

Southwest Michigan RPI Collaborative Committee

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