

NETWORKS NORTHWEST BOARD

MEETING MINUTES

Monday, June 8, 2015

Roll Call

Present: Jan Bassett; Kevin Benson; Ken Bollman; Michael Cain; Coury Carland; Chris Christensen; Michael Crawford; Gary Fedus; Deborah Fellows; Amanda Hawthorn; Andy Hayes; Beth Holmes-Bozung; Art Jeannot; Tom Johnson; Gene Kaminski; Bill Kennis; Jane Korthase; Douglas Mansfield; Christine Maxbauer; Josh Mills; Tim Nelson; Doug Parkes; Tracy Peal; Steve Perdue; Mike Powers; Susan Rogers; Bob Scheele; Richard Schmidt; Marsha Smith; John Stephenson; Nicole Sulak; James Tamlyn; Bill Tencza; Tom Vine; Chris Warren; Ty Wessell; Betty Workman.

Absent:

Jamie Al-Shamma; Mike Ascione; Eric Bachmann; Jim Barnard; Tom Barrons; Alan Cooper; Mike Hill; Les Housler; Paul Hresko; Jeff Jennette; Doug Luciani; Stuart McKinnon; Joe Moch; Leslie Nowlin; Ken Osborne; Sue Peters; David Pratt; Steve Rawlings; Pat Simmons; Jim Smith; Clint Steele; Joe Williams.

Staff present: Elaine Wood; Janie McNabb; Scott Gest; Sarah Lucas; Darla Rowland; Denise Culman; Steve Shugart; Lisa Schut; Becky Maddox.

Guests present: Tom Slater; State Representative Phil Potvin.

Call to Order and introductions

Gary Fedus, Board Chair, called the meeting to order at 5:30 p.m. and welcomed everyone to the meeting. He announced that an amended agenda had been distributed at the tables, with item 9.a – EDA Annual Grant – being added to the agenda that had previously been sent to board members.

Public Comment

None.

Minutes of April 13, 2015

G. Fedus asked if there were any other additions or corrections to the Networks Northwest minutes of April 13 2015. Hearing none, he asked for approval.

Motion by D. Parkes, supported by T. Nelson, to approve the Networks Northwest minutes for April 13, 2015 as presented. Motion passed unanimously.

Consent Agenda

- a. CEO report
- b. Michigan Works COO's report
- c. Finance Committee draft minutes of 4/13/15
- d. Executive Committee draft minutes of 5/11/15
- e. Career Council (EAG) minutes of 2/24/15 & 5/6/15
- f. Quality Assurance Committee draft minutes of 3/9/15

There were no comments or questions relative to the items on the consent agenda, nor any requests to remove any item from the consent agenda.

Motion by A. Jeannot, supported by J. Bassett, to accept the consent agenda. Motion passed unanimously.

Item(s) pulled from the Consent Agenda

None

Finance & Audit Committee report & recommendations**a. Networks Northwest budget report ending 4/30/15**

Committee Chair Steve Perdue presented the Networks Northwest budget report for three months ending 4/30/15 and answered questions.

Motion by S. Perdue, supported by R. Schmidt, to accept the Networks Northwest budget report ending 4/30/15, as recommended by the Finance Committee. Motion passed unanimously.

b. NW MI Works!, Inc. budget report ending 4/30/15

S. Perdue presented the Northwest Michigan Works!, Inc. budget report ending 4/30/15 and answered questions.

Motion by S. Perdue, supported by T. Nelson, to accept the Northwest Michigan Works! Inc. budget report ending 4/30/15, as recommended by the Finance Committee. Motion passed unanimously.

c. Presentation of NN audit for period ending 9/30/14

Bill Tucker, CPA and Principal from Abraham Gaffney, P.C. presented the Networks Northwest audit for the year ending 9/30/14, and answered questions. He reported that the agency received a "clean opinion" which is the highest level of audit opinion, and that there were no material weaknesses, no significant deficiencies identified, and no audit findings.

Motion by S. Perdue, supported by S. Rogers, to accept the Networks Northwest audit ending 9/30/14, as recommended by the Finance Committee. Motion passed unanimously.

d. Presentation of NMW, Inc. audit for period ending 9/30/14

Bill Tucker, CPA and Principal from Abraham Gaffney, P.C. presented the Northwest Michigan Works!, Inc. audit for the year ending 9/30/14, and answered questions. He reported that this was a 15-month audit due to the change of the entity's fiscal year from July 1 to October 1, and that the books had to be closed twice during this period. He reported that this was also a "clean opinion." There was one material weakness identified: a material journal entry was proposed by the auditors in order to properly account for accounts payable due to the fiscal year changing. There were no significant deficiencies or audit findings.

Motion by S. Perdue, supported by T. Nelson, to accept the Northwest Michigan Works!, Inc. audit ending 9/30/14, as recommended by the Finance Committee. Motion passed unanimously.

Talent system reports**a. Student video challenge award presentation**

J. McNabb presented information about the student video contest that took place throughout the region to promote STEM Careers, and showed the winning video created by students of the TBA Career Tech Center. As a result, the TBA Career Tech Center received an award of a 3-D Printer, donated by RJG, Inc. The "popular award" was based on the highest number of "Likes" on YouTube, and went to the video done by the students at Wexford-Missaukee Career Tech Center.

b. TEC Scholarships

J. McNabb gave a status report on the TEC Scholarships (Technical Education & Careers) that resulted from a one-time grant from MEDC. The full amount of the grant, \$65,000, was used for direct scholarship funding for career tech seniors to enter post-secondary training combined with job experience. She reviewed the listing of scholarships by occupational area and ISD sub-region, with a total of 26 scholarships having been awarded. E. Wood praised the Northwest Michigan Works youth career advisors and support staff for completely designing and implementing this program in only two months.

Executive Committee report & recommendations**a. Delivery of Career Services under WIOA**

C. Christensen began the Executive Committee report by reviewing the issue of direct service delivery by the board's staff (as opposed to subcontractors), and reported that the new law, WIOA, allows the board to do this automatically without any special waiver of permission. Questions were answered.

Motion by M. Cain, supported by R. Schmidt, that the board serve as the deliverer of WIOA Career Services utilizing its in-house staff, for the purpose of allocating the least amount of money as possible to overhead and the most to direct customer services and training.

Motion passed unanimously.

b. WIOA One Stop Operator

C. Christensen reported that the Executive Committee reviewed and discussed the issue of contracting for a One-Stop Operator under WIOA. This must be put out for competitive bid and be in place by June 30, 2016. Additional clarification has been received since the last board meeting, and the committee's recommendation as presented in the board packet supersedes the item that was tabled at the last board meeting. Questions were answered.

Motion by S. Rogers, supported by B. Holmes-Bozung, that the board continue serving as the One Stop Operator during the Program Year 7/1/15 – 6/30/16, this being the transitional year for implementation of WIOA; and further, that the board issue a competitive bid process for the One-Stop Operator role effective 7/1/16, and that staff prepare the Request for Proposals according to WIOA law and regulations, for review of proposals by the board during the January-February 2016 timeframe. Motion passed unanimously.

c. Request for "initial designation" under WIOA

C. Christensen reviewed the Executive Committee's deliberation concerning the process of requesting official "initial two-year designation" as a service area under WIOA. Networks Northwest qualifies for this status as a result of having met all federal performance measures for at least the past two years, and having maintained fiscal integrity for at least the past two years. Discussion took place and questions were answered.

Motion by M. Crawford, supported by J. Bassett, that the board, comprised of both the Local Elected Officials and the Workforce Development Board, request Initial Two-Year Designation as the WIOA Local Workforce Development Area, with Networks Northwest as the Grant Recipient and Administrative Entity; and further, certify that Networks Northwest met or exceeded all WIA performance measures for the two consecutive program years prior to enactment of WIOA, and has maintained fiscal integrity as defined by the Workforce Development Agency for the two years preceding this request.

Motion passed unanimously.

d. FOIA Policy

C. Christensen reported that the Executive Committee reviewed a draft FOIA Policy that had been prepared by staff, and had suggested a few modifications. The version presented in the board packet is recommended by the committee for board adoption.

E. Wood told the board members that it has always been the agency's preference that anyone wanting information simply call and ask, and that they will be provided the information without needing to fill out a formal FOIA request, as long as the information requested can legally be provided and is available in a readily presentable format. She said the agency maintains an open and transparent approach to public information. Discussion took place and questions were answered.

Motion by D. Parkes, supported by K. Bollman, that the FOIA Policy be adopted as presented, and that this policy be posted on the agency's website, and that a copy of the policy be included with the delivery of any requested records. Motion passed unanimously.

Regional Prosperity Initiative

a. EDA annual grant

S. Lucas presented background information about the agency's annual U.S. Dept. of Commerce's Economic Development Administration (EDA) grant, which provides for the development of the Comprehensive Economic Development Strategy (CEDS), which is a component of the regional prosperity plan. It also makes our communities eligible for federal funding for infrastructure projects should they request it. Although we receive this grant each year given our designation as the EDA's economic development district, this year they requested specific board action.

Motion by B. Kennis, supported by S. Rogers, to approve the EDA annual grant, and further to verify that the Networks Northwest Chief Elected Official, Chris Christensen, is authorized through board policy to sign and submit the 2015 grant application and related documents for US Dept of Commerce EDA partnership planning program. Further, the governing body authorizes Networks Northwest to make available no less than fifty-one thousand six hundred twenty-eight dollars (\$51,628) for the purposes of cash match to the US Department of Commerce Economic Development Administration Partnership Planning grant. Motion passed unanimously.

b. CEDS

S. Lucas then presented this year's Comprehensive Economic Development Strategy (CEDS), along with the Appendix (Data Supplement by County), and answered questions.

Motion by M. Smith, supported by J. Stephenson, to approve the 2015 CEDS document. Motion passed unanimously.

Strategic Topic: Housing

S. Lucas gave a thorough presentation on the various activities that have taken place over the past year with regard to housing in the region. She then posed several key questions for which staff is seeking board member input, and substantial discussion took place. Sarah announced that the agency is hosting a regional Housing Summit on June 19.

Board member comments; staff notices & announcements

E. Wood informed the board that the Petoskey MI Works! Center will be moving to a better building as the current building has serious plumbing and roof issues. The new location is just down the road from the current location. She thanked the staff for enduring the last year working in unpleasant working conditions.

State Representative Phil Potvin made a few comments about activities of the state legislature.

Correspondence

Correspondence was included with the packet.

Adjourn

The meeting was adjourned by consensus at 7:27 p.m.

Respectfully submitted,

Denise Culman

Denise Culman
Recording Secretary

Date: June 8, 2015

Check In Sheet

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

✓	44	Susan	Rogers	County Commissioner, Missaukee
✓	45	Bob	Scheele	Vice President, Central Labor Council
✓	46	Richard	Schmidt	County Commissioner, Manistee
	47	Patricia	Simmons -excused	DHS Director, DHS - Emmet, Charlevoix & Antrim Counties
	48	Jim	Smith - excused	Controls Designer, Tool North Inc
✓	49	Marsha	Smith	Executive Director, Rotary Charities & NorthSky Non-Profit Network
	50	Clint	Steele - excused	Pipefitter, UAW Local 85
✓	51	John	Stephenson	Executive Director, NW MI Community Action Agency
✓	52	Nicole	Sulak	CPA, Plante Moran
✓	53	James	Tamlyn	County Commissioner, Emmet
✓	54	Bill	Tencza	President, Cadillac Chamber; Northern MI Chamber Alliance
✓	55	Tom	Vine	Plant Manager, Viking Energy
✓	56	Chris	Warren	General Manager, Midwest Broadcasting Company
✓	57	Ty	Wessell	County Commissioner, Leelanau
✓	58	Betty	Workman	Owner, Vacation Trailer Park & Sales Inc
	59	Joe	Williams	Owner/President, Williams Pumping Service

Others and Staff

✓	#	First Name	Last Name	Title
	1	Phil	Potvin	State Representative
	2	Elaine	Wood	Networks Northwest
	3	Janie	McNabb	Networks Northwest
	4	Scott	Gest	Networks Northwest
	5	Sarah	Lucas	Networks Northwest
	6	Darla	Rowland	Networks Northwest
	7	Denise	Culman	Networks Northwest
	8	Steve	Shugart	Networks Northwest
	9	Lisa	Schut	Networks Northwest
	10	Becky	Maddox	NW MI Works!
	11	Tom	Slater	videographer
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