
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, February 17, 2014

MEETING MINUTES

Roll Call

WDB Present: Dave Adams; Diane Allington; Ken Bollman; Tino Breithaupt; Judy Ezop; Gary Fedus; Amanda Hawthorn; Art Jeannot; Gene Kaminski; Jane Korthase; Leslie Nowlin; Ken Osborne; Doug Parkes; Sue Peters; Jim Smith; Cindy Ooley for Dawn McLaughlin.

WDB Absent: Eric Bachmann; Jim Barnard; Charles Dillon; Nathan Kalchik; Jerry Peal; Steve Perdue; David Pratt; Jerald Rives; John Toth; Betty Workman; Clint Steele; John Stephenson.

Staff present: Elaine Wood, Darla Rowland, Janie McNabb, Denise Culman, Becky Maddox, Christy Nelson, Lisa Anderson, Dana Venhuizen, Steve Shugart, Anna Mouser.

Guest present: Susan Rogers, NWMCOG board; Chris Christensen, NWMCOG board; John Haggard.

Call to Order and introductions

David Adams, Chair, called the meeting to order at 5:30 pm and welcomed everyone. Dave introduced Amanda Haworth, HR Director of Boyne Resorts, who is taking Gretchen Crum's seat on the board, and visitor John Haggard from Charlevoix County.

Approval of the Agenda

Dave asked for any additions or changes to the agenda. Hearing none, he asked approval of the agenda.

Motion by G. Fedus, supported by G. Kaminski to approve the agenda as presented. Motion passed unanimously.

Minutes from December 2013

Dave asked if there were any additions or corrections to the minutes of December 9, 2013. Hearing none, he asked for approval.

Motion by D. Parkes, supported by K. Bollman, to approve the minutes of December 9, 2013 as presented. Motion passed unanimously.

Public Comment

John Haggard commented that he is interested in the Workforce Development Board and sat through the board orientation session.

Judy Ezop expressed her thanks to the NWMCOG staff for all its work on moving the Petoskey Michigan Works Center to its new, smaller quarters.

Election of officers

Dave turned the meeting over to Elaine Wood, CEO, who asked for nominations for Chairman. K. Bollman nominated Dave Adams for Chairman, support by G. Fedus. There were no other nominations. Nomination carried with a unanimous vote.

Dave asked for nominations for Vice Chair. K. Osborn nominated Sue Peters, supported by K. Bollman. There were no other nominations. Nomination carried with a unanimous vote.

D. Parkes nominated Gary Fedus for Secretary/Treasurer, supported by K. Bollman. There were no other nominations. Nomination carried with a unanimous vote.

CEO's report

Elaine provided her CEO's report on various activities and issues related to the agency which are not on the board's agenda. The Governor's 2014 Economic Summit information came out after the CEO report was written, and Elaine wanted to make board members aware of the dates.

Finance Committee

Committee Vice Chair, D. Parkes, said the Finance Committee reviewed the financial statements and recommended acceptance. He highlighted a couple of line items that had been discussed, and answered questions.

a. Overall agency financial report

Motion by D. Parkes, supported by S. Peters, to accept the NWMCOG Financial Report, Amended Budget and Expenditures FY 2014 for 10/01/2013 through 12/31/2013, as presented. Motion passed unanimously.

b. Michigan Works financial report

Motion by D. Parkes, supported by K. Osborne, to accept the Michigan Works Program Budget 7/1/13 – 6/30/14 and Expenditures YTD, 7/1/13 – 12/30/13 as recommended. Motion passed unanimously.

Liaison Committee Report; Regional Prosperity Initiative

a. CEO evaluation report

Dave asked S. Peters to report on the CEO evaluation process. Sue said Elaine had asked the Liaison Committee to solicit feedback from both WDB & COG Board on her performance. The process was designed by the committee to include a self-evaluation report from Elaine to all board members, an on-line survey for all board members to provide feedback on various competency categories along with comments, and a follow-up conversation by the committee with Elaine. Sue reported that the committee went over the survey results verbally with Elaine, and that the ratings were overall very high and that there was no significant difference between the ratings of the two boards. They also conveyed board member comments from each category. They also brought forth the suggestions for opportunity which were as follows: 1) developing a succession plan, including: factoring in the fact that Elaine works many hours each week and that is not a realistic expectation for a future CEO; 2) developing a board system that is more unified, less repetitive administratively, and furthers the public-private partnership that is the cornerstone of the agency. Elaine then engaged in further discussion with the committee members about her future plans and her expected timing for succession planning. Committee members thanked Elaine for her leadership and effectiveness, and expressed that the consensus of board members is that the agency is performing well. Sue said it was a very good and productive conversation and review between the Liaison Committee and Elaine. Questions were answered.

b/c. Background review and transition plan to a Regional Prosperity Board

Elaine reviewed the Regional Prosperity Initiative information that was presented at the August board meeting with representatives from the Governor's office present. Subsequent in-depth discussion has taken place at the Liaison Committee. Committee members presented the information from their meeting,

following along the documents that had been presented in the board packet. Lengthy discussion took place, questions were answered, and the Liaison Committee asked for a board motion to continue moving forward.

Liaison Committee recommended the following:

Motion to direct staff to move forward with preparations for transition to a Regional Prosperity Board and all the accompanying structural changes as described and recommended in this committee report, according to the projected timeline.

Motion by A. Jeannot, supported by K. Osborne, to approve the motion as recommended by the Liaison Committee. Motion passed unanimously

Performance report - dashboard

Darla Rowland, Director of Finance & Quality Assurance, reported on the Michigan Works! System Dashboard for the period of July 1, 2013 – December 31, 2013. Questions were answered.

Youth program

Janie McNabb, Michigan Works Chief Operating Officer, introduced Lisa Anderson, Youth Program Coordinator and Dana Venhuizen, Youth Advisor.

b. Review of WIA programs

Lisa and Dana gave a PowerPoint presentation on the various activities of the youth programs.

c. New marketing materials

Lisa introduced the new name and logo that would appeal to youth and reported on how this will be utilized throughout the various youth programs.

d. Beaver Island Lighthouse School update

Lisa talked about the requirements for and activities of the school. She highlighted two students as outstanding examples of the program's success.

e. JAG program

Lisa said JAG stands for Jobs for America's Graduates, which is a national program in 32 states and has existed for 35 years. The program model is a structured curriculum focused on high school completion, drop out prevention and employability skills. Janie explained that the JAG model will be an important complement and addition to our current youth programs. Staff would like to incorporate it into the Beaver Island Lighthouse School immediately, plus explore working with other alternative high schools for inclusion of JAG, and then gradually consider incorporating it into other youth programs. Discussion took place and questions were answered.

Motion by K. Bollman, supported by D. Allington, to approve the incorporation of the JAG program as recommended. Motion passed unanimously

f. Upcoming activities

Janie highlighted and explained the upcoming events including an Evening at the Career Café for youth, a special Career Fair for youth in the northern counties, upcoming Talent Tours bringing youth into local companies, and the Beaver Island Lighthouse School completion ceremony. Dave encouraged board members to attend a Beaver Island Lighthouse School graduation ceremony as they are always a very moving experience.

Michigan Works System Plan for CY14

Janie went over the summary of the plan that needs to be submitted to the state every year, and answered questions.

Motion by D. Parkes, supported by L. Nowlin to approve the Michigan Works System Plan for CY14 as presented. Motion passed unanimously.

Correspondence

Correspondence was included with the packet. Elaine also distributed two documents; one from the Michigan Works Legislative Liaison who put together a very good summary of the state's budget, and a county by county economic output report.

Adjournment

Dave said the next meeting will be April 14, 2014. The meeting was adjourned by consensus at 7:30 p.m.

Respectfully submitted,

Denise Culman

Denise Culman
Recording Secretary

Please check off your name, Sign In Sheet

Workforce Development Board

Roll Call Vote	Please Check	Name	Outside Affiliation	WDB Representation
	<input checked="" type="checkbox"/>	1. Adams, David	Owner/Operator, Bear Lake Hardware	Business/Manistee
	<input checked="" type="checkbox"/>	2. Allington, Diane	Owner/Master Craft Extrusion Tools, Inc	Business/Leelanau
	<input type="checkbox"/>	3. Bachmann, Eric	District Manager, MI Rehab. Services	Rehabilitation
	<input type="checkbox"/>	4. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
	<input checked="" type="checkbox"/>	5. Bollman, Ken	President, Saber Tool Company	Business/Wexford
	<input checked="" type="checkbox"/>	6. Breithaupt, Tino	Regional Director, MI Regional Retention & Growth, MEDC	Economic Development
	<input type="checkbox"/>	7. Dillon, Charles	President, West Shore Community College	Higher Education
	<input checked="" type="checkbox"/>	8. Ezop, Judy	Workforce Development Agency, State of MI	Workforce Development Agency
	<input checked="" type="checkbox"/>	9. Fedus, Gary	President, Mitchell Graphics	Business/Emmet
	<input checked="" type="checkbox"/>	10. Haworth, Amanda	HR Director, Boyne Resorts	Business/Charlevoix
	<input checked="" type="checkbox"/>	11. Jeannot, Art	Owner, jdc Jeannot Development Company	Business/Benzie
	<input type="checkbox"/>	12. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
	<input checked="" type="checkbox"/>	13. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
	<input checked="" type="checkbox"/>	14. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
	<input type="checkbox"/>	15. McLaughlin, Dawn	Director, Grand Traverse, Leelanau, Kalkaska	Human Services
	<input checked="" type="checkbox"/>	16. Nowlin, Leslie	HR Coordinator, Piranha Hose Productions	Business/Cadillac
	<input checked="" type="checkbox"/>	17. Osborne, Ken	VP Manufacturing, Boride Engineered Abrasives	Business/Grand Traverse
	<input checked="" type="checkbox"/>	18. Parkes, Doug	Manistee County School Board Member	K12 Education
	<input type="checkbox"/>	19. Peal, Jerry	Owner, President-Hague Equipment Company of MI Inc	Business/ Kalkaska
	<input type="checkbox"/>	20. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
	<input checked="" type="checkbox"/>	21. Peters, Sue	VP/Human Resources, Munson Medical Center	Business/Grand Traverse
	<input type="checkbox"/>	22. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Corrections
	<input type="checkbox"/>	23. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
	<input checked="" type="checkbox"/>	24. Smith, Jim	Tool North, Inc.	Student
	<input type="checkbox"/>	25. Steele, Clint	Pipe Fitter, Local 85	Labor
	<input type="checkbox"/>	26. Stephenson, John	Executive Director, NW MI Community Action Agency	Community Based Org.
	<input type="checkbox"/>	27. Toth, John	President, Central Labor Council	Labor
	<input type="checkbox"/>	28. Workman, Betty	Owner, Vacation Trailer Park & Vacation Trailer Sales	Business/Benzie

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Others
Please Print **Legibly**

	Name	Organization
1.	<u>Susan Rogers</u>	<u>NWMCOG board</u>
2.	<u>Chris Christensen</u>	<u>NWMCOG board</u>
3.	<u>John Haggard</u>	<u></u>
4.	<u>Elaine Wood</u>	<u>NWMCOG</u>
5.	<u>Darla Rowland</u>	<u>NWMCOG</u>
6.	<u>Janie McNabb</u>	<u>NWMCOG</u>
7.	<u>Denise Culman</u>	<u>NWMCOG</u>
8.	<u>Becky Maddox</u>	<u>NW MI WORKS!</u>
9.	<u>Christy Nelson</u>	<u>NW MI WORKS!</u>
10.	<u>Lisa Anderson</u>	<u>NW MI WORKS!</u>
11.	<u>Dana Van</u>	<u>NW MI WORKS!</u>
12.	<u>Steve Shugart</u>	<u>NWMCOG</u>
13.	<u>Anna Mouser</u>	<u>NW MI WORKS!</u>
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