

NETWORKS NORTHWEST BOARD

MEETING MINUTES

Monday, December 8, 2014

Roll Call

Present: Dave Adams; Jamie Al-Shamma; Mike Ascione; Eric Bachmann; Jan Bassett; Ken Bollman; Lee Bowen; Michael Cain; Chris Christensen; Michael Crawford; Gary Fedus; Amanda Hawthorn; Andy Hayes; Beth Holmes-Bozung; Larry Inman; Art Jeannot; Jeff Jennette; Gene Kaminski; Melinda Lautner; Doug Luciani; Douglas Mansfield; Stuart McKinnon; Josh Mills; Leslie Nowlin; Ken Osborne; Doug Parkes; Tracy Peal; Steve Perdue; Sue Peters; Mike Powers; Bob Scheele; Richard Schmidt; Jim Smith; Marsha Smith; Donald Tanner; Bill Tencza; Tom Vine; Chris Warren; Betty Workman.

Absent:

Jim Barnard; Alan Cooper; Mike Hill; Leslie Housler; Paul Hresko; Tom Johnson; Nate Kalchik; Jane Korthase; Joe Moch; David Pratt; Steve Rawlings; Susan Rogers; Pat Simmons; Clint Steele; John Stephenson; James Tamlyn; Deborah Wyatt Fellows

Staff present: Elaine Wood; Janie McNabb; Darla Rowland; Denise Culman; Sarah Lucas; Becky Maddox; Dan Boss; Steve Shugart; Christy Nelson

Guests present: Tom Slater, Jason Jeffrey, Wayne Schmidt; Kelly Smith; Kevin Benson

Call to Order and introductions

David Adams, Board Chair, called the meeting to order at 5:30 pm and welcomed everyone. Introductions were made around the room.

Public Comment

None.

Minutes of October 20, 2014

D. Adams asked if there were any additions or corrections to the Networks Northwest minutes of October 20, 2014. Hearing none, he asked for approval.

Motion by D. Parkes, supported by G. Fedus, to approve the Networks Northwest minutes for October 20, 2014 as presented. Motion passed unanimously.

COG Minutes of August, 2014

Motion by L. Inman, supported by C. Christensen, to approve the COG board minutes of August 11, 2014 as presented. Motion passed unanimously.

Consent Agenda

- a. CEO report
- b. Northwest Michigan Works! Inc. reports
- c. Northwest Michigan Works! dashboard
- d. EAG activity report
- e. Finance Committee draft minutes of 10/20/14
- f. Executive Committee draft minutes of 11/10/14

There were no comments or questions relative to the items on the consent agenda. E. Wood mentioned that it is very important that board members read all the materials in the Consent Agenda, as they contain important programmatic information that will not otherwise be presented at board meetings.

Motion by D. Parkes, supported by K. Osborne to accept the consent agenda. Motion passed unanimously.

Item(s) pulled from the Consent Agenda

None.

Executive/Governance Committee report & recommendations

a. Vision, Mission, etc.

S. Peters presented the chart of the organization's Vision, Mission, Values. She reviewed the discussion at the Executive Committee level and indicated the modifications that had been suggested and incorporated as a result, and pointed out these changes compared to the draft document that had been in the board's October packet.

Motion by S. Peters, supported by G. Fedus to accept the Vision, Mission, etc. Motion passed unanimously.

b. Board & Committee roles

S. Peters presented the document of board and committee roles, and explained that the Executive Committee recommended no changes to the draft document that had been in the board's October packet.

Motion by S. Peters, supported by A. Jeannot to accept the Board & Committee Roles. Motion passed unanimously.

c. Transfer of board-adopted policies

S. Peters reviewed the list of ten board policies that have previously been adopted unanimously by both the NWMCOG Board and the Workforce Development Board in recent years. She explained that the Executive Committee agrees with the staff recommendation that these 10 policies be transferred into the Networks Northwest Board, and that they all be reviewed every four years by the Executive Committee. She noted that all the policies are contained in the Board Orientation Manual.

Motion by S. Peters, supported by D. Parkes to approve the transfer of board-adopted policies. Motion passed unanimously.

d. Employee protection policy

S. Peters explained that the Executive Committee suggested that the organization should have an employee protection (whistleblower) policy, at the recommendation board member G. Fedus and then followed up by staff. The committee had looked at a draft policy and made several suggestions. They asked staff to have it reviewed by counsel, and the subsequent policy provided by counsel was preferable to the original draft.

Motion by M. Cain, supported by K. Bollman to approve the Employee Protection Policy. Motion passed unanimously.

e. 2015 meeting calendar

S. Peters reviewed the proposed 2015 meeting calendar for the board and committees, as presented in the board packet.

Motion by M. Cain, supported by R. Schmidt to approve the 2015 meeting calendar. Motion passed unanimously.

f. Appointment to fill board vacancy

S. Peters reviewed that when the at-large board seats were appointed in August, there had been one seat left vacant, which was for a private sector representative of the regional finance sector. The Executive Committee had reviewed and discussed staff's recommendation for the appointment of Nicole Sulak, CPA of Plante Moran. Her résumé was included in the board packet.

Motion by M. Smith, supported by R. Schmidt to approve the appointment of Nicole Sulak to represent the regional finance sector on the Networks Northwest Board. Motion passed unanimously.

Finance & Audit Committee report & recommendation**a. Networks Northwest budget reports**

S. Perdue presented the Networks Northwest budget reports ending 9/30/14 (FY14 final) & 10/31/14, and answered questions.

Motion by S. Perdue, supported by D. Luciani, to accept the Networks Northwest budget reports as recommended by the Finance Committee. Motion passed unanimously.

b. Northwest Michigan Works!, Inc. budget reports

S. Perdue presented the Northwest Michigan Works!, Inc. budget reports ending 9/30/14 (the three-month interim period prior to the FY change) & 10/31/14, and answered questions.

Motion by S. Perdue, supported by S. Peters, to accept the Northwest Michigan Works!, Inc. budget reports as recommended by the Finance Committee. Motion passed unanimously.

Regional Prosperity Plan**a. Summary of public comments received & review of *Framework***

S. Lucas presented the review of all public comments made over the past two months relative to the regional prosperity plan, and discussed how they are being incorporated into the documents. She reviewed the types of uses of the *Framework* being made already by local communities, businesses and organizations. She answered questions and discussed some suggestions made by board members.

Motion by D. Tanner, supported by R. Schmidt, to approve the regional prosperity plan, *Framework for our Future*. Motion passed unanimously.

b. Economic development project list

S. Lucas and E. Wood reviewed the economic development project list, explaining that these were all the projects that had been submitted by local units of government and economic development organizations in response to our request. This list suffices for both the federal EDA requirement and the state Regional Prosperity Initiative requirement. The new element this year is a checklist of which components of the regional prosperity plan are addressed by each project. Questions were answered.

Motion by K. Osborne, supported by L. Nowlin, to accept the Economic development Project List. Motion passed unanimously.

Regional Prosperity Index – Benchmarks Northwest

a. Brief presentation

E. Wood gave a brief presentation on the functionality of the Benchmarks Northwest web site, which is still in the non-public development phase. She explained that this will be a regional, collaborative site for data regarding 16 different topical areas, all related to economic vitality. She said that multiple organizations will be responsible for entering and maintaining data, and that a network group is being facilitated by staff for this purpose. Staff will soon develop more formal MOUs to delineate various organizations' responsibilities for data.

b. Discussion topic: regional prosperity dashboard

E. Wood then explained that one of the requirements of the Regional Prosperity Initiative is for each region to have an economic dashboard. She discussed the intended purposes and uses of the dashboard. In addition to being able to benchmark and trend our regional data over time, we also want to be able to make comparisons to state and national data when possible. Eventually the board's Prosperity Index Committee will want to propose some goals and metrics relative to the dashboard as well.

c. 2015 dashboard content

E. Wood presented the four dashboard items that are recommended as a minimum by staff, those being: gross regional product; per capita income; unemployment rate; educational attainment level. She asked each table to discuss what other items should be on the dashboard. After discussion, each table then presented its list, and the full list was compiled with extensive discussion taking place. There were clear themes and consistencies. Staff will now take those suggestions and develop a temporary dashboard to post on the Benchmarks Northwest web site. It can then be further discussed and refined by the Prosperity Index Committee and the board.

Board member comments; staff notices & announcements

D. Adams asked if there were any comments from board members or staff. E. Wood said there are materials relative to various communities' placemaking activities on the table that board members should take as they are leaving. She also mentioned that the Education Advisory Group, at its meeting prior to the board meeting, heard a very well-done presentation by students of Harbor Springs High School about how the state can improve its talent attraction and retention, which they intend to present to Governor Snyder. She said copies of this document are also on the table and should be taken by board members.

Correspondence

Correspondence was included with the packet.

Recognition of Larry Inman & Dave Adams

E. Wood recognized and thanked Commissioner Don Tanner for his many years of wonderful service to this organization's board of directors, and highlighted some of Don's key areas of leadership. She then presented formal thank-you gifts from the board and staff to NWMCOG Board Chair - Commissioner Larry Inman, and Workforce Board /Networks Northwest Chair - Dave Adams, for their many years of outstanding leadership on the boards of this organization, highlighting the many accomplishments of each. All three board members are stepping down and moving on to new responsibilities and roles, and will be sorely missed.

Adjourn

D. Adams said the next meeting will be on February 9, 2015. The meeting was adjourned by consensus at 7:33 p.m.

Respectfully submitted,

Denise Culman

Denise Culman
Recording Secretary

Date: December 8, 2014

Check In Sheet

✓	#	First Name	Last Name	Title
✓	1	David	Adams	Owner/Operator, Bear Lake Ace Hardware
✓	2	Jamie	Al-Shamma	Executive Vice President, Bay Construction
✓	3	Mike	Ascione	CEO, American Waste
✓	4	Eric	Bachmann	Regional Director, MI Rehabilitation Services
	5	Jim	Barnard	Owner, Barnard Engineering
✓	6	Jan	Bassett	Director, DDA - Elk Rapids
✓	7	Kenneth	Bollman	President, Saber Too Company
✓	8	Lee	Bowen	Road Commission Board Chair, Leelanau Co
✓	9	Michael	Cain	Manager, City of Boyne City
✓	10	Chris	Christensen	County Commissioner, Charlevoix
	11	Alan	Cooper - excused	Manager, Wexford County Road Commission
✓	12	Michael	Crawford	County Commissioner, Antrim
✓	13	Gary	Fedus	President, Mitchell Graphics
✓	14	Amanda	Haworth	HR Director, Boyne Resorts
✓	15	Andy	Hayes	President, Northern Lakes Economic Alliance
	16	Mike	Hill - excused	Superintendent, TBA ISD
✓	17	Beth	Holmes-Bozung	Co-Owner, SafetyNet Inc
	18	Leslie	Housler	County Commissioner, Wexford
	19	Paul	Hresko - excused	HR Manager, Armor Express
✓	20	Larry	Inman	County Commissioner, Grand Traverse
✓	21	Art	Jeannot	Owner, jdc Jeannot Development Company
✓	22	Jeff	Jennette	Superintendent, Wex-Miss & Manistee ISD
	23	Tom	Johnson - excused	Partner, Landmark Development
	24	Nathan	Kalchik	Project Manager, Kalchik Construction
✓	25	Gene	Kaminski	HR Director, McLaren Northern Michigan
	26	Jane	Korthase - excused	Human Resources Director, Grandvue Medical Care Facility
✓	27	Melinda	Lautner	County Commissioner, Leelanau
✓	28	Doug	Luciani	President, TC Area Chamber; Northern MI Chamber Alliance
✓	29	Douglas	Mansfield	President, MI Township Association
✓	30	Stuart	McKinnon	County Commissioner, Kalkaska
✓	31	Josh	Mills	Manager, City of Frankfort
	32	Joe	Moch - excused	CEO, ACAT Global
✓	33	Leslie	Nowlin	HR System Administrator, Rec Boat Holdings LLC
✓	34	Ken	Osborne	Vice President of Manufacturing, Boride Engineered Abrasive
✓	35	Douglas	Parkes	Co-Owner, Kellie's Hallmark Shop
✓	36	Tracey	Peal	Vice President, Hague Equipment company of MI Inc
✓	37	Steve	Perdue	President & CEO, Grand Traverse Industries -GTI
✓	38	Sue	Peters	Vice President-Human Resources, Munson Medical Center
✓	39	Mike	Powers	Energy Solutions Consultant, Keene Technical Solutions
	40	David	Pratt - excused	Deputy Warden, Pugsley Correctional Facility
	41	Steve	Rawlings - excused	Regional Manger, DTE
	42	Susan	Rogers - excused	County Commissioner, Missaukee
✓	43	Bob	Scheele	Vice President, Central Labor Council

✓	44	Richard	Schmidt	County Commissioner, Manistee
	45	Patricia	Simmons - excused	DHS Director, DHS - Emmet, Charlevoix & Antrim Counties
✓	46	Jim	Smith	Controls Designer, Tool North Inc
✓	47	Marsha	Smith	Executive Director, Rotary Charities & NorthSky Non-Profit Network
	48	Clint	Steele - excused	Pipefitter, UAW Local 85
	49	John	Stephenson- excused	Executive Director NW MI Community Action Agency
	50	James	Tamlyn	County Commissioner, Emmet
✓	51	Donald	Tanner	County Commissioner, Benzie
✓	52	Bill	Tencza	President, Cadillac Chamber; Northern MI Chamber Alliance
✓	53	Tom	Vine	Plant Manager, Viking Energy
✓	54	Chris	Warren	General Manager, Midwest Broadcasting Company
✓	55	Betty	Workman	Owner, Vacation Trailer Park & Sales Inc
	56	Deborah	Wyatt Fellows - excused	President & Editor in Chief, My North Media

Others and Staff

✓	#	First Name	Last Name	Title
	1	Elaine	Wood	
	2	Christy	Nelson	
	3	Denise	Culman	
	4	Steve	Shugart	
	5	Darla	Rowland	
	6	Becky	Maddox	
	7	Janie	McNabb	
	8	Bill	Kennis	Benzie Transportation Authority – E.D.
	9	Wayne	Schmidt	
	10	Kelly	Smith	
	11	Jason	Jeffrey	
	12	Dan	Boss	
	13	Kevin	Benson	
	14	Sarah	Lucas	
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