

Agenda

FFE Board of Directors – Executive Committee

Kalamazoo Foundation for Excellence

Monday, September 28, 2020

3:00 PM

This meeting will be streamed live on the City’s Facebook page (<https://www.facebook.com/KalamazooCity/>) and YouTube Channel (<https://www.youtube.com/channel/UCIgXSSXLSDxThVaaiRMsR5Q>). Commenting instructions are contained in the public meeting notice.

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Approval of August 31, 2020, minutes

C. REPORTS AND COMMUNICATIONS

D. REGULAR AGENDA

1. Director Terms of Office
2. Approve Draft Agenda for October 12, 2020, Board Meeting
3. Approval of 2021 Board and Committee Meetings

E. PUBLIC COMMENTS

F. BOARD MEMBER COMMENTS

G. ADJOURNMENT

KALAMAZOO FOUNDATION OF EXCELLENCE**PUBLIC COMMENT RULES**

1. Persons attending a regular or special meeting of the Board of Directors of the Kalamazoo Foundation for Excellence shall be permitted to address the Board in conformity with this rule and the Michigan Open Meetings Act.
2. An individual wishing to address the Board shall wait to be recognized by the presiding officer.
3. A person addressing the Board shall provide their name and whether they are a resident of the City.
4. Remarks by a speaker shall be confined to matters within the preview of the Board and KFFE.
5. The chairperson of the meeting or a majority of the Board in attendance may permit individuals to speak once, for up to four (4) minutes, on specific matters being considered on the meeting agenda of the Board, except no comment is permitted on secondary or procedural motions to a main motion.
6. A speaker is permitted to address the Board once during the Public Comment portion of the meeting for up to four (4) minutes.
7. A speaker is not permitted to yield any unused portion of speaking time to other speakers.
8. A speaker may be ruled out of order for conduct that interrupts or disrupts the meeting.

**KALAMAZOO FOUNDATION FOR EXCELLENCE
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE**

MINUTES

Meeting of August 31, 2020

The meeting of the Kalamazoo Foundation for Excellence (KFFE) Executive Committee was called to order at 3:09 pm via Electronic Meeting by President Graham-Williams. Directors Anderson, Ritsema, and Dannison were also present. Treasurer McFarlin was absent and Secretary Miller joined under item E due to technical difficulties.

A quorum was present.

Minutes of the last meeting were moved for approval by Director Ritsema and seconded by Director Dannison. The motion was approved my unanimous voice vote.

Staff reviewed the draft Agenda for the regularly scheduled meeting of the Board on September 14, 2020. Director Ritsema moved to approve the agenda; Director Carrel seconded, and the motion was approved my unanimous voice vote.

Next meeting is scheduled for Monday, September 28, 2020.

No old business.

No public comments.

Under Board comments Director Dannison thanked City of Kalamazoo Diversity, Equity, and Inclusion Director Dorla Bonner for her work with the Citizen Complaint Procedure Advisory Board.

President Graham-Williams adjourned the meeting at 3:22 pm.

Minutes Drafted: September 1, 2020.

Minutes Approved: _____

Steve Brown, Recording Secretary

Foundation for Excellence Agenda Report

Date: **9/28/2020 FFE**

Item: **D.1.**

Kalamazoo Foundation for Excellence

TO: Foundation for Excellence Board of Directors

FROM: Prepared by: Steve Brown, Foundation for Excellence Manager

DATE: September 28, 2020

SUBJECT:

Director Terms of Office

RECOMMENDATION:

It's recommended that the Committee conduct their annual review of Director terms of office in preparation for the final board meeting of the year, where Directors with terms expiring in 2021 will have an opportunity to speak to their future intentions with the Board, preparing Staff to engage the governance facilitator to prepare its work for the April Board meeting and possible new appointments.

BACKGROUND:

4.02.A and B. of the Bylaws establish the processes for filling vacancies and selecting Directors.

STRATEGIC VISION ALIGNMENT:

FISCAL IMPACT:

Board of Directors Terms of Office

September 23, 2020

Board Group	Name	Term Rotation	Original Appt.	Reappt. #1	Current Expiration	Term Limit	Officer	Comm. 1	Comm. 2	Process Pathway
City Director	David Anderson	Term of office	11/11/2019		(11/8/2021)	N/A				
City Director	James K Ritsema	Permanent	10/17/2017		N/A	N/A	Vice President	Executive	Finance	
City Director	Jeanne Hess	Term of office	6/1/2020		(11/13/23)	N/A				
City Director	Jack C Urban	Term of office	1/2/2018		11/8/2021	N/A				
City Director	Nathan Dannison	3-year	1/2/2018		5/31/2021	5/31/2028		Executive		City Commission
Stakeholder Director	Sandra Calderon-Huezo	3-year	1/2/2018	6/1/2019	5/31/2022	2 of 3				
Stakeholder Director	Alisa Carrel	3-year	1/2/2018	6/1/2020	5/31/2023	2 of 3		Executive	Finance	
Stakeholder Director	Dr. Angela Graham-Williams	3-year	1/2/2018		5/31/2021	5/31/2027	President	Executive	Finance	Governance Facilitator
Stakeholder Director	Stephanie Hoffman	3-year	6/1/2019		5/31/2022	2 of 3				
Stakeholder Director	Charlene Taylor	3-year	1/2/2018	6/1/2020	5/31/2023	5/31/2029				
Stakeholder Director	Adam McFarlin	3-year	1/2/2018	6/1/2020	5/31/2023	5/31/2029	Treasurer	Executive	Finance	
Stakeholder Director	Barbara Miller	3-year	1/2/2018		5/31/2021	5/31/2028	Secretary	Executive		Governance Facilitator
Stakeholder Director	Alice Taylor	3-year	1/2/2018	6/1/2020	5/31/2023	5/31/2029				
Stakeholder Director	Von Washington Jr.	3-year	1/2/2018		5/31/2021	5/31/2028			Finance	Governance Facilitator
Stakeholder Director	Rachel Lonberg	3-year	6/1/2019		5/31/2022	2 of 3				
Non-Voting	Bobby J Hopewell	Lifetime Emeritus	10/17/2017		Lifetime	N/A				

Foundation for Excellence Agenda Report

Date: **9/28/2020 FFE**

Item: **D.2.**

Kalamazoo Foundation for Excellence

TO: Foundation for Excellence Board of Directors

FROM: Prepared by: Steve Brown, Foundation for Excellence Manager

DATE: September 28, 2020

SUBJECT:

Approve Draft Agenda for October 12, 2020, Board Meeting

RECOMMENDATION:

It is recommended that the Committee review and approve the draft agenda for the regularly scheduled Board meeting of October 12, 2020.

BACKGROUND:

STRATEGIC VISION ALIGNMENT:

FISCAL IMPACT:

Agenda

FFE Board of Directors

Kalamazoo Foundation for Excellence

Monday, October 12, 2020

2:00 PM

City Hall – Community Room, Second Floor - 241 West South Street

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Approval of September 14, 2020, minutes

C. REPORTS AND COMMUNICATIONS

1. Stakeholder Presentation: Affordable Housing
2. Staff Communication: Affordable Housing

D. REGULAR AGENDA

1. 2021 Budget Recommendation
2. Director Terms of Office
3. Approval of 2021 Board and Committee Meetings

E. PUBLIC COMMENTS

F. BOARD MEMBER COMMENTS

G. ADJOURNMENT

KALAMAZOO FOUNDATION OF EXCELLENCE**PUBLIC COMMENT RULES**

1. Persons attending a regular or special meeting of the Board of Directors of the Kalamazoo Foundation for Excellence shall be permitted to address the Board in conformity with this rule and the Michigan Open Meetings Act.
2. An individual wishing to address the Board shall wait to be recognized by the presiding officer.
3. A person addressing the Board shall provide their name and whether they are a resident of the City.
4. Remarks by a speaker shall be confined to matters within the preview of the Board and KFFE.
5. The chairperson of the meeting or a majority of the Board in attendance may permit individuals to speak once, for up to four (4) minutes, on specific matters being considered on the meeting agenda of the Board, except no comment is permitted on secondary or procedural motions to a main motion.
6. A speaker is permitted to address the Board once during the Public Comment portion of the meeting for up to four (4) minutes.
7. A speaker is not permitted to yield any unused portion of speaking time to other speakers.
8. A speaker may be ruled out of order for conduct that interrupts or disrupts the meeting.

Foundation for Excellence Agenda Report

Kalamazoo Foundation for Excellence

Date: **9/28/2020 FFE**

Item: **D.3.**

TO: Foundation for Excellence Board of Directors

FROM: Prepared by: Steve Brown, Foundation for Excellence Manager

DATE: September 28, 2020

SUBJECT:

Approval of 2021 Board and Committee Meetings

RECOMMENDATION:

It is recommended that the committee review and approve the 2021 board and committee meeting schedule.

BACKGROUND:

Meetings were fixed for the first time in regular days of week and times beginning in 2020. This was successful and staff recommends maintaining that. It is important to strike the right cadence and timing with FFE committee meetings and Board meetings, and also with City Commission meetings, in order for the FFE to effectively conduct its business. New meetings can be added throughout the year and canceled as needed in accordance with the Open Meetings Act. It is anticipated that meetings will be conducted by teleconference, with telephone-based public commenting and broadcast online, at least through the winter of 2021.

STRATEGIC VISION ALIGNMENT:

FISCAL IMPACT:

2021 Schedule of the FFE Board and Committees

Date of Meeting	Finance Committee	Executive Committee	Board of Directors
Monday, February 1	2:00 p.m.	3:00 p.m.	
Monday, February 15			2:00 p.m. Work Session
Monday, April 12	2:00 p.m.	3:00 p.m.	
Monday, April 26			2:00 p.m. Annual
Monday, August 30	2:00 p.m.	3:00 p.m.	
Monday, September 13			2:00 p.m. Business
Monday, October 11	2:00 p.m.	3:00 p.m.	
Monday, October 25			2:00 p.m. Business
Monday, December 13	2:00 p.m.	3:00 p.m.	
<i>Approved</i>	<i>10.12.2020</i>		
<i>Posted Publicly</i>			

Meetings are open to the public and public comments and held via web conferences viewable on the City's Facebook and YouTube pages until further notice when they will resume in person in the Community Room of City Hall at 241 W. South Street.