

**MINUTES  
REGULAR MEETING  
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD  
December 13, 2022  
8:00 A.M.**

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, December 13, 2022 at 8:00 a.m. at the Muskegon Area ISD.

The following board members were present:

Mr. Steve Parker, Longview Management Consulting  
Mr. Randy Lindquist, MAISD Superintendent  
Dr. Aaron Maike, Baker College of Muskegon  
Mr. Gary Nelund, State Farm Insurance  
Ms. Holly Hughes, Community Representative

The following board members were absent:

Mr. John Swanson, Swanson Pickle Co.  
Dr. John Selmon, Muskegon Community College  
Ms. Laurel Zwit, Greenridge Realty  
Mr. Christopher Dean, Muskegon Heights Fire Department  
Mr. Keith Guy, Muskegon Public Schools  
Ms. Cindy Larsen, Muskegon Lakeshore Chamber of Commerce

Also present: Mrs. Megan Byard Karaba, PZA Coordinator  
Mr. Jason Helsen, MAISD Associate Superintendent  
Ms. Jodi Zerlaut, Muskegon Community College

Guests: Kate Brown, Homeschool Parent - Sons William & Nathaniel (10<sup>th</sup> & 12<sup>th</sup> grade)  
Homeschool Parent & Son

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1. Call to Order

Steve Parker called the meeting to order at 8:16 a.m. A quorum was not present at the meeting.

2. Public Participation

Kate Brown, a Homeschool Parent from Norton Shores, attended the meeting with her sons William and Nathaniel, to hear about the Promise and how they might reach a point where homeschool students can be considered for the Promise.

3. Approval of Agenda and Minutes

A quorum was not present. Approval tabled until next meeting.

4. Budget Update

- YTD Financials – Mr. Helsen shared the balance sheet as of November 30, 2022, the Choice One Bank statement, and the Community Foundation statement.

- PZA Insurance Update (Directors & Officers Liability Insurance & Fraud) – Mr. Helsen shared that he reached out to SetSeg for discussion. They have referred us to Blackwell Insurance (William Blackwell). Ms. Byard Karaba we will be provided an application to complete for the D&O coverage at which time they will be able to provide us a quote. Jason did check with our contact Darci Muller at SetSeg regarding whether we have the coverage through your Muskegon Area ISD district policy. Holly Hughes indicated that the PZA board should be covered to some degree through the legislature.
- Payment Approvals
  - Check #1064 - Muskegon Community College Fall Invoice - \$687,545.55
  - Check #1063 - Baker College Fall Invoice - \$69,612.92
  - Check #1062 - Brickley DeLong Invoice - \$5,855

A quorum was not present. Approval tabled until next meeting.

5. Membership Update – No Report

6. Student Eligibility, Terms & Appeals

- 2022 Cohort – Summary Review & Update – Ms. Byard Karaba reminded the board of the location of the 2022 Cohort data in the PZA Board Sharing Google folder.
- Goals & Strategy Subcommittee – Ms. Byard Karaba shared that the Goals & Strategy Committee will be meeting today following the board meeting for further discussion.
- Cohort 2023 Eligibility – Mid-Year Glance – Ms. Byard Karaba indicated that 153 postcards were mailed to eligible students that are economically disadvantaged. A first pull of eligible students based on GPA was shared.

7. Student Success & Other Business

- NSC Data Update – Ms. Byard Karaba shared information received from the NSC Data. It is data from 1,349 seniors for 2015-2020, broken down by gender, financial support, race, and who has degrees. 937 of the 1,349 are in the window of time of where they should have been completed (6 years); 558 degrees on record (60%); 398 individual credentials; 42% success rate.

8. Marketing/Communication Update

- Promise Professionals 2.0 – MicroSite Update (Ben Kalb) – Ben and Megan are working on a mini website for our Promise professionals. Ben will be interviewing three Promise scholars at their workplace. One is in education and two are in the health field.
- Chamber January 27 Business for Breakfast Reminder – Ms. Byard Karaba encouraged board members to register if they are interested in attending.

9. Fundraising Update – No Report

10. Other – None

11. Next Meeting Date

- January 10, 2023 – 8:00 a.m.

There being no further business, the meeting adjourned at 9:14 a.m.

Respectfully submitted,

*/Barbara Irely/*

Barbara Irely, Recorder