NETWORKS NORTHWEST BOARD

DRAFT - MEETING MINUTES - DRAFT

Monday, April 10, 2017

Roll Call

Present: Jamie Al-Shamma; Mike Ascione; Eric Bachmann; Jim Barnard; Ed Boettcher; Stacie Bytwork; Michael Cain; Coury Carland; Chris Christensen; Jim Cook; Mike Groleau; Andy Hayes; Gene Kaminski; Kristine Lagios; Michael MacCready; Tom Mair; Tim Nelson; Ken Osborne; Doug Parkes; Steve Perdue; Sue Peters; Richard Schmidt; Bob Scheele; Jim Smith; Marsha Smith; John Stephenson; Barb VonVoigtlander; Kim Weckesser; Chuck Welch; Ty Wessell; Betty Workman.

Absent:
Ken Bollman; Alan Cooper; Gary Fedus; Amanda Hawthorn; Mike Hill; Beth Holmes-Bozung; Paul Hresko; Jeff Jennette; Rachel Johnson; Caroline Kennedy; Bill Kennis; Jane Korthase; Doug Luciani; Douglas Mansfield; Stuart McKinnon; Josh Mills; Joe Moch; Leslie Nowlin; Tracy Peal; Mike Powers; Dean Smallegan; John Stakoe; Clint Steele; Kelli Stepka; Nicole Sulak; Tom Vine; Chris Warren; Joe Williams.

Staff present: Elaine Wood; Matt McCauley; Terry Vandercook; Darla Rowland; Denise Culman; Anne Helbig; Scott Gest; Christy Nelson; Steve Shugart; Jason Lome; Chris Morey.

Guests present: Tom Slater, Sharon Moffett-Massey

Call to Order and introductions

Sue Peters, Vice Chair, called the meeting to order at 5:35 p.m. and welcomed everyone to the meeting.

Public Comment

None.

Networks Northwest Minutes of February 13, 2017

S. Peters asked if there were any additions or corrections to the Networks Northwest minutes of February 13, 2017. Hearing none, she asked for approval.

> Motion by D. Parkes, supported by R. Schmidt, to approve the Networks Northwest minutes for February 13, 2017 as presented. Motion passed unanimously.

Consent Agenda

S. Peters 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.

a. CEO report
b. Finance Committee minutes of 2/13/17
c. Quality Assurance Committee minutes of 9/12/16
d. Prosperity Index Committee minutes of 10/10/16

> Motion by B. Workman, supported by M. Smith, to accept the consent agenda. Motion passed unanimously.

Item(s) pulled from the Consent Agenda

None.

Executive Committee report

S. Peters gave a short report on the Executive Committee's last meeting. The primary topic of discussion was the Beaver Island Lighthouse property, and that discussion was held in closed session.

She also reported that the committee is recommending that the Chamber of Commerce at-large board seat be filled with the appointment of Stacie Bytwork of Manistee Chamber, replacing Bill Tencza who retired.

> Motion by M. Cain, supported by S. Perdue, to approve the at-large board seat recommendation for Stacie Bytwork. Motion passed unanimously.

She also reported that the committee reviewed how the CEO transition process is going, and that everything seems to be going very well and on schedule.

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 2/28/17
b. NW Michigan Works! Inc. FY17 budget report of 2/28/17

> Motion by S. Perdue, supported by R. Schmidt, to accept both the Networks Northwest and NW Michigan Works! Inc. FY17 Budget reports of 2/28/17as presented. Motion passed unanimously.

Quality Assurance Committee report

C. Welch gave the committee report in place of J. Korthase. He reviewed each item individually.

a. Michigan Works! Dashboard
> Motion by C. Welch, supported by B. VonVoigtlander, to accept the Michigan Works! Dashboard. Motion passed unanimously.

b. Internal monitoring reports summary
> Motion by C. Welch, supported by M. Smith, to accept the internal monitoring report. Motion passed unanimously.

c. External monitoring reports
> Motion by C. Welch, supported by D. Parkes, to accept the external monitoring report. Motion passed unanimously.

d. STTF dashboard
> Motion by C. Welch, supported by C. Carland, to accept the STTF dashboard. Motion passed unanimously.

One Stop Operator

E. Wood reviewed the process that has taken place to meet the federal requirement for a contracted One Stop Operator (OSO). The RFP had to be put out a second time because there were no responses the first time. However, one bid was received the second time. She reviewed the specific tasks the OSO is being asked to perform, and reminded board members that, because we operate all our programs with in-house staff, there is very little role for a traditional OSO in our region. She reviewed the proposal that was made by Traverse Bay Area Intermediate School District and showed the board that the proposal meets all the requirements and is very reasonably priced.

Motion by R. Smith, supported by M. Cain, to approve the One Stop Operator bid and to contract with Traverse Bay Area Intermediate School District for a one-year period, renewable for up to three years, effective July 1, 2017. Motion passed unanimously.

Strategic discussion topic: Adult Education

a. Prosperity Index Committee report
Committee Chair, K. Osborne presented some general data that was discussed by the committee, in order to introduce the topic.

b. Presentation (E. Wood; T. Vandercook; C. Nelson)
Staff members gave a thorough presentation on the history and current operation of the Adult Education Program.

c. Questions for board
Board members were asked to discuss several key questions related to adult ed programming in order to provide insight and feedback for the staff. Considerable discussion was held in smaller groups and group reports were made.

d. WIOA Title II grant application
E. Wood reviewed again, from the initial presentation, that the State Aid funds for Adult Education are combined with the WIOA Title II funds for Adult Education in order to deliver one comprehensive, integrated program for the region. She reviewed the Title II grant application which was in the board packet.

Motion by M. Groleau, supported by J. Barnard, to approve the WIOA Title II grant application and to indicate that it is fully aligned with the comprehensive Adult Education program in the region. Motion passed unanimously.

Board member and staff comments & announcements

Two board members Rachel Johnson & Beth Holmes-Bozung were recognized by E. Wood and the board for being selected as leading business women in the Grand Traverse area.

Correspondence

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

Adjourn

The meeting was adjourned by consensus at 7:33 p.m.

Respectfully submitted,

Denise Culman

Denise Culman
Recording Secretary

Date: April 10, 2017

Networks Northwest
Talent / Business / Community

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	Stacie	Bytwork	Executive Director, Manistee Area Chamber of Commerce
✓	8	Michael	Cain	Manager, City of Boyne City
✓	9	Coury	Carland	County Commissioner, Benzie
✓	10	Chris	Christensen	County Commissioner, Charlevoix
✓	11	Jim	Cook	Manager, Grand Traverse County Road Commission
	12	Alan	Cooper - excused	Manager, Wexford County Road Commission
	13	Gary	Fedus - excused	President, Mitchell Graphics
✓	14	Mike	Groleau	Co-owner/Project Manager, RJG, Inc
	15	Amanda	Haworth - excused	HR Director, Boyne Resorts
✓	16	Andy	Hayes	President, Northern Lakes Economic Alliance
	17	Mike	Hill - excused	Superintendent, TBA ISD
	18	Beth	Holmes-Bozung - excused	Co-Owner, SafetyNet Inc
	19	Paul	Hresko	HR Manager, Armor Express
	20	Jeff	Jennette - excused	Superintendent, Wexford-Missaukee & Manistee ISD
	21	Rachel	Johnson - excused	Public Affairs, Cherryland Electric
✓	22	Gene	Kaminski	HR Director, McLaren Northern Michigan
	23	Caroline	Kennedy - excused	Assistant Village Manager/Clerk, Village of Elk Rapids
	24	Bill	Kennis - excused	Executive Director, Benzie Transportation Authority
	25	Jane	Korthase - excused	Human Resources Director, Grandvue Medical Care Facility
✓	26	Kristine	Lagios	DHS Director, DHS -Benzie & Manistee Counties
	27	Doug	Luciani - excused	President, TC Area Chamber; Northern MI Chamber Alliance
✓	28	Michael	MacCready	County Commissioner, Wexford
✓	29	Tom	Mair	Grand Traverse County Commissioner
	30	Douglas	Mansfield - excused	President, MI Township Association
	31	Stuart	McKinnon	County Commissioner, Kalkaska
	32	Josh	Mills - excused	Manager, City of Frankfort
	33	Joe	Moch - excused	CEO, ACAT Global
✓	34	Tim	Nelson	President, NMC
	35	Leslie	Nowlin	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	Energy Solutions Consultant, Keene Technical Solutions
✓	42	Bob	Scheele	Vice President, Central Labor Council
✓	43	Richard	Schmidt	County Commissioner, Manistee
	44	Dean	Smallegan	County Commissioner, Missaukee
✓	45	Jim	Smith	Controls Designer, Tool North Inc
✓	46	Marsha	Smith	Executive Director, Rotary Charities & NorthSky Non-Profit Network
	47	John	Stakoe - excused	Emmet County Commissioner
	48	Clint	Steele - excused	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 - excused	CPA, Plante Moran
	52	Tom	Vine	Plant Manager, Viking Energy
✓	53	Barb	VonVoigtlander	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

	#	First Name	Last Name	Title
	1	Sharon	Moffett-Massey	Senior Executive, Talent Investment Agency (TIA)
	2	Elaine	Wood	Networks Northwest
	3	Denise	Culman	Networks Northwest
	4	Matt	McCauley	Networks Northwest
	5	Terry	Vandercook	Networks Northwest/NW Michigan Works!
	6	Darla	Rowland	Networks Northwest
	7	Anne	Helbig	Networks Northwest
	8	Christy	Nelson	Northwest Michigan Works!
	9	Scott	Gest	Networks Northwest
	10	Steve	Shugart	Networks Northwest
	11	Jason	Lome	Networks Northwest
	12	Chris	Morey	Networks Northwest
	13	Tom	Slater	Videographer
	14			
	15			
	16			