



Region 8 Prosperity Committee Meeting Agenda

MEETING DATE: September 8, 2016
MEETING TIME: 2:30 pm
MEETING LOCATION: Southwestern Michigan College, Dowagiac Campus
58900 Cherry Grove Road, Dowagiac, MI 49047

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 Grant Application and Tier Two
 - a. Discuss the of the direction of Region 8 in 2017
7. **Discussion:** Project Updates
 - a. Review progress made by grantees
8. **Discussion:** Meeting dates in 2017
 - a. Discuss the meeting schedule and location
9. **Discussion:** Regional Initiatives
 - a. Updates on state projects with RPI involvement
 - b. Presentation by local regional group
10. **Committee Member Comments**
11. **Action:** Adjournment

Next Meeting: October, 6 2016 in Three Rivers – Specific location is forthcoming

Southwest Michigan RPI Collaborative Committee

August 4, 2016 Meeting Minutes

Committee Members Present: Dennis Berkebile, Jill Bland, Therese Cody, Ben Damerow, Michael Evans, Grant Fletcher (phone), Luann Harden (phone), Bridgette Jones, Ken Jones, Pat Karr, Jason Latham, Dan Peat, Richard Remus, Jon Start, Rachel Wade

Committee Members Absent: Barbara Craig, Kenneth High, Lynn Johnson, Jan Karazim, Shelley Klug, Deb Miller, Juanita Miller, David Reid, Ron 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 Jones, to approve the agenda as presented. The motion **carried unanimously**.

Approval of Minutes – July 7, 2016

It was noted that paragraph 3, page 4 should be corrected to read ‘. . . requested information for the **August** meeting’. **Motion** by Start, **supported** by B. Jones, to approve the July 7, 2016 minutes as corrected. The motion **carried unanimously**.

Damerow noted that the June 2, 2016 had not received formal approval by the Committee due to a lack of a quorum at the July meeting. **Motion** by Start, **supported** by B. Jones, to approve the June 2, 2016 minutes as presented. The motion **carried unanimously**.

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Citizen Comments

A regional representative of the Department of Natural Resources (DNR) was present and commented on local collaboration efforts by the DNR. He distributed the Summer 2016 DNR Region 8 Newsletter.

Monthly Financial Report

Egelhaaf provided an overview of the 2016 Financial Report. He noted Year-to-Date (7.31.16) expenditures of \$82,946 and indicated that expenses overall were under budget. He explained that the overall 2016 budget is represented by the sum of the columns '2016 Grant Award' and '2014-2015 Roll Over'.

Start questioned the \$5000 expense listed for the 'Tier Two' line item under 'Other'. Egelhaaf stated that he will confirm the details of the listed expense.

Project Selection

Chair Evans stated that the selection of the grant project for 2016 is a key decision and will define what the RPI does and can do. He provided an overview of the selection process and the work of the review panel in providing the Committee with a project recommendation.

Egelhaaf reviewed the details of the three project proposals received, referencing the project information provided in the July and August meeting material. He reported that the review panel has recommended the award of the RPI grant to the Talent Matching System project proposal (Proposal #3). He noted that the recommended proposal received significantly higher scores than the other two proposals from all review panel members.

Committee discussion of the recommendation and project proposals ensued wherein the following was noted:

Start: Proposal #3 has the ability to have a large impact on the region; what is the specific deliverable tied to Proposal #3?; the project appears to have a broad footprint . . . but to what end?

Andrew Hahn (Governor's Office): agrees that the project should have a deliverable but noted that the Governor's Office supports a project related to a talent-based deliverable.

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Adams: Proposal #3 is designed to result in education/training efforts that match or respond to employer needs; he noted the project will include 1) gathering of information, 2) providing information to decision-makers, 3) facilitating communication between education/training and business (employer), and 4) help in the use of the data generated.

Bland: the proposal should also focus on unemployed workers, not just students; the proposal will allow for 'cross pollination' within the region and support the use of best management practices.

Evans: the region is lacking a single source of this information; there is currently a disconnect between existing good projects; this proposal will allow for that connection to be built and result in the export of better practices across the region; the project is not theoretical but will create the blueprint for what we want to build.

Evans: the proposal notes six (6) deliverables: 1) assessment of current talent in the region, 2) projected future talent needs in the region, 3) summary of talent development assets (ie. existing programs and facilities, geographical locations, etc.), 4) best practices of talent development and successful operations, 5) analysis of current talent development offered and identification of current gaps, and 6) recommendations on broad approach to talent development (that can also be applied to future project proposals).

Wade: who are the key players in the proposal?; does the RPI have existing relationships with these players?; if not, how do we build those relationships?

Evans: the proposal calls for partnerships; these partnerships will begin to solidify as the work moves forward.

Adams: the Upjohn Institute and MI Works have an established relationship in four (4) counties in the region; the proposal will continue that establishment of a network of partners.

Wade: what is the completion schedule for the proposal's noted deliverables?

Evans: the project schedule notes a start date of September 2016 and a completion date of July 2017; the schedule calls for focused work by a research team over a 10-month period; status reports are proposed for project tracking; the timeline is ambitious but doable.

Cody: who will own the data?

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Adams/Evans: the products will be an aggregate of data that is already publicly-owned; the conclusions/trends derived from that data will continue to be publicly-owned; private data will be noted as ‘borrowed’; data sharing agreements will address any security protocols.

Egelhaaf reiterated that the review panel operated without the assistance of staff (Egelhaaf/Adams), noting that staff was not involved in project presentations or voting.

Motion by Bland, **supported** by K. Jones to support the recommendation of the review panel and award the 2016 grant to Proposal #3 – Talent Matching System. The motion **carried unanimously, with Damerow abstaining.**

Committee Membership

Chair Evans stated that the matter of Committee membership has been raised due to continuing difficulties in reaching a quorum at monthly Committee meetings. He noted that the Committee membership was expanded last year in an effort to expand partnership involvement in the RPI but that quorum issues are now routinely experienced which have caused delays on important action items.

Chair Evans noted that the following actions have been taken to address the matter:

- Committee meeting locations have been moved around for attendance equity;
- Meeting participation by phone has been added as an attendance option;
- Letters have been sent to all Committee members requesting a confirmation of interest in serving on the Committee.

He advised that only Jan Karazim has responded and that she has indicated a need to resign from the Committee due to scheduling conflicts.

Adams noted that the Bylaws currently require the membership of three (3) partners from the education sector. This may indicate a need that the position vacated by Karazim be filled with a new education sector partner.

Karr questioned if there was still support for moving meeting locations. The Committee agreed that changing meeting locations allows for better exposure of the RPI across the region; encourages meeting participation by local guests; and, removes any perception that the RPI is focused only on the Kalamazoo area.

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Bland added that the conduct of the meeting should specifically provide time for input from phone participants. She noted that it is currently hard to participate in the meeting by phone.

Chair Evans concluded discussion on the matter by requesting that all Committee members review their commitment to attendance at monthly meetings to ensure consistency in RPI action and decision-making.

Project Updates

Chair Evans: the Region 8 Dashboard created in Year 1 was largely an inventory of assets; he would like the dashboard to move toward providing status reports so that movement forward can be measured.

Chair Evans: update provided on SWMI Literacy Initiative awarded funding in 2015; overview of Adult Life Program Infrastructure given, noting increases in numbers of students and volunteer tutors since last year; service capacity is currently at 3.3% (of less than 9th grade within 3 years) - goal is 10%; final report will be provided in October.

Egelhaaf: requested information from the Committee on existing regional collaboratives; he expressed appreciation for responses received to date.

Chair Evans: proposes to develop a 'calendar of reports' to allow each sector to predict when reporting is desired by the Committee; such a calendar will also allow for updates to the regional dashboard and provide an understanding of when goals are met.

Bland: reports of facility expansions and employment increases in Calhoun County, Marshall, City of Kalamazoo, Comstock Township, City of St Joseph and Berrien County provided; noted that four (4) of Kalamazoo's largest employers have indicated that 33%-50% of their workforce will soon be in retirement position and represents a huge concern; reported that a gap in the trades area has been noted by area employers; stated there is a lack of shovel-ready sites and available 150,000 sq ft buildings in the region.

Bland: reported on a current partnership between MDEQ and MDARD to study wastewater treatment capacities and growth feasibility to accommodate growth of the food processing industry.

Bland: Round 2 of 'My Career Quest' will occur in November; companies are being solicited for participation now.

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Long Term Vision for Prosperity Committee/Organization

Committee members agreed that this represents a major discussion topic and should be rescheduled for the September meeting.

Regional Initiatives

Egelhaaf reported that a Request for Proposal (RFP) has been prepared by participating Regions for the development of a Statewide prosperity plan and will be sent out to consultants soon.

Adams stated that a water trail for the Kalamazoo River is currently under consideration and that partnerships for same are being established. He noted that a grant application to the Kalamazoo River Grant Foundation is being prepared and will be submitted next week. He added that the application will include a proposal for a recreational plan for the river that includes a focus on economic development and tourism.

Adams requested RPI support of the project and distributed a Resolution of Support for consideration. **Motion** by Berkebile, **supported** by Damerow, to support the development of the Kalamazoo River Water Trail and the Kalamazoo River Watershed Council's request for funding related to the water trail. The motion **carried unanimously**.

Committee Member Comments

No Committee Member comments were offered.

Adjournment

There being no further items for consideration, the meeting was adjourned at 4:01 p.m.

Next Meeting: September 8, 2016 at 2:30 p.m. – Dowagiac, 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 *
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		\$ 16,498.17	\$27,103.28	\$10,290.32		\$16,812.96
SWMPC Indirect		\$ 2,782.70				
SMPC		\$ 17,388.18	\$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						
			\$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	\$ 98,035.74	\$227,718.00	\$115,000.00		\$192,968.00
Total Remaining Encumbered Expense	(\$80,250.00)	(\$26,500.00)	(\$80,250.00)			
Total Expense	\$0.00	\$98,035.74	\$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

RPI Boilerplate Language

General Information

(1) The funds appropriated in part 1 for the regional prosperity initiative are to be used as competitive grants to eligible regional planning organizations qualifying for funding as a regional prosperity collaborative, a regional prosperity council, or a regional prosperity board. A regional planning organization may not qualify for funding under more than 1 category in the same state fiscal year. As used in this section:

- a) (a) "Eligible regional planning organization" means any of the following:
 - (i) An existing regional planning commission created pursuant to 1945 PA 281, MCL 125.11 to 125.25.
 - (ii) An existing regional economic development commission created pursuant to 1966 PA 46, MCL 125.1231 to 125.1237.
 - (iii) An existing metropolitan area council formed pursuant to the metropolitan council's act, 1989 PA 292, MCL 124.651 to 124.729.
 - (iv) A Michigan metropolitan planning organization established pursuant to the moving ahead for progress in the 21st century act, Public Law 112-141.
- b) "Freedom of information act" means the freedom of information act, 5 USC 552.
- c) "Open meetings act" means the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.
- d) "Regional prosperity board" means a regional body that has a singular governing board with representation from private, public, and nonprofit entities engaged in joint decision-making practices for the purpose of creating or maintaining a phase three regional prosperity plan.
- e) "Regional prosperity collaborative" means any committee developed by a regional planning organization or a metropolitan planning organization that serves to bring organizational representation together from private, public, and nonprofit entities within a region for the purpose of creating or maintaining a phase one: regional prosperity plan.
- f) "Regional prosperity council" means a regional body with representation from private, public, and nonprofit entities with shared administrative services and an executive governing entity, as demonstrated by a formal local agreement or agreements for the purpose of creating or maintaining a phase two: regional prosperity plan.

Tier One

(2) Regional planning organizations may qualify to receive not more than \$250,000.00 of incentive-based funding as a regional prosperity collaborative subject to meeting all of the following requirements:

- a) The regional prosperity collaborative has created a phase one: regional prosperity plan, as follows:
 - i. The regional prosperity collaborative must include regional representatives from adult education, workforce development, community development, economic development, transportation, and higher education organizations.
 - ii. The plan is required, at a minimum, to include a 5-year plan focused on economic growth and vitality for the region, as well as a performance dashboard and measurable annual goals to support the 5 -year plan.
 - iii. The 5-year plan shall address regional strategies related to adult education, workforce development, economic development, transportation, higher education, and business development.
 - iv. The regional prosperity collaborative shall adopt the plan by a minimum 2/3 majority vote of its members.
- b) The regional prosperity collaborative adheres to accountability and transparency measures required in the open meetings act and the freedom of information act.
- c) The regional prosperity collaborative convenes monthly meetings, open to the public, to consider and discuss issues leading to a common vision of economic prosperity for the region, including, but not limited to, community development, economic development, talent, and infrastructure opportunities.
- d) The regional prosperity collaborative makes available on the grant recipient's publicly accessible Internet site pertinent documents, including, but not limited to, monthly meeting agendas, minutes of monthly meetings, voting records, and the regional prosperity plan and performance dashboard.
- e) The regional prosperity collaborative keeps a status report detailing the spending associated with previous regional prosperity initiative grants. Organizations that have successfully received grant awards in previous fiscal years shall be required to make available to the department and on a publicly accessible Internet site information regarding the use of those grant dollars.

Tier Two

(3) Regional planning organizations eligible to receive a payment as a regional prosperity collaborative under subsection (2) may qualify to receive a 1-time grant of not more than \$75,000.00 to produce a plan to transform the regional prosperity collaborative into a regional prosperity council or regional prosperity board, including necessary local formal agreements, to make recommendations that eliminate duplicative efforts and administrative functions, and to leverage resources through cooperation, collaboration, and consolidations of organizations or programs throughout the region. Plans produced to transform the regional prosperity collaborative into a regional prosperity council or regional prosperity board shall be made available on the grant recipient's publicly accessible Internet site.

(4) Regional planning organizations may qualify to receive not more than \$375,000.00 of incentive-based funding as a regional prosperity council subject to meeting all of the following requirements:

- a) A regional prosperity council has been formed and includes regional representatives from adult education, workforce development, community development, economic development, transportation, and higher education organizations.
- b) An eligible regional prosperity council will demonstrate shared administrative services between 2 public regional entities included in subdivision (a) . In addition, the council must have and maintain an executive governing entity, as demonstrated by a formal local agreement or agreements.
- c) The regional prosperity council has created a phase two regional prosperity plan, as follows:
 - i. The regional prosperity council shall identify opportunities for shared administrative services and decision- making among the private, public, and nonprofit entities within the region and shall continue collaboration with regional prosperity council members, including, but not limited to, representatives from adult education providers, workforce development agencies, community development agencies, economic development agencies, transportation service providers, and higher education institutions.
 - ii. The plan is required to include, but is not limited to all of the following:
 - A. A status report of the approved 5-year plan.
 - B. The addition of a 10-year plan for the region which builds upon prior work and is focused on economic growth and vitality in the region.
 - C. A prioritized list of regional projects.
 - D. A performance dashboard with measurable annual goals.
 - iii. The regional prosperity council shall adopt the plan by a minimum 2/3 vote of its members.
- d) The regional prosperity council adheres to accountability and transparency measures required in the open meetings act and the freedom of information act.
- e) The regional prosperity council convenes monthly meetings, open to the public, to consider and discuss issues leading to a common vision of economic prosperity for the region, including, but not limited to, community development, economic development, talent, and infrastructure opportunities.
- f) The regional prosperity council makes available on the grant recipient's publicly accessible Internet site pertinent documents, including, but not limited to, monthly meeting agendas, minutes of monthly meetings, voting records, and the regional prosperity plan and performance dashboard.
- g) The regional prosperity council keeps a status report detailing the spending associated with previous regional prosperity initiative grants. Organizations that have successfully received grant awards in previous fiscal years shall be required to make available to the department and on a publicly accessible Internet site information regarding the use of those grant dollars.

Tier 2 Requirements vs Current Conditions

<i>Qualification</i>	Meets	Needs work	Not close
A regional prosperity council has been formed and includes regional representatives from adult education, workforce development, community development, economic development, transportation, and higher education organizations.	X		
An eligible regional prosperity council will demonstrate shared administrative services between 2 public regional entities included in subdivision (a) . In addition, the council must have and maintain an executive governing entity, as demonstrated by a formal local agreement or agreements.		X	
The regional prosperity council has created a phase two regional prosperity plan, as follows:			
The regional prosperity council shall identify opportunities for shared administrative services and decision- making among the private, public, and nonprofit entities within the region and shall continue collaboration with regional prosperity council members, including, but not limited to, representatives from adult education providers, workforce development agencies, community development agencies, economic development agencies, transportation service providers, and higher education institutions.		X	
The plan is required to include, but is not limited to all of the following:			
A status report of the approved 5-year plan.		X	
The addition of a 10-year plan for the region which builds upon prior work and is focused on economic growth and vitality in the region.		X	
A prioritized list of regional projects.		X	
A performance dashboard with measurable annual goals.		X	
The regional prosperity council shall adopt the plan by a minimum 2/3 vote of its members.			X
The regional prosperity council adheres to accountability and transparency measures required in the open meetings act and the freedom of information act.	X		
The regional prosperity council convenes monthly meetings, open to the public, to consider and discuss issues leading to a common vision of economic prosperity for the region, including, but not limited to, community development, economic development, talent, and infrastructure opportunities.	X		
The regional prosperity council makes available on the grant recipient's publicly accessible Internet site pertinent documents, including, but not limited to, monthly meeting agendas, minutes of monthly meetings, voting records, and the regional prosperity plan and performance dashboard.	X		
The regional prosperity council keeps a status report detailing the spending associated with previous regional prosperity initiative grants. Organizations that have successfully received grant awards in previous fiscal years shall be required to make available to the department and on a publicly accessible Internet site information regarding the use of those grant dollars.	X		