



## Southwest Michigan Prosperity Committee

### Meeting Agenda

**MEETING DATE:** November 1, 2018  
**MEETING TIME:** 2:30 pm  
**MEETING LOCATION:** Kinexus – Paw Paw Office  
32849 E Red Arrow Hwy - #100  
Paw Paw, MI 49079

#### *Time*

1. **Call to Order & Introductions**
2. **Action:** Approval of the Agenda
3. **Action:** Approval of the Minutes 2:30-2:45 pm
4. **Public Comments**
5. **Discussion:** Financial Report
6. **Reports from Funded Projects** 2:45-3:30 pm
  - a. Momentum
  - b. Community Literacy Initiative
  - c. Youth Solutions & Jobs for Michigan Graduates project
7. **Presentation:** 10 Cents a Meal Program 3:30-3:45 pm
8. **Discussion/Action:** Mini-Grants 3:45-3:50 pm
  - a. General discussion on mini-grant policy
  - b. Discussion and possible action on KRESA mini-grant request
9. **Action/Discussion:** Executive Subcommittee Policy 3:50-3:55 pm
10. **Committee Member Comments** 3:55-4:00 pm
11. **Action:** Adjournment 4:00 pm

***Next Meeting: December 6, 2:30 pm - Kalamazoo***

# **Southwest Michigan RPI Collaborative Committee**

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October 4, 2018 Meeting Minutes

**Committee Members Present Initially:** Jill Bland, Vince Carahaly, Michael Evans (phone), Ken Flowers, Joanna Johnson (phone), Jan Karazim, Shane Kissack (phone), Amy Lipset, Zach Morris (phone), Richard Remus, Tom Richardson, Barbara Rose (phone), and Rachel Wade (phone)

**Committee Members Absent:** Jakki Bungart-Bibb, Bridgette Jones, Pat Karr, Angela Little, Bob Miller, Deb Miller, Dan Peat, and Jon Start

**Also Present:** Lee Adams, K. John Egelhaaf, Mark Reynolds, Ryan Fellows

## **Call to Order**

Chair Carahaly called the meeting to order at 2:30 p.m. Quorum was established.

## **Introduction of Members**

Introductions of Committee members and guests were made.

## **Approval of Agenda**

Agenda was approved by unanimous consent with “Citizen Comments” being changed to “Public Comments.”

## **Approval of Minutes**

Minutes of August 2, 2018 were approved by unanimous consent.

## **Public Comments**

None.

## **Monthly Financial Report**

Egelhaaf provided an overview of the RPI Region 8 financials. The Chair asked staff to electronically distribute the financial report to the members. Egelhaaf noted that the SWMPC line item was over budget, stating that preparation of the RPI grant renewal has taken a lot of time. The Committee could move money to cover this line item. Discussion followed, but Committee members choose to wait until next meeting to take further action.

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## 2018 Funding Award: Proposed Request for Proposals

Chair Carahaly introduced the topic. Adams stated that the joint proposal from Southwest Michigan First and Western Michigan University was the only proposal received, and he noted that staff was reviewing the details of the proposal with them. The Committee discussed the review process further, and Chair Carahaly noted that once the subcommittee was finished with their review the full Committee would make the ultimate decision on any reward of grant. Chair Carahaly asked staff to post online the received response to the RFP. The subcommittee will follow requirements of the Open Meeting Act, including meetings being public and minutes being taken.

## 2019 Grant Application

Egelhaaf provided the Committee with a presentation reviewing the content of the 2019 grant application to the State of Michigan for \$315,000 in RPI funding, including scope of work, budget, schedule, and methodology for subcommittees the amount includes \$245,000 plus \$70,000 for integrated asset management. Each subcommittee would be responsible for one focus area (community development, education, infrastructure, and economic development). It was noted that Southwest Michigan First's existing economic development group could be responsible for the economic development focus area rather than creating a potentially redundant group.

Egelhaaf informed the Committee that the grant application has a second part for an additional \$70,000 for integrated asset management work, which would include inventory of assets, coordination with various state agencies, education and training, data collection, and measuring/evaluating success.

**Motion** by Remus, **second** by Lipset, to approve staff's RPI and Asset Management grant applications. The motion **carried unanimously**.

## Committee Bylaws

Chair Carahaly noted the various bylaw changes the Committee made during the last meeting, and he invited members to provide additional feedback. Additional bylaw changes:

- (1) Correct the spelling of "Initiative" on page 1, Article I, Section 1-G
- (2) Add "K-12 Education" on page 2, Article II, Section 1-A(a)
- (3) Page 5, Article VIII, Section 2:
  - a. Add 'Sub' before 'Committee' in "The Executive Committee" beginning the second sentence
  - b. Add "approve budget" to the list in the second sentence
  - c. Strike "for matters deemed exigent by staff" at the end of the section

Committee members also discussed the need to establish a policy stating that the Committee retained the sole power to approve contracts.

**Motion** by Remus, **second** by Lipset, to approve the bylaws as amended and then establish a policy of the Committee to retain the sole power to approve contracts pursuant to the new bylaws, Article VIII, Section 2. The motion **carried unanimously**.

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**Motion** by Evans, **second** by Richardson, to make Mark Reynolds a full member of the Committee. The motion **carried unanimously**.

## **Mini-Grants**

Evans presented the Committee with information about the 2018 Adult Literacy Research and Training Symposium and he requested the Committee approve a mini-grant of \$1,500 to support it. This symposium was supported by RPI in 2015 and 2016.

**Motion** by Remus, **second** by Lipset, to approve a mini-grant of \$1,500 to support Kalamazoo Literacy Council for the 2018 Adult Literacy Research and Training Symposium. The motion **carried unanimously**, with Evans and Richardson abstaining.

Chair Carahaly stated that future requests for funding should have more structure.

## **Committee Member Comments**

Bland informed the Committee that the Michigan Department of Agriculture and Rural Development (MDARD) considered Van Buren County as urban rather than rural because the Kalamazoo urbanized area includes portions of Van Buren County. She discussed with the Committee her interest in RPI approving a motion requesting that MDARD reconsider its criteria. Chair Carahaly requested Bland write something up for the Committee's consideration during their next meeting.

## **Adjournment**

There being no further items for consideration, the meeting was adjourned.

**Next Meeting:** November 1, 2018 at 2:30 p.m. – Paw Paw Kinexus Office, 32849 E Red Arrow Highway, Paw Paw, MI 49079

*Minutes respectfully submitted by: Ryan D. Fellows, Associate Planner, SWMPC*

## 2018 Financial Report Regional Prosperity Initiative - Region 8

Line Items	Expenses			Budget		
	Current Month	Year to Date 10/31/18	2018 Grant Award	2017 Roll- Over	2016-2017 Obligated#	2018 Budget Total
<b>REVENUE</b>						
RPI Grants		\$180,897.00	\$180,897.00			
<b>Total Revenue</b>			<b>\$180,897.00</b>	<b>\$32,567.00</b>	<b>\$127,150.00</b>	<b>\$340,614.00</b>
<b>EXPENSE</b>						
<b>Staffing</b>						
SWMPC	\$ 866.00	\$ 20,836.36	\$13,025.00	\$3,000.00		\$16,025.00
SWMPC Indirect	\$ 86.91	\$ 12,756.35	\$13,025.00			\$13,025.00
SMPC	\$ -	\$ 22,014.42	\$19,537.00	\$9,950.00		\$29,487.00
KATS	\$ -	\$ 1,525.94	\$1,300.00	\$4,200.00		\$5,500.00
BCATS			\$5,600.00			\$5,600.00
Rebecca Harvey		\$ 1,700.00	\$3,500.00			\$3,500.00
<b>SUBTOTAL</b>	<b>\$ 952.91</b>	<b>\$ 58,833.07</b>	<b>\$55,987.00</b>	<b>\$17,150.00</b>		<b>\$73,137.00</b>
<b>Meeting Expenses</b>						
Travel Meals Lodging	\$ 201.65	\$ 831.47	\$2,300.00			\$2,300.00
Dues & Subscriptions			\$250.00			\$250.00
Telephone			\$150.00			\$150.00
Printing			\$750.00			\$750.00
Supplies & Materials	\$ 0.14	\$ 15.29	\$350.00			\$350.00
Room Rental			\$0.00			\$0.00
RPI Committee Reimbursement	\$ 146.06	\$146.06	\$4,500.00			\$4,500.00
Bank Fees			\$100.00	\$50.00		\$150.00
<b>SUBTOTAL</b>	<b>\$ 347.85</b>	<b>\$ 992.82</b>	<b>\$8,400.00</b>	<b>\$50.00</b>		<b>\$8,450.00</b>
<b>Contractual Serv. - 2016 Projects</b>						
Talent Match/Upjohn		\$ 22,150.00			\$22,150	\$22,150.00
<b>SUBTOTAL</b>		<b>\$ 22,150.00</b>				<b>\$22,150.00</b>
<b>Contractual Serv. - 2017 Projects</b>						
Literacy Initiative	\$ 22,500.00	\$ 22,500.00			\$45,000.00	\$45,000.00
Urban Alliance	\$ 10,000.00	\$ 20,000.00			\$30,000.00	\$30,000.00
Kinexus	\$ 15,000.00	\$ 15,000.00			\$30,000.00	\$30,000.00
Projects in Support				\$12,117.00		\$12,117.00
<b>SUBTOTAL</b>	<b>\$ 47,500.00</b>	<b>\$ 57,500.00</b>		<b>\$12,117.00</b>	<b>\$105,000.00</b>	<b>\$117,117.00</b>
<b>Contractual Serv. - 2018 Projects</b>						
2018 Featured Project(s)			\$110,760			\$110,760.00
Website			\$3,000.00			\$3,000.00
Dashboard			\$2,750.00	\$3,250.00		\$6,000.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$116,510.00</b>	<b>\$3,250.00</b>		<b>\$119,760.00</b>
<b>TOTAL</b>	<b>\$ 48,800.76</b>	<b>\$ 139,475.89</b>	<b>\$180,897.00</b>	<b>\$32,567.00</b>	<b>\$127,150</b>	<b>\$340,614.00</b>
Total Remaining Encumbered Expense					\$ 127,150.00	
<b>Total Expense</b>	<b>\$48,800.76</b>	<b>\$139,475.89</b>				

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

October 23, 2018

Dear Southwest Michigan Prosperity, Executive Committee:


Kalamazoo RESA is hosting our fifth annual MiCareerQuest Southwest event on November 13 and 14, 2018, at the Kalamazoo Expo Center. MiCareerQuest Southwest is an **EXPERIENTIAL** career investigation event designed specifically for 8<sup>th</sup> grade students in Calhoun, Kalamazoo and Cass County school districts. MiCareerQuest is a unique hands-on experience, where students will find out what it's really like to be an RN, a graphic artist, a mechanical engineer and more – direct from the people who do these jobs every day! More than 75 local business/industry and post-secondary partners will be on-site to showcase exciting careers in the following pathways: *Arts, Business, Technology & Human Services, Engineering & Manufacturing and Health Sciences & Natural Sciences.*

To date, this event has impacted close to 20,000 young people! There are approximately 5,000 students and close to 1,000 adult volunteers ~~that~~ who make this event a success every year! Survey results continue to demonstrate impact with over 90% of students saying that this event provides meaningful insight into career opportunities, and almost annually 100% of employers saying that they will return. Year after year, student feedback is like the following student comment: "In my opinion, the best part of MiCareerQuest Southwest was talking about and coming to know some different career options and some people who do those jobs. I loved the creative thought that went into the activities the different jobs had as examples of what people do there. I also loved how I was able to spend time with my friends, too."

While offering a powerful learning opportunity, MiCareerQuest Southwest costs around \$45,000 per event. Kalamazoo RESA request's that you consider donating \$2,500 to support the 2018 event. This amazing demonstration of community partnership and career experience for young people would not be possible without contributions from civic-minded/work-force development organizations like yours.

Please feel free to contact me with any question you may have.

Better together,



**Jason Luke, Southwest MiSTEM Director**  
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**MiCareerQuest**  
SOUTHWEST