



## Region 8 Prosperity Committee Meeting Agenda

**MEETING DATE:** June 2, 2016  
**MEETING TIME:** 2:30 pm  
**MEETING LOCATION:** Southwest Michigan Planning Commission Office  
376 W Main St - Suite 130, Benton Harbor, MI 49022

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:** Long-Term Vision for Prosperity Committee/Organization
  - a. Facilitation through Don Edgerly
7. **Discussion:** Regional Initiatives
  - a. Updates on state projects with RPI involvement
  - b. Update on RPI funding in the state budget
8. **Discussion/Action:** Resolution of Support for Continued RPI Funding
  - a. Review and take action on a Resolution of Support for RPI Funding
9. **Discussion/Action:** Project Selection
  - a. Discuss the process of reviewing and ranking proposals
  - b. Appoint a subcommittee to conduct the initial review of the proposals
10. **Discussion:** Bylaw Updates
  - a. Discuss possibility of virtual attendance
  - b. Discuss other potential updates
11. **Discussion:** Reporting Structure from RPI Partners
  - a. Discuss how other regional groups will share information with the Committee
12. **Committee Member Comments**
13. **Action:** Adjournment

***Next Meeting: July 7, 2016 at the Branch County Annex Building  
23 East Pearl Street - Coldwater, MI 49036***

# **Southwest Michigan RPI Collaborative Committee**

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May 5, 2016 Meeting Minutes

**Committee Members Present:** Jill Bland, Therese Cody, Ben Damerow, Michael Evans, Luann Harden, Jason Latham, Ron Reid, Richard Remus, Jon Start

**Committee Members Absent:** Dennis Berkebile, Corey Carolla, Barbara Craig, Grant Fletcher, Kenneth High, Bridgette Jones, Lynn Johnson, Ken Jones, Jan Karazim, Pat Karr, Shelley Klug, Deb Miller, Juanita Miller, David Reid, Barbara Rose, 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**

The Committee members present agreed to accept the proposed April 7, 2016 minutes as presented.

## **Citizen Comments**

No citizen comment was offered.

# Southwest Michigan RPI Collaborative Committee

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May 5, 2016 Meeting Minutes

## Monthly Financial Report

Egelhaaf referenced the 2016 Financial Report provided in the meeting packet. He noted that the status reports and invoices for the 2015 project grants are up to date.

## Long-Term Vision for Prosperity Committee/Organization

Don Edgerly, Administrator with the Upjohn Institute, was present to facilitate the strategic planning session. He stated that the goal of the session is to define what the future of the RPI will look like and to take that idea and make it tactical with established measures of success.

He posed the question: *Is there a desire for the RPI to continue?* Committee members present voiced unanimous support for the effort, noting that the State has also adopted the vision for a regional approach.

Noting support for the RPI to continue, he proceeded to lead the Committee through a discussion of specific visioning questions.

*Question 1:* What makes RPI unique compared to other regional initiatives?

Responses:

- The RPI includes all of the sectors . . . and brings them together around the table.
- Funding is currently available for RPI work.
- The inclusion of the education sector is a big distinction . . . (consensus was noted that to expand the sector to include K-12 may make it too broad and result in a loss of focus on the goals).
- The RPI is an 'official' partnership . . . giving it 'some teeth'.
- Counterparts exist across the State which allow for comparisons and lessons learned.

*Question 2:* How would you define success for the RPI? How could it be measured?

Responses:

- Progressive results.
- Reduction in unemployment - - the creation of jobs.
- An increase in population.

# Southwest Michigan RPI Collaborative Committee

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## May 5, 2016 Meeting Minutes

- An increase in household income.
- A reduction in the cost of government (eg. tax burden per household)
- Existing regional efforts are improved through RPI endorsement/support.
- RPI endorsement and resources have substance.
- RPI resources consist of connections, collaboration and familiarity with players . . not necessarily funding.
- The elimination of ‘silos’ that exist; putting people together that could not/did not happen before.
- The ability to leverage resources made available through collaboration.
- Effective and efficient results.
- The establishment of trusting relationships.
- The break-down of geographic boundaries.
- A shift in mentality from ‘not enough resources’ to ‘how to use resources efficiently and how to grow the pie’.

Chair Evans stated that he does not want the RPI to duplicate efforts but to focus on gaps that exist. He noted that the connection of ‘silos’ through communication and the ability of the RPI to facilitate successful collaboration is a reasonable vision. He added that the success of the RPI could be measured by the number of successful grant applications that received RPI endorsement.

In further discussion, the Committee agreed that an identifiable ‘gap’ in the Region is the attraction and retention of the entry level work force.

Due to time constraints, it was agreed that discussion of Questions 3. through 8. would be scheduled for the June meeting.

### **Regional Initiatives**

Start: advised on State study recently conducted on the provision of public transit across counties; the study included good ideas on the coordination of services. He noted that Calhoun and Kalamazoo Counties are currently in conversation about a coordinated service.

Bland: distributed the ‘Transformation Agenda in Action’ . . a ‘where we want to be and where we’re at’ graphic for the region. She noted the information is updated every other month.

Evans: RPI should accept and endorse these metrics . . a way to ‘deputize existing efforts.

# **Southwest Michigan RPI Collaborative Committee**

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May 5, 2016 Meeting Minutes

Damerow: MI Works using ‘nudge approach’ toward unemployment; saw 20% increase in attendance and program completion; first workforce agency in nation to use.

Career Quest SW video recently released; will send to RPI to help release.

Evans: GED standard recently reduced; more will qualify for graduation - - and increase ability to move toward community college and employment.

Working toward accelerating completion of adult literacy program; improving alignment with adult education, literacy council and local employers - - more people getting the right skill sets in quicker times to improve employment opportunities.

## **Resolution of Support for Continued RPI Funding**

The Committee agreed to postpone discussion of this agenda item to a future meeting when a quorum is present.

## **Project Selection**

Adams provided an update on the RFP process authorized by the Committee in April. Specifically, it had been agreed that staff would develop a ‘request for proposal’ that targets the top three project areas . . . and further encourages the incorporation of more than one area into a proposal. . . for review/approval by the executive committee for distribution.

Egelhaaf noted that the RFP is nearing completion and will be ready for distribution to the executive committee. General discussion of the RFP process ensued wherein it was agreed that this effort was important in defining the RPI. The following RFP schedule was then set forth:

- Send draft RFP and list of contacts out to Committee
- Comments on draft RFP and additions to list of contacts due by next Friday (May 13, 2016))
- Executive Committee to approve RFP for distribution
- Tentative Due Date for Proposals – June 10, 2016
- August, 2016 – award funding

# **Southwest Michigan RPI Collaborative Committee**

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May 5, 2016 Meeting Minutes

## **Regional Organization Inventory**

The Committee agreed to postpone discussion of this agenda item to a future meeting when a quorum is present.

## **Committee Member Comments**

Bland questioned the status of rail service in the Region. Cody provided a detailed overview of existing rail operations/issues, noting the following:

- Kalamazoo station is one of the busiest stations in MI with 4 round trips/day.
- Low gas prices have impacted rail service nationally.
- Connection between Grand Rapids and Kalamazoo will open up east-west travel on high speed corridor.
- Passenger rail will continue as exists - - looking to reduce costs and stay efficient with technology.
- Looking to introduce bikes on trains (in response to increase in bike tourism in southern MI).

## **Adjournment**

There being no further items for consideration, the meeting was adjourned at 4:05 p.m.

**Next Meeting:** June 2, 2016 at 2:30 p.m. – SWMPC, Benton Harbor

## 2016 Financial Report Regional Prosperity Initiative - Region 8

Line Items	Current Month	Year to Date 3/31/2016	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>
<b>EXPENSE</b>						
<b>Staffing</b>						
SWMPC		\$ 4,729.07	\$27,103.28	\$10,290.32		\$16,812.96
SWMPC Indirect		\$ 883.70				
SMPC		\$ 17,338.18	\$35,794.00	\$13,595.63		\$22,198.37
Rebecca Harvey			\$8,400.00	\$3,189.23		\$5,210.77
<b>Meeting Expenses</b>						
Travel Meals Lodging		\$ 722.55	\$300.00	\$113.90		\$186.10
Telephone		\$ 21.61	\$75.00	\$28.48		\$46.52
Printing		\$ -	\$1,000.00	\$379.67		\$620.33
Supplies & Materials		\$ 54.68	\$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
<b>Contractual Serv. - 2015</b>						
<b>Projects</b>						
Comm. Develop 2015¥			(\$27,750)	\$10,535.93	(\$40,000)	\$17,214.07
Education 2015¥		\$ 25,000.00	(\$17,500)	\$6,650.00	(\$37,500)	\$10,850.00
Infrastructure 2015¥			(\$35,000)	\$13,300.00	(\$40,000)	\$21,700.00
RPI Strategies						
<b>Contractual Serv. - 2016</b>						
<b>Projects</b>						
			\$103,947.72	\$38,017.46		\$65,930.26
Dashboard			\$2,000.00	\$759.34		\$1,240.66
<b>Other</b>						
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>\$ 49,745.23</b>	<b>\$227,718.00</b>	<b>\$115,000.00</b>		<b>\$192,968.00</b>
Total Remaining Encumbered Expense	(\$80,250.00)	(\$55,250.00)	(\$80,250.00)			
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$49,745.23</b>	<b>\$307,968.00</b>	<b>\$115,000.00</b>	<b>(\$117,500)</b>	<b>\$192,968.00</b>

\* "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



## Region 8 Prosperity Committee

June 2, 2016

RE: Letter in Support of FY 2017 Regional Prosperity Initiative Grant Funding

Dear \_\_\_\_\_,

On behalf of the Region 8 Prosperity Committee (Committee), I would like to express the importance of continuing your support for the Regional Prosperity Initiative as demonstrated in the state's FY 2017 budget and in future budgets.

For nearly three years, the program has worked to align strategies and priorities across southwest Michigan. Representatives from agencies from across the region and various sectors have routinely gathered to establish a common vision for, and define pathways to prosperity throughout the region. Such diversity in collaboration has been new experience for many of our participants. Without state support, the process of finding common ground through the construction of the two volumes of our Prosperity Plan would certainly not have happened.

The prosperity plan development process inspired the Committee to develop goals and objectives for the region. Those goals included: improving the livability of our region's communities to attract and retain talented workers, promoting talent development and retention to encourage growth and sustainability in all facets of the local economy, encouraging expansion and improvement of regional infrastructure, and advancing regional communication and collaboration. To fulfill the plan's goals and objectives, funding was devoted to support local projects that worked to accomplish one or more of the Committee's goals. Furthermore, the goals and objectives were developed with a five-year time horizon. Support over the long-term is essential to gain the kind of traction and continuity required for an initiative as ambitious as the Regional Prosperity Initiative.

The funding we received through the Regional Prosperity Initiative Grant was, and currently is, a crucial part of the process as we work through projects to implement the strategies identified in our prosperity plan. We believe continued work on this initiative will lead to significant investment and progress in our region. As a region, we would like to continue the positive relationships this initiative has helped to create; continued funding would allow relationships in the region to expand and deepen. Furthermore, continued funding would allow the Committee to improve the prosperity in the region by implementing targeted projects.

Sincerely,

Michael Evans  
Region 8 Prosperity Committee Chairperson



May 13, 2016

Re: INVITATION TO SUBMIT PROPOSAL FOR FUNDING

Dear Sir or Madam:

The Regional Prosperity Initiative (RPI) is a collaboration within seven counties in southwest Michigan aimed at identifying opportunities that will catalyze prosperity. Representatives from sectors including economic development, higher education, workforce development, adult education, transportation and others have joined together as the Region 8 Prosperity Committee (Committee). The Committee's goal is to identify and pursue areas where the region is uniquely poised to flourish. The Committee has identified themes within which they would fund projects to facilitate this progress.

The purpose of Committee is to accomplish the goals defined in its *Prosperity Plan*. You are encouraged to consult page 21 of *Prosperity Plan Volume 1* ([http://smpcregion3.org/wp-content/uploads/2014/02/rpi\\_plan\\_final.pdf](http://smpcregion3.org/wp-content/uploads/2014/02/rpi_plan_final.pdf)) and pages 26-29 of *Prosperity Plan Volume 2*: (<http://smpcregion3.org/wp-content/uploads/2014/02/RPI-VOLUME-2-110315-FINAL.pdf>) for the themes, goals, and opportunities of the RPI.

Your organization was selected to receive this invitation to submit a proposal within the areas of emphasis identified by the Committee. Your expertise in the field suggests to us that you may have an interest in exploring solutions that match the focus of the Committee. We also encourage you to pass this RFP along to any organization that you think might also be an appropriate recipient.

**The Committee is accepting proposals that aim to accomplish any, or a combination, of the following themes:**

**Connecting Education, Business, and Community Development to Enhance Talent**

The region would, in many ways, increase the competitive value of area businesses through the retention and development of the local workforce while attracting talented workers from outside the region. Other regions in the state have developed coordinated efforts to align resources around talent in their region; most notably, leaders in the West Michigan Region created the Talent 2025 initiative. The Committee's aim is to combine RPI funding with local funding and expertise to create a unique effort designed to retain and develop the current and future workforce while attracting talent to the region. Furthermore, the project would help to convene partners from the many systems working to attract, develop, and retain students and workers in the region. If successful, this project will convene and leverage the outstanding existing resources and programs in the region to develop a strong singular talent-centered focus. The Committee is looking for proposals that are designed to more strongly connect and enhance the transitions between the talent pipeline and businesses in the region.

**Tapping the Resources of Education to Solve Regional Challenges**

The Committee is interested in identifying issues and applying regional university brain power to help collectively solve them. The Committee is looking to harness a portion of the immense student and professorial capacity of our education institutions and apply them to regional issues, like those identified in the *Prosperity Plan*. Through studios, labs, research practicum, and a wide variety of other means, our education partners could provide vital findings back to the Committee that could drive its future actions. Successful proposals will create a plan to engage as many of the local educational institutions as possible while identifying local needs.

### **Career Pathways**

The seven-county area of Region 8 requires quality services to ensure its residents have the academic skills necessary to succeed at work, at home and in their communities. Connections and referrals between key agencies and services are vital to provide maximum support and assistance to every individual. Cross-agency partnerships will work to align systems (including adult literacy, English as a Second Language, Adult Basic Education, workforce development, community college, and others) and provide education and training options that focus on the skill demands of regional and local economies.

A broad supported theme of the Committee is the implementation of systems and programs that ultimately lead to an individual obtaining employment at a family sustaining wage. These strategies should build upon the existing continuum of services and initiatives and bring them together to increase efficiency and deliver more effective outcomes. This should result in more people being prepared for the workforce and being capable of pursuing careers that are in demand in the region.

The successful proposal(s) will identify the available assets in the region, gaps in current services, barriers to individuals accessing services, and how service providers can best work together to develop an efficient and effective regional system. Work completed through the selected proposal(s) in this theme should improve capacity throughout the region by:

1. Strengthening collaboration between businesses, local agencies, nonprofits, philanthropic organizations, and educational institutions.
2. Developing strategies for bridging gaps in program services.
3. Promoting a seamless progression from one educational laddering opportunity to another and across work-based training and education, so an individual's efforts result in progress and industry recognized certifications. This process would be a supported navigation system.
4. Creating regional collaborations among employers, educational institutions, nonprofits, and labor.
5. Expanding career pathways/career navigation systems to all areas of Region 8 by offering professional development.
6. Leveraging existing resources and collaboratively seeking new resources to support and sustain the career pathway system.

## Project Selection

The Committee strongly encourages proposals that encompass multiple themes. Proposals with broad reach both geographically (within the seven counties of RPI Region 8) and across other goal themes within the *Prosperity Plan* are welcome. Proposals with the broadest geographic reach across the seven counties will receive higher scores. Proposals that span multiple themes will also receive higher scores. Other scoring criteria are likely to include: other sources of funding leveraged, encouragement of regional collaboration, long-term financial sustainability of the project (applicants should expect that RPI funding will be a one-time event), partners involved in the project, and organizational capacity. Strong proposals will aim to incorporate the work performed locally by various state mandated education groups:

- Talent District Career Council (TDCC)
  - [www.michigan.gov/documents/wda/15-01\\_WDA\\_Talent\\_District\\_Career\\_Councils\\_479022\\_7.pdf](http://www.michigan.gov/documents/wda/15-01_WDA_Talent_District_Career_Councils_479022_7.pdf)
- Michigan Works Agencies
  - [kinexus.org](http://kinexus.org)
  - [michiganworkssouthwest.org](http://michiganworkssouthwest.org)
- Adult Learning Collaborative Board
  - [www.michigan.gov/documents/mdcd/ttfreportFINAL\\_3\\_18\\_10\\_321374\\_7.pdf](http://www.michigan.gov/documents/mdcd/ttfreportFINAL_3_18_10_321374_7.pdf)

The Committee anticipates issuing as many as two, but as few as one, award(s). The total funding available in this round of awards is \$100,000.

Proposals shall include all of the following:

1. Summary
  - a. Brief summary of the project (*limited to two paragraphs*)
2. Project Description
  - a. Describe the project, the need(s) it intends to alleviate and the communities and/or populations it will serve or positively impact
  - b. Describe how the project will accomplish one (or more) of the aforementioned themes
  - c. List the counties in which the project will take place. If the project does not include all seven counties in the region, describe how the project may be scaled up to include all counties within the region (if applicable)
  - d. *Limited to three pages*
3. Organizational Description
  - a. Briefly describe the organization(s) that will complete the work outlined in the proposal
    - i. Outline relevant experience, organizational structure, team who will work on the project, and other information you may deem appropriate
    - ii. Describe the ability and capacity of the organization(s) to complete the project
  - b. *Limited to two pages* – may attach project team member biographies, resumes/CVs, or other relevant personnel information in an appendix
4. Partners
  - a. List all partners who will have an active role in the project and describe their role in the proposed project

- i. The partners may be those with whom you will collaborate for data, information, contacts, or other aspects of the project
- ii. Including partners in your proposal will help clarify the breadth of involvement your proposal

b. *Limited to one page*

5. Project Timeline

- a. Provide a timeline for each activity enumerated in the Project Description

6. Budget

- a. Create a table with categories of expenditures that will be funded by the requested funding, how much funding will be required for each category, and how much of that funding will come from the RPI funding request
- b. See example below:

<b>Expenditure Category</b>	RPI Request	Funds from other sources	Total
Wage/Salaries	\$8,000	\$16,000	\$24,000
Fringe	\$2,000	\$4,000	\$6,000
Indirect	\$1,000	\$2,000	\$3,000
Equipment	0	0	0
Travel	\$750	\$1,500	\$2,250
Materials	\$250	\$500	\$750
<b>Totals</b>	<b>\$12,000</b>	<b>\$24,000</b>	<b>\$36,000</b>

7. Project Breakdown

- a. Create a table that divides the proposal into its various components and their corresponding costs.
- b. Where possible, prioritize each component (on a 1 to 5 scale - 1=low; 5=high) and its associated cost. See example below:

<b>Project Component</b>	Component Cost	Component Priority
Phase 1:Inventory	\$4,000	2
Phase 2:Assessment	\$2,750	3
Phase 3:Acquisition	\$9,500	5
Phase 4: Installation	\$4,000	5

**Proposal Format:**

Please submit proposals in a commonly used 11 point font (Arial, Calibri, Times New Roman, etc). Please also use 1" margins.

**Proposal Submission:**

Submit an electronic version of the proposal to John Egelhaaf at [egelhaafj@swmpc.org](mailto:egelhaafj@swmpc.org) before 3:00 pm, June 24, 2016. Staff and the review subcommittee will field questions and comments regarding the RFP prior to 5:00 pm, June 3, 2016; direct all questions to John Egelhaaf (269-925-1137 x1512 or via email).

Staff will post changes to the projection selection process or timeline on the RPI webpage, [smpcregion3.org/regionalprosperity](http://smpcregion3.org/regionalprosperity).

**Project Selection Criteria:**

Project will be scored and selected based on the following criteria and weighting:

<i>Points</i>	<i>Criteria</i>
25	Geographic Scope (Partial County=0 points, 1 County=3, 2=6, 3=10, 4=15, 6=20, 7=25)
20	How well does the project accomplish the area(s) of focus selected by the Committee?
15	Potential for early success to build momentum. Does the project link to a larger effort?
10	Supports Regional Collaboration (the number and geography of the project partners)
10	How significant is the potential impact of the project (ROI)?
10	Does the project represent innovation in scope or efficiency?
5	Access to funding. Are enough funding sources available to complete the project?
5	Organizational Capacity

**Key Dates:**

The overall proposal timeline will follow the following schedule:

May 13	Request for Proposal Distributed
June 3	Deadline for Questions and Comments Regarding the RFP
<b>June 24</b>	<b>Proposals Due</b>
Weeks of June 27, July 4 & July 11	Proposal Selection Subcommittee Reviews Projects
July 15	RPI Proposal Selection Process Completed
August 4	Region 8 Prosperity Committee Review & Award

Proposals are due by the close of business on June 24th. Please email your replies to [egelhaafj@swmpc.org](mailto:egelhaafj@swmpc.org). If you need additional information, contact can be made at the same email address or at (269) 925-1137 x1512.

Sincerely,



K. John Egelhaaf, AICP  
Executive Director  
Southwest Michigan Planning Commission

# Regional Collaboration Report

## Region 8 Prosperity Committee

Your Name: \_\_\_\_\_

Your Organization: \_\_\_\_\_

The Regional Group with which you are Affiliated: \_\_\_\_\_

The Last Meeting of Your Regional Group (Date): \_\_\_\_\_

Please Discuss the Work Your Regional Collaborative or Organization Has Engaged in Relative to any or all of the following:

Community Development	A More Diversified Transportation System _____ _____ _____
	Development of Additional Recreation Opportunities/Amenities _____ _____ _____
	Increased Access to Housing Options (Density, Cost, Style, Location) _____ _____ _____
	Sustainable Development _____ _____ _____

Education

The Promotion of Accessibility & Opportunities to Participate in Education and Skilled Training

Programs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

More Internships and Apprenticeships across the Continuum of Learners

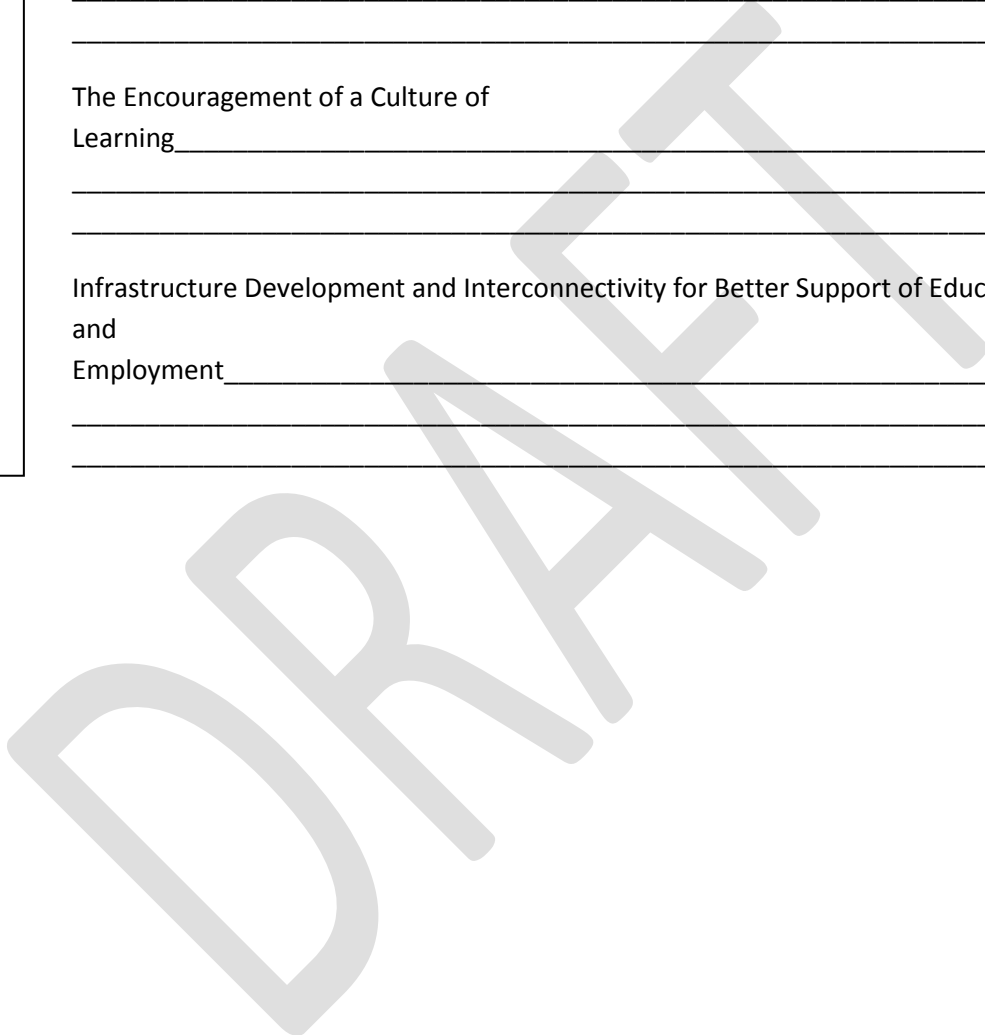
\_\_\_\_\_  
\_\_\_\_\_

The Encouragement of a Culture of Learning

\_\_\_\_\_  
\_\_\_\_\_

Infrastructure Development and Interconnectivity for Better Support of Education, Training, and Employment

\_\_\_\_\_  
\_\_\_\_\_



Infrastructure

Advancement of the Effective and Efficient Transportation of Goods

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Assisting in Cultivating a Comprehensive Telecommunication System

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Advancement of the Effective and Efficient Transportation of People

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A Sustainable and Economically Competitive Approach to Energy Supply

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A Collaborative Approach to Municipal Infrastructure

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Connectivity Between the RPI Prosperity Plan and Local Planning

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