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## **NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD**

**Monday, June 14, 2010**

### **MEETING MINUTES**

#### **Call to Order**

Dave Adams, Chairman, called the meeting to order at 6:00 p.m. on Monday, June 14, 2010 at the Traverse City *Michigan Works!* Center. He then welcomed everyone. Introductions were made around the room.

#### **Approval of Agenda**

Dave 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 S. Peters to approve the agenda as presented. Motion carried.

#### **Recognitions:**

- a. Sue Peters – Athena Award- Dave and Elaine congratulated Sue on receiving this award for community leadership and service, of which she is very deserving.
- b. Mary Rose Farrington – Standard School Award- Elaine said this is the highest award in the TBAISD system, and it was wonderful for Mary Rose to be recognized for her many years of service to the region's youth.

#### **Minutes of April 12, 2010**

Dave asked if there were any changes needed to April 12, 2010 minutes, which were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by D. Pratt, supported by S. Peters to approve the minutes from April 12, 2010 meeting. Motion carried.

#### **Public Comment**

No public comment.

#### **Financial Report**

Charlene Schlueter, Chief Financial Officer, went over a few of the items of the Amended Budget for FY10 and Expenditures through April 30, 2010, no questions were asked so Dave asked for approval.

Motion by G. Kaminski, supported by J. Barnard to approve the Amended Budget for FY 10 and Expenditures through April 30, 2010 as presented. Motion carried.

#### **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 direct services to the customers. At the last meeting the board

approved the process and timeline for procuring a service provider. A legal notice was run in four daily newspapers; one organization responded and submitted a proposal in response to the RFP, which was the Traverse Bay Intermediate School District (TBAISD). They have been the contractor for MI Works! programs for many years. TBAISD's performance record is outstanding and has been an effective partner working with NWMCOG to ensure best delivery of workforce development services to the public. Three NWMCOG staff members rated the TBAISD's proposal independently, and the proposal meets all requirements. Staff recommends granting the contract for Michigan Works! programs to TBAISD for two-year period beginning July 1, 2010. Questions were answered.

Motion by K. Osborn, supported by K. Bollman to grant the contract for Michigan Works! programs to TBAISD for a two-year period beginning July 1, 2010. Motion carried.

### **Education Advisory Group role & membership.**

Janie said traditionally EAG met a couple of times a year to approve plans and grant applications for local schools. The Michigan Department of Energy, Labor and Economic Growth recently imposed new regulations on the operations of the local EAGs. The new regulations include holding four meetings per year, compliance with Open Meetings Act, and new membership requirements. The first meeting will be held on June 23<sup>rd</sup> at the Career Tec Center from 9:00-11:00 and future meetings will be held at different times and different locations. A polycam will be available in the MI Works! centers for anyone that wanted to attend a meeting via technology. After asking if anyone was interested in being on this board to represent the private sector, Ken Bollman volunteered.

Motion by J. Toth, supported by J. Barnard to approve the new roster of the Education Advisory Group (EAG) in full. Motion carried.

### **Participant tracking system demonstration**

Janie talked about over the years the board has had reports of the dramatic increase of customers served at the Michigan Works! centers. The case managers' load has really increased as a result, but there was no way to track which services were being used and what types of skills did the customer have. Staff looked into ways to track the services by visiting other MI Works! centers to see what they used and went through a formal procurement process. American Government Systems G\*Stars was approved at the last WDB meeting for tracking. NWMCOG contracted with them to implement the tracking system in the MI Works! centers. Steve Shugart, Director of Operations Support Systems, gave a demonstration on how G\*Stars will work. Elaine added this should have been done years ago to be able to report how many unduplicated visit at the centers and which services are used the most. This information will be useful in deciding which programs and services to keep, which ones need to be changed, and even staff allocation. Questions were answered.

### **Regional Growth Strategy and Comprehensive Economic Development Strategy**

Elaine said this is the intro to the Beaver Island Retreat, and as Matt McCauley, Director of Regional Planning & Community Development, is talking about the Regional Growth Strategy and Comprehensive Economic Development Strategy keep in mind that the Workforce Board is the approval committee for the Comprehensive Economic Development Strategy for the region. This year the Economic Development Strategy goals are going to drive the work at Beaver Island retreat in terms of creating specific workforce development goals that support these larger Economic Development goals. Matt explained a new program called the Regional Growth Strategy. Jaclyn Miel-Uken, Regional Planner, talked about the Comprehensive Economic Development Strategy (CEDS) process and how important it is to the ten county region. Participating in the CEDS process makes the communities eligible for EDA funding. The annual process is submitted to EDA every June, and projects can be added throughout the year by amending the CEDS. A submission form is on the NWMCOG website. Questions were answered.

Motion by J. Barnard, supported by T. Breithaupt to approve the CEDS document. Motion carried.

**Potential summer youth program - update**

Elaine gave a quick update. The big summer youth & employment program last year, funded by the Recovery Act, was so effective across the nation that there has been a very big push for Congress to authorize another Summer Youth program this year. At this point nothing has happened and it is already mid June, but it could still happen. NWMCOG will have no notice but are prepared to begin operations at any point in time. Charlene added that Board members might hear about a Summer Youth program. This is the regular WIA Summer Youth Work Experience program with about 50 students that will start in a couple of weeks. The Summer Youth program last year had about 300 students. Questions were answered.

**NWMCOG office move - update**

Elaine reported the move in July does not affect the MI Works! staff or Centers. The NWMCOG Administrative office will move to 600 E. Front St across from Holiday Inn – the Plant Moran building. The College needs the space at the current location. There will be an Open House after everyone is moved in and settled.

**Correspondence**

Correspondence was included with the packet.

**Other**

Dave asked for prayers and cards for Bud.

Beaver Island is before Labor Day this year September 2<sup>nd</sup> & 3<sup>rd</sup>. Please mark your calendars – Staffords will be providing the food this year. Invitation for Annual Report presentations was on the table.

The next WDB meeting will be August 9<sup>th</sup>.

**Adjourn**

The meeting was adjourned by consensus at 7:00 p.m.

Respectfully submitted,

Denise Culman  
Recording Secretary

# Please check off your name, Sign In Sheet

## Workforce Development Board

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 checked="" type="checkbox"/>	5. Breithaupt, Tino	VP, Traverse City Chamber of Commerce	Economic Development
<input type="checkbox"/>	6. Case, Corey	Business Representative, United Asso. Plumbers & Steamfitters Local 85	Labor
<input checked="" type="checkbox"/>	7. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
<input type="checkbox"/>	8. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input type="checkbox"/>	9. Dunbar, Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
<input checked="" type="checkbox"/>	10. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
<input checked="" type="checkbox"/>	11. Fedus, Gary	President, H.W. Jencks Inc.	Business/Benzie
<input type="checkbox"/>	12. Jeannot, Art	President, Honor State Bank	Business/Benzie
<input checked="" type="checkbox"/>	13. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
<input checked="" type="checkbox"/>	14. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
<input checked="" type="checkbox"/>	15. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input type="checkbox"/>	16. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	17. Osborne, Ken	VP Manufacturing, Boride Engineered Abrasives	Business/Gr.Traverse
<input checked="" type="checkbox"/>	18. Parkes, Doug	Manistee County School Board	K12 Education
<input type="checkbox"/>	19. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
<input checked="" type="checkbox"/>	20. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
<input type="checkbox"/>	21. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
<input checked="" type="checkbox"/>	22. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
<input checked="" type="checkbox"/>	23. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
<input type="checkbox"/>	24. Ryan, Martha	Owner, Martha's Leelanau Table	Business/Leelanau
<input checked="" type="checkbox"/>	25. Smith, Jim	NMC/ Tool North, Inc.	Students
<input checked="" type="checkbox"/>	26. Toth, John	President, Central Labor Council	Labor
<input type="checkbox"/>	27. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input checked="" type="checkbox"/>	28. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

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# Others

Please Print Legibly

	Name	Organization
1.	Elaine Wood	NWMCOG
2.	Darla Rowland	NWMCOG
3.	Janie McNabb	NWMCOG
4.	Steve Shugart	NWMCOG
5.	Matt McCauley	NWMCOG
6.	Jaclyn Miel Luken	NWMCOG
7.	Charlene Schlueter	NWMCOG
8.	Paul Unkefer	NW MI Works!
9.	Denise Culman	NWMCOG
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