Southwest Michigan Prosperity Committee

Meeting Agenda

MEETING DATE: February 1, 2018
MEETING TIME: 2:30 pm
MEETING LOCATION: W.E. Upjohn Institute
300 South Westnedge Ave

		Time
1.	**Call to Order & Introductions**	2:30 pm
2.	**Action:** Approval of the Agenda	2:30-2:35 pm
3.	**Action**: Elect Officers for 2018	2:35-2:45 pm
4.	**Action**: Approval of the Minutes	2:45-2:50 pm
5.	Citizen Comments	2:50-2:55 pm
6.	**Discussion**: Membership a. Discussion around membership	
7.	**Discussion:** Monthly Financial Report	2:55-3:00 pm
8.	**Discussion:** 2018 Grant Application/Work Plan a. Discuss the response from the state on our application and work plan	3:00-3:15 pm
9.	**Discussion:** 2018 Area of Focus a. Review the results of the survey b. Discussion of most persistent regional challenges i. Identify ii. Explore iii. Define – e.g. scope, geographic scale, time c. Prepare for March meeting where we will: i. Match persistent challenges to RPI goals ii. Prioritize goal (using Prosperity Committee input & survey results)	3:15-3:50 pm
10.	Committee Member Comments	3:50-4:00 pm
11.	**Action:** Adjournment	4:00 pm

***Next Meeting**: Van Buren Conference Center in Lawrence*

Southwest Michigan RPI Collaborative Committee

December 7, 2017 Meeting Minutes

Committee Members Present: Kim Bell (phone), Jackie Bibb, Jill Bland, Vince Carahaly, Michael Evans, Bridgette Jones, Ken Jones, Pat Karr, Bob Miller, Dan Peat (phone), Richard Remus (phone), Tom Richardson, Barbara Rose (phone), Jon Start (phone), Rachel Wade (phone)

Committee Members Absent: Barbara Craig, Ben Damerow, Grant Fletcher, Luann Harden, Kenneth High, Joanna Johnson, Lynn Johnson, Jan Karazim, Shane Kissack, Jason Latham, Deb Miller, David Reid, 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 K. Jones, **supported** by Carahaly, to approve the agenda as presented. The motion **carried unanimously.**

Approval of Minutes – *November 2, 2017*

Motion by Bland, **supported** by Carahaly, to approve the November 2, 2017 minutes as presented. The motion **carried unanimously.**

Citizen Comments

No citizen comments were offered.

Southwest Michigan RPI Collaborative Committee

December 7, 2017 Meeting Minutes

Monthly Financial Report

Egelhaaf referenced and provided an overview of the 2017 Financial Report for the RPI – Region 8. The following was noted: the fiscal year extends to the end of December, but subtotals for each category have been shown to provide reference on total revenue/expenses to date; 'Staffing' and 'Meeting Expenses' are well under-budget; the 'Talent Match' project invoice is pending so is shown to be under-budget; receipt of invoices for the dashboard work has begun and will begin to show up on the financial report.

Egelhaaf reported that the RPI remains comfortably situated to complete the project grant awards ($110,000) and is projected to have approximately $50,000-60,000 to rollover to the 2018 fiscal year.

2018 Grant Application/Work Plan

Chair Evans extended thanks to the staff of the RPI for completing and submitting the 2018 RPI Grant Application on time. He also expressed thanks to those who provided letters of support submitted in conjunction with the application.

Egelhaaf and Adams provided an overview of the 2018 Grant Application and Work Plan using a Power Point presentation. The work elements, schedule and budget were detailed for the following RPI tasks:

Priority Task #1 – Identify Persistent Regional Problem – Connect to RPI Goal

Priority Task #2 – Dashboard/Website Modifications

Priority Task #3 – Raise the RPI Profile

Egelhaaf noted that an inherent challenge in the process is that the budget is issued by the State in November; the application to the State is due by December 1; and, the previous year's budget is not complete until the end of December . . which means that the application contains best estimates regarding the budget. However, this also represents a challenge for all of the Regions.

Robust Committee discussion of the 2018 Application/Work Plan ensued wherein the following was noted:

- It may be unrealistic for the RPI to endeavor to be the 'single' touch point for the Region; we do not operate in isolation and it would be better to strive to collaborate as touch points. It was agreed to remove 'single' from the statement.

- Discussion on the best location/facility to host the general meeting in May should begin.

- The general meeting in May represents a key opportunity to demonstrate the work of RPI.

- The future of the RPI is a good campaign discussion question to pose to gubernatorial candidates. Once candidates are announced . . it would be beneficial for the RPI to develop a strategy to have this discussion.

- If the RPI could focus on a single issue . . and make a difference on that issue . . it would result in a more powerful message to the candidates.

- The 2018 Grant Application/Work Plan has been designed to accomplish this single focus approach . . where the issue is the focus rather than the RFP (as compared with the 2017 process).

- The 2018 application addresses the shortfalls of the 2017 process identified by some members.

Chair Evans offered support to the 2017 process, noting that the RPI Plan establishes clear priorities and the 2017 projects in receipt of RPI grants clearly forwarded those priorities. He noted that the lag in the dashboard development which prevented a showing of progress; low meeting attendance throughout 2017; and difficulties regarding the project application deadlines presented hurdles.

Adams agreed that the 2017 Application/Work Plan relied on others to identify the focus in implementing the Plan while the 2018 approach shifts the responsibility to the RPI to identify a single-issue focus.

K. Jones added that the 2017 process did result in several low-level opportunities for collaboration, but agreed that the single-issue approach of the 2018 application provides a better chance for major collaboration.

Chair Evans thanked Egelhaaf and Adams for the preparation of the 2018 Grant Application/Work Plan. He acknowledged it as a difficult undertaking with a very short time frame to complete.

Chair Evans stated that it will be the responsibility of the RPI to identify the single issue for 2018 and emphasized that Committee member participation and attendance will be required to be successful in this charge.

Southwest Michigan RPI Collaborative Committee

December 7, 2017 Meeting Minutes

2018 Housekeeping Items

Meeting Locations:

Adams requested Committee direction regarding meeting locations for 2018. He noted that varying locations has the advantage of convening members across the Region . . but has had the effect of discouraging attendance. A single meeting location seems to improve attendance but may not be a convenient location for all members.

Following general Committee discussion, it was agreed that the W.E. Upjohn Institute in Kalamazoo and the Lawrence Tech Center in Van Buren County represent two central locations that are easy to access and will be used as the meeting location options in 2018. It was noted that phone-in participation will remain an available feature through which to attend meetings.

Committee Member Reappointments:

It was agreed that letters will be sent to existing Committee members requesting a commitment to serve for another 1-year term prior to reappointment. Sitting Committee members wishing to serve will be reappointed.

It was further agreed that any sitting Committee member who has attended 2 or fewer meetings in 2017 shall be required to reapply.

It was noted that attention to sector membership requirements will be necessary if new appointments are considered.

Kim Bell announced that she intends to step down from the RPI Committee at the end of 2017 due to scheduling conflicts.

Election of Officers:

Chair Evans stated that the Committee's Bylaws requires the election of officers in January. It was noted that members wishing to run for an officer position should submit their letter of interest to Adams in preparation for the annual election.

Adult Literacy Symposium

Chair Evans provided highlights of Kalamazoo's Adult Literacy Symposium, detailing the following:

- attendance and survey results
- what is a 'literacy center'
- 14 centers in Kalamazoo County - - most near the urban center
- 22 centers in the region - - most are near Kalamazoo (but cover 6 of the 7 counties)
- tutoring strategies and extension services
- Work Force Literacy Curriculum (instruction materials; delivery through distance learning; instructors/tutors)
- importance of work force literacy to RPI goals

Committee Member Comments

Karr - BCATS will be updating the area's transportation plan with a completion date of July, 2018 estimated. She noted that the update will have a focus on workforce transportation.

Bland – the regional transportation system is being reviewed in response to an increase in millennial employment in the area and increased interest in multi-modal options.

K. Jones – the Urban Alliance project started Monday.

Peat – introduced the Incremental Development Alliance; will keep on radar as a fit w/ RPI goals

Adjournment

There being no further items for consideration, the meeting was adjourned at 4:04 p.m.

Next Meeting: *TBD*

2017 Financial Report Regional Prosperity Initiative - Region 8

Line Items	Expenses: Current Month	Expenses: Year to Date 12/31/2017	Budget: 2017 Grant Award	Budget: 2016 Roll-Over	Budget: 2016-2017 Obligated#	Budget: 2017 Budget Total
REVENUE						
RPI Grants		$180,897.00	$180,897.00	$116,450.00		
Total Revenue		**$180,897.00**	**$180,897.00**	**$116,450.00**		**$297,347.00**
EXPENSE						
Staffing						
SWMPC		$ 24,242.75	$ 19,294.78	$ 8,105.22		$ 27,400.00
SWMPC Indirect		$ 17,432.77	$ 4,679.34	$ 1,965.66		$ 6,645.00
SMPC		$ 29,307.02	$ 27,142.97	$ 11,402.03		$ 38,545.00
KATS		$ 715.27	$ 3,873.04	$ 1,626.96		$ 5,500.00
BCATS		$ 6,546.82	$ 901.36	$ 378.64		$ 1,280.00
Rebecca Harvey		$ 3,250.00	$ 1,767.51	$ 742.49		$ 2,510.00
Subtotal		**$ 81,494.63**				**$ 81,880.00**
Meeting Expenses						
Travel Meals Lodging		$ 977.33	$ 704.16	$ 295.84		$ 1,000.00
Dues & Subscrioptions		$ 50.00	$ 176.04	$ 73.96		$ 250.00
Telephone		0	$ 105.62	$ 44.38		$ 150.00
Printing		0	$ 880.20	$ 369.80		$ 1,250.00
Supplies & Materials		$ 53.88	$ 352.08	$ 147.92		$ 500.00
Computer Services		$ 111.05				
Conferences & Training		$ 125.00				
Room Rental		0	$ 880.20	$ 369.80		$ 1,250.00
RPI Committee Reimbursement		$ 362.52	$ 2,992.69	$ 1,257.31		$ 4,250.00
Bank Fees		$ 32.00				
Subtotal		**$ 1,711.78**				**$ 8,650.00**
Contractual Serv. - 2016 Projects						
Talent Match/Upjohn		$ 44,300.00		$ 66,450.00	$ 22,150.00	$ 66,450.00
City of Galesburg		$ 6,250.00				
Contractual Serv. - 2017 Projects						
2017 Featured Project(s)		$ -	$ 105,647.00	$ 11,470.00	$ 105,000.00	$ 117,117.00
RPI Strategies		$ -	$ 6,750.00	$ 7,250.00		$ 14,000.00
Dashboard		$ 3,874.00	$ 4,750.00	$ 4,500.00		$ 9,250.00
TOTAL	**$ -**	**$ 137,630.41**	**$ 180,897.00**	**$ 116,450.00**	**$ 127,150.00**	**$ 297,347.00**
Total Remaining Encumbered Expense					$ 127,150.00	
Budget vs Expense	**$ -**					**$ 159,716.59**

"2016-2017 Obligated" reflects remaining amount committed to project as of 11/2/17

2017 Financial Report Regional Prosperity Initiative - Region 8

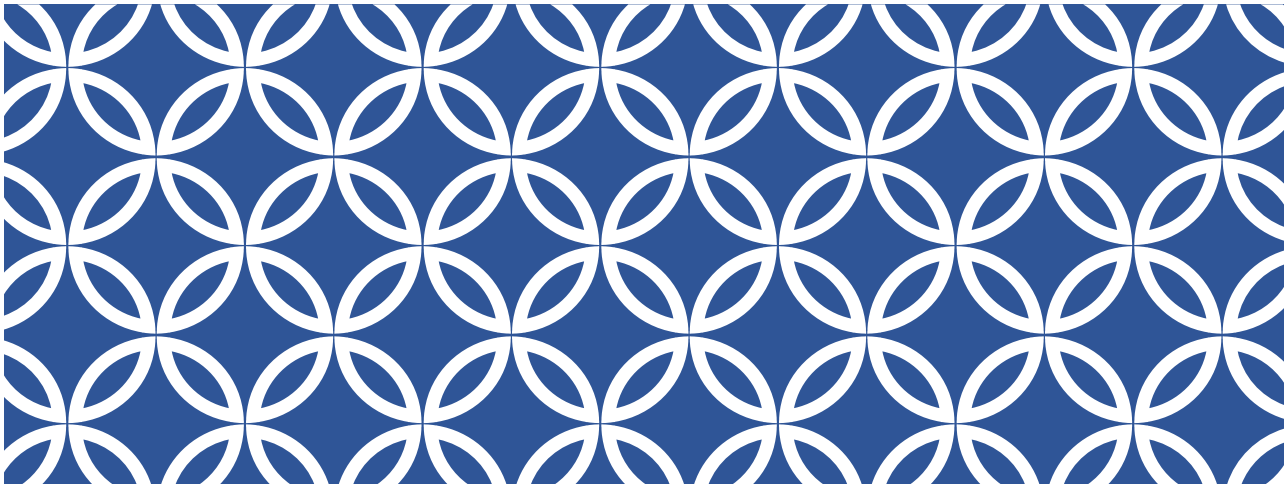
	Expenses		Budget			
Line Items	Current Month	Year to Date 1/31/18	2018 Grant Award	2017 Roll-Over	2016-2017 Obligated#	2018 Budget Total
REVENUE						
RPI Grants			$250,000.00			
Total Revenue			**$250,000.00**	**$32,567.00**	**$127,150.00**	**$409,717.00**
EXPENSE						
Staffing						
SWMPC			$18,000.00	$3,000.00		$21,000.00
SWMPC Indirect			$18,000.00			$18,000.00
SMPC			$27,000.00	$9,950.00		$36,950.00
KATS			$1,300.00	$4,200.00		$5,500.00
BCATS			$5,600.00			$5,600.00
Rebecca Harvey			$3,500.00			$3,500.00
SUBTOTAL			$73,400.00	$17,150.00		$90,550.00
Meeting Expenses						
Travel Meals Lodging			$2,300.00			$2,500.00
Dues & Subscrioptions			$250.00			$300.00
Telephone			$150.00			$200.00
Printing			$750.00			$1,000.00
Supplies & Materials			$350.00			$400.00
Room Rental			$0.00			$750.00
RPI Committee Reimbursement			$4,500.00			$4,500.00
Bank Fees			$100.00	$50.00		$100.00
SUBTOTAL			$8,400.00	$50.00		$9,750.00
Contractual Serv. - 2016 Projects						
Talent Match/Upjohn				$22,150.00	$22,150	$22,150.00
SUBTOTAL				$22,150.00		$22,150.00
Contractual Serv. - 2017 Projects						
Literacy Initiative					$45,000.00	$45,000.00
Urban Alliance					$30,000.00	$30,000.00
Kinexus					$30,000.00	$30,000.00
Projects in Support				$12,117.00		$11,000.00
SUBTOTAL				$12,117.00	$105,000.00	$116,000.00
Contractual Serv. - 2018 Projects						
2018 Featured Project(s)			$162,450			$162,450.00
Website			$3,000.00			$3,000.00
Dashboard			$2,750.00	$3,250.00		$6,000.00
SUBTOTAL			$168,200.00	$3,250.00		**$171,450.00**
TOTAL	**$0.00**	**$ -**	**$250,000.00**	**$32,567.00**	**$127,150**	**$409,900.00**
Total Remaining Encumbered Expense					$ 127,150.00	
Total Expense	**$0.00**	**$0.00**				

"2017 Obligated" reflects remaining amount committed to projects as of 11/2/17

2018 Region 8 Prosperity Committee Composition

First	Last	Adult Education	Economic Development	Higher Education	Transportation	Workforce Development	Regional Planning	K-12 Education	Local Govt	Rail Transit	Foundations	MPO
Jackie	Bibb					Bibb						
Vince	Carahaly						Carahaly					
Michael	Evans	Evans										
Ken	Jones			Jones								
Pat	Karr											Karr
Shane	Kissack		Kissack									
Jason	Latham				Latham							
Brian	Sanada				Sanada							
Dan	Peat					Peat						
Richard	Remus						Remus					
Jon	Start											Start
Kim	Bell							Bell				
Jill	Bland		Bland									
Therese	Cody									Cody		
Jeff	Martin									Martin		
Joanna	Johnson				Johnson							
Deb	Miller							Miller				
Bob	Miller			Miller								
Tom	Richardson							Richardson				
Kelly	Scott											
Barbara	Craig			Craig								
Ben	Damerow					Damerow						
Grant	Fletcher				Fletcher							
Luann	Harden			Harden								
Kenneth	High											
Lynn	Johnson											
Bridgette	Jones		Jones									
Jan	Karazim			Karazim								
David	Reid											
Barbara	Rose								Rose			
Rachel	Wade										Wade	

	Unclear (afffiliation and/or commitment)
	Resigned or Job Change
	Potential Replacement



SOUTHWEST MICHIGAN PROSPERITY SURVEY

2-1-18

OVERVIEW

Survey conducted between 1/23/18 and 1/30/18

233 Responses

- Three responses were blank and therefore deleted

A press release was sent to the SWMPC distribution list and to each of the print media in the region

Results were compiled and analyzed by Upjohn Institute staff

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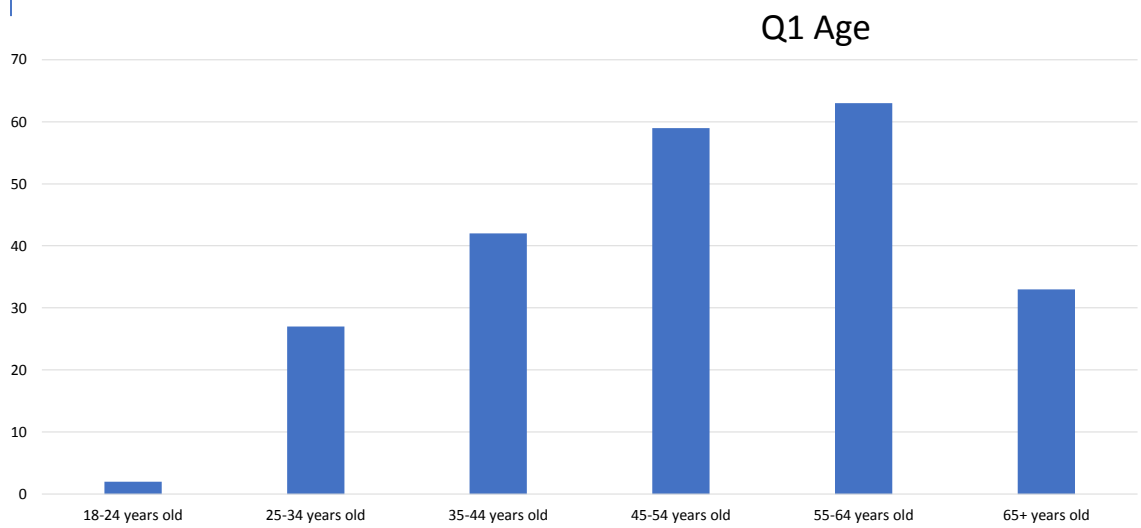

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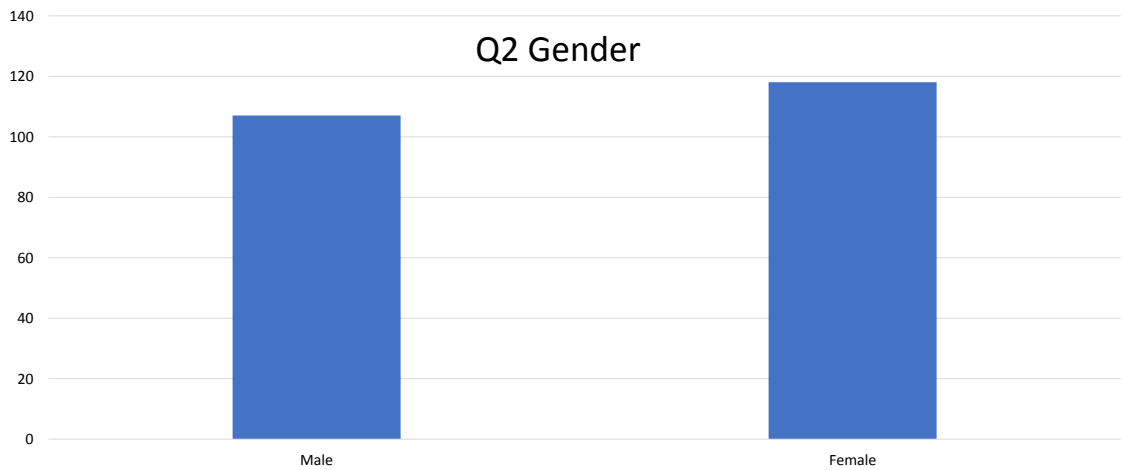

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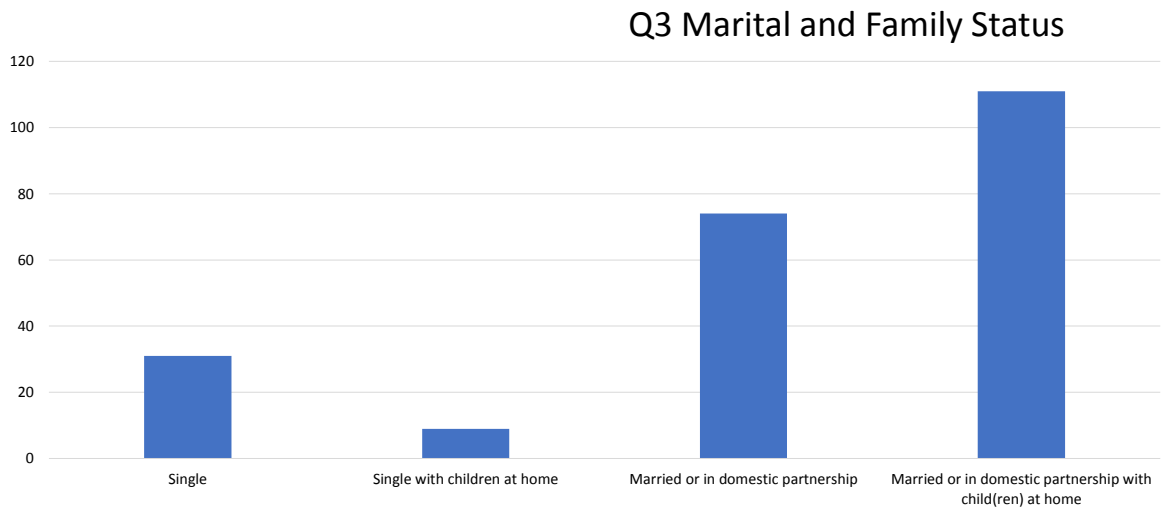

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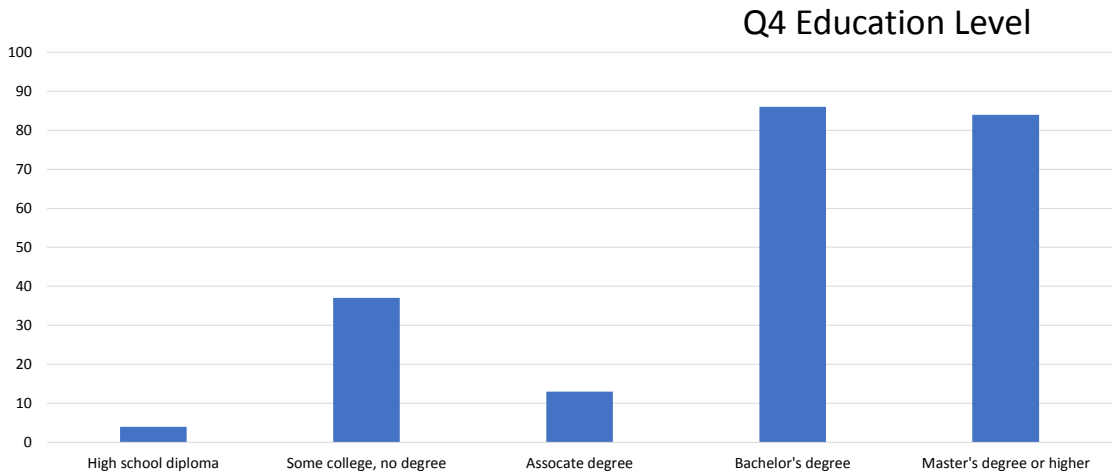

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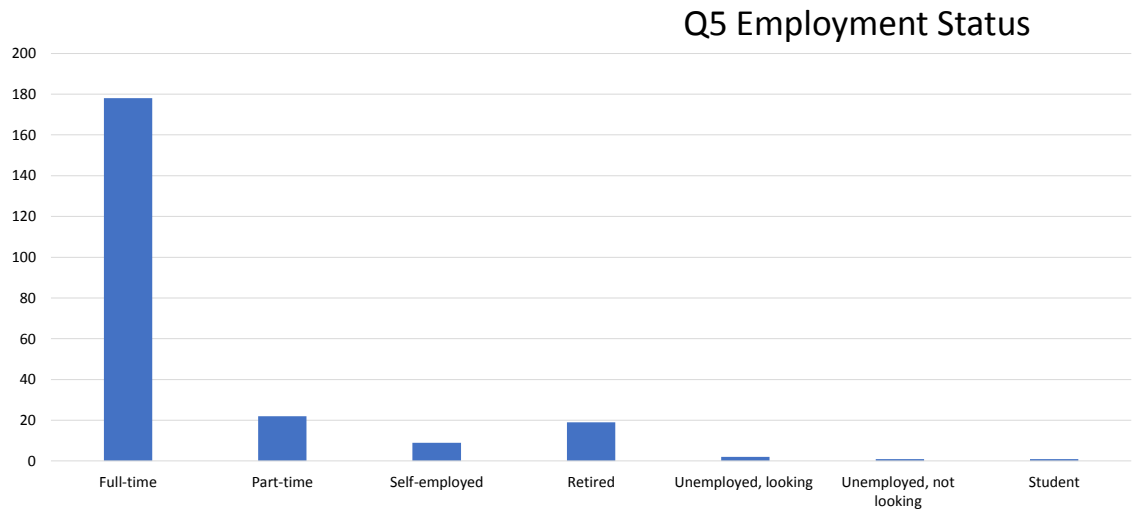

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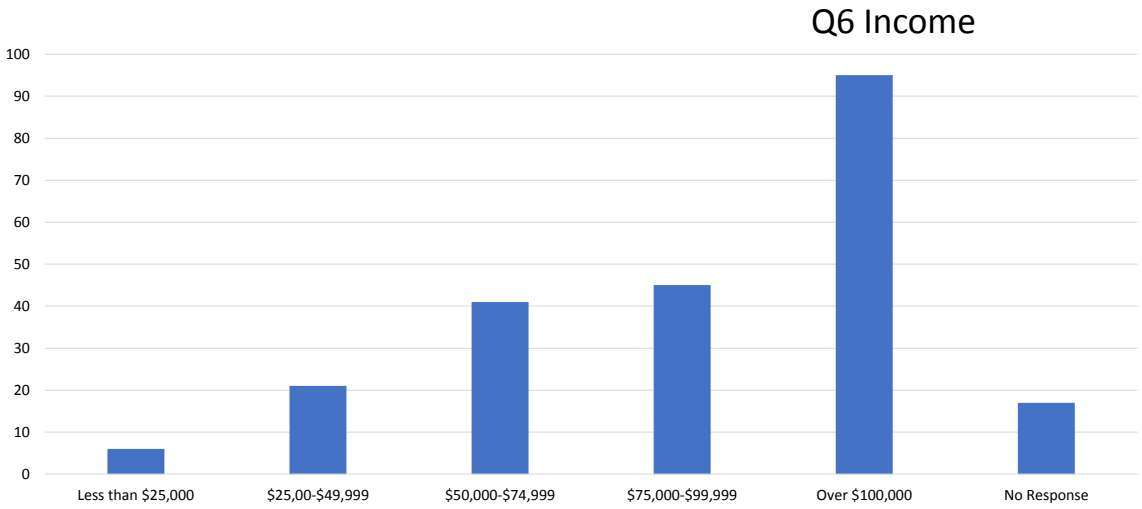

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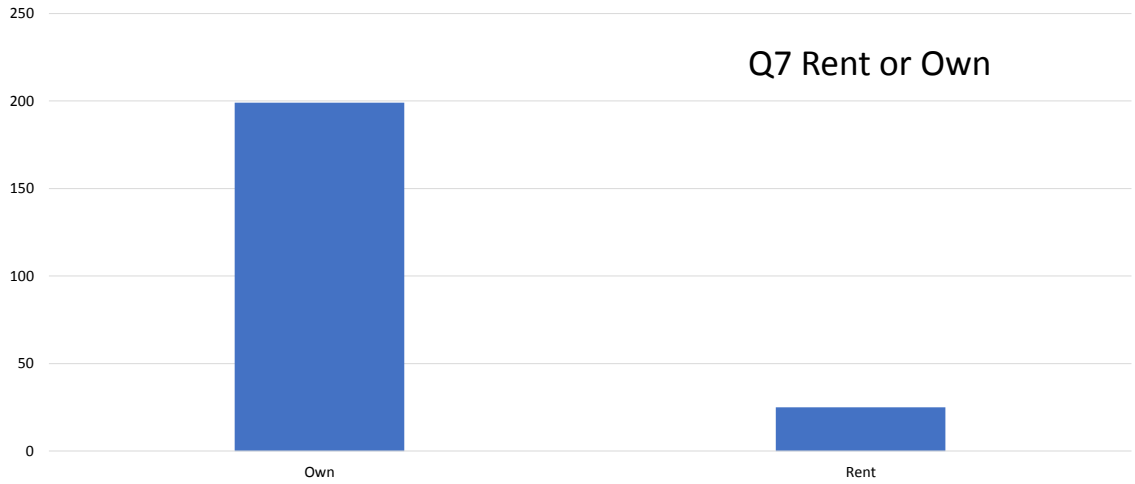

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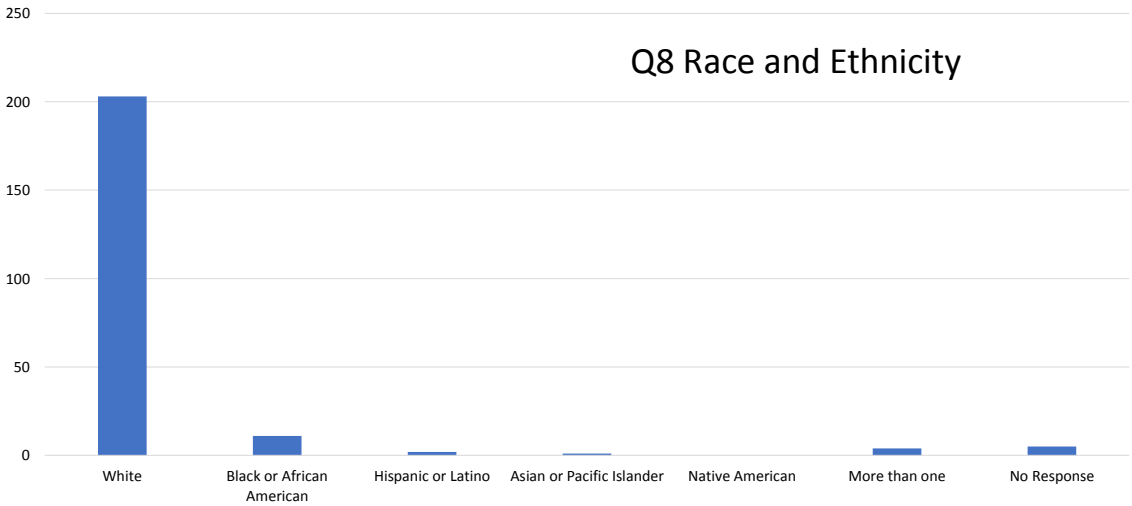
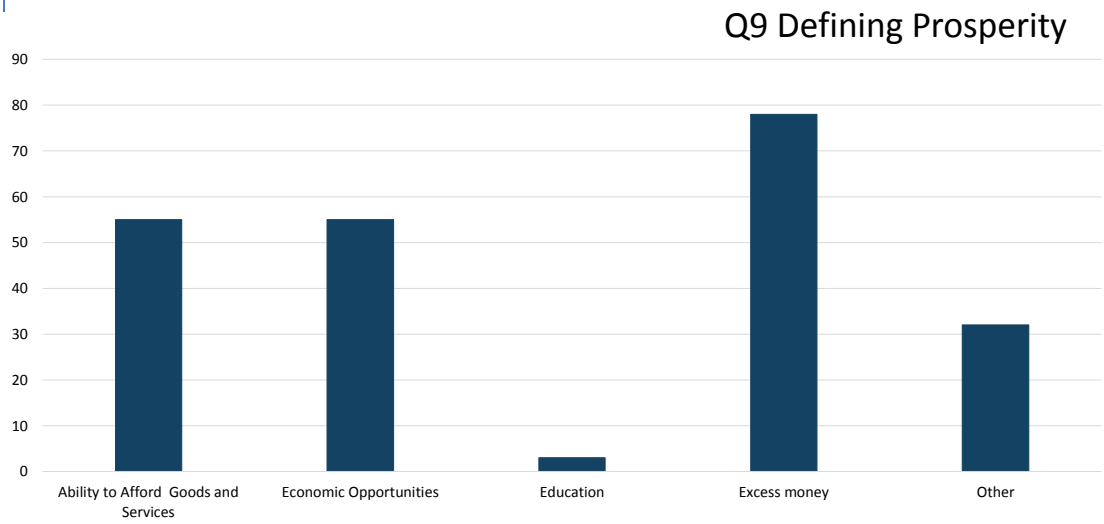


PROSPERITY OPINIONS



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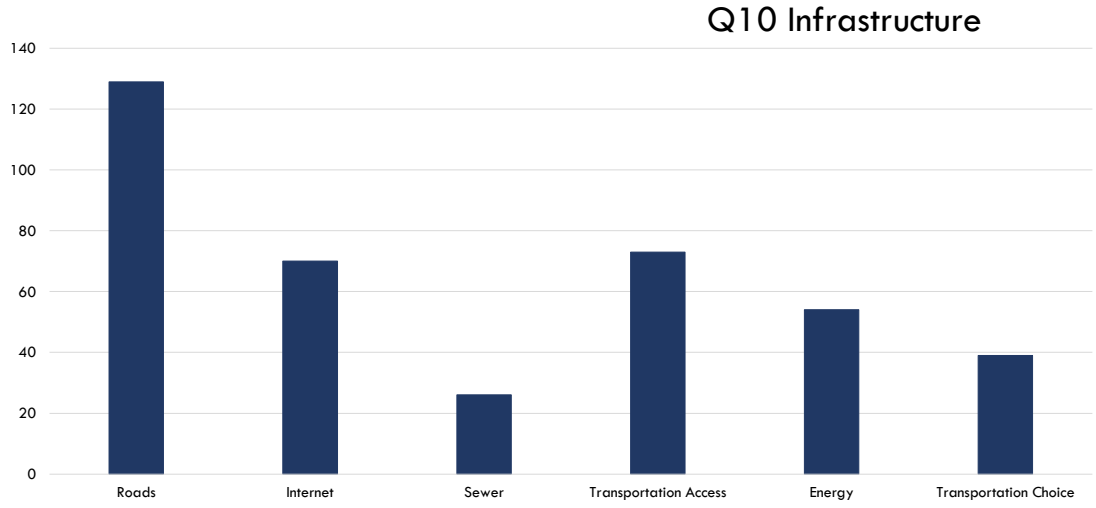
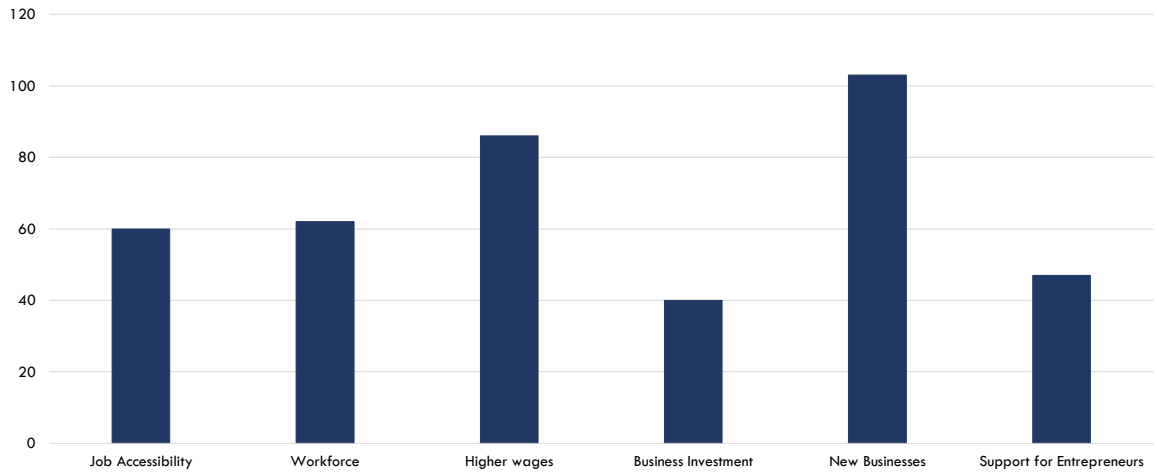


PROSPERITY OPINIONS

Q11 Business Investment Jobs



PROSPERITY OPINIONS

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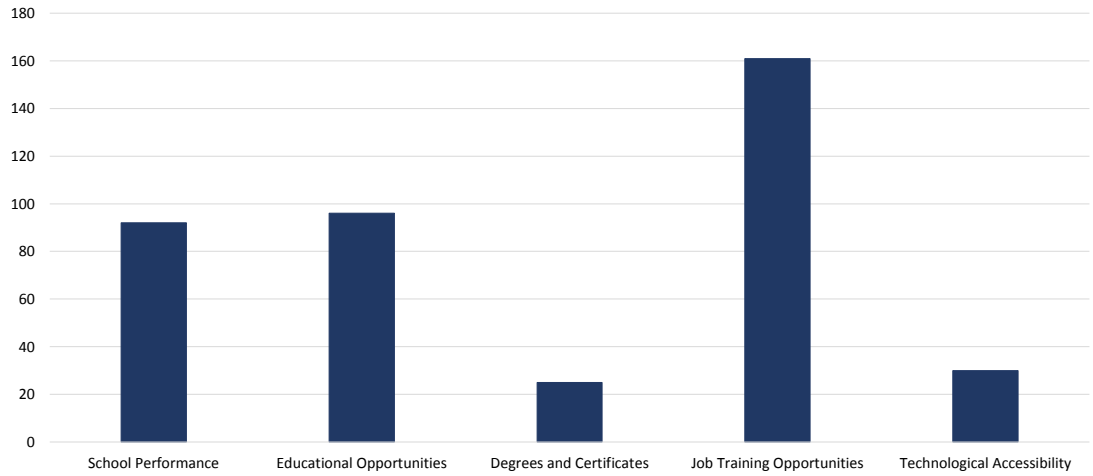

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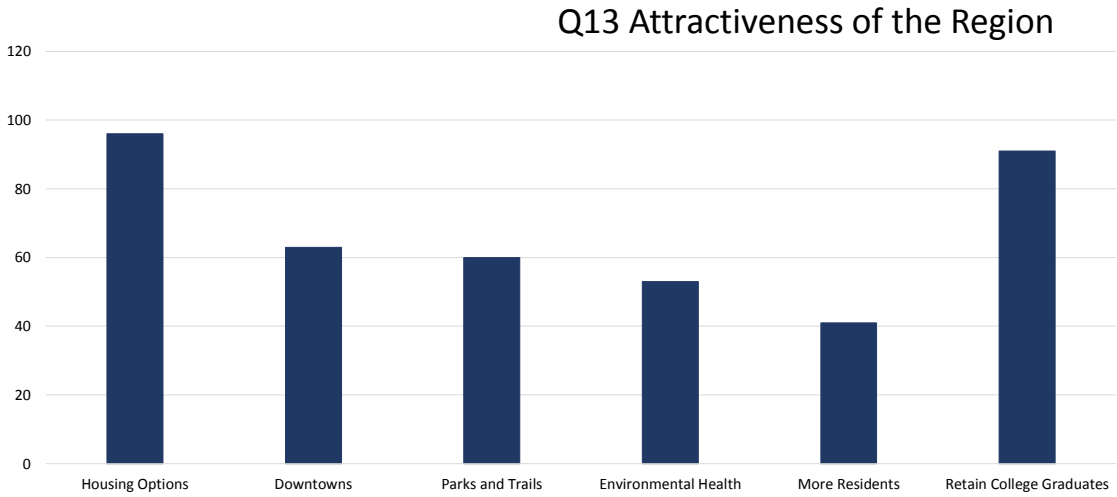

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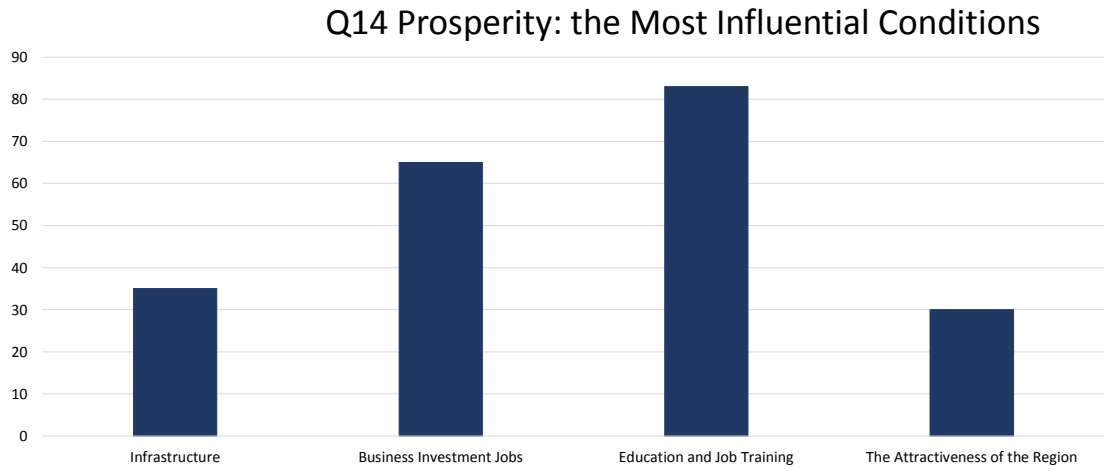

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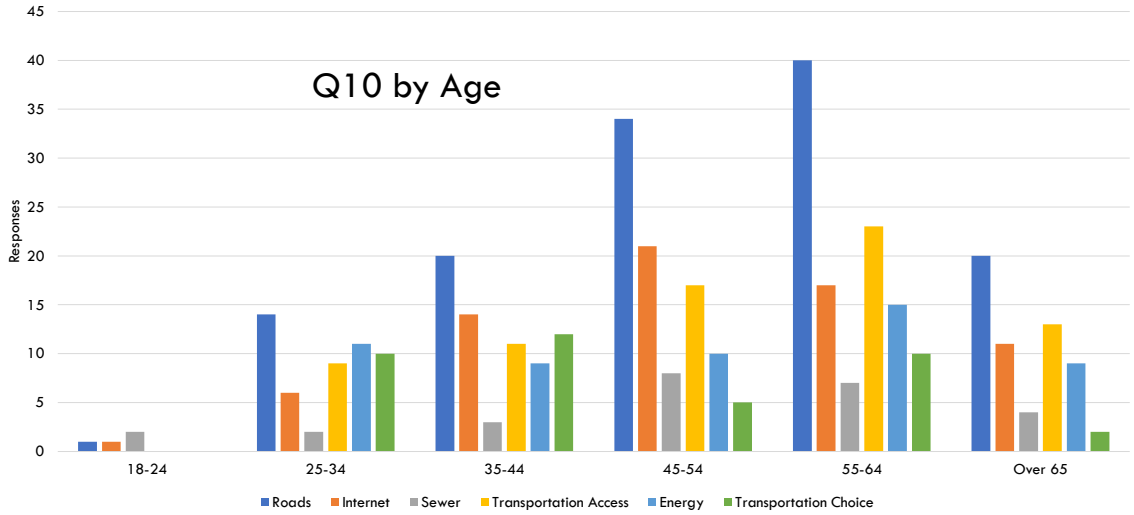

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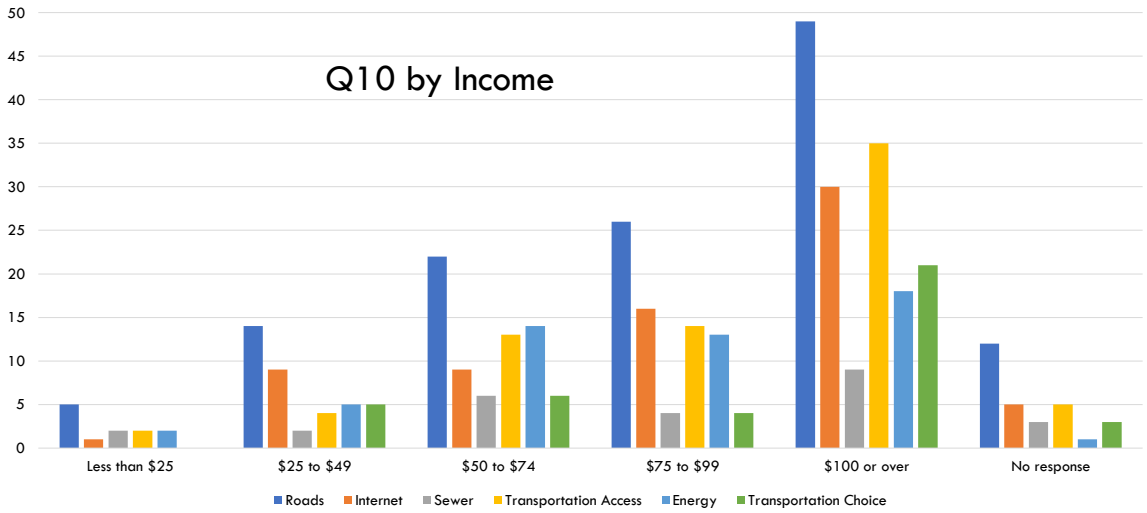

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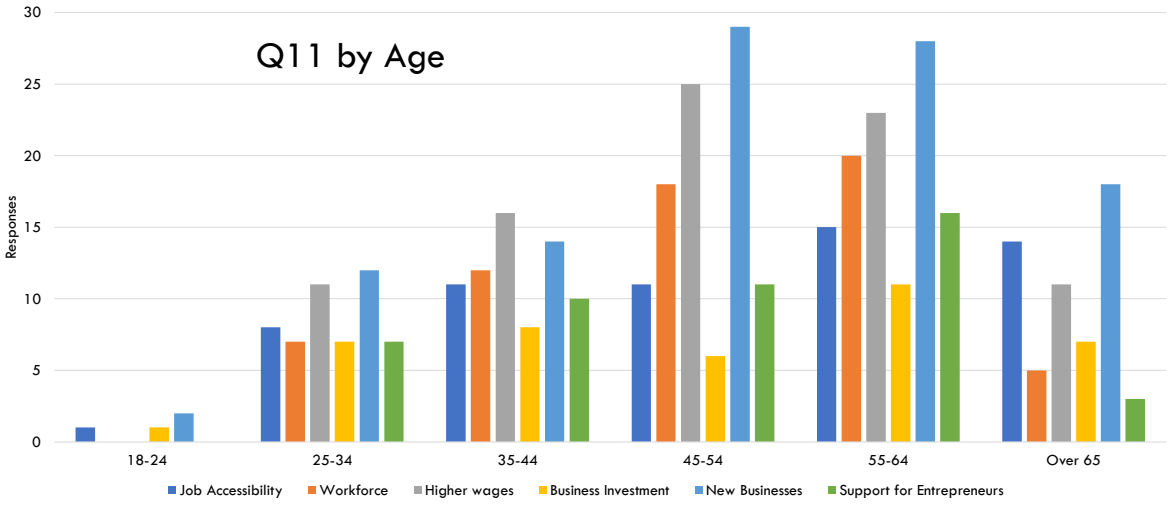

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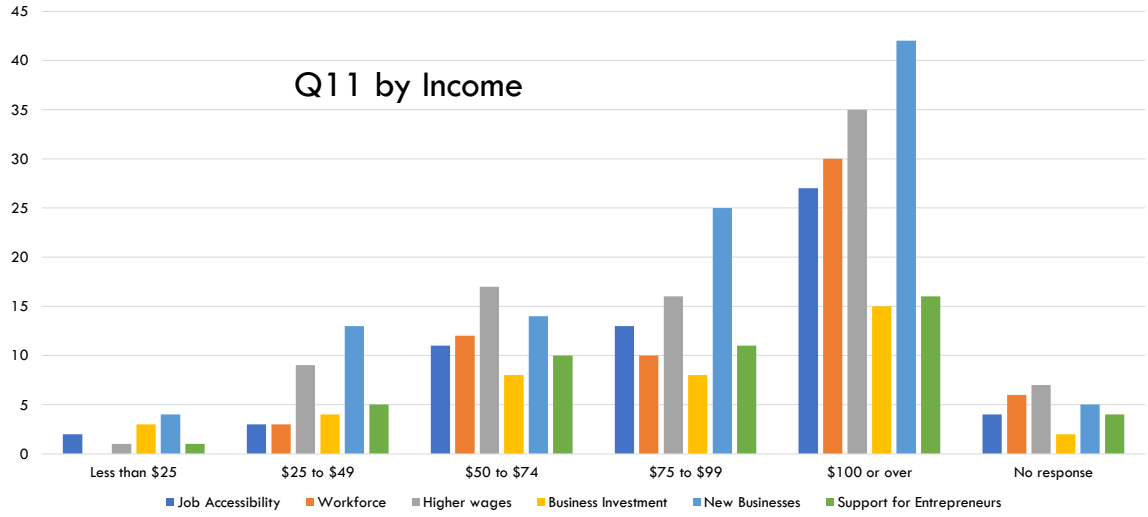

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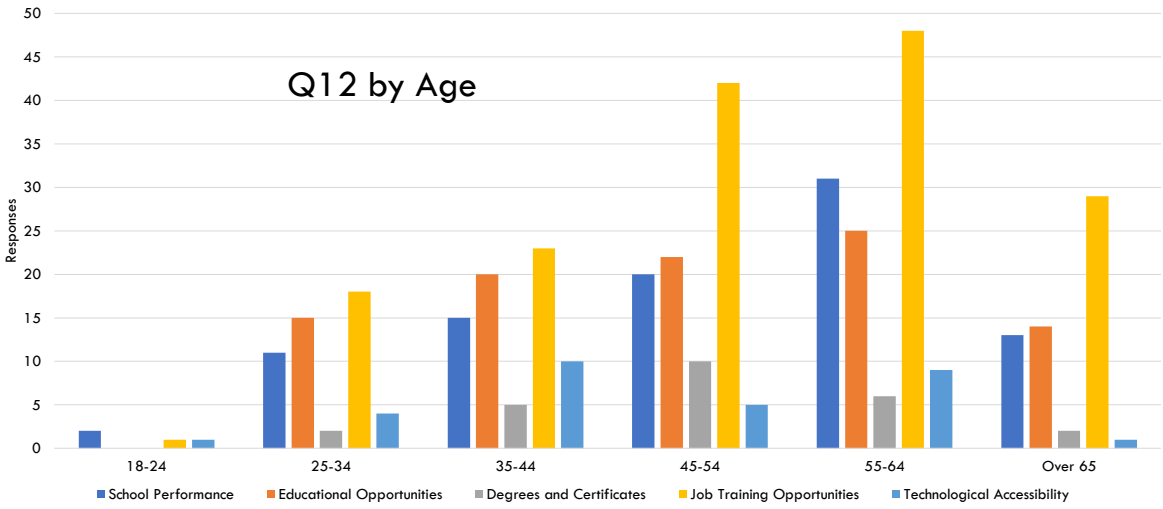

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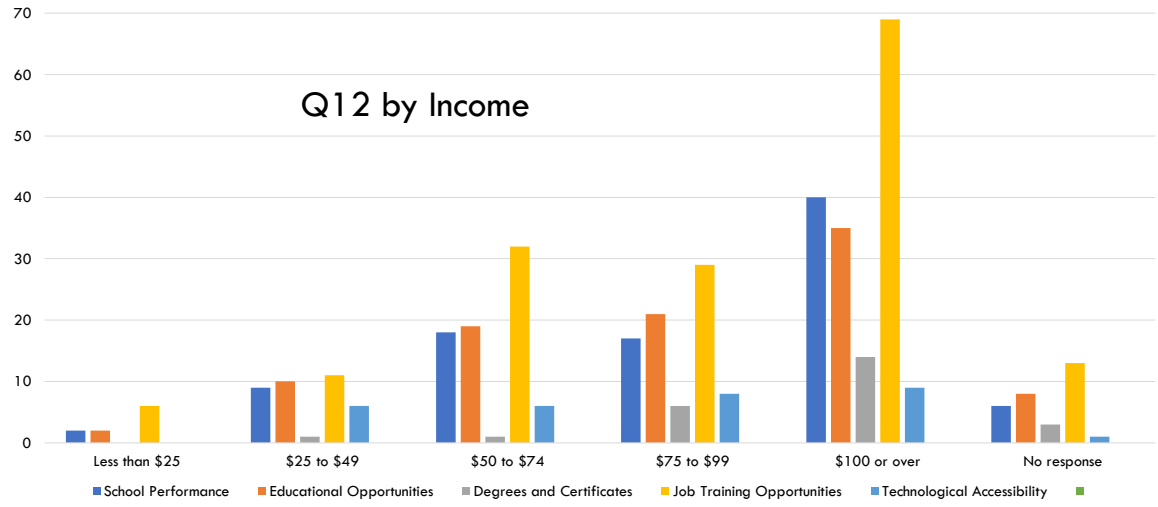

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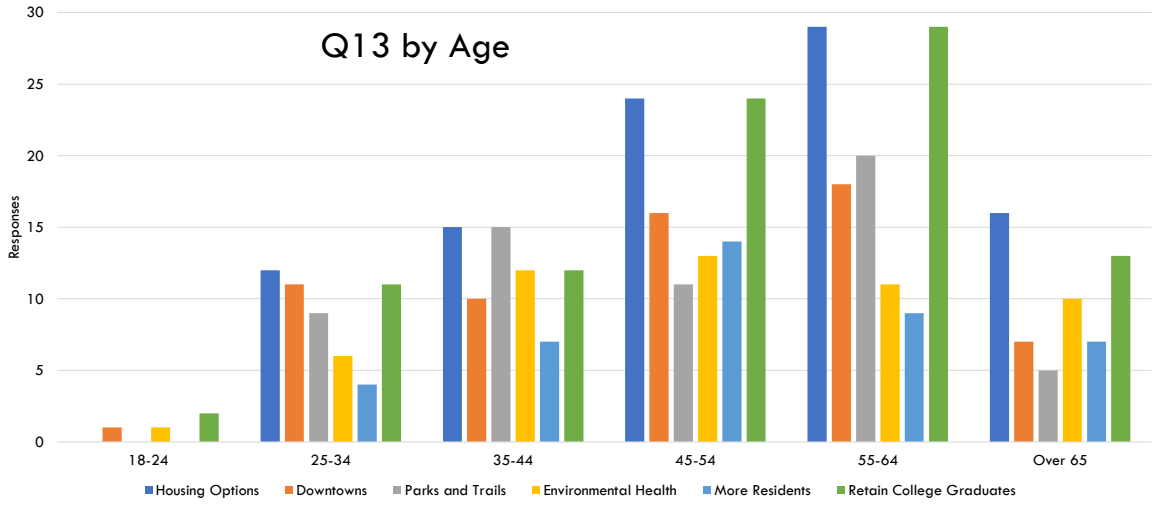
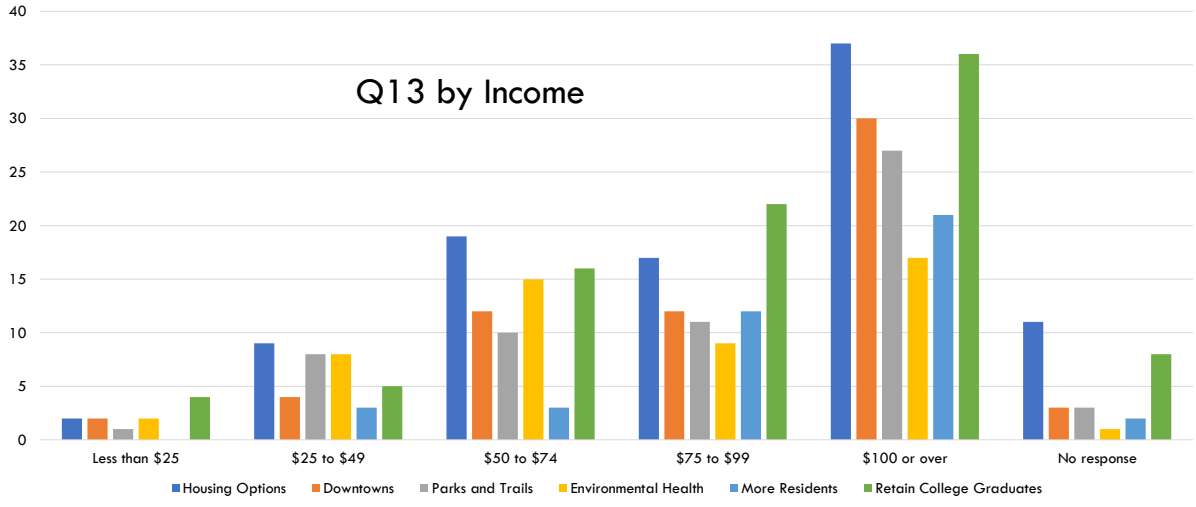
OPINIONS BY SELECTED DEMOGRAPHICS