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## **NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD**

**Monday, June 11, 2012**

### **MEETING MINUTES**

#### **Roll Call - WDB**

Present: D. Adams; E. Bachmann; J. Barnard; C. Case; G. Crum; D. Eichberger; J. Ezop; G. Fedus; A. Jeannot; J. Korthase; D. McLaughlin; D. Parkes; S. Perdue; M. Ryan; J. Smith.

Absent: K. Bollman; T. Breithaupt; C. Dillon; J. Johnsen; N. Kalchik; G. Kaminski; D. Marsh; K. Osborne; S. Peters; C. Pettibone; D. Pratt; J. Rives; J. Toth; R. Vanderwal

**Guests present:** Mike Hill, TBAISD; Jason Jeffrey, TBAISD; Frances Arangure, WDA.

**Staff present:** Elaine Wood, Darla Rowland, Steve Shugart, Jaclyn Sanborn, Jan Warren, Matt McCauley, Charlene Schlueter, Janie McNabb.

#### **Call to Order and introductions**

Dave Adams, Chair, welcomed everyone and called the meeting to order at 6:00 pm.

#### **Approval of the Agenda**

Dave asked for approval of the agenda

Motion by D. Parkes, supported by G. Fedus to approve the agenda as presented. Motion passed unanimously.

#### **Minutes of April 9, 2012**

Dave asked if there were any additions or corrections to the minutes of April 9, 2012. Hearing none, he asked for approval.

Motion by D. Parkes, supported by G. Fedus, to approve the minutes as presented. Motion passed unanimously.

#### **Public Comment**

No public comment.

#### **Financial Report**

Charlene Schlueter, CFO, presented the Amended Budget and Final Expenditures, thru April, 2012 for FY 2012 (10/1/2011 – 9/30/2012). She said there were no issues to report at this time. Questions were answered. Dave asked for approval.

Motion by J. Korthase, supported by G. Crum to accept the April financial report as presented. Motion passed unanimously.

#### **Audit**

Charlene presented the NWMCOG audit for the year ending September 30, 2011. Questions were answered.

Motion by D. Eichberger, supported by S. Perdue to accept the Audit as presented. Motion passed unanimously.

### **Transition update**

Dave Adams and Elaine Wood presented Mike Hill, Superintendent of TBAISD, a plaque of thanks and appreciation for 15 years of excellent performance and support of the Northwest Michigan Works! system. TBAISD was the service provider for all those years, and there has been an outstanding relationship between NWMCOG staff, the Workforce Board and the TBAISD administration. NWMCOG will maintain formal Memorandums of Agreement with TBAISD for both the Adult Education Program and the Beaver Island Lighthouse School; however, with the Michigan Works program delivery being brought in-house July 1, 2012, TBAISD will no longer be the subcontractor. Many comments of thanks and appreciation were made to Mike.

Elaine gave the board an update on the many steps that have been taken to facilitate the transition, and reported that everything is moving smoothly.

### **CEO's report**

Elaine went over several topics from her written report. A few highlights were pointed out. NWMCOG has a new SBTDC Direction, Mary Rogers, who has hit the ground running. Several just-in-time trainings have been offered in recent weeks in response to employer and labor market demand. The PTAC was given the highest evaluation possible by the Defense Contract Management Agency. JET performance continues to improve, now standing at 52% in April. Other items from the report were reviewed briefly. Questions were answered.

### **Employment Service Plan**

Janie McNabb presented the Employment Service Plan for the year beginning July 1, 2012. Questions were answered.

Motion by D. Parkes, supported by A. Jeannot to approve the Employment Service Plan. Motion passed unanimously.

### **Career Café**

Janie presented an update on the transition of the Resource Room in the Traverse City Michigan Works! Center into a Career Café. She reviewed the background, goals and features of the Career Café. The transition will take place gradually over the summer of 2012 and there will be an opening event in the fall.

### **EAG report - STEM grant**

Jason Jeffrey, Chair of the Education Advisory Group (EAG), presented a recommendation from the EAG for the STEM grant application. MEDC is giving up to 10 grants of \$20,000 to promote more Science, Technology, Engineering and Math education. Our EAG met on May 30, 2012 to finalize the region's grant proposal, which he reviewed. NWMCOG, as the Michigan Works Agency, will be the official grant applicant on behalf of the EAG. Questions were answered.

Motion by G. Crum, supported by D. McLaughlin to approve the EAG's STEM grant proposal. Motion passed unanimously.

### **Business Atlas - presentation**

Janie gave a presentation on the new Business Atlas, a regional collaborative venture to give businesses one source for local services of all kinds related to business development. The website is [www.BusinessAtlas.org](http://www.BusinessAtlas.org). There is also a physical location at Northwestern Michigan College's Aero Park Campus in Traverse City, where many of the partner organizations maintain office hours. Board members expressed appreciation for this initiative, and it was suggested by A. Jeannot that Workforce Board members ought to be leveraged in each community to promote this.

### **Comprehensive Economic Development Strategy – (CEDS)**

Matt McCauley presented the region's Comprehensive Economic Development Strategy (CEDS). He went into some detail about the purpose and content of the CEDS, and also discussed future changes that are planned for the process and document. Questions were answered.

Motion by A. Jeannot, supported by S. Perdue to approve the CEDS as presented. Motion passed unanimously.

### **Correspondence**

Correspondence was included with the packet.

### **Other**

The next board meeting is Monday, August 13, 2012. Dave reminded everyone about the retreat on Beaver Island, scheduled for August 29-30, 2012, and encouraged everyone to attend.

It was suggested that a flash drive be provided to each board member prior to the next meeting, so they may load parts of all of the board packet onto the flash drive for faster access during the meeting. Elaine agreed to send those out with the next meeting notice. Steve mentioned that we are upgrading the wireless service so web access to the materials during the meeting should be faster than it has been.

### **Adjourn**

The WDB meeting was adjourned by consensus at 7:35 p.m.

Respectfully submitted,

*Elaine Wood*

Elaine Wood, CEO

# Please check off your name, Sign In Sheet

## Workforce Development Board

Roll Call Vote	Please Check	Name	Outside Affiliation	WDB Representation
	<input checked="" type="checkbox"/>	1. Adams, David	Owner/Operator, Bear Lake Hardware	Business/Manistee
	<input checked="" type="checkbox"/>	2. Bachmann, Eric	Supervisor, MI Rehab. Services	Rehabilitation
	<input checked="" type="checkbox"/>	3. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
	<input type="checkbox"/>	4. Bollman, Ken	President, Saber Tool Company	Business/Wexford
	<input type="checkbox"/>	5. Breithaupt, Tino	VP, Traverse City Chamber of Commerce	Economic Development
	<input checked="" type="checkbox"/>	6. Case, Corey	Business Representative, United Asso. Plumbers & Steamfitters Local 85	Labor
	<input checked="" type="checkbox"/>	7. Crum, Gretchen	Personnel Director, Boyne USA	Business/Charlevoix
	<input type="checkbox"/>	8. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
	<input checked="" type="checkbox"/>	9. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
	<input checked="" type="checkbox"/>	10. Ezop, Judy	Workforce Development Agency, State of MI	Region
	<input checked="" type="checkbox"/>	11. Fedus, Gary	President, Mitchell Graphics	Business/Emmet
	<input checked="" type="checkbox"/>	12. Jeannot, Art	Owner, jdc Jeannot Development Company	Business/Benzie
	<input type="checkbox"/>	13. Johnsen (Dunbar), Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
	<input type="checkbox"/>	14. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
	<input type="checkbox"/>	15. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
	<input checked="" type="checkbox"/>	16. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
	<input checked="" type="checkbox"/>	17. McLaughlin, Dawn	Director, Grand Traverse, Leelanau, Kalkaska	DHS
	<input type="checkbox"/>	18. Marsh, Don	Owner, Marsh Industrial, Kalkaska	Business, Kalkaska
	<input type="checkbox"/>	19. Osborne, Ken	VP Manufacturing, Boride Engineered Abrasives	Business/Grand Traverse
	<input checked="" type="checkbox"/>	20. Parkes, Doug	Manistee County School Board	K12 Education
	<input checked="" type="checkbox"/>	21. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
	<input type="checkbox"/>	22. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
	<input type="checkbox"/>	23. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
	<input type="checkbox"/>	24. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
	<input type="checkbox"/>	25. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
	<input checked="" type="checkbox"/>	26. Ryan, Martha	Owner, Martha's Leelanau Table	Business/Leelanau
	<input checked="" type="checkbox"/>	27. Smith, Jim	NMC/ Tool North, Inc.	Students
	<input type="checkbox"/>	28. Toth, John	President, Central Labor Council	Labor
	<input type="checkbox"/>	29. Vanderwal, Ryan	President, Star City IBA, Inc & Premium Farm Solutions	Business/Missaukee

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**Others**  
Please Print **Legibly**

	Name	Organization
1.	<u>Mike Hill</u>	<u>TBAISD</u>
2.	<u>Jason Jeffrey</u>	<u>TBAISD</u>
3.	<u>Frances Arangure</u>	<u>WDA</u>
4.	<u>Elaine Wood</u>	<u>NWMCOG</u>
5.	<u>Charlene Schlueter</u>	<u>NWMCOG</u>
6.	<u>Janie McNabb</u>	<u>NWMCOG</u>
7.	<u>Matt McCauley</u>	<u>NWMCOG</u>
8.	<u>Darla Rowland</u>	<u>NWMCOG</u>
9.	<u>Steve Shugart</u>	<u>NWMCOG</u>
10.	<u>Jaclyn Sanborn</u>	<u>NWMCOG</u>
11.	<u>Jan Warren</u>	<u>NW MI WORKS!</u>
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