

**MINUTES  
REGULAR MEETING  
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD  
May 14, 2024  
8:00 A.M.**

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, May 14, 2024 at 8:00 a.m. at the Muskegon Area ISD, 630 Harvey Street, Muskegon.

The following board members were present:

Mr. Steve Parker, Longview Management Consulting  
Mr. Randy Lindquist, MAISD Superintendent  
Dr. Aaron Maike, Baker College of Muskegon  
Ms. Holly Hughes, Community Representative  
Ms. Laurel Zwit, Greenridge Realty  
Ms. Cindy Larsen, Muskegon Lakeshore Chamber of Commerce  
Dr. John Selmon, Muskegon Community College  
Mr. Gary Nelund, State Farm Insurance  
Mr. Christopher Dean, Muskegon Heights Fire Department

The following board members were absent:

Mr. Keith Guy, Muskegon Public Schools

Also present: Ms. Megan Byard Karaba, PZA Coordinator  
Mr. Mike Schluentz, MAISD Associate Superintendent

Guests: None

---

1. Call to Order

Mr. Parker called the meeting to order at 8:06 a.m.

2. Public Participation – None.

3. Approval of Agenda and Minutes

**It was moved by Holly Hughes and supported by Aaron Maike to approve the agenda as presented, the minutes of the March 22, 2024 Special meeting, and the minutes of the April 9, 2024 Regular meeting. All Ayes (9) Nays (0) Motion carried.**

4. Budget Update

- YTD Financials – Mr. Schluentz shared the Financial Statements as of April 30, 2024.
- Approval of Payments
  - Muskegon Community College – Winter Term Scholarships - \$674,318.06
  - Baker College – Spring Term Scholarships - \$35,200.23
  - Michigan College Access Network – Promise Zone Dues 2024 - \$3,000

- Muskegon Lakeshore Chamber – 2024 Sponsorship - \$5,000
- MAISD – Activity through April 30, 2024 - \$22,275.46

**It was moved by Holly Hughes and supported by Gary Nelund to approve the above payments. All Ayes (9) Nays (0) Motion carried.**

- Transfer \$750,000 from MILAF to ChoiceOne Bank – for April Expenses

**It was moved by Aaron Maike and supported by Holly Hughes to approve the transfer of \$750,000 from MILAF to ChoiceOne Bank for April expenses. All Ayes (9) Nays (0) Motion carried.**

- PZA Anticipated Budget Summary 2024/25 – Mr. Schluentz and Ms. Byard Karaba shared and reviewed the proposed PZA Annual Budget for 2024/25.

**It was moved by Holly Hughes and supported by Gary Nelund to approve the proposed 2024/25 PZA Annual Budget. All Ayes (9) Nays (0) Motion carried.**

#### 5. Membership Update

- New Member Recruitment Update – Mr. Lindquist shared that Dr. Justin Grill of Trinity Health has agreed to join the PZA Board to fill the open position. His appointment will be brought to the July organizational meeting for approval.

**It was moved by Holly Hughes and supported by John Selmon to approve the appointment of Dr. Justin Grill for a 4-year term to begin in July 2024. All Ayes (9) Nays (0) Motion carried.**

Mr. Lindquist also shared that the recent Chamber breakfast also garnered some interest in others joining the board. The board will discuss our board structure and how board members are selected at the July organizational meeting as well. Steve shared the importance of our selection process.

- Skills and Assets Matrix – Ms. Byard Karaba also shared a skills and assets matrix that could be used as the board discusses board membership. The matrix includes what each member brings to the board as to geographic region, P-20 experience, youth advising, DEI, employer/HR, cultural fit, market/legislative knowledge, attendance, and engagement. This will be further discussed at the July organizational meeting.
- Meeting Calendar Discussion – Mr. Parker discussed our meeting structure and schedule and whether the board needs to meet every month. It was suggested the board meet every other month starting in July, and then in the off months, an informational memo can be sent out by Ms. Byard Karaba to communicate any developments or updates.

It was also discussed that the board conduct an onboarding process with any new member (i.e. meet the chair, staff, etc.). Another suggestion was to have the board establish a threshold amount for check approvals so that some payments are not waiting for approval.

#### 6. Student Eligibility, Terms & Appeals

- Cohorts – Year in Review & Trends – Ms. Byard Karaba reviewed the cohort data.

- Appeal – ProForma Applications Review – Ms. Byard Karaba indicated that 7 Early College appeals were received, 1 academic appeal, and 3 athletic appeals.

**It was moved by Randy Lindquist and supported by John Selmon to approve the following appeals. All Ayes (9) Nays (0) Motion carried.**

**Early College Appeals:**

Name	Approved	Denied
Joshua Stewart	X	
Madalene Chronister	X	
Madison Boeringa	X	
Marissa Hoeker	X	
Olivia Walker	X	
Paige McFarren	X	
Elizabeth Bentz	X	

**Academic Appeals:**

Name	Approved	Denied
Makayla Dove	X	

**Athletic Appeals:**

Name	Approved	Denied
Ellerie Moy	X	
Madison Babinec	X	
Lauren Riedel	X	

The board members also discussed whether the full board needs to officially approve the appeals or whether they allow Ms. Byard Karaba to make the determination if the appeal falls within the set criteria. The full board could make a determination on any appeal that may fall outside the criteria and need further determination.

**It was moved by Christopher Dean and supported by Holly Hughes to allow Ms. Byard Karaba to make the determination on whether appeals should be approved if students have met the set criteria in filing their appeal. Those that do not, will be brought to the full board for further determination on approval or denial. All Ayes (9) Nays (0) Motion carried.**

7. Student Success & Other Business

- NSC Data Report (2023) – Ms. Byard Karaba shared the NSC Data for 2023.

8. Marketing/Communication Update

- 2024 Senior Award Ceremonies – Ms. Byard Karaba shared the senior award ceremony dates.
- Muskegon Area Promise Web Page – Ms. Byard Karaba reminded the Board to review the MAP web page.
- Progressing the Promise Web Story – Ms. Byard Karaba reminded the Board to review the Progressing the Promise web story.

9. Fundraising Update – No Report

10. Other – None.

11. Next Meeting Date

- There will not be a meeting in June. Next meeting will be July 9, 2024 – 8:00 a.m.

There being no further business, the meeting adjourned at 9:28 a.m.

Respectfully submitted,

*/Barbara Ireys/*

Barbara Ireys, Recorder