



# Southwest Michigan Prosperity Committee

## Meeting Agenda

**MEETING DATE:** March 7, 2019  
**MEETING TIME:** 2:30 pm  
**MEETING LOCATION:** Kinexus – Paw Paw Office  
32849 E Red Arrow Hwy - #100  
Paw Paw, MI 49079

*Time*

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|---|--------------|
| 1. <b><u>Call to Order &amp; Introductions</u></b>  | 2:30-2:35 pm |
| 2. <b><u>Action: Approval of the Agenda</u></b>   | 2:35 pm      |
| 3. <b><u>Action: New Member Appointments</u></b>  | 2:40 pm      |
| 4. <b><u>Action: Election of Officers</u></b> <ul style="list-style-type: none"><li>• Chair</li><li>• Vicechair</li><li>• Secretary</li></ul>   | 2:45 pm      |
| 5. <b><u>Action: Approval of the Minutes</u></b>  | 2:55 pm      |
| 6. <b><u>Public Comments</u></b>  | 3:00-3:05 pm |
| 7. <b><u>Financial Report, FY2020 Funding, Priorities Discussion</u></b>  | 3:05-3:35 pm |
| 8. <b><u>Update on the 2019 Work Plan and Report from Subcommittees</u></b> <ul style="list-style-type: none"><li>• Education and Workforce Development Subcommittee</li><li>• Community Development Subcommittee</li><li>• Infrastructure Subcommittee</li></ul> | 3:35-3:55 pm |
| 9. <b><u>Committee Member Comments</u></b>  | 3:55-4:00 pm |
| 10. <b><u>Action: Adjournment</u></b>   | 4:00 pm      |

***Next Meeting: June 6, 2:30 p.m. Location TBD***

# **Southwest Michigan RPI Collaborative Committee**

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December 3, 2018 Meeting Minutes

**Committee Members Present:** Vince Carahaly, Michael Evans, Bridgette Jones (phone, 2:45 PM), Pat Karr, Shane Kissack (phone), Amy Lipset, Zach Morris (3:00 PM), Richard Remus (phone), Mark Reynolds, Tom Richardson (phone), and Jon Start

**Committee Member Alternate Present:** Kara Steward (alternate for Jakki Bungart-Bibb)

**Committee Members Absent (Excused):** Jill Bland, Jakki Bungart-Bibb, Joanna Johnson, Bob Miller, and Deb Miller

**Committee Members Absent (Unexcused):** Ken Flowers, Jan Karazim, Angela Little, Barbara Rose, and Rachel Wade

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

**Location:** W.E. Upjohn Institute, 300 South Westnedge Ave., Kalamazoo, Michigan

## **1. Call to Order and Introductions**

Chair Carahaly called the meeting to order at 2:35 PM. Quorum established; ten members (including one alternate) at start of the meeting (seven members required). Committee member introductions made.

## **2. Approval of Agenda**

Agenda approved by unanimous consent.

## **3. Approval of Minutes**

Minutes approved by unanimous consent.

## **4. Public Comments**

None.

## **5. Monthly Financial Report**

Egelhaaf provided an overview of the RPI Region 8 financials. (Jones entered the meeting, 2:45 PM, via phone.) Carahaly informed the Committee that the State Legislature approved the RPI budget with an error, making Region 8 underfunded for the next fiscal year. A discussion ensued concerning the likelihood the Legislature will correct the error before the end of the year versus what to do if further funding is not approved. No action was taken. (Morris entered the meeting, 3:00 PM.)

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## **6. 2019 Proposed Work Plan**

Adams gave a presentation on the 2019 Proposed Work Plan, including reviewing subcommittee focus areas, the work plan schedule, dividing work between Adams and Egelhaaf, and holding a symposium at the end of the year (see PowerPoint file for more information). Evans stated that the literacy programs already hold a symposium at the end of the year, and asked about working together. Evans, staff and the committee committed to working together to see if RPI work overlaps sufficiently with literacy program work to combine into one symposium.

## **7. Integrated Infrastructure Asset Management**

Egelhaaf gave a presentation on Integrated Infrastructure Asset Management, including new legislation, state agencies, pilot program, and notes on our 2019 RPI grant application addendum (see PowerPoint file for more information). Staff might hear if we got the grant by January 1, but probably later. Discussion ensued noting the value of the work to maintain infrastructure as an economic driver, and the importance of data collected with a consistent system, statewide (note: SAW grants had data gathered independently, which made data aggregation difficult).

## **8. Update on 2018 Funded Project with SW MI First**

Carahaly stated that he attended a registered internships training and learned a lot. Adams stated that he worked with Southwest Michigan First to let them develop their own goals and strategies, which was working a lot better than the initial approach. Steward commented on the importance of internships as older workers were retiring. Carahaly stated that the Committee would like to have Steward come to a future RPI meeting to give a presentation to the Committee (details to be worked out).

**Motion** by Evans, **second** by Start, to adopt and fund the work plan by Southwest Michigan First. The motion **carried unanimously**.

## **9. Proposed Mini-Grant Methodology**

Adams presented the Committee with a proposed mini-grant methodology. Lipset asked about establishing a grant application minimum – the Committee discussed the question and selected a \$500 minimum. A sub-committee is to be established to cover mini-grants. Mini-Grant Sub-Committee volunteers: Start, Lipset, Evans, and Carahaly.

## **10. Proposed Committee Policy Document**

Egelhaaf presented the Committee with a proposed Committee Policy Document. Several changes were made: (1) Section 2 will clarify if members are organizations or individuals, (2) Section 5A list should restate contracts, so it more clearly agrees with Section 4C, (3) Section 5 title should be “Executive Sub-Committee,” (4) Section 2D should reference absences as unexcused, and (5) clarify that “SWMPI” is the same as “Committee.”

# **Southwest Michigan RPI Collaborative Committee**

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## **11. Committee Member Comments**

Lipset informed the Committee that Congressman Upton's office has announced that a BUILD grant will be awarded to MDOT to finish connecting U.S. Route 31 to I-94.

Reynolds complimented the quality of the minutes.

Carahaly informed the Committee that he has been designated an ambassador for the Battle Creek/Calhoun County Convention & Visitors Bureau.

Karr complimented Lee on the quality of his marijuana presentation.

## **12. Adjournment**

There being no further items for consideration, the meeting was adjourned at 4:10 PM.

*Next Meeting: January 3, 2:30 PM. Location TBD.*

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

Line Items	Expenses		Budget			
	Current Month	Year to Date 2/28/19	2019 Grant Award	2018 Roll- Over	2018 Obligated#	2019 Budget Total
<b>REVENUE</b>						
RPI Grants	\$306,810.00	\$306,810.00	\$306,810.00	\$123,160.00	\$72,877.00	
<b>Total Revenue</b>	<b>\$306,810.00</b>	<b>\$306,810.00</b>	<b>\$306,810.00</b>	<b>\$123,160.00</b>	<b>\$72,877.00</b>	<b>\$429,970.00</b>
<b>EXPENSE</b>						
<b>Staffing</b>						
SWMPC	\$2,947.54	\$2,947.54	\$80,000.00			\$80,000.00
SWMPC Indirect	\$2,541.94	\$2,541.94				
\$70,000 Asset Mgmt						
\$8,000 Subcom General						
\$2,000 Full Mtgs						
SMPC			\$37,280.00	\$12,392.00		\$49,672.00
\$40,921 Subcom General						
\$8,750 Full Mtg						
KATS				\$2,250.00		\$2,250.00
BCATS				\$3,250.00		\$3,250.00
<b>SUBTOTAL</b>	<b>\$5,489.48</b>	<b>\$5,489.48</b>	<b>\$117,280.00</b>	<b>\$17,892.00</b>		<b>\$135,172.00</b>
<b>Meeting Expenses</b>						
Travel Meals Lodging	\$6.00	\$6.00	\$2,300.00			\$2,300.00
Dues & Subscriptions	\$213.34	\$213.34	\$150.00			\$150.00
Telephone			\$0.00			\$0.00
Printing			\$200.00			\$200.00
Supplies & Materials	\$0.05	\$0.05	\$850.00			\$850.00
Room Rental			\$250.00			\$250.00
RPI Committee Reimbursement			\$3,500.00			\$3,500.00
Bank Fees						\$0.00
<b>SUBTOTAL</b>	<b>\$219.39</b>	<b>\$219.39</b>	<b>\$7,250.00</b>	<b>\$0.00</b>		<b>\$7,250.00</b>
<b>Contractual Serv. - 2018 Projects</b>						
Literacy Initiative				\$22,500.00	\$22,500.00	\$22,500.00
Urban Alliance				\$10,000.00	\$10,000.00	\$10,000.00
Kinexus				\$7,500.00	\$7,500.00	\$7,500.00
<b>SUBTOTAL</b>				<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>
<b>Contractual Serv. - 2019 Projects</b>						
2019 Infra Project(s)			\$30,000			\$30,000.00
2019 Comm Dev Project(s)			\$63,640	\$16,196.00		\$79,836.00
2019 Wrkfrc Dev Project(s)			\$63,640	\$16,195.00		\$79,835.00
2019 Econ Dev Project(s)			\$15,000			\$15,000.00
2019 Asset Mgmt						\$0.00
Micro-Grants				\$22,877.00	\$22,877.00	\$22,877.00
Website			\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00
Dashboard			\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00
<b>SUBTOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$182,280.00</b>	<b>\$65,268.00</b>	<b>\$32,877.00</b>	<b>\$247,548.00</b>
<b>TOTAL</b>	<b>\$5,708.87</b>	<b>\$5,708.87</b>	<b>\$306,810.00</b>	<b>\$123,160.00</b>	<b>\$72,877.00</b>	<b>\$429,970.00</b>
Total Remaining Encumbered Expense					\$ 72,877.00	
<b>Total Expense</b>	<b>\$5,708.87</b>	<b>\$5,708.87</b>				

# "2018 Obligated" reflects remaining amount  
committed to projects as of 11/30/18