

# NETWORKS NORTHWEST BOARD

## **DRAFT - MEETING MINUTES - DRAFT**

Monday, June 12, 2017

### **Roll Call**

***Present:*** Jamie Al-Shamma; Eric Bachmann; Ken Bollman; Stacie Bytwork; Michael Cain; Coury Carland; Chris Christensen; Jim Cook; Gary Fedus; Mike Groleau; Andy Hayes; Beth Holmes-Bozung; Jeff Jennette; Rachel Johnson; Gene Kaminski; Caroline Kennedy; Jane Korthase; Kristine Lagios; Michael MacCready; Tom Mair; Josh Mills; Tim Nelson; Leslie Nowlin; Doug Parkes; Steve Perdue; Sue Peters; Richard Schmidt; Bob Scheele; Dean Smallegan; Jim Smith; Marsha Smith; Barb VonVoigtlander; Tom Vine; Chris Warren; Kim Weckesser; Chuck Welch; Ty Wessell.

### ***Absent:***

Mike Ascione; Jim Barnard; Ed Boettcher; Alan Cooper; Amanda Hawthorn; Mike Hill; Paul Hresko; Bill Kennis; Doug Luciani; Douglas Mansfield; Stuart McKinnon; Joe Moch; Ken Osborne; Tracy Peal; Mike Powers; John Stakoe; Clint Steele; John Stephenson; Kelli Stepka; Nicole Sulak; Joe Williams; Betty Workman.

***Staff present:*** Elaine Wood; Matt McCauley; Terry Vandercook; Darla Rowland; Denise Culman; Anne Helbig; Steve Shugart; Jessica Willis; Cathy Fairbanks; Annie Olds; Rob Dickinson; Chris Bosio.

***Guests present:*** Tom Slater, Bill Tucker, Matt Classens.

### **Call to Order and introductions**

Gary Fedus, Chair, called the meeting to order at 5:33 p.m. and welcomed everyone to the meeting.

### **Public Comment**

None.

### **Networks Northwest Minutes of April 10, 2017**

G. Fedus asked if there were any additions or corrections to the Networks Northwest minutes of April 10, 2017. Hearing none, he asked for approval.

Motion by M. Cain, supported by M. Smith, to approve the Networks Northwest minutes for April 10, 2017 as presented. Motion passed unanimously.

### **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.

- a. CEO report
- b. Executive/Governance Committee minutes of 3/13/17
- c. BILS Sub-committee of Executive Committee minutes of 4/28/17
- d. Executive/Governance Committee minutes of 5/8/17
- e. Finance/Audit Committee minutes of 4/10/17
- f. Prosperity Index Committee minutes of 4/10/17
- g. Quality Assurance Committee minutes of 4/10/17
- h. BILS Sub-committee of Executive Committee minutes of 5/22/17

Motion by S. Peters, 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 4/30/17

Motion by S. Perdue, supported by M. Smith, to accept the Networks Northwest budget report of 4/30/17 as presented. Motion passed unanimously.

b. NW Michigan Works! Inc. budget report of 4/30/17

Motion by S. Perdue, supported by S. Peters, to accept the NW Michigan Works! Inc. budget report of 4/30/17 as presented. Motion passed unanimously.

c. Networks Northwest FY16 Audit

S. Perdue gave a summary of the audit presentation that was made by auditor Bill Tucker to the finance Committee. He reported that the audit gave a “clean and unqualified” opinion.

Motion by S. Perdue, supported by R. Schmidt, to accept Networks Northwest FY16 Audit as presented. Motion passed unanimously.

d. Northwest Michigan Works!, Inc. FY16 Audit

S. Perdue gave a summary of the audit presentation that was made by auditor Bill Tucker to the finance Committee. He reported that the audit gave a “clean and unqualified” opinion.

Motion by S. Perdue, supported by M. Cain, to accept NW Michigan Works! Inc. FY16 Audit as presented. Motion passed unanimously.

**Executive Committee report – lighthouse school**

Committee Chair, S. Peters, provided a reminder of the protocol of going into a closed session, including that all discussion is confidential and there can be no decisions or motions made.

Motion by S. Peters, supported by D. Parkes, to go into closed session to discuss pending litigation. Motion passed unanimously.

Discussion took place in closed session. No decisions were made and no action was taken.

Board Chair, G. Fedus, re-opened the meeting.

**Quality Assurance Committee report**

Gary asked if the board would like to table this item due to the duration of the closed session. By consensus, the board agreed to table this committee report until the next board meeting.

**Strategic discussion topic: Business Development & Job Growth**

Anne Helbig, Director of Business Development, introduced the board’s strategic topic by providing an overview of the agency’s role in economic development. Each program director then presented a short report on the programs delivered by Networks Northwest and Northwest Michigan Works, as follows: Cathy Fairbanks for the Procurement Technical Assistance Center (PTAC); Annie Olds for the Small Business Development Center (SBDC); Chris Bosio for the Global Trade Alliance (GTA); Rob Dickenson for the Northwest Michigan Works Business Services. Due to time constraints, it was agreed that the discussion would continue at a later time.

**Board member and staff comments & announcements**

E. Wood complimented board member Leslie Nowlin on completion of her college degree in business administration.

**Correspondence**

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

**Adjourn**

The meeting was adjourned by consensus at 7:39 p.m.

Respectfully submitted,

*Denise Culman*

Denise Culman

Recording Secretary

Date: April 10, 2017

Check In Sheet

✓	#	First Name	Last Name	Title
✓	1	Jamie	Al-Shamma	Executive Vice President, Bay Construction
	2	Mike	Ascione - excused	CEO, American Waste
✓	3	Eric	Bachmann	Regional Manager, MI Rehabilitation Services
	4	Jim	Barnard - excused	Owner, Barnard Engineering
	5	Ed	Boettcher	Antrim County Commissioner
✓	6	Kenneth	Bollman	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	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	Co-Owner, SafetyNet Inc
	19	Paul	Hresko - excused	HR Manager, Armor Express
✓	20	Jeff	Jennette	Superintendent, Wexford-Missaukee & Manistee ISD
✓	21	Rachel	Johnson	Public Affairs, Cherryland Electric
✓	22	Gene	Kaminski	HR Director, McLaren Northern Michigan
✓	23	Caroline	Kennedy	Assistant Village Manager/Clerk, Village of Elk Rapids
	24	Bill	Kennis - excused	Executive Director, Benzie Transportation Authority
✓	25	Jane	Korthase	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	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	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 - 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	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	Emmet County Commissioner
	48	Clint	Steele - excused	Plumber & Pipefitter, UAW Local 85
	49	John	Stephenson - excused	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	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 - excused	Owner, Vacation Trailer Park & Sales Inc

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	#	First Name	Last Name	Title
	1	Elaine	Wood	Networks Northwest
	2	Denise	Culman	Networks Northwest
	3	Matt	McCauley	Networks Northwest
	4	Terry	Vandercook	Networks Northwest/NW Michigan Works!
	5	Darla	Rowland	Networks Northwest
	6	Anne	Helbig	Networks Northwest
	7	Steve	Shugart	Networks Northwest
	8	Tom	Slater	Videographer
	9	Bill	Tucker	Auditor – Abraham Gaffney
	10	Matt	Classens	Attorney – Bishop Heinz
	11	Cathy	Fairbanks	Networks Northwest
	12	Annie	Olds	Networks Northwest
	13	Chris	Bosio	MEDC/Networks Northwest
	14	Rob	Dickinson	Northwest Michigan Work!
	15	Jessica	Willis	Networks Northwest