

NETWORKS NORTHWEST BOARD

MEETING MINUTES

Zoom Meeting

Monday, December 7, 2020

Present: Sean Adams; Jamie Al-Shamma; Eric Bachmann; Jim Barnard; Stacie Bytwork Michael Cain; Chris Christensen; Alan Cooper; Doug DeYoung; Gary Fedus; Andy Hayes; Bryce Hundley; Bill Kennis; Jane Korthase; Pat Lamb; Lisa Leedy; Steve Perdue; Sue Peters; Richard Schmidt; Dean Smallegan; Nicole Sulak; Ben Townsend; Chuck Welch; Ty Wessell.

Absent: Diane Allington; Ed Boettcher; Kohn Fisher; Chip Johnston; Scott LaDeur; Kristine Lagios; Charlie MacInnis; Douglas Mansfield; Josh Mills; Leslie Nowlin; Bob Scheele; Clint Steele; Kelli Stepka; Jim Smith; Chris Warren; Evan Warsecke.

Staff present: Matt McCauley; Terry Vandercook; Denise Culman; Darla Rowland; Steve Shugart; Lisa Schut.

Guests present: Michael Pavlick, Brian Lee, 5/3 Bank

Call to Order and introductions

G. Fedus, Chair, called the meeting to order at 5:01 p.m. and welcomed everyone to the Zoom meeting.

Public Comment

None.

Networks Northwest Board Minutes of October 5, 2020

G. Fedus asked if there were any additions or corrections to the Networks Northwest Board meeting minutes of October 5, 2020. Hearing none, he asked for approval.

Motion by B. Kennis, supported by J. Barnard, to approve the Networks Northwest Board meeting minutes for October 5, 2020 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.

- a. Executive Committee meeting minutes of 11/9/20
- b. Executive Committee special meeting minutes of 11/20/20
- c. Networks Northwest/NW Michigan Works! dashboard as of 9/30/20

Motion by B. Hundley, supported by M. Cain, to accept the consent agenda as presented.
Motion passed unanimously.

Item(s) pulled from the Consent Agenda

None.

CEO Report

M. McCauley provided additional details to the information provided within the CEO Report. He also thanked the Board for their participation and positive comments regarding his most recent performance review.

Finance Report

D. Rowland presented the Finance Committee reports.

- a. Networks Northwest/NW Michigan Works! dashboard as of 10/31/20

Motion by C. Welch, supported by R. Schmidt, to accept the Networks Northwest/NW Michigan Works! Dashboard as of 10/31/20 as presented. Motion passed unanimously.

- b. Networks Northwest budget report of 10/31/20
- c. Northwest Michigan Works! Inc. budget report of 10/31/20

Motion by B. Kennis, supported by R. Schmidt, to accept the Networks Northwest Budget report and Northwest Michigan Works! budget report as of 10/31/20 as presented. Motion passed unanimously.

2020 CEO Evaluations

S. Peters provided details surrounding M. McCauley's 2020 CEO Performance Review. She stated that the scores and comments from both the Board and staff were overwhelmingly positive. She also noted the targeted areas for improvement in 2021, including increasing communication to staff and board member participation. S. Peters also noted that M. McCauley declined any discussion regarding a salary adjustment based on performance. Brief discussion ensued.

2021 Networks Northwest Board Meeting Schedule

M. McCauley provided the proposed 2021 Board meeting schedule. He stated the reasoning for the tentative meeting in October was to provide options in case health restrictions on gatherings continue.

Motion by M. Cain, supported by B. Hundley, to accept the 2021 Networks Northwest Board Meeting Schedule. Motion passed unanimously.

2021 Networks Northwest Board Attendance Policy

G. Fedus presented the Executive Committee's proposed Board Member Attendance Policy. M. Cain suggested that a firmer policy be pursued and volunteered to work with staff on a proposal for the Board to instead consider at their next meeting. Brief discussion ensued and there was general agreement to revisit the subject at the February meeting.

CEDS Strategy Committee

M. McCauley stated the relationship between Networks Northwest and the Economic Development Administration, including the required regular authoring of the "Comprehensive Economic Development Strategy (CEDS)." He stated that the CEDS is done in coordination with economic development and businesses leaders from throughout the region, but asked if the Board would consider to form a special 2021 subcommittee to help assist and inform the process as well.

Motion by L. Leedy, supported by J. Barnard, to approve the Comprehensive Economic Development Strategy (CEDS) as presented. Motion passed unanimously.

WIOA/TIA Policy Compliance

T. Vandercook presented a variety of local policies to be reviewed and approved as required by the Talent and Investment Administration (TIA). He stated while all the policies presented were revised to some degree, most of the proposed edits are considered mainly insubstantial. M. McCauley added that policy revisions of such a degree used to be considered the role of the CEO, but the State of Michigan would prefer otherwise moving forward. He also explained that it is likely that additional policies will be presented at both the February and April meetings.

Motion by B. Kennis, supported by M. Cain, to approve the Workforce Innovation Opportunity Act (WIOA) Policy Compliance as presented. Motion passed unanimously.

MI Works Association Board Appointment

M. McCauley explained some of the governance changes occurring at the Michigan Works State Association. He stated that the changes include having two representatives from each of the State's sixteen talent districts, including each agency's Director and an additional representative of each Board's choosing.

Motion by S. Perdue, supported by S. Peters, to approve Matt McCauley and Stacie Bytwork's appointment to the MI Works Association Board of Directors. Motion passed unanimously.

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 6:19 p.m.

Respectfully submitted,

Denise Culman

Recording Secretary

Check In Sheet

| ✓ | # | First Name | Last Name | Title & Agency |
|---|----|------------|--------------------|---|
| ✓ | 1 | Sean | Adams | President, Bear Lake Hardware |
| | 2 | Diane | Allington | Owner, Master Craft Extrusion Tools, Inc |
| ✓ | 3 | Jamie | Al-Shamma | Executive Vice President, Bay Construction |
| ✓ | 4 | Eric | Bachmann | Regional Manager, MI Rehabilitation Services |
| ✓ | 5 | Jim | Barnard | Owner, Barnard Engineering |
| | 6 | Ed | Boettcher | Antrim County Commissioner |
| ✓ | 7 | Stacie | Bytwork | Executive Director, Manistee Area Chamber of Commerce |
| ✓ | 8 | Michael | Cain | Manager, City of Boyne City |
| ✓ | 9 | Chris | Christensen | County Commissioner, Charlevoix |
| ✓ | 10 | Alan | Cooper | Manager, Wexford County Road Commission |
| ✓ | 11 | Doug | DeYoung | Community Affairs Manager, Consumers Energy |
| ✓ | 12 | Gary | Fedus | President, Mitchell Graphics |
| | 13 | Kohn | Fisher | Chair, Kalkaska County |
| ✓ | 14 | Andy | Hayes | President, Northern Lakes Economic Alliance |
| ✓ | 15 | Bryce | Hundley | Commissioner, Grand Traverse County |
| | 16 | Chip | Johnston - excused | Executive Director, Centra Wellness (Manistee/Benzie Community Mental Health) |
| ✓ | 17 | Bill | Kennis | Executive Director, Benzie Transportation Authority |
| ✓ | 18 | Jane | Korthase | Human Resources Director, Grandvue Medical Care Facility |
| | 19 | Scott | LaDeur | Professor, North Central Michigan College |
| | 20 | Kristine | Lagios - excused | DHS Director, DHS -Benzie & Manistee Counties |
| ✓ | 21 | Pat | Lamb | Principal, TBA ISD CTC |
| ✓ | 22 | Lisa | Leedy | Owner, Sky Telecom |
| | 23 | Charlie | MacInnis | Commissioner, Emmet County |
| | 24 | Douglas | Mansfield | President, MI Township Association |
| | 25 | Josh | Mills | Manager, City of Frankfort |
| | 26 | Leslie | Nowlin | HR Manager, 9 & 10 News |
| ✓ | 27 | Steve | Perdue | President & CEO, Grand Traverse Industries -GTI |
| ✓ | 28 | Sue | Peters | Vice President-Human Resources, Munson Medical Center |
| | 29 | Bob | Scheele | Vice President, Central Labor Council |
| ✓ | 30 | Richard | Schmidt | County Commissioner, Manistee |
| ✓ | 31 | Dean | Smallegan | County Commissioner, Missaukee |
| | 32 | Jim | Smith - excused | Controls Designer, Tool North Inc |
| | 33 | Clint | Steele | Plumber & Pipefitter, UAW Local 85 |
| | 34 | Kelli | Stepka | Human Resource Manager, Cherry Republic |
| ✓ | 35 | Nicole | Sulak | Director of Accounting, Munson Medical Center |
| ✓ | 36 | Ben | Townsend | Commissioner, Wexford County |
| | 37 | Chris | Warren | General Manager, Midwest Broadcasting Company |
| | 38 | Evan | Warsecke | Commissioner, Benzie County |
| ✓ | 39 | Chuck | Welch | Parole Field Supervisor, State of MI Dept of Corrections |
| ✓ | 40 | Ty | Wessell | County Commissioner, Leelanau |
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| Staff and Guests |
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| | # | First Name | Last Name | Title & Agency |
|---|----|------------|------------|--------------------|
| ✓ | 1 | Brian | Lee | 5/3 Bank |
| ✓ | 2 | Michael | Pavlick | 5/3 Bank |
| ✓ | 3 | Matt | McCauley | Networks Northwest |
| ✓ | 4 | Denise | Culman | Networks Northwest |
| ✓ | 5 | Steve | Shugart | Networks Northwest |
| ✓ | 6 | Darla | Rowland | Networks Northwest |
| ✓ | 7 | Terry | Vandercook | NW MI Works! |
| ✓ | 8 | Lisa | Schut | NW MI Works! |
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