
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, October 10, 2011

MEETING MINUTES

Roll Call - WDB

Present: D. Adams, E. Bachman, J. Barnard, G. Crum, G. Fedus, G. Kaminski, J. Korthase, D. Marsh, D. McLaughlin, D. Parkes, S. Peters, C. Pettibone, D. Pratt, J. Toth, P. Ward

Absent: K. Bollman, T. Breithaupt, C. Case, C. Dillon, D. Eichberger, A. Jeannot, J. Johnsen (Dunbar), N. Kalchik, K. Osborne, S. Perdue, J. Rives, M. Ryan, J. Smith, R. Vanderwal

Guests present: Jim Krolczyk, Daren Connick, Bill Myers, Nicole McGinty

Staff present: Elaine Wood, Charlene Schlueter, Janie McNabb, Jan Warren, Darla Rowland, Steve Shugart, Denise Culman, Kathy Taylor, Becky Maddox, Chris Wendel

Call to Order

Dave Adams, Chairman, called the meeting to order at 6:00 p.m. on Monday, October 10, 2011 at the Traverse City Michigan Works! Center. Dave welcomed everyone. Introductions were made around the room.

Approval of Agenda

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

Motion by J. Barnard, supported by S. Peters to approve the amended agenda as presented.
Motion passed unanimously.

Minutes of August 8, 2011

Dave asked if there were any changes needed to August 8, 2011 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 G. Crum, to approve the minutes from August 8, 2011 as presented.
Motion passed unanimously.

Public Comment

No public comment.

Financial Report

Charlene Schlueter, CFO, explained the Amended Budget & Actual Expenditures through Aug. 2011 for FY 2011 (10/01/2010 – 09/30/2011) and pointed out a few minor changes. There were no questions. Dave asked for a motion.

Motion by D. Pratt, supported by J. Barnard to approve the financial report as presented.
Motion passed unanimously.

CEO's Report

Elaine Wood, CEO, went over some items that were not on the agenda that she wanted the Board to know about. One of them is a Beaver Island Lighthouse school student from 1992-93 who has gone on to get a position as Assistant Principal at Traverse City West Senior High School. She quickly reviewed other items from the CEO's report and questions were answered.

Customer feedback – YouthBuild testimonial

Elaine explained that at Ken Osborn's first meeting as a new board member an Adult Ed student was highlighted. The student explained how much he had advanced with the help of the Learning Lab, and he's now on the Dean's list at NMC in the Computer Information program. It really touched Ken and helped him understand more about our work, and he asked if at every meeting there could be a customer highlighted. For this meeting, because she couldn't attend, a short video clip was played of Jennifer Huffman, a YouthBuild student, expressing what participation in the program meant to her.

Education Advisory Group report

September 21 EAG meeting report -

Janie McNabb, Director of Community Relations & Program Development, gave a brief up -date on the last Education Advisory Group meeting which was held in Cadillac at the Wexford/Missaukee Career Tech Center. During the meeting one issue of concern was brought up - the declining opportunity of Work Experience for youth customers of Michigan Works!. The Business sector representatives on the EAG felt this was a priority. Youth funding for Work Experience Opportunities is declining. This item will be on the next EAG agenda to brainstorm ideas, determine what is out there now, what organizations are providing Work Experience opportunities, and to find a way to leverage some other funding source and cultivate some new Work Experience sites. Also, Newton's Road gave a wonderful presentation at the EAG meeting about STEM education (science, technology, engineering and math), and Dave Adams suggested that the presentation be made for the Workforce Board.

Newton's Road presentation -

Janie introduced Bill Myer, Karen Connick, & Nicole McGinty who are on the Board of Newton's Road - a grassroots, non-profit group that was formed in the past year. They are a group of parent volunteers who want to see their children have more exposure to STEM education and future job opportunities in Northwest Michigan. Bill gave a PowerPoint presentation explaining why the organization was formed and all the various STEM-related activities they support. Questions were answered.

Changes to Michigan Works! delivery system

- Demand-driven system

Elaine talked about another substantial change in how services are being delivered at Michigan Works! She explained over the past 2 years the funding levels have dropped quite a bit and that staff has been reduced by 1/3rd. Last year, at two different times, the budget was cut and now some structural changes need to be looked at. At the same time a very big movement in the Nation - and in Michigan - is to have a more demand driven system and to work with industry clusters. There is a significant skills gap between business demand and labor supply, and workforce programs should be more focused on addressing those gaps. She explained how the program will be different as it becomes more demand-driven. Questions were answered.

Motion by D. Pratt, supported by J. Barnard, to approve the changes to the Michigan Works! delivery system to a more Demand Driven System, working primarily with industry clusters.

Motion passed unanimously.

- Delivery waiver

Elaine explained that Northwest Michigan Council of Governments is required to sub-contract out the Michigan Works! Programs. Traverse Bay Intermediate School District (TBAISD) has been the sub-contractor for many years. They have done a wonderful job and all the Michigan Works! staff is employed by them. TBAISD is paid \$350,000 a year for IT support, human resources support, accounting and other overhead costs. Many Michigan Works! Directors are feeling the pinch and would like to make a change by pursuing a waiver on the requirement that we contract out our program delivery. This will reduce overhead costs and allow more money to go directly into services. After some research they found that, according to federal law, because the Workforce Development Board is designated as the One-Stop Operator they can

deliver their own programs. However, state policy has been stricter than federal policy and prohibits in-house program delivery. Now the state officials are very supportive of this change due to the funding reductions and are in the process of changing state policy to accommodate a local Workforce Board decision to operate its programs in-house rather than through contractors. Elaine is recommending that we discontinue delivery of programs through contractors, effective 7/1/12. Discuss took place and questions were answered.

Motion by G. Fedus, supported by J. Barnard, to approve the delivery waiver process.
Motion passed unanimously.

Dashboard

Elaine reported that, in keeping with Governor Snyder's decision to report on every department and program with a Dashboard, she has been working with a committee to develop a statewide Michigan Works Dashboard. She provided examples of two Michigan Works Agencies that have been using dashboards; they will change once a new dashboard is created for all 25 Michigan Works! Agencies to use. More information will be available later this winter. Questions were answered.

Correspondence

Dave pointed out correspondence that was included in the packet and asked for any comments.

Policy: Serving individuals without authorization to work

Janie apologized that this and the next item were late additions that needed to have action on by the Board. The Workforce Development Agency and the State of Michigan has asked for these two policies. This item is regarding services that will be provided to individuals that do not have authorization to work in the US, or can't produce documentation. All customers/individuals in the universal population are entitled to services in the Michigan Works resource room. They are available to the general public, self-directed, and staff circulates to provide assistance. It would not be feasible to ask all customers that walk in the door to provide proof of authorization to work. The last workshop that a customer will attend in the Service Sequence is an eligibility workshop. This is also the first step in the next phase to see if they are eligible for Intensive or Training Services. If a customer cannot provide documentation at that point, they will be told they cannot receive further services. They will be referred to a Community Agency that may assist them in attaining documentation and other services. Questions were answered.

Motion by D. Parkes, supported by D. Pratt, to approve the Authorization to Work Policy as presented. Motion passed unanimously.

Policy: Local rapid response

Janie explained these activities are currently conducted through the Business Liaisons. The State wanted to see it in a policy form with action taken by the WDB. The first step is services to try and prevent layoffs. If a mass dislocation is unavoidable then a series of services will be conducted. The policy reflects services and processes we have been using for years, that now have to be formalized into a policy.

Motion by D. Pratt, supported by G. Fedus, to approve the Rapid Response Policy as presented. Motion passed unanimously.

Membership Card Report

Elaine pointed out the report is presented at each meeting and the current report is for 12 months with over 24,000 customers documented. This information is used to make management decision and to justify the recommendations

that are brought before the Board. She thanked Darla Rowland, Contract & Monitoring Specialist, for putting the information together, and said she was instrumental in getting the membership card system together, which has turned out to be invaluable. No questions were asked.

Other comments or questions

Dave asked the Board how many had laptops. Dave recommended, with staff agreement, that the board eliminate the paper packets and handle all meeting materials electronically as a cost-reduction action. Discussion took place and ideas were generated to make the process work well for both board and staff. All present Board members were in agreement that the board should go paperless in 2012. Staff will send the materials via e-mail, will provide proper arrangements for board members to plug in their laptops to access board materials during the meetings, and will also provide the materials on a projector during the meeting.

Adjourn

The meeting was adjourned by consensus at 7:35 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. 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 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/Charlevoix
	<input type="checkbox"/>	8. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
	<input type="checkbox"/>	9. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
	<input checked="" type="checkbox"/>	10. Fedus, Gary	President, Mitchell Graphics	Business/Emmet
	<input type="checkbox"/>	11. Jeannot, Art	Owner, jdc Jeannot Development Company	Business/Benzie
	<input type="checkbox"/>	12. Johnsen (Dunbar), Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
	<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 checked="" type="checkbox"/>	16. McLaughlin, Dawn	Director, Grand Traverse, Leelanau, Kalkaska	DHS
	<input type="checkbox"/>	17. Marsh, Don	Owner, Marsh Industrial, Kalkaska	Business, Kalkaska
	<input type="checkbox"/>	18. Osborne, Ken	VP Manufacturing, Boride Engineered Abrasives	Business/Grand Traverse
	<input checked="" type="checkbox"/>	19. Parkes, Doug	Manistee County School Board	K12 Education
	<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	Business/Grand Traverse
	<input checked="" type="checkbox"/>	22. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
	<input checked="" type="checkbox"/>	23. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
	<input type="checkbox"/>	24. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
	<input type="checkbox"/>	25. Ryan, Martha	Owner, Martha's Leelanau Table	Business/Leelanau
	<input type="checkbox"/>	26. Smith, Jim	NMC/ Tool North, Inc.	Students
	<input checked="" type="checkbox"/>	27. Toth, John	President, Central Labor Council	Labor
	<input type="checkbox"/>	28. Vanderwal, Ryan	President, Star City IBA, Inc & Premium Farm Solutions	Business/Missaukee
	<input checked="" type="checkbox"/>	29. Ward, Pam	Director, Child Care Connections	Community Based Org.

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Others

Please Print Legibly

	Name	Organization
1.	<u>Jim Krolczyk</u>	<u>Manistee County Chair</u>
2.	<u>Karen Connick</u>	<u>Newton's Road</u>
3.	<u>Bill Myer</u>	<u>Newton's Road</u>
4.	<u>Nicole McGinty</u>	<u>Newton's Road</u>
5.	<u>Chris Wendel</u>	<u>NWMCOG</u>
6.	<u>Steve Shugart</u>	<u>NWMCOG</u>
7.	<u>Kathy Taylor</u>	<u>Michigan Works!</u>
8.	<u>Charlene Schlueter</u>	<u>NWMCOG</u>
9.	<u>Jan Warren</u>	<u>Michigan Works!</u>
10.	<u>Becky Maddox</u>	<u>Michigan Works!</u>
11.	<u>Janie McNabb</u>	<u>NWMCOG</u>
12.	<u>Darla Rowland</u>	<u>NWMCOG</u>
13.	<u>Elaine Wood</u>	<u>NWMCOG</u>
14.	<u>Denise Culman</u>	<u>NWMCOG</u>
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