
**NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD
Joint Board Meeting**

Monday, December 12, 2011

MEETING MINUTES

Roll Call – COG

Present: M. Crawford, Antrim County; D. Tanner, Benzie County; C. Christensen, Charlevoix County; L. Atchison, Emmet County; L. Inman, G.T. County; D. Marshall, Leelanau County; J. Krolczyk, Manistee County; S. Rogers, Missaukee County; L. Housler, Wexford County

Absent: S. McKinnon, Kalkaska County

Guests: Chris Olson, Benzie County Administrator; Frank Walterhouse, Benzie County Commissioner

Roll Call - WDB

Present: D. Adams, E. Bachman, C. Case, G. Crum, C. Dillon, D. Eichberger, G. Fedus, A. Jeannot, N. Kalchik, G. Kaminski, J. Korthase, D. McLaughlin, K. Osborne, D. Parkes, S. Perdue, S. Peters, C. Pettibone, D. Pratt, J. Rives, M. Ryan, J. Smith, J. Toth, P. Ward

Absent: J. Barnard, K. Bollman, T. Breithaupt, J. (Dunbar) Johnsen, L. Mitchell, R. Vanderwal

Guest: Mary Gremban, Britton Banners

Others present: Elaine Wood, Denise Culman, Janie McNabb, Matt McCauley, Darla Rowland, Charlene Schlueter, Jan Warren, Jaclyn Sanborn, Kevin Benson, Susan Coccarelli, Michelle Socha

Call to Order and introductions

Dave Adams, WDB Chair, welcomed everyone and asked for introductions around the room.

Approval of the Amended Agenda

Dave asked for approval of the agenda

Motion by M. Crawford, supported by D. Pratt to approve the agenda as presented. Motion passed unanimously.

Public Comment

No public comment

Financial Report

Charlene Schlueter, CFO, presented the first report, which was the September Amended Budget and Final Expenditures, thru September 2011 for FY 2011 (10/1/2010 – 9/30/2011). There were no questions so a motion was made.

WDB

Motion by A. Jeannot, supported by N. Kalchik to accept the September financial report as presented. Motion passed unanimously.

COG

Motion by S. Rogers, supported by D. Marshall to accept the September financial report as presented. Motion passed unanimously.

Charlene said the second one was the October Amended Budget and Final Expenditures, thru October 2011 for FY 2011 (10/1/2010 – 9/30/2011). After Charlene discussed the report and questions were answered Dave asked for a motion.

WDB

Motion by N. Kalchik, supported by K. Osborn to accept the October financial report as presented. Motion passed unanimously.

COG

Motion by D. Tanner, supported by D. Marshall to accept the October financial report as presented. Motion passed unanimously.

CEO's report

Elaine Wood, CEO, reintroduced Jaclyn Sanborn who is shifting to another position in the agency and is now the Business Connections Manager. Elaine reported she was asked to be on the Governor's Talent Investment Board and the first meeting will be Wednesday, Dec. 14th. She also received a call asking her to be on the Talent Investment Executive Board which she accepted. The PTAC contractor of the Year is B & F Manufacturing, is a small HUB Zone certified business in Cadillac. They have the potential for over \$26 million in contract work over the next five years. Elaine briefly went over a few other items on the CEO report.

Customer feedback presentation – Michigan Works

Elaine introduced Michelle Socha, Business Liaison, for Michigan Works. Michelle talked about how she met and helped Mary Gremban, now the Human Resources Manager at Britton Banners. Michelle then introduced Mary who explained how grateful she was to have the relationship with Michelle, first as an employer utilizing Michelle's ability to find the right people for positions she had to fill, and then as the job seeker needing Michelle's help finding a good job after she was laid off. She gave a moving testimonial about her experiences from both sides of the equation. She highly recommended Michigan Works to employers who may be looking for an employee or a client looking for a employment. The boards thanked her and commended her for her success.

In-house operation of Michigan Works programs

Elaine explained that the WBD had already approved at their October meeting to make a major change in program delivery that has been contracted out to TBAISD for many years. Because of financial constraints, NW Michigan Works and four others out of 25 in the state have asked the State permission to stop contracting out the programs and operate them in house. This is how all the programs used to be run back in the 80's and 90's. The savings of approximately \$422,335 will be available to put into the program operations annually. The Governor is very much in favor of this move. The COG Board has to approve tonight before the approval letter will be sent from the Governor's office. There have been several meetings with Mike Hill, Superintendent, TBAISD, and he understands the situation and is completely supportive. A partnership will be retained with TBAISD for the operation of Adult Education and Beaver Island School. The Michigan Works contract will end with TBAISD on June 30, 2012 and will not be put out for bid. Questions were answered.

COG

Motion by M. Crawford, supported by D. Tanner to support NWMCOG bringing the Michigan Works programs in-house. Motion passed unanimously.

Agriculture Sector Alliance presentation

Janie McNabb, Director of Program Development & Community Relations, explained about the Northwest Michigan Agriculture and Food Sector Alliance, and then introduced Susan Cocciarelli, Skills Alliance Coordinator, who gave a PowerPoint presentation on how it all works. Discussion took place and questions were answered.

Correspondence

Correspondence was included with the packet.

Continued as separate board meetings with COG Board moving to a separate room.

NWMCOG Board

Minutes of August 2011

Larry Inman, Board Chair, asked for any changes to the August minutes. Hearing none he asked for approval.

Motion by L. Atchison, supported by S. Rogers to approve the minutes of August 2011 as presented. Motion passed unanimously.

Workforce Board appointments

Larry said these appointments as outlined in the packet are for the Workforce Development Board, a two-year term, beginning January 2012 thru December 2013. There are eight re-appointments and one new appointment; Judy Ezop will be the State representative and is a non-voting position. The re-appointments are Dawn McLaughlin (DHS), Tino Breithaupt (economic development), Doug Parkes (K-12 education), Charles Dillon (post-secondary education), John Toth (labor), Corey Case (labor), Eric Bachmann (rehabilitation), and David Pratt (corrections).

Motion by L. Atchison, supported by D. Marshall to approve the Workforce Development Board appointments as presented, for two-year term, beginning January 2012 to December 2013. Motion passed unanimously.

2012 Meeting Schedule

Larry asked if the Board would still want to have a joint meeting with WDB. Discussion was that a joint meeting would be fine, but in a month that there would be more daylight for travel concerns. It was decided to approve the schedule as presented and have more discussion in February as to what month would work for a joint meeting. J. Krolczyk asked to have the meeting time changed to 10:00 am because of long travel time and it being dark in the winter months. After some discussion a roll call vote was taken.

Motion by D. Tanner, supported by L. Atchison to approve the 2012 Meeting Schedule as presented with the time remaining at 9:30am. After discussion, a roll call vote was taken: YES –Housler, Marshall, Rogers, Tanner, Christensen, Crawford, Atchison, Inman; NO –Krolczyk; McKinnon – absent. Motion carried.

County round-table/Commissioner open discussion time

Various topics were discussed by commissioners relative to their counties, with discussion about how other counties handle these issues. The main topic of discussion was the potential for a shared Assessor position or function. Staff will follow up with a meeting for Charlevoix, Antrim and Kalkaska Counties which expressed an interest in exploring this further.

Adjourn

The COG meeting was adjourned by consensus at 8:00 p.m.

Workforce Development Board

Minutes of October 2011

Dave asked if there were any additions or corrections to the minutes of October 2011. Hearing none, he asked for approval.

Motion by Peters, supported by Pratt, to approve the minutes as presented. Motion passed unanimously.

Change of corporate name

Elaine explained that the name of our 501c3 has been the Northwest Michigan Private Industry Council, Inc., doing business as the Northwest Michigan Workforce Development Board. Now that we will be delivering our Michigan Works programs through this non-profit, staff is recommending that the name be officially changed to Northwest Michigan Works!, Inc. This would make it consistent with others around the state and would give consistency to our local businesses, job seekers and employees.

Motion by Dillon, supported by Parkes, to change the name of the corporation to Northwest Michigan Works!, Inc. Motion passed unanimously.

Elaine also explained that the name change will require new banking documents to be prepared related to the name change. She asked for approval to make the appropriate changes with the bank.

Motion by Crum, supported by Dillon, to change the banking paperwork relative to the new corporate name. Motion passed unanimously.

Conflict of interest policy

Elaine explained that during the state's monitoring process, it was revealed that we had never had the proper code of standards/conflict of interest policy adopted by the board. The language is all required by federal and state regulations, as contained in the board packet.

Motion by Dillon, supported by Fedus, to adopt and implement the Code of Standards/conflict of Interest Policy as presented, effective 10/31/11. Motion passed unanimously.

2012 Meeting Schedule

The proposed 2012 board meeting schedule was presented and briefly discussed.

Motion by Pratt, supported by Peters, to adopt the 2012 board meeting schedule as presented. Motion passed unanimously.

Adjourn

The WDB meeting was adjourned by consensus at 7:40 p.m..

Respectfully submitted,

Denise Culman

Denise Culman
Recording Secretary

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 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 checked="" 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. Fedus, Gary	President, Mitchell Graphics	Business/Emmet
	<input checked="" type="checkbox"/>	11. Jeannot, Art	Owner, jdc Jeannot Development Company	Business/Benzie
	<input type="checkbox"/>	12. Johnsen (Dunbar), Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
	<input checked="" type="checkbox"/>	13. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
	<input checked="" type="checkbox"/>	14. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
	<input checked="" type="checkbox"/>	15. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
	<input checked="" type="checkbox"/>	16. McLaughlin, Dawn	Director, Grand Traverse, Leelanau, Kalkaska	DHS
	<input type="checkbox"/>	17. Marsh, Don	Owner, Marsh Industrial, Kalkaska	Business, Kalkaska
	<input checked="" type="checkbox"/>	18. Osborne, Ken	VP Manufacturing, Boride Engineered Abrasives	Business/Grand Traverse
	<input checked="" type="checkbox"/>	19. Parkes, Doug	Manistee County School Board	K12 Education
	<input checked="" type="checkbox"/>	20. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
	<input checked="" type="checkbox"/>	21. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
	<input checked="" type="checkbox"/>	22. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
	<input checked="" type="checkbox"/>	23. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
	<input checked="" type="checkbox"/>	24. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
	<input checked="" type="checkbox"/>	25. Ryan, Martha	Owner, Martha's Leelanau Table	Business/Leelanau
	<input checked="" type="checkbox"/>	26. Smith, Jim	NMC/ Tool North, Inc.	Students
	<input checked="" type="checkbox"/>	27. Toth, John	President, Central Labor Council	Labor
	<input type="checkbox"/>	28. Vanderwal, Ryan	President, Star City IBA, Inc & Premium Farm Solutions	Business/Missaukee
	<input checked="" type="checkbox"/>	29. Ward, Pam	Director, Child Care Connections	Community Based Org.

Others
Please Print **Legibly**

	Name	Organization
1.	Charlene Schlueter	NWMCOG
2.	Jan Warren	Michigan Works!
3.	Janie McNabb	NWMCOG
4.	Darla Rowland	NWMCOG
5.	Elaine Wood	NWMCOG
6.	Denise Culman	NWMCOG
7.	Matt McCauley	NWMCOG
8.	Darla Rowland	NWMCOG
9.	Jaclyn Sanborn	NWMCOG
10.	Kevin Benson	
11.	Susan Coccarelli	NWMCOG
12.	Michelle Socha	Michigan Works!
13.	Mary	Britton Banners
14.	Pat Watson	Les Atchison's sister
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Please
check off your name

Sign In Sheet

Council of Governments Board

- | | | | |
|-------------------------------------|-----|--------------------------|---------------------|
| <input checked="" type="checkbox"/> | 1. | Crawford, Mike..... | Antrim County |
| <input checked="" type="checkbox"/> | 2. | Tanner, Donald..... | Benzie County |
| <input checked="" type="checkbox"/> | 3. | Christensen, Chris | Charlevoix County |
| <input checked="" type="checkbox"/> | 4. | Atchison, Les..... | Emmet County |
| <input checked="" type="checkbox"/> | 5. | Inman, Larry..... | Gr. Traverse County |
| <input type="checkbox"/> | 6. | McKinnon, Stuart | Kalkaska County |
| <input checked="" type="checkbox"/> | 7. | Marshall, David..... | Leelanau County |
| <input checked="" type="checkbox"/> | 8. | Krolczyk, Jim | Manistee County |
| <input checked="" type="checkbox"/> | 9. | Rogers, Susan..... | Missaukee County |
| <input checked="" type="checkbox"/> | 10. | Housler, Les..... | Wexford County |

Others - Sign In Here

#	Name	Organization
1	Chris Olson	Benzie County Administrator
2	Frank Walterhouse	Benzie County Commissioner
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