
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Tuesday, February 15, 2011

MEETING MINUTES

Roll Call - WDB

Present: D. Adams, E. Bachman, J. Barnard, K. Bollman, G. Crum, C. Dillon, D. Eichberger, G. Fedus, A. Jeannot, N. Kalchik, D. McLaughlin, K. Osborne, D. Parkes, S. Perdue, S. Peters, J. Rives, M. Ryan, J. Smith, R. Vanderwal, P. Ward

Absent: T. Breithaupt, L. Buning, C. Case, J. Dunbar, G. Kaminski, J. Korthase, L. Mitchell, C. Pettibone, D. Pratt, J. Toth

Guests present: Jason Jeffrey, TBAISD; Pam Cuthbert, Goodwill Industries

Staff present: Elaine Wood, Matt, McCauley, Charlene Schlueter, Todd Olson, Chris Wendel, Steve Shugart, Janie McNabb, Darla Rowland, Jan Warren, Denise Culman

Call to Order

Dave Adams, Chairman, called the meeting to order at 6:02 p.m. on Tuesday, February 15, 2011 at the Traverse City Michigan Works! Center. Dave and Elaine Wood, CEO welcomed Dawn McLaughlin, Director of DHS for GT, Leelanau, & Kalkaska Counties, replacing Dave VanHouten. Introductions were made around the room.

Approval of Agenda

Dave Adams, Chairman, asked if there needed to be any changes to the agenda; hearing none, he asked for a motion to approve the agenda.

Motion by J. Barnard, supported by N. Kalchik to approve the agenda as presented.
Motion passed unanimously.

Minutes of November, 2010

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

Motion by D. Parkes, supported by K. Bollman, to approve the minutes from November, 2010 meeting.
Motion passed unanimously.

Election of officers for 2011

Dave asked Elaine to take nominations for Chair. Elaine asked for nominations for the Chairman.

Motion by J. Barnard, supported by C. Dillon to nominate Dave Adams for Workforce Development Board Chairman. Elaine asked if there were any other nominations. Hearing none, she asked for a vote. Motion passed unanimously.

Dave asked for nominations for Vice Chairman.

Motion by G. Fedus, supported by D. Parkes to nominate Gretchen Crum for Workforce Development Board Vice Chairman. Hearing no other nominations, Dave asked for a vote. Motion passed unanimously.

Dave asked for nominations for Secretary/Treasurer.

Motion by S. Perdue, supported by J. Barnard to nominate Sue Peters for Workforce Development Board Secretary/Treasurer. Hearing no other nominations, Dave asked for a vote. Motion passed unanimously.

Public Comment

No public comment.

Financial Report

Charlene Schlueter, CFO, went over a few of the items of the Amended Budget & Actual Expenditures thru December 2010 for FY2011 (10/1/2010 – 9/30/2011). Questions were answered.

Motion by G. Crum, supported by N. Kalchik to approve the financial report as presented.
Motion passed unanimously.

CEO's Report

Elaine explained that there is far more that she wants to keep the Board informed about than what really needs to be on the agenda or there is time for. At the meetings she will do a staff report to cover highlights of items that won't be on the agenda and are things she would like the Board to know. She also asked the Board to read the newsletters they receive by email to keep up to date. Elaine highlighted a few of the items in the report. A short video was shown about the Beaver Island Lighthouse School 10-10-10 Scholarship that has been started by a couple from Chicago, Beth Urech & Mark Gillingham. They had to seek refuge on the island during rough weather while sailing, discovered the school, and were so impressed they started a scholarship fund. Questions were answered.

Northwest Michigan Works! performance report

Janie McNabb, Director of Program Development & Community Relations, went over the annual Michigan Works! performance report and noted that the northwest region exceeded the state averages. Questions were answered.

State-level changes and recommendations

Elaine talked about a paper that the Michigan Works! Association submitted in early December to Governor Snyder before he took office. The paper outlines the recommendations to him on how to handle the Workforce Development System in Michigan. The following pages of the paper are to educate new legislature and the new people in the Governor's administration about the Michigan Works System. Some of the major recommendations have already been implemented. Elaine answered questions.

Northwest Michigan Works! Strategic Agenda update

Elaine reported this was the Strategic Agenda that was adopted in October based on the Beaver Island Retreat. She highlighted the progress updates and reviewed the implementation plan to establish self-service kiosks for Michigan Works! core services in the counties where we don't have Michigan Works! Centers. Questions were answered.

Northwest Michigan Works! delivery system changes

Jan Warren, Michigan Works! Program Director, talked about the recent realignment at MI Works! and the changes in service delivery. It had been planned for quite awhile in concert with COG administrative staff. The system is now leaner and more efficient. Questions were answered.

Business Services and Economic Development reports

Small Business & Technology Development Center Report:

Elaine introduced Chris Wendel, SBTDC Program Director, who gave a report on the program's past year performance. The program has experienced some growth and has achieved outstanding performance including the number of businesses served, number of jobs created, and economic impact. Chris also presented a new web site for sources of capital to help businesses determine where they might be able to obtain capital outside of the traditional bank sources. Questions were answered.

Procurement Technical Assistance Center Report:

Elaine introduced Todd Olson, PTAC Program Director, who gave a presentation on his program and how he's been able to take the NW MI PTAC from 4th place to 1st place in the state. The PTAC has help business bring over \$168 million of government contracts into the area in the past year. Questions were answered.

CEDS update and survey:

Elaine introduced Matt McCauley, Director of Regional Planning & Community Development, who explained how the CEDS strategies from all 14 regions are being combined into a comprehensive state economic development strategy. He discussed the new process, encouraged board members to complete the survey that was in the board packet, and answered questions.

Updated board meeting schedule

Elaine said that only one meeting date had been changed - from November to December - because of deer hunting season. The December meeting will be the combined meeting with the Council of Governments Board. Elaine said the revised schedule would need to be approved by the Board.

Motion by C. Dillon, supported by J. Barnard, to approve the revised 2011 WDB meeting schedule as presented. Motion carried unanimously.

Upcoming events

Elaine asked that the Board mark the three upcoming events on their calendars.

Correspondence

Dave pointed out the correspondence that was included in the packet and encouraged board members to look it over.

Other

Elaine asked if the board liked the new format of the packet. It was very well received.

Adjourn

The meeting was adjourned by consensus at 7:45 p.m.

Respectfully submitted,

Denise Culman

Denise Culman
Recording Secretary

Please check off your name, Sign In Sheet

Workforce Development Board

Roll Call Vote	Please Check	Name	Outside Affiliation	WDB Representation
	<input checked="" type="checkbox"/>	1. Adams, David	Owner/Operator, Bear Lake Hardware	Business/Manistee
	<input checked="" type="checkbox"/>	2. Bachmann, Eric	Supervisor, MI Rehab. Services	Rehabilitation
	<input checked="" type="checkbox"/>	3. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
	<input checked="" type="checkbox"/>	4. Bollman, Ken	President, Saber Tool Company	Business/Wexford
	<input type="checkbox"/>	5. Breithaupt, Tino	VP, Traverse City Chamber of Commerce	Economic Development
	<input type="checkbox"/>	6. Buning, Larry	Owner, Buning Farms	Business/Missaukee
	<input type="checkbox"/>	7. Case, Corey	Business Representative, United Asso. Plumbers & Steamfitters Local 85	Labor
	<input checked="" type="checkbox"/>	8. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
	<input checked="" type="checkbox"/>	9. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
	<input type="checkbox"/>	10. Dunbar, Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
	<input checked="" type="checkbox"/>	11. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
	<input checked="" type="checkbox"/>	12. Fedus, Gary	President, Mitchell Graphics	Business/Emmet
	<input checked="" type="checkbox"/>	13. Jeannot, Art	Owner, Platte Lake Resort AMPS Investments LLC	Business/Benzie
	<input checked="" type="checkbox"/>	14. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
	<input type="checkbox"/>	15. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
	<input type="checkbox"/>	16. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
	<input checked="" type="checkbox"/>	17. McLaughlin, Dawn	Director, Grand Traverse, Leelanau, Kalkaska	DHS
	<input type="checkbox"/>	18. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
	<input checked="" type="checkbox"/>	19. Osborne, Ken	VP Manufacturing, Boride Engineered Abrasives	Business/Grand Traverse
	<input checked="" type="checkbox"/>	20. Parkes, Doug	Manistee County School Board	K12 Education
	<input checked="" type="checkbox"/>	21. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
	<input checked="" type="checkbox"/>	22. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
	<input type="checkbox"/>	23. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
	<input type="checkbox"/>	24. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
	<input checked="" type="checkbox"/>	25. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
	<input checked="" type="checkbox"/>	26. Ryan, Martha	Owner, Martha's Leelanau Table	Business/Leelanau
	<input checked="" type="checkbox"/>	27. Smith, Jim	NMC/ Tool North, Inc.	Students
	<input type="checkbox"/>	28. Toth, John	President, Central Labor Council	Labor
	<input checked="" type="checkbox"/>	29. Vanderwal, Ryan	President, Star City IBA, Inc & Premium Farm Solutions	Business/Missaukee
	<input checked="" type="checkbox"/>	30. Ward, Pam	Director, Child Care Connections	Business/Grand Traverse

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Others
Please Print **Legibly**

	Name	Organization
1.	Jason Jeffrey	TBAISD
2.	Pam Cuthbert	Goodwill Industries
3.	Matt McCauley	NWMCOG
4.	Charlene Schlueter	NWMCOG
5.	Todd Olson	NWMCOG
6.	Chris Wendel	NWMCOG
7.	Steve Shugart	NWMCOG
8.	Janie McNabb	NWMCOG
9.	Darla Rowland	NWMCOG
10.	Jan Warren	MI Works!/TBAISD
11.	Elaine Wood	NWMCOG
12.	Denise Culman	NWMCOG
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