Memorandum of Understanding
Office of Urban and Metropolitan Initiatives to the Governor

This Memorandum of Understanding ("MOU") is between the **Council of Michigan Foundations**, a Michigan nonprofit corporation with principal offices located at 1 South Harbor Avenue, Suite 3, Grand Haven, Michigan 49417 ("CMF"), and the **State of Michigan, Office of Governor Rick Snyder** in Lansing, Michigan ("State").

Recognizing that CMF has a twenty five year history of partnering with state government and that the Office of the Foundation Liaison to the Governor ("OFL") has existed since 2003 through an MOU with the Office of former Governor Granholm that has been reaffirmed with the Office of Governor Snyder, it is the intent of CMF and its members providing financial support to an Office of Urban and Metropolitan Initiatives (Initiatives Office) in partnership with Governor Rick Snyder and his Executive Office through the terms of this MOU.

This MOU will confirm the parties' understanding regarding the purpose, scope and limits of the Initiatives Office as summarized in the attached position description.

The Director of the Initiatives Office will be appointed by the Governor. Finalists for the position will be reviewed by the key foundations supporting the Initiatives Office.

An Advisory Committee, jointly appointed by the Executive Office and CMF, will meet at least semiannually with the Director and President of CMF to report on the work of the Initiatives Office and to discuss the finances, staffing and other appropriate program and operational issues. Because the OFL staff will also be working on urban issues with the Governor and Cabinet leaders, the Director will meet monthly with Ms. Aldridge-Eason during the time she serves as Foundation Liaison.

The Advisory Committee will include representatives from the executive office, foundations supporting this Initiatives Office, the Foundation Liaison to the Governor, the Michigan Municipal League, Business Leaders for Michigan and the Michigan Economic Development Corporation.

The Director will meet the qualifications as outlined in the attached position description and focus his/her work on activities that complement the work of the Michigan Economic Development Corporation (MEDC) on urban economic development strategies. As a loaned executive to the State from CMF, the Director will be based in Detroit and also spend time in offices in Grand Rapids and the Flint/Saginaw region.

The Director will be supported by staff from MEDC and will retain suitable support staff as loaned staff from CMF such as for satellite offices, based on appropriate resources being available. The Director will also be expected to develop relationships with state universities in the three targeted office locations and to use graduate students and appropriate resources when possible to enhance the operations of the Initiatives Office.

The Director, like Ms. Aldridge-Eason, shall act in the capacity of a volunteer as defined by MCL 691.1401(h) when providing the services described in this MOU and will have access to the Governor and Cabinet level officials comparable to senior level officials in the Executive Office as appropriate in order to accomplish the purpose of the Initiatives Office.

The Director of the Initiatives Office will serve at the pleasure of the Governor and be provided with specific assignments and the State's job expectations, requirements and limitations by the Governor or his designee. The Director's specific duties and work performance will be monitored by the Governor's designee. CMF will exercise general oversight and provide periodic evaluations for the private funders of the Director's work, in conjunction with the Governor's designee.

This MOU will be in effect upon signing and through December 31, 2014 and may be extended for a three month period or longer by mutual consent of the parties. Either party may cancel this MOU with 30 days' notice for any reason without cause.

The Director will work with the Governor's Designee and CMF to develop an acceptable budget based on resources available from CMF members for business expenses. Such business expenses, authorized by CMF in advance, together with limited authorized travel expenses, shall be reimbursed to the staff of the Initiatives Office or paid directly by CMF upon receipt of proper written request and substantiation, consistent with CMF expense reimbursement policies. The State will provide the Initiatives Office with office space and support items for MOU-related services, including computer system access, telephone support and office supplies.

The Governor's Office ("State") retains all intellectual property rights to any document or work product developed by the Initiatives Office. The State will not be charged nor owe payment for any document or work product developed. An outside evaluation of the Initiatives Office, funded by the foundations through CMF and overseen by the Advisory Committee mentioned above, will be a public document that CMF is able to provide to funders of the Initiatives Office and other parties interested in replicating the Initiatives Office in other states.

The Initiatives Office will be strictly limited to functioning in an advisory capacity. Initiatives Office staff will not be expected to nor will they have authority to make any substantive decisions affecting the operations of the State or of the Executive Office including, but not limited to, decisions pertaining to budget, accounting and allocation of funds, investment of funds, staffing, or changes in administrative services provided by the State to the public. The Governor's designee will remain responsible for making any and all substantive decisions with respect to evaluation and implementation of recommendations, analysis, or advice provided by the Initiatives Office.

The Initiatives Office staff will adhere to any guidelines provided by the State regarding conflicts of interest and the reporting of potential conflicts. The Initiatives Office will also comply with the Governor's Executive Orders, Executive Directives, Executive Office Policies, and other applicable state policies and work rules, including policies prohibiting discrimination and harassment.

The Initiatives Office staff will adhere to confidentiality requirements as set forth in State policy and Federal and State laws and regulations. Initiatives Office staff will not divulge information and materials obtained in connection with volunteer services provided to the Office, even if not otherwise subject to confidentiality requirements under Office policy or federal or state laws and

regulations, without express written authorization by the Governor and his designee. In the event authorization is given, Initiatives Office staff will protect and refrain from divulging any information that would identify individuals served by the Governor's Office.

Approved:

For the Office of the Governor
By: Dennis Muchmore
Its: Chief of Staff

4.1.11
Date

For Council of Michigan Foundations
By: Robert S. Collier
Its: President

4/6/11
Date

Draft Position Definition

Director, Governor's Office of Urban and Metropolitan Initiatives

Purpose:

The Director of the Governor's Office of Urban and Metropolitan Initiatives (Initiatives Office) shall play a leadership role for Governor Snyder in: the coordination and development of policies related to economic development of core cities and urban regions; liaison between the Office of the Governor and urban mayors; and liaison to the Michigan Municipal League. Within state government the Director shall work closely with the Economic Development Group led by Mike Finney, CEO of the Michigan Economic Development Corporation, and interface with MSHDA, Transportation and Treasury as appropriate on behalf of the Governor's Executive Team.

Authority:

The Director will report to the Chief of Staff and the Director of Strategy in the Governor's Office and shall be a member of the Governor's executive leadership team attending Cabinet meetings as appropriate. Based in Detroit, the Director shall also spend time in Grand Rapids and Flint and oversee appropriate support staff based in each of those cities.

The Director shall work closely with the Foundation Liaison to the Governor in her work with the People Group led by Justice Corrigan and the Quality of Life Group led by Dan Wyant. As a loaned executive from the Council of Michigan Foundations (CMF), the Director will work with an Advisory Committee, including representatives from the executive office, foundations supporting this Initiatives Office, the Foundation Liaison to the Governor, the Michigan Municipal League, Michigan's university community and Business Leaders for Michigan.

Goals:

Economic growth, defined as the increase in per capita income, shall be the primary goal that guides the actions of the Director. In pursuit of economic growth the affairs of the economic regions shall be the most relevant unit of the economy considered. Public policies formed by legislative proposals, discrete initiatives, physical projects and research and analyses are the means by which the Director shall influence economic growth and achieve quantifiable and measurable gains.

Duties:

The duties of the Director of the Governor's Office of Urban and Metropolitan Initiatives shall include:

- Be a principal advisor to the Governor on matters related to urban and regional economic initiatives that will contribute to job growth,
- Establish a framework that defines the State's approach to urban and regional economic growth for an "Urban and Metropolitan Agenda" with legislative and policy priorities as aligned with the work of the Brookings Institution Metropolitan Policy Program and includes standard definitions related to the urban and regional economic environment to guide the actions of state government,

- Convene "principal urban and suburban " mayors with the Governor on priority policies strategically important to urban and regional economic growth,
- Monitor all legislative proposals and discussions that have the potential to significantly impact economic policies impacting cities and urban regions,
- Consult with civic leaders and planning organizations in urban regions to form executable plans for urban economic revitalization and growth that are aligned with the State "Urban and Metropolitan Agenda,"
- Coordinate with the Governor's Washington staff on federal opportunities that will contribute to urban and metropolitan economic growth,
- Coordinate with the Offices of the Mayor of Detroit and Mayor of Grand Rapids as the State's two biggest cities from time as appropriate on significant initiatives related to economic growth,
- Work with appropriate regional and statewide business organizations, such as Business Leaders for Michigan, on educational and promotional public-private partnerships to advance the mission of the Initiatives Office, and
- Tap the expertise of the state universities for research and analysis through graduate fellowships and other means to advance the priority policies of the Urban and Metropolitan Agenda.

Qualifications:

- An Advanced Degree relevant to urban and regional economic development
- At least ten years of experience in urban and regional economic development
- Experience with the political and legislative process at a local and state level
- Familiarity with and work experience in Detroit and Michigan preferred

3/29/11