
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, April 12, 2010

MEETING MINUTES

Call to Order

Dave Adams, Chairman, called the meeting to order at 6:00 p.m. on Monday, April 12, 2010 at the Traverse City *Michigan Works!* Center, and apologized for not making it to the last meeting. Dave congratulated Jim Smith on the new baby boy in his family. He then welcomed everyone and recognized the new board members Corey Case and Ken Osborne. Introductions were made around the room.

Approval of Agenda

Dave asked if there needed to be any changes to the agenda; hearing none, he asked for a motion to approve the agenda.

Motion by J. Barnard, supported by J. Rives to approve the agenda as presented. Motion carried.

Minutes of February 8, 2010

Dave asked if there were any changes needed to February 8, 2010 minutes, which were mailed earlier for review. There being none he asked for a motion to approve the minutes.

Motion by D. Parkes, supported by S. Peters to approve the minutes from February 8, 2010 meeting. Motion carried.

Public Comment

Judy Ezop, DELEG, introduced staff Rose Rangel of the Manistee Michigan Works! Center, and Brittany Adams & Kevin Benson of the Traverse City Michigan Works! Center, and let everyone know they are working with the migrant/seasonal workers and agriculture employers. She said they would be happy to answer any questions after the meeting.

Financial Report

Elaine Wood, CEO, explained that Charlene Schlueter, Chief Financial Officer, was not present because her daughter, son-in-law, and granddaughter were in town, and she wanted to spend time with them. Elaine said the financial report has been modified to accommodate board members' requests. She went over a few of the items of the Amended Budget for FY10 and Expenditures through February, 2010, and questions were answered.

Motion by D. Pratt, supported by P. Ward to approve the Amended Budget for FY 10 and Expenditures through February, 2010 as presented. Motion carried.

RFP process for Michigan Works! programs

Janie McNabb, Director of Community Relations & Program Development, explained every two years NWMCOG must put out for bid all the programs that provide direct services to the customers. A legal notice will run in four daily newspapers, advertising for letters of intent from qualified bidders. All qualified bidders will receive an RFP in order to prepare their proposals. Staff will bring recommendations to the WDB at the next meeting on June 14th. The contract takes effect July 1, 2010 through June 30, 2012. Questions were answered.

Motion by G. Crum, supported by J. Barnard to endorse the RFP process for Michigan Works! programs. Motion carried.

Hospitality Skills Alliance report

- a. Pure Michigan Hospitality/customer service training
Janie said this is a well-respected training curriculum and it is important to the resorts to attract tourism. Prior to the Super Bowl in Detroit, all customer service staff (all that might come in contact with tourists) were trained to be hospitable and to be ambassadors of their area, knowledgeable of all types of things tourist would be interested in. It was such a success that it was decided to take the concept statewide. Jane Burch was contacted to do the customized, customer service training in this area. Annie Shetler, Skills Alliance Coordinator, talked about the trainings held at Crystal Mt., Shanty Creek, and the Park Place in Traverse City.
- b. Hospitality Skills Alliance training
Janie explained this program addressed the entry-level training needs in hospitality. The purpose of the program is to provide training to the unemployed, low skilled underemployed, and workers who are currently in the hospitality industry. The three key partners are Boyne Mountain Resort, Shanty Creek Resort & Crystal Mt Resort. They were asked what skills they would like to see in applicants. The feedback from them was used for the content of an introductory training called Bridge Training. Annie went over the details of the training content and showed a short video.

Innovators Network visit

Elaine talked about the National Innovators Network that is having its summer meeting in Traverse City. The group consists of about 20 people and Elaine is a member. They are Workforce Development professionals from around the country who are on the leading edge. Most are from urban centers and Elaine is the only rural area. They meet 4 times a year for a 2-day session for sharing of best practices, innovative ideas, and current issues in workforce development. Elaine has tried for several years to get the group to come to Northern Michigan and they finally agreed to come this June. They will have a tour of the area. The focus of group session will be economic development policies, the agricultural sector and all the things going on to promote development of agricultural business, to preserve farm land, and to connect the typical land preservation efforts with the Business Development and entrepreneurial efforts in Northwest Michigan. They will visit T.C. One-Stop Center and see how businesses are served, discussion of the Adult Education Model, and a video tour of the Beaver Island Light House School.

Adult Education transformation update

Elaine said this is an update from the Feb. meeting. The two big issues were the regional boundaries didn't match up with the Michigan Works! regions and the language remains in the DELEG document requiring Michigan Works! agencies and community colleges to contribute funding for local adult ed programs. After meeting with DELEG leadership, changes were made so the regional boundaries are more closely matched, with a few of the adult ed regions having more than one MW agency in it. The NW region is matched up with the 10 counties in the Michigan Works! area and already contributes financially, so it won't greatly impact this region.

Workforce Boards of Excellence

Elaine explained that the statewide Council on Labor and Economic Growth (CLEG) is made up mostly of private sector people and is very similar in composition to the WDB. CLEG works with the Department of Energy, Labor & Economic Growth on issues related to workforce development at statewide level. In part, they are in charge with developing strategies for continuous improvement of the state workforce investment system. As part of this work, they are leading the Workforce Boards of Excellence Initiative, and boards achieving BOE certification will qualify for financial awards. Participation by local Workforce Boards is voluntary. Elaine is recommending the board participate because we already meet most of the requirements. Only one – Strategic Planning & Implementation- needs to be worked on and it will be the subject of this year's Beaver Island retreat. Questions were answered.

Motion by D. Pratt, supported by J. Barnard to apply for the Workforce Boards of Excellence status.
Motion carried.

Beaver Island retreat – September 2-3, 2010

Dave said there will be a retreat this year with the time frame being changed to before Labor Day, and it will be for the purpose of updating the Strategic Plan. The list of invitees will be limited to those involved with subject of the agenda (workforce & economic development).

Correspondence

Correspondence was included with the packet.

Other

Elaine went over the hand-outs of trainings and conferences that were on the table and Dave reminded everyone the next meeting is Monday, June 14.

Adjourn

The meeting was adjourned by consensus at 7:00 p.m.

Respectfully submitted,

Denise Culman
Recording Secretary

Please check off your name, Sign In Sheet

Workforce Development Board

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. Bachmann, Eric	Supervisor, MI Rehab. Services	Rehabilitation
<input checked="" type="checkbox"/>	3. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
<input type="checkbox"/>	4. Bollman, Ken	President, Saber Tool Company	Business/Wexford
<input type="checkbox"/>	5. Breithaupt, Tino	VP, Traverse City Chamber of Commerce	Economic Development
<input checked="" type="checkbox"/>	6. Case, Corey	Business Representative, United Asso. Plumbers & Steamfitters Local 85	Labor
<input checked="" type="checkbox"/>	7. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
<input type="checkbox"/>	8. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input checked="" type="checkbox"/>	9. Dunbar, Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
<input checked="" type="checkbox"/>	10. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
<input checked="" type="checkbox"/>	11. Fedus, Gary	President, H.W. Jencks Inc.	Business/Benzie
<input checked="" type="checkbox"/>	12. Jeannot, Art	President, Honor State Bank	Business/Benzie
<input type="checkbox"/>	13. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
<input checked="" type="checkbox"/>	14. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
<input checked="" type="checkbox"/>	15. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input type="checkbox"/>	16. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	17. Osborne, Ken	VP Manufacturing, Boride Engineered Abrasives	Business/Gr.Traverse
<input checked="" type="checkbox"/>	18. Parkes, Doug	Manistee County School Board	K12 Education
<input checked="" type="checkbox"/>	19. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
<input checked="" type="checkbox"/>	20. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
<input checked="" type="checkbox"/>	21. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
<input checked="" type="checkbox"/>	22. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
<input checked="" type="checkbox"/>	23. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
<input checked="" type="checkbox"/>	24. Ryan, Martha	Owner, Martha's Leelanau Table	Business/Leelanau
<input checked="" type="checkbox"/>	25. Smith, Jim	NMC/ Tool North, Inc.	Students
<input checked="" type="checkbox"/>	26. Toth, John	President, Central Labor Council	Labor
<input checked="" type="checkbox"/>	27. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input checked="" type="checkbox"/>	28. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

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Others
Please Print **Legibly**

	Name	Organization
1.	Michael Crawford	Antrim County Commission
2.	Nigel Griswold	NWMCOG
3.	Judy Ezop	DELEG/BWT
4.	Kevin Benson	DELEG/BWT
5.	Brittany Adams	DELEG/BWT
6.	Rose Rangel	DELEG/BWT
7.	Elaine Wood	NWMCOG
8.	Janie McNabb	NWMCOG
9.	Anne Shetler	NWMCOG
10.	Jan Warren	TBAISD/Michigan Works!
11.	Rob Dickenson	NWMCOG
12.	Paul Unkefer	Michigan Works!
13.	Steve Shugart	NWMCOG
14.	Kirt Babb	NWMCOG
15.	Denise Culman	NWMCOG
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