

**NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS  
BOARD MEETING**

**Friday, February 12, 2010**

**Call to Order / Introduction of Guests**

Larry Inman, Chairman, called the meeting to order at 9:39 a.m. at the Traverse City Michigan Works! Center. Larry welcomed everyone. Peter Garwood, Antrim County Administrator, announced that Jack White, Antrim County Commissioner, would be retiring from the board and Mike Crawford has been assigned in his place to the NWMCOG Board. Larry acknowledged Jack's service of 32 years, and said he was a tremendous asset to the board. He then presented him with a clock/plaque and Elaine Wood, CEO, said she and Bud (former Director) would also like to thank him for being a dedicated and strong member of the board for so many years. Elaine also asked Jack to thank his wife for all the years of service as well.

**Review and approval of the agenda**

Larry asked that the agenda be reviewed and approved. He asked on agenda item #12 to add status report of the NWMCOG's building space and on #8 to insert item e. to add one stop re-designation.

Motion by, J. Watkoski, supported by L. Atchison, to approve the agenda with the additions. Motion passed unanimously.

**Minutes of November 9, 2009**

The minutes of November 9, 2009 were reviewed, and Larry asked for an approval. There were no questions or comments.

Motion by, S. Rogers, supported by L. Copley, to approve the minutes. Motion passed unanimously.

**Financial report**

Charlene Schlueter, Associate Director, went over the Amended Budget for FY 10 and Expenditures through December, 2009. Questions were answered.

Motion by C. Christensen, supported by, S. Rogers to accept the financial report. Motion passed unanimously.

**Auditor Engagement Letter**

Charlene reported the procurement process was done for new auditors for the next three years. Rehmann Robson was selected because their fee was \$6,000 less than the others and they have a Traverse City office. An engagement letter was sent and Charlene had

counsel for NWMCOG look it over. The suggested changes of wording referring to addition fees were changed so Charlene signed the contact. Questions were answered.

Motion by L. Nemeth, supported by, A. O'Shea to approve Rehmann Robson engagement letter selecting them as the audit firm for the next three years. Motion passed unanimously.

### **Public comment**

No public comment.

### **Election of Officers**

Larry asked for nominations for Board Officers:

Board Chair: J. Watkoski nominated Larry Inman and seconded by J. White . There were no other nominations and motion carried.

Vice Chair: L. Atchison nominated Jean Watkoski and second by C. Christensen. There were no other nominations and motion carried.

Secretary/Treasurer: S. Rogers nominated Les Atchison and second by C. Christensen. There were no other nominations and motion carried.

### **Workforce Development**

#### **a. Workforce Development Board appointments**

Elaine explained the individual counties appoint the private sector, but all the other required seats are appointed by the NWMCOG Board because they represent the entire region. The reappointments are: Dave VanHouten, Doug Parkes, Dr. Charles Dillon, John C. Toth. Douglas Cunningham asked that Corey Case be appointed in his place because he has a Monday night conflict. New appointments are: Eric Bachmann (temporary) for Elaine Carter who has taken a job in Florida and Tino Breithaupt to take the place of Bill Tencza who has resigned due to Monday night conflict as well.

Motion by J. Watkoski, supported by, L. Copley to appoint the WDB members as presented. Motion passed unanimously.

#### **b. Youth Program & USDOL research project**

Elaine said a letter and phone call were received from USDOL indicating they searched the country for Workforce Boards that are doing an outstanding job serving the youth with disabilities and have outstanding outcomes. The NW MI region is one of seven that meet the criteria and has been selected for the study. It will involve several visits from the USDOL and an extensive study. Questions were answered.

**c. Program updates**

Elaine talked about programs that the WDB is managing - YouthBuild being one, where funds are used at three different sites Manistee/Benzie, Traverse City, and Beaver Island. It's a program for youth 17-24 years olds with many barriers to employment. There are three parts; education, job skills for the construction industry, & leadership. The success already for the program is incredible. Classroom Training/No Worker Left Behind is another program and currently there are 641 students enrolled in the spring semester – in 2008 there were only 269. Lastly, WDB has also been discussing the fact that the Centers have had twice as many customers coming in for services as past years and less money to serve them. After a re-design of services, more things are done in groups to be able to accommodate more customers. Questions were answered.

**d. Entrepreneurial Skills Alliance for Wexford/Missaukee**

Elaine said the WDB approved the grant application for Entrepreneurial Regional Skills Alliance – Wexford/Missaukee area – to fill a gap in services . Currently, Michigan Small Business & Technology Development Center (SBTDC) program serves the ten-county region through a satellite system in partnership with local Chambers and economic development organizations. The need for counseling in the Wexford/Missaukee area has increased in the past year to support a full time SBTDC Counselor on site and to add business development training sessions. Services would be offered through a satellite partnership with the Cadillac Area Chamber of Commerce.

**e. One-Stop re-designation- (added to the agenda)**

The Workforce Investment act (WIA) requires that workforce development services be delivered through a one-stop center. It also requires the elected officials and the Workforce Development Board (WDB) to jointly select the local one-stop operator. The WDB's administrative staff has been successfully fulfilling this role and the planning documents require that the designation be reconsidered at this time.

Motion by L. Atchison, supported by, A. O'Shea to approve the Workforce Development Board be re-designated as the One-Stop Operator for the two-year period beginning January 1, 2010. Motion passed unanimously.

**Follow up top September 2009 Summit**

**a. Governor's initiative for shared public services; NWMCOG as an initial region**

Matt McCauley, Director of Regional Planning & Community Development, said for the first time in a long while, instead of going to Beaver Island for the annual retreat, a Collaboration Summit was held at Shanty Creek where 150 people came from Government background, non-profit background and other sectors to talk about how as a region to better deliver services & work in a collaborative manner. A variety of actions & strategies came out of the process. Now the State is undertaking a Shared Public Services initiative and has selected NWMCOG as one of three initial regions.

**b. Potential for shared health insurance – Lyn Johnson, Emmet County Controller**

Elaine said since September's Collaboration Summit, Lyn Johnson has taken a leadership role in pursuing a couple of ideas for sharing services, cutting costs, and collaborating. Health Insurance is going to increase again in the next year, and if a bigger pool of subscribers could be put together the cost may be reduced. Lyn would like to get several agencies together and see what type of cost cutting can be found through different ideas. Questions were answered and a communication plan was established by the board.

**c. Collaborative GIS services**

Matt explained this was another result that came out of the September Collaboration Summit between the NE Council of Governments & the NW Council of Governments. A survey was sent out regarding the GIS services & capabilities for the 18 county region. Results will be forthcoming. Questions were answered.

**Regional Planning & Community Development**

**a. 2010 Regional Planning Work Plan**

Matt said the intended work plan is presented to the Board every year. It is divided into several sections, and he highlighted several of them. Questions were answered.

Motion by J. Watkoski, supported by, S. Rogers to accept the Regional Planning & Community Development 2010 Work Plan. Motion passed unanimously.

**b. PRAC strategic planning process**

Matt explained that John Sych was unable to attend today's meeting to present this topic. John is the Grand Traverse Planning Director as well as the PRAC Chair. The PRAC has engaged in a strategic planning process to better focus the PRAC's role and activities. A report will be presented at the April Council of Governments meeting.

**c. Pending, committed, and prospective grants – staff report**

Matt reported on the different grants that the Planning Department is pursuing, the ones pending and committed grants. He reminded the Board that the Regional Planning department is funded solely by grants. Questions were answered.

**d. Winery Feasibility Study- USDA grant**

Matt explained staff is requesting Board approval to apply to the U.S. Department of Agriculture for the "Rural Business Enterprise Grant" to support a new business service program for the region's wine industry. Agriculture & tourism are essential components to the entire 10 county region and the economy as a whole.

Motion by D. Tanner, supported by, L. Copley to apply for the Rural Business Enterprise Grant. Motion passed unanimously.

**e. CEDS amendment**

Matt reported that in order to make NWMCOG and its member counties eligible to receive funding through the EDA "Community Trade Adjustment Assistance" program (under the supplemental Appropriations Act of 2009), the 2009 CEDS needs to be amended to include a Trade Adjustment Assistance strategy. If the Board passes a resolution, the amended 2009 CEDS will then be submitted to the EDA.

Motion by S. Rogers, supported by, L. Copley to approve the amended 2009 CEDS document. Motion passed unanimously.

**f. Michigan Prosperity Initiative**

Matt informed the Board that because State of Michigan is struggling, many state officials are going to Washington to lobby for additional resources for Michigan; they are being asked what is Michigan's Economic Development Strategy? Michigan doesn't have an Economic Development Strategy; NW Region has one but the State does not. MSU Land Policy Institute is working with the regions and the state on augmenting the current Regional Strategies to improve those in such a way to combine all regional strategies to create a State Economic Development Strategy. It is a big project and an aggressive time line to get it finished before the next election.

**Community Safety**

**a. MPRI 2009 performance report**

Kirt Baab, MPRI community Coordinator, gave a report on the outcomes for the program. Michigan has very favorable results with assisting parolees during the first twenty-four months after their return to the community. The expected number of MPRI returns to prison from NW MI was 56.6% (based on historical rates) and the actual number was 32% which was a reduction of 24.6%. Questions were answered.

**b. Collaborative grant request with NMSAS**

Kirt said there is a collaborative effort between Northern MI Substance Abuse Services, NW MI Prisoner Re-entry Initiative, and NE MI Prisoner Re-entry Initiative to transition offenders from institutions to the community. The project will serve both medium & high-risk populations of adult parolees with substance use disorders returning to northern Michigan. The project's two goals are: a sustainable system of care for adults needing substance use disorder treatment and support services as they return to the community from incarceration; and system transformation to enhance substance abuse Recovery Capital for the target population. Questions were answered.

Motion by J. Watkoski, supported by, S. Rogers approve the collaboration and partnership with Northern MI Substance Abuse Services. Motion passed unanimously.

**c. MPRI structural changes in MDOC**

Elaine wanted the Board to be aware that inside the Department of Corrections there are staffing changes that could affect how MPRI is managed. Our priority continues to be local administration of the MPRI program since it is within local communities that the connections are made among agencies, employers, and public officials that are essential for the program's success. There is an ongoing concern about the program becoming too strongly driven by MDOC staff to the exclusion of community-based partners. The local MPRI administrative agencies are working closely with MDOC Director Pat Caruso to ensure the continued role of local/regional entities.

**d. Collaborative grant request with NMCAA for parolee mentoring**

Kirt reported on a collaboration effort with the Northwest Michigan Community Action Agency to seek a Second Chance Act grant. It would be for mentoring services for adult, medium or high risk for re-offending prisoners returning to Northwest Michigan from Michigan prisons. The project would be integrated with the existing MPRI Comprehensive Plan. Questions were answered.

Motion by L. Nemeth, supported by, J. Watkoski for approval to submit the application on behalf of the ten counties within NW Michigan served by MPRI Comprehensive Plan. Motion passed unanimously.

**e. US Dept. of Justice grant request for offender re-entry programming**

Kirt explained this grant request is for wage & housing subsidies for adults who are medium or high risk for re-offending. There aren't enough resources with the current funding and employment & housing are the two key elements that must be stable in order to reduce recidivism. This project would also be integrated with the existing MPRI Comprehensive Plan.

Motion by A. O'Shea, supported by, L. Atchison for approval for submitting the grant application. Motion passed unanimously.

**f. Community Corrections update and dissolution of RCCAB**

Elaine reminded the board that the Michigan Department of Corrections would not approve a seven county Regional Community Corrections plan and therefore we have lost any economy of scale by having a regional administration for Community Corrections. The NWRCCAB's last meeting is on February 18, 2010. The NW Michigan Council of Governments would like the NW Michigan Council of Governments Board to formally dissolve the NWRCCAB effective March 31, 2010, in accordance with previous discussions.

Motion by L. Atchison, supported by, C. Christensen to formally dissolve the NWRCCAB effective March 31, 2010. Motion passed unanimously.

### **Salary study process**

Larry told the board that the Executive Committee, in conjunction with the CEO, has determined the need for a salary study but did not want to spend a lot of money on such a project. He has asked Sue Peters, VP for Human Resources at Munson Hospital and a member of the Workforce Development Board, to conduct a study on our behalf, and she willingly agreed.

Motion by L. Nemeth, supported by, S. Rogers to approve Sue Peters doing an evaluation and salary study for the C.E.O.'s position. Motion passed unanimously.

### **Status report of COG building at the University Center**

Elaine informed the Board about the NWMCOG building issue. The COG entered into an agreement with NMC to build the North addition to the main University Center building. COG has been making payments to the bank for 15 years. The COG's main interest was stability, location, and cost containment of annual building costs. Payments will be completed on December 31, 2010; at that point the college owns the building and can request the space. A meeting with the college about 8 months ago indicated they didn't anticipate needing the space. However, at a meeting a month ago to work out the terms of a long-term lease, it was stated because of the large increase in college enrollment, the space will be needed for college expansion. The other issue is COG staff needs more space and there is none available at the present site. Because of the tone of the meeting and time frame, Elaine asked staff to look for new space. With the economy at this time, COG should be able to get a good price and terms on a lease. Elaine will provide an update at the next board meeting.

### **Correspondence**

Letters and articles of interest were sent in the packet. No comments were made.

### **County Roundtable**

### **Adjourn for lunch**

There being no further business, the meeting was adjourned at 12:25 p.m. for lunch.

Respectfully submitted,

Denise Culman,  
Recording Secretary

*Please  
check off your name*

## Sign In Sheet

### Council of Governments Board

- |                                     |     |                          |                     |
|-------------------------------------|-----|--------------------------|---------------------|
| <input checked="" type="checkbox"/> | 1.  | White, Jack.....         | 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 checked="" type="checkbox"/> | 6.  | Nemeth, Louis.....       | Kalkaska County     |
| <input checked="" type="checkbox"/> | 7.  | Watkoski, Jean.....      | Leelanau County     |
| <input checked="" type="checkbox"/> | 8.  | O'Shea, Allen.....       | Manistee County     |
| <input checked="" type="checkbox"/> | 9.  | Rogers, Susan.....       | Missaukee County    |
| <input checked="" type="checkbox"/> | 10. | Copley, Larry .....      | Wexford County      |

## *Others - Sign In Here*

#	Name	Organization
1	Lyn Johnson	Emmet County
2	Pete Garwood	Antrim County
3	Mike Crawford	Antrim County
4	Elaine Wood	NWMCOG
5	Charlene Schlueter	NWMCOG
6	Janie McNabb	NWMCOG
7	Jan Warren	NW MI Works!
8	Matt McCauley	NWMCOG
9	Kirt Baab	NWMCOG
10	Steve Shugart	NWMCOG
11	Jaclyn Miel-Uken	NWMCOG
12	Denise Culman	NWMCOG