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**NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS  
Board of Directors**

**Friday, February 25, 2011**

**MEETING MINUTES**

**Roll Call**

Members present: Larry Inman, David Marshall, Les Atchison, Les Housler, Chris Christensen, Mike Crawford, Donald Tanner, Susan Rogers, Stuart McKinnon

Members absent: Jim Krolczyk

**Others present:** COG staff: Elaine Wood, Denise Culman, Janie McNabb, Charlene Schlueter, Matt McCauley, Todd Olson, Chris Wendel. Grand Traverse County Planner, John Sych.

**Call to Order**

Larry Inman, Chair COG Board, called the meeting to order at 9:35a.m. on Friday, February 25, 2011 at the NW MI Council of Governments office and welcomed everyone. Larry introduced the four new board members, and introductions were made around the room.

**Approval of Agenda**

Larry asked if any changes needed to be made to the agenda; hearing none he asked for approval.

Motion by S. Rogers, supported by S. McKinnon to approve the agenda as presented. Motion passed unanimously.

**COG/WDB joint meeting minutes of November 2010**

Larry asked if there were any changes needed to November 8, 2010 minutes, which were mailed earlier for review. There being none he asked for a motion to approve the minutes.

Motion by S. Atchison, supported by S. Rogers to approve the minutes from November 8, 2010 meeting. Motion passed unanimously.

**COG orientation session minutes of February 11, 2011**

Larry asked if there were any changes needed to orientation session minutes of February 11, 2011, which were mailed earlier for review. There being none he asked for a motion to approve the minutes.

Motion by L. Atchison, supported by L. Housler to approve the COG orientation minutes from February 11, 2011 meeting. Motion passed unanimously.

**Public Comment**

No public comment

**Election of officers 2011**

Larry asked for nominations for Chair. Two nominations were made, and after some discussion of whether a show of hands or a silent (written) vote should be done, it was agreed to do a silent vote but acknowledged that the votes would still be retained as part of the public record. Staff asked that each written vote reflect the name of the person receiving their vote for Chairman, along with the voter's signature for official record.

**Chair:** A nomination of Larry Inman by L. Atchison. The nomination was accepted.  
A nomination of Chris Christensen by M. Crawford. The nomination was accepted.

The results of a written ballot of the 9 board members present were: 6 votes for Larry Inman and 3 votes for Chris Christensen. Therefore the Board Chairman for 2011 is Larry Inman.

**Vice Chair:** A nomination of Les Atchison by S. Rogers. The nomination was accepted. There were no other nominations.

Unanimous vote in favor of Les Atchison for Vice Chairman.

**Secretary/Treasurer:** A nomination of Susan Roger by Les Housler. The nomination was accepted. There were no other nominations.

Unanimous vote in favor of Susan Rogers for Secretary/Treasurer.

### **Financial Report**

Elaine Wood, CEO, gave some background on the format of the report, followed by Charlene Schlueter, Chief Financial Officer, who went over a few of the items. Questions were answered and Larry asked for approval from the Board.

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

### **Appointments**

Elaine explained that Northwest Alliance for Sustainable Communities (NASC) was established as a 501c3 private non-profit to be able to receive funding mostly from foundations like Kellogg, Mott and others. These types of foundations do not like to give money to governmental entities but do give to private non-profits. This is the most likely source of funding for a lot of the initiatives that the COG would like to pursue in Regional Planning. The NASC is an initiative that came out of one of the board retreats about 5 years ago. The NASC board is made up of 3 COG board members and 11 WDB members. The first meeting was on February 15, 2011. There is one vacancy, since Jean Watkoski is no longer on the COG board, and staff recommended that Chris Christensen be appointed to the NASC board. Chris agreed to serve in this position.

Motion by L. Atchison, supported by M. Crawford to appoint Chris Christensen to the Northwest Alliance for Sustainable Communities (NASC) board. Motion passed unanimously.

Elaine said the TC-TALUS is a board made up of a variety of units of government in the Grand Traverse County area, including the county, the city of Traverse City, and the surrounding townships. NW MI Council of Governments (COG) has a seat on this board. The previous COG board member was Lou Nemeth, and he is no longer a commissioner, so staff recommended David Marshall as the new COG board representative on TC-TALUS. David agreed to serve, so Larry asked for a motion.

Motion by C. Christensen, supported by S. Rogers to appoint David Marshall to the TC-TALUS board. Motion passed unanimously.

Elaine told the board that the individual counties appoint the Workforce Development Board (WDB) private sector members. The other required seats are people that represent required sectors of the whole region. There are two members up for re-appointment: Steve Perdue, GTP Industries, representing Community-Based Organizations and Pam Ward, Child Care Connections, representing Community-Based Organizations. Both have been outstanding

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members and have attending regularly. A new member representing DHS needs to be appointed as the previous appointee has retired from DHS. Staff recommended Dawn McLaughlin, DHS Director for Grand Traverse, Leelanau, and Kalkaska. Larry asked for a motion appointing the three WDB members.

Motion by D. Marshall, supported by S. Rogers to appoint Dawn McLaughlin, DHS, to the WDB and re-appoint Steve Perdue, GTP industries and Pam Ward, Child Care Connections to the WDB. Motion passed unanimously.

### **2011 updated meeting schedule**

Elaine said the 2011 board meeting schedule was approved at the November 2010 meeting, but a modification was made because the board requested a different date for the November 2011 meeting as it fell during deer hunting season. The new date for the combined meeting date with the WDB will be December 12, 2011 at 5:30p.m. New board member Stuart McKinnon asked if there was a reason why the COG board meetings are held during the day and not in the evenings. Elaine responded that the board members have always requested that the meetings be held during the daytime.

Motion by D. Marshall, supported by S. Rogers to approve the amended 2011 COG board-meeting schedule as presented. Discussion on the motion: S. McKinnon asked for an amendment to the motion to change the meeting times to 5 or 6 pm. Several board members stated it is their preference to hold the meetings during the day due to the amount of travel time that is required for them to attend. An amendment to the motion was not supported.

Roll call vote: YES - Marshall, Atchison, Housler, Christiansen, Crawford, Tanner, Rogers, Inman. NO - McKinnon. Motion passed 8-1.

### **CEO's report**

Elaine explained the CEO report was developed because there is so much going on in the organization and many items do not make it on the agenda as they are more for information purposes and do not require any action; however, she would like the board to be informed about them. Elaine highlighted a few of the items in the report. A short video was shown about Beaver Island Lighthouse School 10-10-10 scholarship. Questions were answered.

Motion by L. Housler, supported by C. Christensen to accept the CEO's report as read. Motion passed unanimously.

### **Workforce Development:**

- a. Northwest Michigan Works! performance report  
Janie McNabb, Director of Program Development & Community Relations, gave a quick review of how performance is measured for the various Michigan Works! programs. She then went over different areas on the Michigan Works! performance report, noting that NW Michigan Works! has out performed the statewide averages, and last year served 3.7% of the total individuals served statewide with only 2.5% of the total funding. Questions were answered.
- b. Northwest Michigan Works! Strategic Agenda Update  
Elaine explained the NW Michigan Works! Strategic Agenda that the WDB developed after the last Beaver Island retreat. This is the progress report that was given at the WDB's last meeting. The primary thing Elaine wanted to stress was Strategy 1, Tactic 1 to "increase access to the NW MI Works! by establishing virtual one-stop centers in at least 5 community locations where there currently isn't a MW center." Establishing 5 satellite self-service MW sites to offer core services is underway starting with Antrim County later this winter. Locations and equipment are being researched. The four remaining counties- Benzie, Charlevoix, Leelanau, & Missaukee - will follow. Questions were answered.

c. State-level changes and recommendations

Elaine talked about a document that the Michigan Works! Association submitted in early December to Governor Snyder before he took office. It outlines the recommendations to him on how to handle the Workforce Development System in Michigan. The pages that followed are to educate the new legislature and the new people in the Governor's administration about the Michigan Works! System. Questions were answered.

Motion by L. Housler, supported by M. Crawford to accept the Workforce Development Board report as presented. Motion passed unanimously.

### **Business Services and Economic Development Reports**

a. Small Business & Technology Development Center (SBTDC)

Chris Wendel, SBTDC Program Director, gave a quick background of the program and how it fits into the NW MI COG. He explained what they do, the challenges, and the progress that they have had in the last few years. Chris said they have had significant growth over the past several years with increasingly positive economic impact on the region. Questions were answered.

b. Procurement Technical Assistance Center (PTAC)

Todd Olson, PTAC Program Director, gave a presentation on his program that helps businesses contract with the government. He talked about the services and training they offer. Todd has been able to take the NW MI PTAC from 4<sup>th</sup> place to 1<sup>st</sup> place in the state, resulting in over \$169 million in government contracts being awarded in the past year. Questions were answered.

c. CEDS update and survey

Matt McCauley, Director of Regional Planning & Community Development, explained how the Comprehensive Economic Development Strategy (CEDS) is part of the Regional Planning duties through the US Department of Commerce to assist the local units of government and stakeholders toward creating regional economic development strategies. The full CEDS will be ready for approval at the June COG board meeting. For the first time the program will combine the 14 regional CEDS documents into one statewide strategy

### **Regional Planning & Economic Development**

a. PRAC strategic plan

Matt introduced John Sych, Planning & Development Director for GT County & Planners' Review and Advisory Committee (PRAC) Chair. Matt told the board for a long time Regional Planning has convened Planners & Planning Commission representatives throughout the 10 county region on a monthly basis to serve as an advisory council to the COG board on regional planning matters. It was also a way to provide the Planners and Planning Commission Members with opportunities to network and provide educational opportunities to not only one another, but to the region as a whole. The PRAC has been operating without a strategic plan, so they went through the process to develop one. John said he has worked in other areas of the state, and the NW region is a unique group because of the PRAC and having the opportunity to get together and network. He explained the strategic plan is really an opportunity to focus on some of the things that will make PRAC a little more efficient in their discussion and help be more organized, especially if there is any transition or changes in the membership. The plan will offer some type of stability and direction. One of the things that came out of doing the plan was to revise the by-laws. Questions were answered.

Motion by M. Crawford, supported by S. Rogers to approve the PRAC strategic plan as presented. Motion passed unanimously.

b. PRAC by-laws

Matt explained that revisions to the by-laws were more for clarification and do not create any change in substance or purpose. Historically participation has been one from each of the 10 counties and usually it is the Planning Director, or equivalent, or Planning Commission member. In the last couple of years other jurisdictions – Cities, Villages – in the 10 county region have become more active. Questions were answered.

Motion by D. Tanner, supported by D. Marshall to approve the revised PRAC by-laws as presented.  
Motion passed unanimously.

c. Resolution for energy efficiency coalition

Matt talked about the commercial grade energy audits that were provided for all 10 counties for a building of their choosing. In order for NWMCOG to complete the work for the Michigan Energy Efficiency & Conservation Block Grant program, a membership is required with International Council for Local Environmental Initiatives (ICLEI). This will provide members access to resources, software tools, technical assistance, and networking opportunities. When NWMCOG approached ICLEI on behalf of four counties – Antrim, Benzie, Kalkaska, & Wexford – ICLEI invited NWMCOG to pilot a Regional Affiliate membership program to include all 10 counties. NWMCOG is receiving national recognition as one of three regional organizations in the nation to pilot the Regional Affiliate program. Grant dollars will support the membership fee. Questions were answered.

Motion by D. Tanner, supported by L. Housler to approve the resolution for energy efficiency coalition as presented. Discussion: S. McKinnon asked for annual review by the board to be added to the resolution and there was a consensus that this would be fine. Motion passed unanimously with the addition of annual board review.

d. Shared services updates

Matt discussed the current trends for shared services and more collaboration among units of government, and discussed some of NWMCOG's activities to encourage and assist local units that wish to explore options for greater collaboration.

i. Networks Northwest

Matt explained there are approximately 200 units of government in the 10 county region. Less than half of them have a website presence. At a previous retreat/strategic planning session with COG board and others, NWMCOG was asked to coordinate a system where access could be provided to those who wished to participate. Elaine added that townships have expressed a need to have more information about what is happening in their neighboring townships, and this would help with that as well. Matt said right now a beta site is running with 6 units of government. Information will be in the next board packet for their review. Matt wanted to make sure everyone understood that the web page belonged to the unit of government and they are responsible for all the content & updates. There is no cost to them. The benefit to all is better coordination and collaboration between the units of government. Elaine added that besides government information, another potential use of Networks Northwest is for business-to-business interaction to enable more purchasing and business linkages within the region.

ii. Possible Onekema consolidation

If two or more local communities within the NWMCOG region, through their own process and decision-making, wish to pursue consolidation, COG can act as a resource for them. This is currently the case in Manistee County. The Village of Onekema and Onekema Township are considering combining. If it were to occur the Village would essentially disband and it would be Onekema Township. NWMCOG was able to facilitate grant money for the purpose of supporting their research process, and connected them with Citizens Research Council and

Michigan Municipal League in pursuing the consolidation. All the specifics haven't been figured out yet, but all the right people are helping them through the process.

iii. Health insurance RFP

Elaine said Emmet County in conjunction with NE counties and the NEMCOG are looking into cheaper health insurance benefits. At the time this was initiated, staff asked all the Northwest counties if they were interested in joining in the effort, but none expressed any interest besides Emmet. Staff wanted to give a report on the process because it is at a point where other counties might like to get on board with Emmet and the 8 counties on the NE side. Matt explained the RFP process and said the board may want a report from Les Atchison and Lynn Johnson, Emmet County Administrator on the savings to their county. The RFP is not a binding contract; it is simply to bring information. If a county is interested in perusing this RFP, they should let Matt know within the next couple of months. Questions were answered.

### **Upcoming events**

Elaine said there are many events going on all of the time, but three events in particular that she wanted board members to get on their calendars. This coming Tuesday, March 1, there is a Placemaking Summit at the Hagerty Center; Bill Rustem will be speaking. The next COG board meeting April 15<sup>th</sup> will also be an awards luncheon where several awards will be given out for various Regional Planning activities, to companies for outstanding activity of various types, PTAC contractor of the year, several different company awards, award to MPRI client for achieving great success, students from Beaver Island, the couple of the Beaver Island 10-10-10 scholarship, and others, including recognizing commissioners who have served on the Council of Governments boards in the past for their service. The next event is on April 18<sup>th</sup> and is a NWMCOG Leadership Summit where all six State Representatives for the NWMCOG 10 county region and our two State Senators will be available to converse with attendees via a panel discussion with Q & A. There is room for about 250 and elected officials will be invited along with the WDB. There is registration process and a small fee will be charged to cover the meal.

### **Correspondence**

Correspondence was included with the packet.

### **County round-table**

Board members individually brought up topics of interest from their counties in an informal sharing session.

### **Adjourn**

The meeting was adjourned by consensus at 1:00 p.m.

Respectfully submitted,

*Denise Culman*

Denise Culman  
Recording Secretary

## Sign In Sheet

### Council of Governments Board

2011 schedule- *Roll Call Vote*

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

## *Others - Sign In Here*

| #  | Name               | Organization   |
|----|--------------------|--|
| 1  | John Sych          | Planning & Development Director for GT County & PRAC Chair |
| 2  | Matt McCauley      | NWMCOG   |
| 3  | Janie McNabb       | NWMCOG   |
| 4  | Charlene Schlueter | NWMCOG   |
| 5  | Todd Olson         | NWMCOG   |
| 6  | Chris Wendel       | NWMCOG   |
| 7  | Elaine Wood        | NWMCOG   |
| 8  | Denise Culman      | NWMCOG   |
| 9  |                    |  |
| 10 |                    |  |
| 11 |                    |  |
| 12 |                    |  |

**February 25, 2011**

*Please  
check off your name*