CHARLEVOIX
MAIN STREET DDA

AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET SPECIAL MEETING
Thursday, July 30, 2020- 4:00 PM
City Hall - Council Chambers

---

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Inquiry Regarding Conflicts of Interest**
5. **New Business**
   A. AmericCorps VISTA Memorandum of Understanding
   Lindsey Dotson, Executive Director
6. **Public Comment**
7. **Request for Future Agenda Items**
8. **Board Comments**
9. **Adjourn**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX MAIN STREET MISSION
The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: AmericCorps VISTA Memorandum of Understanding
DATE: July 30, 2020

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:
During our last regular meeting it was noted that the Board had not had a chance to formally discuss renewing for another year of having an AmeriCorps VISTA member throug
CEDAM. In light of budget shortfalls this year I am bringing this item to the Board for formal discussion and direction. Because of Covid-19 CEDAM did update their policy and o
$6,000 is refundable minus a $500 fee. At this point we still have the option to not renew.

Member Bingham also requested that we review areas of our budget that are "optional" that may be considered for the sake of this conversation. I will be updating this agenda i
with a summary of those possible changes in the coming hours.

One thing to note is that I did oversimplify the AmeriCorps VISTA member's role in helping with The Vault. Outside of day to day operations, the position has helped create a
community among the membership, assisted me in Covid-19 recovery and business support efforts, writes policies for the space, writes communications to the general public ar
membership base, and constantly adapts to the ever changing needs of the space as we navigate our first year of serving the community.

In order to continue to provide a quality space for remote workers to use the additional staff would be extremely helpful. While I am able to check in on occasion and manage en
Proximity from afar, the additional person in the office is able to help with big and little things that members may need. If we choose to move forward without the additional assi
would have to spend more time there than in the City Hall office, which is a change I can adapt to.

One additional consideration is that the AmeriCorps VISTA member could be required to apply for grants to help cover the host site fee amount ($6,000).

I've attached the VISTA Assignment Description for your review. Jayne Lynskey will be giving a presentation to the Board in August summarizing the year (September through A
that we've had with usage info and other tidbits.

BUDGET CONSIDERATIONS

Things that could be "cut" this year:

- Broadcast $1,750
- Printing/Publishing $1,412
- Maestro $400
- AmeriCorps VISTA $5,500
- Gift Local Promotion $700
- Restaurant Week $1,500
- Tech: $3,700
- Concerts: $4,510
- Conference & Travel: $2,975
- Misc $300
- **TOTAL: $23,247**

Possible variance -

- Conway Professional Services (restroom cleaning) - based on what we've paid so far this year I estimated a possible savings of $11,000 compared to the amount we budg

Estimated $24,480 shortage as it stands, could get closer to $1,223 of a shortfall. These numbers still doesn't include updates from equalization regarding our tax capture for th

ATTACHMENTS:

- MOU - VISTA
- VISTA Assignment Description

CEDAM's AmeriCorps VISTA Program Memorandum of Understanding

This agreement is entered into between the Community Economic Development Association of Michigan (CEDAM) and the host site requesting AmeriCorps resources. The following roles and responsibilities are required by each organization in order to participate in the AmeriCorps program per the policies and procedures set forth by the Corporation for National and Community Service, the funding agency for CEDAM's AmeriCorps VISTA program:

This Memorandum of Understanding (MOU) establishes a collaborative partnership between CEDAM and the host site organization from the date of signing through August 31, 2021.

The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and CEDAM which is incorporated herein by reference, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Understanding (MOU).

1. The Community Economic Development Association of Michigan will:
    a. Serve as the fiscal agent and overall administrator for the grant and provide overall supervision of the grant, provide assistance to host site organizations and VISTA members in support of grant implementation and be the liaison between host sites, VISTA members and CNCS.
    b. Comply with the provisions of the Memorandum of Agreement between CNCS and CEDAM.
    c. Assign VISTA placement(s) to the host site for the duration of this Memorandum of Understanding, subject to the availability of funding and recruitment/training deadlines set forth by CNCS.
    d. Assist the host site with the development of and provide final approval for all VISTA Assignment Description(s) (VADs) prior to beginning VISTA member recruitment.
    e. Assist with the recruitment, screening, interviewing, and selection of VISTA candidates as agreed upon at host site supervisor orientation.
    f. Assist with candidate recruitment and selection and request CNCS final approval for all VISTA candidates. Final candidates are subject to review and selection by CNCS.
    g. Reimburse VISTA members for travel to four required program trainings during the service term.
    h. Facilitate program-specific member orientation. Orientation will cover general skills needed to successfully complete a VISTA term such as volunteer management, fundraising, and leadership development in addition to programmatic policies and procedures.
    i. Report any VISTA member disciplinary action to CNCS and resolve them in accordance with rules governing the grant.
    j. Report any host site noncompliance directly to CNCS and resolve it in accordance with rules governing the grant.
2. The host site will:
    a. Provide an on-site site supervisor provide day-to-day supervision of the activities of the VISTA member(s).

b. Recruit, screen and screen VISTA candidates, submitting at least three candidates for final interviews by July 6, 2020.
c. Submit a VISTA Assignment Description for approval prior to beginning VISTA member recruitment.
d. Provide the VISTA member(s) individualized host site orientation and training at the beginning of their term of service.
e. Use the approved VISTA Assignment Description as the source of tasks and responsibilities for the VISTA member to empower the capacity building activities of the member.
f. Ensure that VISTA members dedicate a minimum of 37.5 hours per week to their approved VISTA Assignment Descriptions to address the community needs identified in the approved Host site Application.
g. Use their existing organizational policies and procedures to account for VISTA member schedule and hours served.
h. Ensure that the VISTA member completes and submits timesheets by the deadlines listed in the supervisor handbook.
i. Schedule weekly meetings with the VISTA member(s) to discuss progress on their VISTA Assignment Description and other goals.
j. Provide adequate working space, materials, supplies, and access to a phone and computer to permit the VISTA member to perform their assigned duties (when applicable).
k. Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the host site's existing policies and procedures.
l. Allow the VISTA member to participate in scheduled professional development and training opportunities, site visits and conference calls.
m. Allow the VISTA member to participate in National Days of Service activities as required by the program.
n. Allow the VISTA member to teleserve until all federal, state, and local guidelines deem it safe to return to a standard office environment.
o. Document any performance or behavior issues and immediately report them to CEDAM**.**
p. Inform CEDAM of any changes in status of the VISTA and other concerns related to the VISTA Project.

3. Joint Responsibilities

Both parties to the Memorandum of Understanding shall:

a. Make every reasonable effort to ensure that the health and safety of the VISTA members are protected during the performance of their assigned duties. Neither the host site nor the CEDAM shall assign or require VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.
b. Ensure that persons selected as VISTA members are not related by blood or marriage to host site staff, CEDAM staff, or members of CEDAM's or the host site's boards of directors or responsible program staff at CNCS.
c. Understand that neither CEDAM nor the host site has the discretion or authority to dismiss or separate a VISTA member from service. CNCS is the sole authority that can terminate a VISTA member's term of service. This is necessary to provide VISTA members due process.

4. Non-Discrimination & Sexual Harassment Policy

No person with responsibilities in the operation of the project shall discriminate against any VISTA member, member of the staff of or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status or military service.

Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As a recipient of federal financial assistance from CNCS, CEDAM and the host site are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:

a. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether CEDAM or the host site, their agents or supervisory employees should have known of the acts.
b. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive service environment.
c. Acts of sexual harassment toward fellow AmeriCorps VISTA members or non-employees, where CEDAM or host site, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

5. Legal Restrictions

VISTA members should work to emphasize the mobilization of local human, financial, and material resources, the transference of skills to community residents, and expansion of the capacity of the low income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan.

The host site agrees that no VISTA member assigned under this MOU shall participate in:

a. Partisan and non-partisan political activities, including voter registration.
b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
c. Labor or anti-labor organization or related activities.
d. Religious instruction, worship services, proselytization or any other religious activity as an official part of their duties.

The host site further agrees not to:

a. Carry out projects (related to VISTA) resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities or providing voters transportation to the polls.
b. Assign VISTA members to activities that would result in the hiring or displacement of employed workers, filling-in for absent employees or supervisors or impairing existing contracts for services.
c. Assign VISTA members to activities that promote the Census.
d. Approve the involvement of any VISTA member assigned to it in planning, initiating, participating in or otherwise siding or assisting in any demonstrations whatsoever.
e. Accept, or permit the acceptance of, compensation from the VISTA members or from beneficiaries for the service of the VISTA members.

6. Modifications

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of CEDAM and host site.

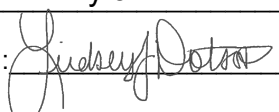
7. Termination
    a. CEDAM will use the above provisions to determine continued eligibility of the host site organization. Failure to comply with any of the roles and responsibilities as outlined in this MOU will result in responsive and corrective action to include removal of the VISTA member placed at your site. In this case, CEDAM will provide 14 days' notice of termination of and/or VISTA removal/transfer from the project.
    b. Any termination of the Memorandum of Understanding CEDAM and CNCS will result in the termination of all provisions of this Memorandum of Understanding.
8. Host Site Fee Amount
    a. In order host an AmeriCorps member through CEDAM's AmeriCorps VISTA program, host sites must agree to pay a host site fee amount of $6,000 per member. The full amount is due to CEDAM by July 6, 2020.
        i. If payment is not received by July 6, 2020 the host site forfeits its AmeriCorps VISTA slot.
        ii. If a host site is unable to find a suitable VISTA member by December 31, 2020, the host site fee will be returned, less $500.
        iii. If a VISTA member is recruited but leaves their position early, host site fee will not be refunded, regardless of the amount of time the member has served.
    b. If the host site is found to be noncompliant with CEDAM and/or CNCS regulations, CEDAM reserves the right to transfer the VISTA member to another eligible host site without a refund of the host site fee.

Authorization

I have read the 2020-2021 CEDAM's AmeriCorps program host site agreement. I understand the duties and responsibilities of the host site and agree to the terms set forth in this document. I agree to comply with all the AmeriCorps policies and procedures, and I understand the financial consequences if I fail to do so.

Host site organization: Charlevoix Main Street DDA

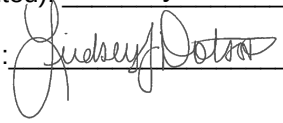
Site supervisor (printed): Lindsey J. Dotson

Site supervisor (signature): 

Site supervisor title: Executive Director

Date: June 26, 2020

Host site executive director name (printed): Lindsey J. Dotson

Host site executive director (signature): 

Date: June 26, 2020

CEDAM executive director name: Luke Forrest

CEDAM executive director (signature): _____

The host site agreement must be signed and returned to CEDAM by July 6, 2020.

A copy of the executed agreement will be returned by CEDAM to the host site within 30 days of receipt.

VISTA Assignment Description (VAD) Template

VISTA Assignment Objectives and Member Activities

Host site:
Charlevoix

Goal of the Project:
To develop a formal volunteer program for Charlevoix Main Street DDA that will increase community engagement in all aspects of programming and enhance capacity to develop, manage, and complete projects.

Objective 1 of the Assignment

The implementation and oversight of a volunteer program for Charlevoix Main Street DDA programs.

Dates anticipated: August 2020 – February 2021

Member Activities:

1. *Create/finalize job descriptions for committee members, board members, and task oriented volunteers*
2. *Outreach to recruit volunteers in the community & develop a way to support/reward current program volunteers*
3. *Create/finalize Volunteer Handbook*
4. *Host a Volunteer Orientation (virtually)*

Objective 2 of the Assignment

Creation of a formal calendar of events that include classes and workshops that address the needs of the local community that can be fulfilled through The Vault Co-Working Space.

Dates anticipated: March – August 2021

Member Activities:

1. *Start to identify needs of community with an outreach survey*
2. *Identify professionals who are willing to donate their time to host a workshop/class*
3. *Create partnerships with area organizations who can help increase participation in workshops/classes*
4. *Connect under-served members of our community to remote working opportunities*