

# NETWORKS NORTHWEST BOARD

## MEETING MINUTES

Monday, June 13, 2016

### Roll Call

**Present:** Jamie Al-Shamma; Eric Bachmann; Jim Barnard; Jan Bassett; Michael Cain; Coury Carland; Chris Christensen; Jim Cook; Alan Cooper; Michael Crawford; Gary Fedus; Mike Hill; Beth Holmes-Bozung; Art Jeannot; Rachel Johnson; Gene Kaminski; Bill Kennis; Jane Korhase; Kristine Lagios; Doug Luciani; Christine Maxbauer; Tim Nelson; Pam Niebrzydowski; Doug Parkes; Tracy Peal; Steve Perdue; Sue Peters; Bob Scheele; Richard Schmidt; Marsha Smith; John Stephenson; Nicole Sulak; Kim Weckesser; Ty Wessell.

### **Absent:**

Mike Ascione; Ken Bollman; Deborah Fellows; Amanda Hawthorn; Andy Hayes; Les Housler; Paul Hresko; Jeff Jennette; Tom Johnson; Douglas Mansfield; Stuart McKinnon; Josh Mills; Joe Moch; Leslie Nowlin; Ken Osborne; Mike Powers; Jim Smith; Clint Steele; Kelli Stepka; James Tamlyn; Bill Tencza; Tom Vine; Chris Warren; Chuck Welch; Joe Williams; Betty Workman.

**Staff present:** Elaine Wood; Janie McNabb; Terry Vandercook; Darla Rowland; Denise Culman; Jessica Willis; Steve Shugart; Shelly Shugart; Becky Maddox; Anna Mouser.

**Guests present:** Bill Tucker; Roger Griner; Mary Beth Graebert; Caroline Kennedy; Tom Slater.

### **Call to Order and introductions**

Gary Fedus, Chair, called the meeting to order at 5:30 p.m. and welcomed everyone to the meeting. He then introduced new board members Kelli Stepka (representing Leelanau County Businesses) who wasn't in attendance, and Pam Niebrzydowski (County Commissioner from Missaukee taking Susan Rogers' seat on the board). Elaine introduced guest Caroline Kennedy from Elk Rapids Village who may replace Jan Basset when she retires in August. She then introduced new staff member, Terry Vandercook, who will take over Janie McNabb's duties when she leaves July 8<sup>th</sup>. Introductions were made around the room.

G. Fedus said agenda items 6. a-d. will need to have action taken, which was inadvertently left off the agenda.

### **Public Comment**

None.

### **Networks Northwest Minutes of April 11, 2016**

G. Fedus asked if there were any additions or corrections to the Networks Northwest minutes of April 11, 2016. Hearing none, he asked for approval.

Motion by D. Parkes, supported by R. Schmidt, to approve the Networks Northwest minutes for April 11, 2016 as presented. Motion passed unanimously.

### **Consent Agenda**

- a. CEO report
- b. Executive/Governance Committee draft minutes of 5/9/16
- c. Northern MI Health Coalition progress report
- d. Governor's Talent Investment Board report
- e. Northwest Michigan Works! Dashboard
- f. Newton's Road update
- g. Grand Traverse Area Literacy Council update
- h. Regional Services Report

There were no requests to remove any item(s) from the consent agenda.

E. Wood provided a brief verbal report on some of the items on the consent agenda. Questions were answered.

Motion by S. Peters, supported by J. Stephenson, to accept the consent agenda. Motion passed unanimously.

**Item(s) pulled from the Consent Agenda**

None.

**Finance Committee Report**

S. Perdue, Committee Chair, presented the Finance & Audit Committee report. He briefly presented all the information the committee had reviewed and stated that the budgets and expenditures are all in good order.

- a. Networks Northwest budget report of 4/30/16

Motion by S. Perdue, supported by M. Cain, to accept the Networks Northwest Budget report 4/30/16 as presented. Motion passed unanimously.

- b. Northwest Michigan Works!, Inc. budget report of 4/30/16

Motion by S. Perdue, supported by C. Maxbauer, to accept the Northwest Michigan Works! Inc. budget report 4/30/16 as presented. Motion passed unanimously.

S. Perdue then reported that the auditor, Bill Tucker of Abraham Gaffney reviewed the audits for both entities in some detail with the Finance Committee. Both entities received unqualified clean audits.

- c. Networks Northwest FY15 Audit

Motion by S. Perdue, supported by A. Cooper, to accept the Networks Northwest FY15 Audit as presented. Motion passed unanimously.

- d. Northwest Michigan Works! FY15 Audit

Motion by S. Perdue, supported by A. Cooper, to accept the Northwest Michigan Works! Inc. FY15 Audit as presented. Motion passed unanimously.

- e. Recognition of account department staff

E. Wood asked the accounting department staff to please come forward for recognition. Four of the six staff members were present. She introduced each staff member and described their daily duties, commenting on each individually. She expressed gratitude to the accounting team for their excellent work that has resulted in the past two years of exceptionally positive audits. Board members responded with appreciation.

**Executive/Governance Committee report & major discussion topic**

- a. WIOA youth programming

S. Peters introduced the changes that are upon us with the new youth requirements under WIOA and summarized the committee's discussion and recommendations. She then called upon E. Wood to give a thorough review of the changes in youth programming under WIOA compared to WIA and to describe the staff's plans for the new youth program. Extensive discussion took place and questions were answered. Wood explained that all the changes are reflected in the WIOA Regional Plan which will be voted upon next.

- b. WIOA Regional Plan

S. Peters then explained that the committee had reviewed all the board input on the key WIOA topics from the previous board meeting, along with staff's outline of the WIOA Regional Plan, with particular emphasis on the key topic areas and board member suggestions/ideas. J. McNabb and E. Wood then presented a content review of the WIOA Regional Plan in depth. The plan will be posted on the website for public review and then submitted to the state. Discussion took place and questions were answered.

Motion by S. Peters, supported by A. Jeannot, to approve the WIOA Regional Plan as presented. Motion passed unanimously.

## c. Employment Services Plan

J. McNabb presented the Employment Services Plan, which is a subset of the WIOA Regional Plan but is also required to be submitted separately to the state. Questions were answered.

Motion by S. Peters, supported by D. Parkes, to approve the Employment Services Plan as presented. Motion passed unanimously.

**Board member comments; staff notices & announcements**

E. Wood said the agency's FY15 Annual Report was distributed at board members' tables, and mentioned that she will be visiting the ten county boards during June and July to present the report.

G. Fedus asked Janie McNabb to come forward. He thanked her for her many years of service to the agency and for her outstanding contributions, and presented her with a gift of thanks from the board. Jane gave a few brief comments about her departure from the agency.

**Correspondence**

Various news releases, articles, and items of correspondence were included in the board packet.

**Adjourn**

The meeting was adjourned by consensus at 7:13 p.m.

Respectfully submitted,

*Denise Culman*

Denise Culman

Recording Secretary

Date: June 13, 2016

Check In Sheet

✓	#	First Name	Last Name	Title
✓	1	Jamie	Al-Shamma	Executive Vice President, Bay Construction
	2	Mike	Ascione - excused	CEO, American Waste
✓	3	Eric	Bachmann	Regional Manager, MI Rehabilitation Services
✓	4	Jim	Barnard	Owner, Barnard Engineering
✓	5	Jan	Bassett	Director, DDA - Elk Rapids
	6	Kenneth	Bollman	President, Saber Tool Company
✓	7	Michael	Cain	Manager, City of Boyne City
✓	8	Coury	Carland	County Commissioner, Benzie
✓	9	Chris	Christensen	County Commissioner, Charlevoix
✓	10	Jim	Cook	Manager, Grand Traverse County Road Commission
✓	11	Alan	Cooper	Manager, Wexford County Road Commission
✓	12	Michael	Crawford	County Commissioner, Antrim
✓	13	Gary	Fedus	President, Mitchell Graphics
	14	Deb	Fellows	President & Editor in Chief, My North Media
	15	Amanda	Haworth	HR Director, Boyne Resorts
	16	Andy	Hayes - excused	President, Northern Lakes Economic Alliance
✓	17	Mike	Hill	Superintendent, TBA ISD
✓	18	Beth	Holmes-Bozung	Co-Owner, SafetyNet Inc
	19	Leslie	Housler	County Commissioner, Wexford
	20	Paul	Hresko	HR Manager, Armor Express
✓	21	Art	Jeannot	Owner, jdc Jeannot Development Company
	22	Jeff	Jennette - excused	Superintendent, Wexford-Missaukee & Manistee ISD
✓	23	Rachel	Johnson	Public Affairs, Cherryland Electric
	24	Tom	Johnson	Partner, Landmark Development
✓	25	Gene	Kaminski	HR Director, McLaren Northern Michigan
✓	26	Bill	Kennis	Executive Director, Benzie Transportation Authority
✓	27	Jane	Korthase	Human Resources Director, Grandvue Medical Care Facility
✓	28	Kristine	Lagios	DHS Director, DHS -Benzie & Manistee Counties
✓	29	Doug	Luciani	President, TC Area Chamber; Northern MI Chamber Alliance
	30	Douglas	Mansfield	President, MI Township Association
✓	31	Christine	Maxbauer	County Commissioner, Traverse City
	32	Stuart	McKinnon	County Commissioner, Kalkaska
	33	Josh	Mills	Manager, City of Frankfort
	34	Joe	Moch	CEO, ACAT Global
✓	35	Tim	Nelson	President, NMC
✓	36	Pam	Niebrzydowski	County Commissioner, Missaukee County
	37	Leslie	Nowlin	HR System Administrator, Rec Boat Holdings LLC
	38	Ken	Osborne - excused	Vice President of Manufacturing, Boride Engineered Abrasive
✓	39	Douglas	Parkes	Co-Owner, Kellie's Hallmark Shop
✓	40	Tracey	Peal	Vice President, Hague Equipment company of MI Inc

✓	41	Steve	Perdue	President & CEO, Grand Traverse Industries -GTI
✓	42	Sue	Peters	Vice President-Human Resources, Munson Medical Center
	43	Mike	Powers	Energy Solutions Consultant, Keene Technical Solutions
✓	44	Bob	Scheele	Vice President, Central Labor Council
✓	45	Richard	Schmidt	County Commissioner, Manistee
	46	Jim	Smith - excused	Controls Designer, Tool North Inc
✓	47	Marsha	Smith	Executive Director, Rotary Charities & NorthSky Non-Profit Network
	48	Clint	Steele - excused	Plumber & Pipefitter, UAW Local 85
✓	49	John	Stephenson	Executive Director, NW MI Community Action Agency
	50	Kelli	Stepka	Human Resource Manager, Cherry Republic
✓	51	Nicole	Sulak	CPA, Plante Moran
	52	James	Tamlyn	County Commissioner, Emmet
	53	Bill	Tencza- excused	President, Cadillac Chamber; Northern MI Chamber Alliance
	54	Tom	Vine	Plant Manager, Viking Energy
	55	Chris	Warren	General Manager, Midwest Broadcasting Company
✓	56	Kim	Weckesser	Director Human Resources, West Shore Medical Center
	57	Chuck	Welch- excused	Parole Field Supervisor, State of MI Dept of Corrections
✓	58	Ty	Wessell	County Commissioner, Leelanau
	59	Joe	Williams	Owner/President, Williams Pumping Service
	60	Betty	Workman	Owner, Vacation Trailer Park & Sales Inc

#	First Name	Last Name	Title
1	Bill	Tucker	Accountant Abraham & Gaffney
2	Roger	Griner	Benzie County Commissioner
3	Caroline	Kennedy	Assistant Manager Elk Rapids
4	Mary Beth	Graebert	MSU
5	Tom	Slater	Videographer
6	Elaine	Wood	Networks Northwest
7	Janie	McNabb	Networks Northwest
8	Terry	Vandercook	Networks Northwest/MW
9	Darla	Rowland	Networks Northwest
10	Jessica	Willis	Networks Northwest
11	Steve	Shugart	Networks Northwest
12	Denise	Culman	Networks Northwest
13	Shelly	Shugart	Networks Northwest
14	Becky	Maddox	Michigan Works
15	Anna	Mouser	Networks Northwest