

NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS BOARD MEETING

Friday, June 18, 2010

Amended Minutes of June 18, 2010 Meeting.

Roll Call

Members present: Larry Inman, Jean Watkoski, Les Atchison, Larry Copley, Chris Christiansen, Mike Crawford, Donald Tanner

Members absent: Alan O'Shea, Lou Nemeth, Susan Rogers

Others present: Dave Adams, Sue Peters, Elaine Wood, Denise Culman, Janie McNabb, Charlene Schlueter, Jaclyn Miel-Uken

Call to Order / Introduction of Guests

Larry Inman, Chairman, called the meeting to order at 9:40 a.m. at the Traverse City Michigan Works! Center. He introduced guest Dave Adams, Chair of the Workforce Development Board (WDB) and Sue Peters, Human Resource Director, Munson Medical Center & Secretary/Treasurer on the WDB, to talk about the salary study later in the agenda. Larry welcomed everyone and asked for introductions around the room.

Approval of the amended agenda

Larry asked that the amended agenda be reviewed and approved.

Motion by, L. Copley, supported by D. Tanner, to approve the amended agenda. Motion passed unanimously.

Recognitions:

- a. Sue Peters, WDB member – Athena Award – Elaine Wood, CEO, said it was a very well deserved award for leadership on multiple levels, and it was a complete surprise to Sue.
- b. Mary Rose Farrington – Standard School Award – Elaine explained this is the highest award for service to youth – also a surprise to her.
- c. Carol Elliott – retirement from Michigan Works! – Elaine said Carol was the Classroom Training Coordinator and has retired after 25 years. Jennifer Haines has been hired to take over Carol's duties. Elaine also mentioned that there would be more retirements in the next few months.

Minutes of April 16, 2010

The minutes of April 16, 2010 were sent for review. There were no questions or comments, so Larry asked for an approval.

Motion by, J. Watkoski, supported by C. Christensen, to approve the minutes. Motion passed unanimously.

Salary study

Chair Larry Inman reminded the board that when Bud retired, both the Workforce Development Board and the NWMCOG Board agreed to look into a salary study for Elaine as the new CEO of both boards. We agreed to have Sue Peters, Human Resource Director of Munson Medical Center, complete a salary study on the position. Sue Peters gave the NWMCOG board a presentation packet outlining the process she used, and showing the results and the recommendation of the study and the Liaison Committee, which was to approve the salary of \$130,000 retroactive to January 1, 2010. Dave Adams, Chair of the Workforce Development Board reported that his board endorsed the recommendation as presented by Sue Peters. Discussion occurred and some members said they agreed with the recommendation but would prefer to take the increase in salary over a few years. Other members said they had a comfort level adjusting the salary this year as it is important to retain Elaine and not have her recruited away to another state or another organization. All members felt the study was valid and truly represented the appropriate salary amount. Board members thanked Sue Peters for all her efforts and time on the study, and also thanked Dave Adams for his time at the meeting and his report.

Motion by Jean Watkoski, seconded by Les Atchison, to approve the recommendation as presented by Sue Peters and the Liaison Committee. Roll call vote: Inman-yes, Watkoski-yes, Atchison-yes, Copley-yes, Christiansen- no, Crawford-no, Tanner-no. Motion passed 4/3.

Audit

Elaine reported that there is no audit at this time. Every three years COG is expected to go out for bids for a new accounting firm to do the audit. The company Rehmann Robson was the lowest bid, so they were chosen to do the audit. There have been a number of problems with his company, one of which they expected COG staff to do much of their work. There was a turnover in their staff during the audit process – 6 different field staff to do the audit. This caused COG staff to have to work overtime to start at square one with each new person. Rehmann Robson's staff lost some of COG's documents as well. The company thought COG accounting system was like a County's and it is very different, and Rehmann Robson staff was not prepared to do the audit for this type of agency. COG's CPA had to be consulted on the draft audit findings that were based on assumptions. The COG's CPA had to teach Rehmann Robson about the COG's accounting system. The company knew the audit, by law, was due to the State by June 30th, and it was also supposed to be included in the COG Board's packet for review but was not delivered on time. It will have to be submitted to the state without Board approval and will be on the agenda at the next Board meeting in August. With Board approval Elaine would like to seek new bids for the audit next year.

Motion by C. Christensen, supported by, L. Atchison to empower Elaine Wood, CEO, to pursue violations in the existing contract with the current auditor, and to take the necessary

steps to seek out a replacement for the coming years in the event the current contract is terminated.

Financial report

Charlene Schlueter, Chief Financial Officer, went over the Amended Budget for FY 10 and Expenditures through May 31, 2010, pointing out a grant for the Regional Planning Department from the Kellogg Foundation for the Grand Vision project. Questions were answered.

Motion by L. Atchison, supported by, J. Watkoski to accept the financial report through May 31, 2010. Motion passed unanimously.

Business & Economic Development

a. Comprehensive Economic Development Strategy (CEDS)

Jaclyn Miel-Uken, Regional Planer, talked about the Michigan Prosperity Initiative and the creation of the Regional Community Growth Plan and how it relates to the CEDS process. She then gave a presentation on the CEDS document. Questions were answered.

Motion by L. Atchison, supported by M. Crawford to approve the CEDS document. Motion passed unanimously.

Community Safety

a. MPRI Steering Team membership

Elaine said she had been working with Kirt Babb, MPRI Community Coordinator, to get the Steering Team membership filled. The Steering Team members are interested and involved, with productive meetings being held. The group roster was presented to the Board for appointment. Questions were answered.

Motion by L. Copley, supported by D. Tanner to approve the Steering Team membership roster. Motion passed unanimously.

b. New programming initiatives

Elaine explained because the current economy isn't great, and it's hard enough for people without severe barriers to find employment, it's even more difficult to find a convicted felon a job. It's known that to keep recidivism down, parolees need stable housing, earned income, or other constructive, structured activities. It was important to come up with program alternatives for the parolees while they are seeking employment because it's taking so much longer. Michigan Works! has entered into an agreement with Goodwill to provide temporary, transitional employment and do work evaluation services. Two parolees have already been hired at the Traverse City Goodwill store. Another transitional employment program is underway at three locations, along with a Hospitality Training program which provides a one-week training for jobs in the hospitality sector.

Workforce Development

a. Selection of service provider for Michigan Works! programs

Janie McNabb, Director of Community Relations & Program Development, explained that every two years NWMCOG must put out for bid all the programs that provide Workforce Development services to the customers in the ten county region. Unlike many of the other areas in the state and nation, Workforce Development services are integrated into one contract that will cover all ten counties for efficiency, seamless customer access, and to make the funds stretch to the best of their use. A legal notice ran in four daily newspapers, advertising for letters of intent from qualified bidders. There was only one bidder – TBAISD. They have been the service provider for many years and their record of performance is outstanding. The Workforce Development Board is required to take action on this item, which was done at the last meeting where they awarded the contract for two-year period beginning July 1, 2010. Questions were answered.

b. Education Advisory Group (EAG)

Janie said traditionally the EAG met a couple of times a year to approve plans and grant applications for local schools. The Michigan Department of Energy, Labor and Economic Growth recently imposed new regulations on the operations of the local EAGs. The new regulations include holding quarterly meetings, compliance with Open Meetings Act, and new membership requirements. COG took this opportunity to add new members that have energized the group and will be sending the WDB reports after they meet. WDB took action at their meeting; this was for information only.

Regional Planning & Community Development

a. Shared public services initiative - update

Jaclyn gave a quick update on the Governor's Shared Services Initiative.

b. Energy Efficiency for Local Governments - update

Jaclyn stated this is a grant program the COG Planning Dept. which is working with the counties to measure the current energy use, implement an energy audit, and then present a formal analysis of the counties' facilities. A grant of \$40,000 is provided for any county to implement any of the energy audit findings. This is being done differently in each county. Of the 58 county facilities that were being benchmarked, energy uses for those facilities are over 2 million dollars. It's a huge opportunity to create energy savings, and one of the ways the counties receive a return on investment for the matching funds they provide to the COG's regional planning department. Questions were answered.

New Office - update

Elaine reported the Council of Governments is moving soon and a letter of intent was included in the packet for review. Elaine signed the letter of intent after it was sent by email to the board. A lease agreement will be ready soon for Larry to sign. Elaine thanked Steve Shugart for all his hard work in coordinating the move and all the logistics associated with it. The COG Board meetings will be held in this new location hopefully starting in August. An open house will be planned after everything is settled. Questions were answered.

Annual report presentation sessions and summary

Elaine asked to look at the invitation that was included in the packet and sent out by email to everyone. The presentation in Traverse City took place already and the second one is scheduled in Petoskey. COG decided this year not to print a full, hard copy Annual Report to save resources. The full Annual Report is on the website and will be presented at four locations listed on the invitation. The one in TC was very well received and good comments on the visual experience showing the “human side.” Elaine emphasized the return on investment to the counties and questions were answered.

Public comment

No public comment.

Correspondence

Letters and articles of interest were sent in the packet. No comments were made.

County Roundtable

Elaine talked how several years ago at a Beaver Island Retreat the talk was about the formation of some kind of mechanism which was being called an “alliance” for other governmental units besides County or maybe other organizations to more formally join in our effort. After exploring different ideas, last year a 501 C3 was formed jointly between the WDB & COG Board called the Northwest Alliance for Sustainable Communities. It will probably come in handy for some grant applications. The notion of other units of government wanting to be members of the Council of Governments has risen again. The 10 counties are formed as a legally binding charter for a variety of purposes. For Regional Planning in particular there is a lot of interest from Villages, Townships & Cities and even another county – Cheboygan, asking if they could join the COG for regional planning purposes. Staff has been talking about this and will have a recommendation by fall for the Board.

Adjourn for lunch

There being no further business the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Denise Culman,
Recording Secretary

*Please
check off your name*

Sign In Sheet

Council of Governments Board

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|-------------------------------------|-----|--------------------------|---------------------|
| <input checked="" type="checkbox"/> | 1. | Crawford, Michael | Antrim County |
| <input checked="" type="checkbox"/> | 2. | Tanner, Donald..... | Benzie County |
| <input checked="" type="checkbox"/> | 3. | Christensen, Chris | Charlevoix County |
| <input checked="" type="checkbox"/> | 4. | Atchison, Les..... | Emmet County |
| <input checked="" type="checkbox"/> | 5. | Inman, Larry..... | Gr. Traverse County |
| <input type="checkbox"/> | 6. | Nemeth, Louis..... | Kalkaska County |
| <input checked="" type="checkbox"/> | 7. | Watkoski, Jean..... | Leelanau County |
| <input type="checkbox"/> | 8. | O'Shea, Allen..... | Manistee County |
| <input type="checkbox"/> | 9. | Rogers, Susan..... | Missaukee County |
| <input checked="" type="checkbox"/> | 10. | Copley, Larry | Wexford County |

Others - Sign In Here

#	Name	Organization
1	Dave Adams	WDB Chairman
2	Sue Peters	WDB member
3	Elaine Wood	NWMCOG
4	Janie McNabb	NWCOG
5	Charlene Schlueter	NWMCOG
6	Jaclyn Miel-Uken	NWMCOG
7	Denise Culman	NWCOG
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June 18, 2010