Funds available to carry over for new project and other expenses in 2017 are \$58,068.