

NETWORKS NORTHWEST BOARD

DRAFT - MEETING MINUTES - DRAFT

Monday, February 13, 2017

Roll Call

Present: Eric Bachmann; Ed Boettcher; Michael Cain; Coury Carland; Chris Christensen; Jim Cook; Alan Cooper; Gary Fedus; Mike Groleau; Amanda Hawthorn; Andy Hayes; Beth Holmes-Bozung; Rachel Johnson; Caroline Kennedy; Bill Kennis; Jane Korthase; Doug Luciani; Tom Mair; Josh Mills; Tim Nelson; Ken Osborne; Doug Parkes; Steve Perdue; Sue Peters; Richard Schmidt; Dean Smallegan; John Stephenson; Nicole Sulak; Kim Weckesser; Chuck Welch; Ty Wessell; Betty Workman.

Absent:

Jamie Al-Shamma; Mike Ascione; Jim Barnard; Ken Bollman; Mike Hill; Les Housler; Paul Hresko; Jeff Jennette; Tom Johnson; Gene Kaminski; Kristine Lagios; Douglas Mansfield; Stuart McKinnon; Joe Moch; Leslie Nowlin; Tracy Peal; Mike Powers; Bob Scheele; Jim Smith; Marsha Smith; John Stakoe; Clint Steele; Kelli Stepka; Tom Vine; Barb VonVoigtlander; Chris Warren; Joe Williams.

Staff present: Elaine Wood; Terry Vandercook; Darla Rowland; Denise Culman; Matt McCauley; Anne Helbig; Matt McCauley; Sarah Lucas; Mike Woods; Tad Erickson; Elise Crafts; Elizabeth Calcutt.

Guests present: Tom Slater

Call to Order and introductions

Gary Fedus, Chair, called the meeting to order at 5:35 p.m. and welcomed everyone to the meeting.

Public Comment

None.

Networks Northwest Minutes of December 12, 2016

G. Fedus asked if there were any additions or corrections to the Networks Northwest minutes of December 12, 2016. Hearing none, he asked for approval.

Motion by D. Parkes, supported by M. Cain, to approve the Networks Northwest minutes for December 12, 2016 as presented. Motion passed unanimously.

Annual meeting items

- a. Announcement of officers from WDB election
E. Wood announced that at its January 2017 annual meeting, the Workforce Development Board (WDB) elected its officers for the year as follows: Gary Fedus, Chair; Sue Peters, Vice Chair; Doug Parkes, Secretary/Treasurer. Per the Networks Northwest bylaws, the Chair and Vice Chair of the WDB serve as the Chair and Vice Chair of the full Networks Northwest Board.
- b. Conflict of Interest forms
E. Wood asked all board members to review and complete the Conflict of Interest form and leave it on the table for Denise to pick up after the meeting.
- c. Updated 2017 meeting schedule
E. Wood mentioned that the updated meeting calendar for 2017 was included in the packet for board members' use. Three additional NWMCI board meetings of the ten County Commissioners will be added per their request, so another version will be distributed by email shortly.
- d. Updated board member list
- e. E. Wood pointed out the updated list of all Networks Northwest Board members that was included in the packet.

f. Committee assignments for 2017

G. Fedus announced the committee assignments for 2017 and asked if there were any questions; there were none. He pointed out that the Quality Assurance Committee will now meet the same day as the full board meetings rather than in the alternate months as was previously done.

Consent Agenda

G. Fedus asked if there were any items requested for removal from the consent Agenda for discussion beyond a simple question. There were none. E. Wood then gave a short verbal staff report.

g. CEO report

h. Finance Committee minutes of 12/12/16

i. Workforce Development Board annual meeting draft minutes of 1/9/17

Motion by B. Kennis, supported by M. Cain, to accept the consent agenda. Motion passed unanimously.

Item(s) pulled from the Consent Agenda

None.

Finance Committee Report

S. Perdue, Committee Chair, presented the Finance Committee report. Steve briefly presented all the information the committee had reviewed and stated that the budgets and expenditures are all in good order. Questions were answered.

a. Networks Northwest FY17 budget report of 12/31/16

Motion by S. Perdue, supported by C. Carland, to accept the Networks Northwest FY17 Budget report 12/31/16 as presented. Motion passed unanimously.

b. NW Michigan Works! Inc. FY17 budget report of 12/31/16

S. Perdue briefly presented the Northwest Michigan Works!, Inc. budget/expenditure report. He said that the committee felt from now on it wasn't necessary to approve these budgets individually since the Michigan works budget is a sub-set of the full Networks Northwest budget report.

S. Perdue stated that he had received a call from the auditors asking all the usual questions relative to the audit and that he replied on behalf of the board. The committee discussed how they could have more oversight on policies related to financial management, and Darla had provided them with all the current policies. The committee will now review each policy once a year to ensure that it is still appropriate and recommend any changes to the full board if needed.

EDA Grant Amendment

E. Wood explained that the federal Economic Development Administration (EDA) has contacted us about a small increase of about \$18,000 in our annual EDA grant, which provides funding for the general economic development activities required and conducted by the agency. Although the board has a formally-adopted policy for signing documents, the EDA still requires that each individual one be voted on by the board. She reviewed the summary of the grant amendment.

Motion by M. Cain, supported by C. Welch, to accept the EDA Grant Amendment as presented. Motion passed unanimously.

Strategic discussion topic: Transportation

- a. Road conditions ratings; road funding
M. McCauley introduced the main discussion topic and then turned it over to Michael Woods who gave a presentation on the road rating process and report, as well as on how the various forms of transportation funding come into and are distributed in the region. There was considerable discussion among the board members and questions were answered.
- b. Commuting report
Tad Erickson then presented the Commuting Guide that was recently published by Networks Northwest. He also called upon board member, Bill Kennis, who represents public transit on the board, to discuss the ways in which several counties are working together to expand and improve commute-to-work activities.
- c. Discussion
Board members were divided according to the three sub-regions that correlated with the road funding, and were asked to discuss the following three questions. Each group had a staff member assisting.
 - i. How do road congestion and road conditions impact various issues in your community?
 - ii. Are there potential transportation projects that could have significant regional and/or sub-regional impact?
 - iii. How can transit play a bigger role in commuting and what would it take for you to be a rider?

Each group then made a brief report on their discussion and input. Staff thanked the board for their discussion and said that it provides a lot of help in programming and setting priorities.

Board member and staff comments & announcements

None.

Correspondence

Various news releases, articles, and items of correspondence were included in the board packet.

Adjourn

The meeting was adjourned by consensus at 7:30 p.m.

Respectfully submitted,

Denise Culman

Denise Culman

Recording Secretary

Date: February 13, 2017

Check In Sheet

✓	#	First Name	Last Name	Title
	1	Jamie	Al-Shamma	Executive Vice President, Bay Construction
	2	Mike	Ascione	CEO, American Waste
✓	3	Eric	Bachmann	Regional Manager, MI Rehabilitation Services
	4	Jim	Barnard	Owner, Barnard Engineering
✓	5	Ed	Boettcher	Antrim County Commissioner
	6	Kenneth	Bollman - excused	President, Saber Tool Company
✓	7	Michael	Cain	Manager, City of Boyne City
✓	8	Coury	Carland	County Commissioner, Benzie
✓	9	Chris	Christensen	County Commissioner, Charlevoix
✓	10	Jim	Cook	Manager, Grand Traverse County Road Commission
✓	11	Alan	Cooper	Manager, Wexford County Road Commission
✓	12	Gary	Fedus	President, Mitchell Graphics
✓	13	Mike	Groleau	Co-owner/Project Manager, RJG, Inc
✓	14	Amanda	Haworth	HR Director, Boyne Resorts
✓	15	Andy	Hayes	President, Northern Lakes Economic Alliance
	16	Mike	Hill - excused	Superintendent, TBA ISD
✓	17	Beth	Holmes-Bozung	Co-Owner, SafetyNet Inc
	18	Leslie	Housler	County Commissioner, Wexford
	19	Paul	Hresko	HR Manager, Armor Express
	20	Jeff	Jennette	Superintendent, Wexford-Missaukee & Manistee ISD
✓	21	Rachel	Johnson	Public Affairs, Cherryland Electric
	22	Tom	Johnson - excused	Partner, Landmark Development
	23	Gene	Kaminski - excused	HR Director, McLaren Northern Michigan
✓	24	Caroline	Kennedy	Assistant Village Manager/Clerk, Village of Elk Rapids
✓	25	Bill	Kennis	Executive Director, Benzie Transportation Authority
✓	26	Jane	Korthase	Human Resources Director, Grandvue Medical Care Facility
	27	Kristine	Lagios - excused	DHS Director, DHS -Benzie & Manistee Counties
✓	28	Doug	Luciani	President, TC Area Chamber; Northern MI Chamber Alliance
✓	29	Tom	Mair	Grand Traverse County Commissioner
	30	Douglas	Mansfield	President, MI Township Association
	31	Stuart	McKinnon	County Commissioner, Kalkaska
✓	32	Josh	Mills	Manager, City of Frankfort
	33	Joe	Moch - excused	CEO, ACAT Global
✓	34	Tim	Nelson	President, NMC
	35	Leslie	Nowlin - excused	HR System Administrator, Rec Boat Holdings LLC
✓	36	Ken	Osborne	Vice President of Manufacturing, Boride Engineered Abrasive
✓	37	Douglas	Parkes	Co-Owner, Kellie's Hallmark Shop
	38	Tracey	Peal - excused	Vice President, Hague Equipment company of MI Inc
✓	39	Steve	Perdue	President & CEO, Grand Traverse Industries -GTI
✓	40	Sue	Peters	Vice President-Human Resources, Munson Medical Center

	41	Mike	Powers - excused	Energy Solutions Consultant, Keene Technical Solutions
	42	Bob	Scheele	Vice President, Central Labor Council
✓	43	Richard	Schmidt	County Commissioner, Manistee
✓	44	Dean	Smallegan	Missaukee County Commissioner
	45	Jim	Smith - excused	Controls Designer, Tool North Inc
	46	Marsha	Smith - excused	Executive Director, Rotary Charities & NorthSky Non-Profit Network
	47	John	Stakoe	Emmet County Commissioner
	48	Clint	Steele	Plumber & Pipefitter, UAW Local 85
✓	49	John	Stephenson	Executive Director, NW MI Community Action Agency
	50	Kelli	Stepka	Human Resource Manager, Cherry Republic
✓	51	Nicole	Sulak	CPA, Plante Moran
	52	Tom	Vine	Plant Manager, Viking Energy
	53	Barb	VonVoigtlander - excused	Administrative Coordinator, Village of Northport
	54	Chris	Warren - excused	General Manager, Midwest Broadcasting Company
✓	55	Kim	Weckesser	Director Human Resources, West Shore Medical Center
✓	56	Chuck	Welch	Parole Field Supervisor, State of MI Dept of Corrections
✓	57	Ty	Wessell	County Commissioner, Leelanau
	58	Joe	Williams	Owner/President, Williams Pumping Service
✓	59	Betty	Workman	Owner, Vacation Trailer Park & Sales Inc

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#	First Name	Last Name	Title	
1	Elaine	Wood	Networks Northwest	
2	Matt	McCauley	Networks Northwest	
3	Terry	Vandercook	Networks Northwest/NW Michigan Works!	
4	Sarah	Lucas	Networks Northwest	
5	Anne	Helbig	Networks Northwest	
6	Darla	Rowland	Networks Northwest	
7	Denise	Culman	Networks Northwest	
8	Mike	Woods	Networks Northwest	
9	Tad	Erickson	Networks Northwest	
10	Elise	Crafts	Networks Northwest	
11	Elizabeth	Calcutt	Networks Northwest	
12	Tom	Slater	Videographer	
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