

**NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS
BOARD MEETING**

Friday, April 16, 2010

Call to Order / Introduction of Guests

Larry Inman, Chairman, called the meeting to order at 9:40 a.m. at the Traverse City Michigan Works! Center. Larry welcomed everyone and asked for introductions around the room.

Review and approval of the agenda

Larry asked that the agenda be reviewed and approved.

Motion by, L. Atchison, supported by L. Copley, to approve the agenda. Motion passed unanimously.

Minutes of February 12, 2010

The minutes of February 12, 2010 were reviewed, and Larry asked for an approval. It was brought up the wrong date was at the top of the minutes; June 26, 2009 and the correct date should be February 12, 2010.

Motion by, L. Atchison, supported by S. Rogers, to approve the minutes with the correction of the date – February 12, 2010 - at the top. Motion passed unanimously.

Public comment

No public comment.

Financial report

Charlene Schlueter, CFO, went over the Amended Budget for FY 10 and Expenditures through February 2010. Questions were answered, Larry asked for approval.

Motion by S. Rogers, supported by, L. Copley to accept the financial report as presented. Motion passed unanimously.

Resolution for change in trustee for 401(A) defined contribution retirement plan

Charlene reported when the Nation Wide retirement plan was set up it needed to have two trustees. Charlene Schlueter and Alton Shipstead are the two currently listed. The plan needs to be updated, removing Alton Shipstead and adding Elaine Wood, CEO.

The plan needs to be adopted by the Board. Questions were answered.

Motion by J. Watkoski, supported by, L. Atchison to change the trustee from Alton Shipstead to Elaine Wood. Motion passed unanimously.

Building update

Elaine, CEO, gave a brief update on the three building options that are being considered. Decisions are ready to be made; COG is just waiting for NMC's agreement to an exit plan from the current building prior to December 31st of this year. The desire is to move this summer because NMC has to move 15 classes over this fall, which will result in serious parking issues, and moving during the summer is more desirable than winter. Larry asked in order to sign a lease document in a timely manner, should a motion be made to authorize Elaine to sign a contract within certain parameters. Or, should the three officers with consent of the Board, have a meeting with Elaine and execute the contract on behalf of the Board. Elaine recommended that the Board authorize the three officers to sit with Elaine, or have a conference call, to update the officers and a concurrence on the conditions of the lease.

Motion by L. Nemeth, supported by L. Copley for the Board to give Officers authorization to approve Elaine's recommendations on a lease agreement for a new building and the ability to sign the contract, and to email the full Board with the terms and conditions prior to the signing. Motion passed unanimously.

Workforce Development

a. RFP process for Michigan Works! programs

Janie McNabb, Director of Community Relations & Program Development, explained every two years NWMCOG must put out for bid all the programs that provide Workforce Development services to the customers in the ten county region. Unlike many of the other areas in the state and the nation, Workforce Development services are integrated into one contract that will cover all ten counties for efficiency, seamless customer access, and to make the funds stretch to the best of their use. A legal notice will run in four daily newspapers advertising for letters of intent from qualified bidders. All qualified bidders will receive an RFP in order to prepare their proposals. Staff will bring recommendations to the WDB at the next meeting on June 14th. The contract takes effect July 1, 2010 through June 30, 2012. The Workforce Development Board is required to take action on this item, which was done at the last meeting.

b. Hospitality Skills Alliance Trainings

- i.) Pure Michigan hospitality/customer service training – Janie said this is a customized program for the front-line employees in the Hospitality industry. The two main objectives are: to train the employee in exemplary customer service, to learn local facts and information to provide help to visitors so they will have a good experience while in the region; to have employees think of

themselves as ambassadors to promote their communities and surrounding areas and not just someone who is good at customer service.

ii.) Hospitality entry-level skills training

Janie explained that about 2 years ago COG received a grant from MI Dept of Energy, Labor & Economic Growth to conduct training programs in the Hospitality industry. The focus of the program is to provide introductory training for individuals who are interested in Hospitality as a long-term career. The two-week introductory program had input from three major Hospitality companies: Boyne USA, Shanty Creek, and Crystal Mt. A short video was played for the Board and questions were answered.

c. Innovators Network

i.) June 2010 visit to the Northwest Michigan region

Elaine talked about the National Innovators Network that is having its summer meeting in Traverse City. The group consists of about 20 people and Elaine is a member. They are Workforce Development professionals from around the country who are on the leading edge. Most are from urban centers and the NW region that Elaine represents is the only rural area. They meet 4 times a year for a 2-day session for sharing of best practices, innovative ideas, and current issues in workforce development. They will first have a tour of the area. The group session will then focus on economic development policies, agricultural sector initiatives, and all the unique programming initiatives underway in Northwest Michigan Works!

ii.) White paper-role of Workforce Development Boards

Elaine asked board members to please read the white paper that was prepared by the Innovators Network regarding the group's recommended role of local Workforce Boards.

d. Adult education transformation issues

Elaine said the Council on Labor & Economic Growth – CLEG (the state-level version of a Workforce Board) has decided to transform the adult education system in Michigan. She and our adult ed Coordinator, Christy Nelson, have been very involved in this process. The two big issues were that the state's proposed adult ed regions didn't match up with the MI Works! agencies, and language remains in the DELEG document requiring Michigan Works! agencies and community colleges to contribute funding for local adult ed programs. After a meeting with DELEG leadership, changes were made so the regional boundaries are more closely matched, with a few of the adult ed regions having more than one MW agency in it. The language is still the same regarding the funding. Little will impact this region since the NW region is matched up with the 10 counties in the Michigan Works! area and our Workforce Board has a long history of contributing financially to adult ed.

e. Workforce Boards of Excellence

Elaine explained that the statewide Council on Labor and Economic Growth (CLEG) is made up mostly of private sector people and is very similar in composition to the WDB. CLEG works with the Department of Energy, Labor & Economic Growth on issues related to workforce development at a statewide level. In part, they are in charge of developing strategies for continuous improvement of the state workforce investment system. As part of this work, they are leading the Workforce Boards of Excellence Initiative, and boards achieving BOE certification will qualify for financial awards. Participation by local Workforce Boards is voluntary. Elaine is recommending the board participate because we already meet most of the requirements. Only one – Strategic Planning & Implementation- needs to be worked on, and it will be the subject of this year's Beaver Island retreat. Questions were answered.

Regional Planning & Community Development

Matt McCauley, Director of Regional Planning & Community Development, introduced a new staff member Nigel Griswold, Regional Planner

a. PRAC strategic planning process

Matt explained that Planner Review & Advisory Committee was meeting in the conference room next-door going over the plan. PRAC is an advisory committee to the COG Board and comprised of county planners & tribal planners throughout the 10 county region. Their primary role is to inform and advise the COG Board on planning matters that impact the region. The strategic planning process hasn't been updated in quite some time. After getting county planning input, all 10 counties were brought together to talk about the projects they are engaged in on a county level to see if there is opportunity for possible collaboration between the counties. Questions were answered.

b. Follow up to September 2009 Summit: initiative for shared public services, April 30 event

Matt explained this event is a follow up to September 2009 Summit. The potential future shared public service initiatives in the Northwest MI Region were highlighted. A presentation is planned from the Governor's Office about State's current offerings and possible incentives for shared public services. It will be April 30th from 9:30 – noon at the Hagerty Center. Questions were answered.

c. Networks Northwest

Janie said a clear message coming out of the Sept 2009 Summit was the desire to have COG help local governments collaborate. A tool to help, currently under development, is a web based communications tool. It will allow any local government that is interested to connect with those that may be working on similar projects and to share information and documents. Each local government that chooses to participate will have a "space" on the system that is dedicated to their interests. The space can be as minimal or comprehensive as the participant desires. Elaine added the site would be starting with the government sector and quickly developing sites for business, education & MPRI as well as others to connect. Training will be free. Other meetings are scheduled to discuss this more and hear other ideas. Questions were answered.

d. Pending, committed, and prospective grants

Matt went over the various grants opportunities that the Regional Planning Department is working on. Pending are two grants from US Department of Agriculture, a Committed grant from Kellogg Foundation, and a prospective grant from US Department of Housing & Urban Development.

e. Asset Management report

Sarah Merz, GIS Analyst, gave a brief background on this program that MDOT developed in 2003/2004 as a way for them to provide this information to the legislature because it was required by law. The Asset Management Program is a road condition inventory and recording process. Sarah explained that the inventory process involves representatives from local road commission, MDOT, and NWMCOG who drive all the federally paved roads and rate them. They use a system called PACER. They rate white line to white line and the surface defects on that day. The three categories used are 1-4, for worst roads – major repairs; 5-7, fair condition – some cracks; and 8-10, best condition – don't need any maintenance. Sarah reviewed the report and questions were answered.

f. Census participation report

Matt talked about how the Census participation rate so far is 56% as of April 5th, noting that the percentage of returned forms went down in the northern counties. The mail response rate is important to help the Census Bureau plan for the important door-to-door workload that will begin in May where all households that didn't return a census form will get a visit from a Census Worker.

g. Workshop announcements

Matt went over the trainings that are being offered to anyone who wants to attend: free training on the New Economy, Place-making and Regional Strategic Growth Planning; Farmers Market GAAMP Training.

Community Safety

a. Y'10 performance report to date

Kirt Baab, MPRI Community Coordinator, gave a quick update on the program. Questions were answered.

b. May 7th MPRI Steering Team visit from MDOC Director Pat Caruso

Elaine explained that Director Caruso is going around the state visiting all the MPRI Steering Teams and will be in the NW area on May 7th. COG will take the opportunity to make it a celebration event on the success MPRI has had in the NW communities. At the event there will be stories of success and features of some special projects like the Emmet County Garden project that others are looking to duplicate. All County Commissioners will be invited. Comments were made and questions were answered.

Correspondence

Letters and articles of interest were sent in the packet. Elaine pointed out a document that was on the table from National Association of Development Organizations. Matt's contribution was on page 10. His perspective on climate change - a most controversial topic in the country right now – is oriented toward economic development and how particularly 3E focuses on creating jobs and growing businesses.

County Roundtable

Various topics were discussed around the room.

Adjourn for lunch

There being no further business Larry asked for a motion to adjourn.

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

Respectfully submitted,

Denise Culman,
Recording Secretary

*Please
check off your name*

Sign In Sheet

Council of Governments Board

- 1. White, Jack..... Antrim County
- 2. Tanner, Donald..... Benzie County
- 3. Christensen, Chris Charlevoix County
- 4. Atchison, Les..... Emmet County
- 5. Inman, Larry..... Gr. Traverse County
- 6. Nemeth, Louis..... Kalkaska County
- 7. Watkoski, Jean..... Leelanau County
- 8. O'Shea, Allen..... Manistee County
- 9. Rogers, Susan..... Missaukee County
- 10. Copley, Larry Wexford County

Others - Sign In Here

#	Name	Organization
1	Charlene Schlueter	NWMCOG
2	Jan Warren	NW MI Works!
3	Janie McNabb	NWMCOG
4	Matt McCauley	NWMCOG
5	Kirt Baab	NWMCOG
6	Elaine Wood	NWMCOG
7	Sarah Merz	NWMCOG
8	Steve Shugart	NWMCOG
9	Denise Culman	NWMCOG
10		
11		
12		