

# **NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS**

**Monday, December 7, 2012**

## **MEETING MINUTES**

### **Roll Call – COG**

Present: Mike Crawford, Antrim County; Chris Christensen, Charlevoix County; Don Tanner, Benzie County; Jim Tamlyn, Emmet County; Larry Inman, G.T. County; Dave Ritter, Kalkaska County; Richard Schmidt, Manistee County; Les Housler, Wexford County

Absent: David Marshall, Leelanau County; Susan Rogers, Missaukee County

Guests: State Representative Phil Potvin

**Staff present:** Elaine Wood, Denise Culman, Charlene Schlueter, Matt McCauley, Darla Rowland,

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

Larry Inman, Chair, welcomed everyone and called the meeting to order.

### **Approval of the Agenda**

Larry asked if there needed to be any changes for the agenda. Hearing none, he asked for approval.

Motion by D. Tanner supported by R. Schmidt to approve the agenda as presented. Motion passed unanimously.

### **Minutes of September 28, 2012**

Larry asked for any changes to the minutes. Hearing none, he asked for approval.

Motion by D. Tanner, supported by R. Schmidt to approve the September 28, 2012 minutes as presented. Abstained: D. Ritter, Kalkaska County. Motion passed unanimously with one abstention.

### **Public Comment**

No public comment.

### **Financial Report, FY12**

Charlene Schlueter, CFO presented the Financial Report, Amended Budget and Final Actual Expenditures FY 2012 (10/1/2011 – 9/30/2012). Charlene went over a couple of items. Questions were answered and Larry asked for a motion.

Motion by R. Schmidt, supported by M. Crawford to accept the Financial Report, Final Actual Expenditures FY 2012 (10/1/2011 – 9/30/2012) as presented. Motion passed unanimously.

### **Financial report, current year**

Charlene pointed out a few things on the Amended Budget and Expenditures thru October for FY 2013 (10/01/2012 - 09/30/2013/. Elaine and Charlene answered questions. Larry asked for a motion for the budget as presented.

Motion by R. Schmidt, supported by M. Crawford to accept the Amended Budget and Expenditures thru October for FY 2013 (10/01/2012 -09/30/2013/. Motion passed unanimously.

### **CEO's report**

Elaine Wood, CEO, highlighted all the different things going on in the agency that don't make the agenda, but the Board should know about. She talked about the Beaver Island graduation and how moving an experience it is – she encouraged attendance. NWMCOG's staff continues to have a presence out in the communities, attending or

participating in different events. Larry attended the Traverse City Chamber of Commerce Economic Forecast Breakfast in November at which Elaine served as a participant/moderator. The other panelists were Doug Luciani, President of the TC Chamber, and John Bebow of the Center for Michigan. The event had over 500 people attend. A new member for the Workforce Development Board was recruited at the Cadillac Chamber's leadership class at which Elaine had made a presentation. Sarah Lucas, NWMCOG's Regional Planner, won a Distinguished Service Award at the Grand Traverse County Planning Awards banquet in October; she also has been nominated for the Frank Purvis Stewardship Award. A new Regional Planner, Michelle Foster, has been hired to fill the vacancy when Patty O'Donnell left to work for MDOT. Adult Education program is undertaking a pilot project to implement distance learning. Susan Cocciarelli, NWMCOG's Agriculture and Food Systems Alliance Coordinator was successful in receiving a \$200,000 grant to help develop an aggregation and distribution site. There will be changes to the SBTDC program because the state office wants SBTDC Business Consultants to report directly to the SBTDC Regional Director. Questions were answered.

### **PIHP role-update**

Don Tanner explained that, for now, using the NWMCOG as a pass through fiscal entity is off the table and talked about the couple of things in the Mental Health Code that are causing some road blocks. Questions were answered.

### **Workforce Development Board report**

Elaine presented a report from the Workforce Development Board.

#### **a. Performance report**

She went over the year end performance reports for the Northwest Michigan Works! highlighting the three major funding sources (Workforce Investment Act, Trade Act, and JET) that have performance metrics. She discussed our region's outstanding performance relative to the state averages and to our required performance standards. Questions were answered.

#### **b. Strategic Plan update**

Elaine reported on the various strategies and tactics within the Workforce Board's strategic plan for 2010-2013, reviewing the status on each item. The kiosks for virtual one-stop centers in counties that don't have a Michigan Works! Centers are underway. In a couple of the counties a suitable place to put a kiosk is still an issue that is being worked on. All of the other goals are either completed or well underway. Questions were answered.

### **Community Development**

#### **a. Transportation improvement mapping project**

Matt McCauley, Director of Regional Planning & Community Development, reported on the Transportation Rural Task Force. He also demonstrated from the NWMCOG's website the map of the region that anyone can use to see what road projects are scheduled in their area for the next five years. All the particulars are there when you hold the cursor over a project. Right now the map only shows federally funded roads, but eventually it will include local road improvements. Questions were answered.

#### **b. MSHDA Resolution**

Matt reminded the Board that at the last meeting he had talked about county housing assessments, and had distributed one as an example. County by county reports are being created that talk about the housing stock that is available within each county – single family, multi-family, homeownership, rental, and assesses condition of the housing stock and does some forecasting on market, etc. Michigan State Housing Development Authority (MISHDA) has given NWMCOG financial support to do this project. However, MISHDA always requires Board acceptance of the contract dollars. Questions were answered. Larry asked for a motion.

Motion by M. Crawford, supported by L. Housler to adopt the Housing Inventory and Needs Assessment resolution as presented per MISHDA requirements. Motion passed unanimously.

**c. MDOT Rural Task Force Update**

Matt started by talking about how specifically federally funded roads get funded through the Rural Task Force system that has been in place for many years. Within the 10 county region there are three task force sub-regions that line up with the NWMCOG region. Historically MDOT managed the RTF process, but because of budget cuts and the state constantly looking for greater efficiencies, this last year they asked the Regional Planning agencies in the state to take over the coordination of the process. NWMCOG serves as a neutral convener to help with the process. Once a year the State of Michigan comes up with a dollar amount that is allocated to each of the sub-regions and all the transportation agencies within that sub-region determine a priority list of projects for those dollars. Questions were answered.

Matt distributed and discussed a document which showed NWMCOG's 2012 direct financial assistance to the different counties. The last three years NWMCOG has been doing more direct technical & financial assistance to the communities in the ten county region, in support of economic and community development efforts. Questions were answered.

Elaine added that she just received information before the meeting that the International Trade and Export program, for which NWMCOG is the Administrative host agency for Northern Michigan, just finished the first year September 30<sup>th</sup>. The hope was for Michigan to have increase in sales of 10 million dollars as a result of the program. The State Director of the program was at COG today with the news that Michigan actually had attained 38 million dollars of new export sales. South East Michigan had 14 million dollars and northern Michigan was the second highest at 7.5 million dollars in sales.

**2013 board meeting schedule**

Larry asked for approval of the 2013 board meeting schedule. Comment was made that the November 29<sup>th</sup> board meeting for next year will be during deer hunting season, which may present a problem. It was agreed that the schedule might need modification later in the year but should be left as is for now.

Motion by D. Tanner, supported by R. Schmidt to accept the 2013 board meeting schedule as presented.  
Motion passed unanimously.

Elaine thanked D. Ritter for substituting at the board meetings.

**Correspondence**

Correspondence was included with the board packet.

**County round-table/Commissioner open discussion time**

Various topics were discussed by commissioners relative to their counties, with sharing of ideas about how other counties handle various issues.

**Adjourn**

The meeting was adjourned by consensus at 12:00p.m.

Respectfully submitted,

*Denise Culman*

Denise Culman  
Recording Secretary

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.  | Tamlyn, Jim .....        | Emmet County        |
| <input checked="" type="checkbox"/> | 5.  | Inman, Larry.....        | Gr. Traverse County |
| <input checked="" type="checkbox"/> | 6.  | Ritter, Dave.....        | Kalkaska County     |
| <input type="checkbox"/>            | 7.  | Marshall, David.....     | Leelanau County     |
| <input checked="" type="checkbox"/> | 8.  | Schmidt, Richard .....   | Manistee County     |
| <input type="checkbox"/>            | 9.  | Rogers, Susan.....       | Missaukee County    |
| <input checked="" type="checkbox"/> | 10. | Housler, Les.....        | Wexford County      |

## *Others - Sign In Here*

#	Name	Organization
1	Phil Potvin	
2	Elaine Wood	NWMCOG
3	Charlene Schlueter	NWMCOG
4	Darla Rowland	NWMCOG
5	Matt McCauley	NWMCOG
6	Denise Culman	NWMCOG
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