

# NETWORKS NORTHWEST BOARD

## MEETING MINUTES

Monday, December 11, 2017

### Roll Call

**Present:** Jamie Al-Shamma; Lee Ballard; Ed Boettcher; Ken Bollman; Stacie Bytwork; Michael Cain; Coury Carland; Chris Christensen; Jim Cook; Alan Cooper; Gary Fedus; Mike Groleau; Mike Hill; Beth Holmes-Bozung; ; Paul Hresko; Jeff Jennette; Rachel Johnson; Gene Kaminski; Bill Kennis; Jane Korthase; Kristine Lagios; Chuck Lombardo; Doug Luciani; Michael MacCready; Tom Mair; Douglas Mansfield; Josh Mills; Ken Osborne; Steve Perdue; Sue Peters; Kim Pontius; Doug Rath; Richard Schmidt; Jim Smith; Marsha Smith; Kelli Stepka; Nicole Sulak; Tom Vine; Chris Warren; Kim Weckesser; Chuck Welch; Betty Workman.

### Absent:

Mike Ascione; Eric Bachmann; Jim Barnard; Amanda Hawthorn; Andy Hayes; Caroline Kennedy; Stuart McKinnon; Joe Moch; Tim Nelson; Leslie Nowlin; Doug Parkes; Tracy Peal; Mike Powers; Bob Scheele; Dean Smallegan; John Stakoe; Clint Steele; John Stephenson; Barb VonVoigtlander Ty Wessell.

**Staff present:** Matt McCauley; Terry Vandercook; Elaine Wood; Denise Culman; Darla Rowland; Steve Shugart; Sarah Lucas; Anne Helbig; Dan Boss.

**Guests present:** Senator Wayne Schmidt; Representative Larry Inman; Dave Adams; Willie Adams; Paul Griffith; Dave Cox; Jason Jeffrey; 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 introduced guests Senator Wayne Schmidt, Representative Larry Inman, Dave & Willie Adams, Paul Griffith, Dave Cox to the meeting. Wayne & Larry presented Elaine Wood, CEO, two plaques State and Federal governmental leaders. They congratulated her on her retirement and all her wonderful accomplishments & contributions to the agency, as well as the state.

### Public Comment

None.

### Networks Northwest Minutes of October 9, 2017

G. Fedus asked if there were any additions or corrections to the Networks Northwest minutes of October 9, 2017. Hearing none, she asked for approval.

Motion by S. Peters, supported by R. Schmidt, to approve the Networks Northwest minutes for October 9, 2017 as presented. Motion passed unanimously.

### Consent Agenda

G. Fedus asked if there were any items requested for removal from the Consent Agenda for discussion beyond a simple question. There were none. E. Wood then gave a short verbal staff report.

- a. CEO report
- b. Finance/Audit Committee minutes of 10/9/17
- c. Talent District Career Council Committee minutes of 10/9/17
- d. Executive Committee minutes of 11/6/17

Motion by B. Kennis, supported by K. Osborne, to accept the consent agenda. Motion passed unanimously.

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

None.

**Executive Committee report**

## a. CEO Transition Update

S. Peters reported that the Executive Committee has been following the CEO transition process and it has gone exceptionally well. Everything is in place for Matt to assume the leadership role at the end of December.

## b. Change in board committee structure

S. Peters reported that staff, as well as members of the Prosperity Index Committee, have assessed the original purpose and the functioning of the committee for the past three years, and have determined that the role given the committee is not realistic for a variety of reasons, which are described in the board packet. Staff recommended disbanding the PI Committee and replacing it with a Marketing & Communications Committee, for which they presented a quarterly work plan. Eventually the Networks Northwest by-laws will need to be updated to reflect this change, but it is recommended that the board wait until it is clear that this is a good path. Questions were answered and discussion took place.

Motion by S. Peters, supported by M. Cain, to approve the change in board committee structure. Motion passed unanimously.

## c. 2018 Board &amp; Committee Meeting Schedule

S. Peters presented the proposed 2018 board and committee meeting schedule. Elaine said that it was decided today to have the February 12, 2018 board meeting at Hagerty Center since the new board room will not be ready.

Motion by S. Peters, supported by M. Cain, to approve the 2018 Board & Committee Meeting Schedule with the change of the February meeting location. Motion passed unanimously.

**Finance Committee Report**

S. Perdue presented the Finance Committee report. He briefly presented all the information the committee had reviewed and stated that the budgets and expenditures are all in good order. Questions were answered.

## a. Networks Northwest budget reports of 9/30/17 &amp; 10/31/17

Motion by S. Perdue, supported by K. Osborne, to accept the Networks Northwest budget reports of 9/30/17 & 10/31/17 as presented. Motion passed unanimously.

## b. NW Michigan Works! Inc. budget reports of 9/30/17 &amp; 10/31/17

Motion by S. Perdue, supported by R. Schmidt, to accept the NW Michigan Works! Inc. budget reports of 9/30/17 & 10/31/17 as presented. Motion passed unanimously.

## c. Updated Petty Cash Policy

S. Perdue reported that the committee has been reviewing all the board-adopted financial policies to ensure that they remain appropriate and complete. He presented the committee's proposed change to the Petty Cash Policy, which was the addition of a manager's approval for a petty cash use.

Motion by S. Perdue, supported by M. Smith, to approve the updated Petty Cash Policy as presented. Motion passed unanimously.

## d. Investment report

S. Perdue reported that the Fifth Third Bank investment team had made a presentation to the committee and answered questions regarding the Networks Northwest and Northwest Michigan Works!, Inc. investment accounts. He provided a summary of the discussion and the requests that were made by committee members to the bank officials.

**Program Updates – 2018 outlook**

## a. Talent

Terry Vandercook, Director of Talent Development, made a presentation about the status of programming in Northwest Michigan Works! and discussed what is on the horizon for 2018. Discussion took place and questions were answered.

## b. Business

Anne Helbig, Director of Business Development, made a presentation about the status of programming in the agency's various business and economic development programs and discussed what is on the horizon for 2018. Discussion took place and questions were answered.

## c. Community

Sarah Lucas, Director of Community Development, made a presentation about the status of programming in the agency's various community development activities and discussed what is on the horizon for 2018. Discussion took place and questions were answered. She also presented the proposed 2018 Regional Prosperity Initiative work plan.

Motion by B. Kennis, supported by C. Carland, to approve the Regional Prosperity Initiative 2018 Plan as presented. Motion passed unanimously.

**Board member and staff comments & announcements**

E. Wood thanked the board for their wonderful participation, support, and guidance over so many years.

**Correspondence**

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

**Adjourn**

The meeting was adjourned by consensus at 6:59 p.m.

Respectfully submitted,

*Denise Culman*

Denise Culman

Recording Secretary

## 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	Lee	Ballard	
	5	Jim	Barnard	Owner, Barnard Engineering
✓	6	Ed	Boettcher	Antrim County Commissioner
✓	7	Kenneth	Bollman	President, Saber Tool Company
✓	8	Stacie	Bytwork	Executive Director, Manistee Area Chamber of Commerce
✓	9	Michael	Cain	Manager, City of Boyne City
✓	10	Coury	Carland	County Commissioner, Benzie
✓	11	Chris	Christensen	County Commissioner, Charlevoix
✓	12	Jim	Cook	Manager, Grand Traverse County Road Commission
✓	13	Alan	Cooper	Manager, Wexford County Road Commission
✓	14	Gary	Fedus	President, Mitchell Graphics
✓	15	Mike	Groleau	Co-owner/Project Manager, RJG, Inc
	16	Amanda	Haworth	HR Director, Boyne Resorts
	17	Andy	Hayes - excused	President, Northern Lakes Economic Alliance
✓	18	Mike	Hill	Superintendent, TBA ISD
✓	19	Beth	Holmes-Bozung	Co-Owner, SafetyNet Inc
✓	20	Paul	Hresko	HR Manager, Armor Express
✓	21	Jeff	Jennette	Superintendent, Wexford-Missaukee & Manistee ISD
✓	22	Rachel	Johnson	Public Affairs, Cherryland Electric
✓	23	Gene	Kaminski	HR Director, McLaren Northern Michigan
	24	Caroline	Kennedy - excused	Assistant Village Manager/Clerk, Village of Elk Rapids
✓	25	Bill	Kennis	Executive Director, Benzie Transportation Authority
✓	26	Jane	Korthase	Human Resources Director, Grandvue Medical Care Facility
✓	27	Kristine	Lagios	DHS Director, DHS -Benzie & Manistee Counties
✓	28	Doug	Luciani	President, TC Area Chamber; Northern MI Chamber Alliance
✓	29	Chuck	Lombardo	Director of Marketing & Communications, Northern MI Chamber Alliance
✓	30	Michael	MacCready	County Commissioner, Wexford
✓	31	Tom	Mair	Grand Traverse County Commissioner
✓	32	Douglas	Mansfield	President, MI Township Association
	33	Stuart	McKinnon	County Commissioner, Kalkaska
✓	34	Josh	Mills	Manager, City of Frankfort
	35	Joe	Moch	CEO, ACAT Global
	36	Tim	Nelson - excused	President, NMC
	37	Leslie	Nowlin	HR System Administrator, Rec Boat Holdings LLC
✓	38	Ken	Osborne	Vice President of Manufacturing, Boride Engineered Abrasive
	39	Douglas	Parkes - excused	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	Kim	Pontius	CEO, Traverse Association of Realtors
	44	Mike	Powers	Energy Solutions Consultant, Keene Technical Solutions
✓	45	Doug	Rath	Graceland Fruit, Inc.
	46	Bob	Scheele	Vice President, Central Labor Council
✓	47	Richard	Schmidt	County Commissioner, Manistee
	48	Dean	Smallegan - excused	County Commissioner, Missaukee
✓	49	Jim	Smith	Controls Designer, Tool North Inc
✓	50	Marsha	Smith	Executive Director, Rotary Charities & NorthSky Non-Profit Network
	51	John	Stakoe	Emmet County Commissioner
	52	Clint	Steele	Plumber & Pipefitter, UAW Local 85
	53	John	Stephenson - excused	Executive Director, NW MI Community Action Agency
✓	54	Kelli	Stepka	Human Resource Manager, Cherry Republic
✓	55	Nicole	Sulak	CPA, Plante Moran
✓	56	Tom	Vine	Plant Manager, Viking Energy
	57	Barb	VonVoigtlander	Administrative Coordinator, Village of Northport
✓	58	Chris	Warren	General Manager, Midwest Broadcasting Company
✓	59	Kim	Weckesser	Director Human Resources, West Shore Medical Center
✓	60	Chuck	Welch	Parole Field Supervisor, State of MI Dept of Corrections
	61	Ty	Wessell - excused	County Commissioner, Leelanau
✓	62	Betty	Workman	Owner, Vacation Trailer Park & Sales Inc

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	#	First Name	Last Name	Title
✓	1	Matt	McCauley	Networks Northwest
✓	2	Terry	Vandercook	Networks Northwest/NW Michigan Works!
✓	3	Elaine	Wood	Networks Northwest
✓	4	Denise	Culman	Networks Northwest
✓	5	Darla	Rowland	Networks Northwest
✓	6	Sen. Wayne	Schmidt	State Senator
✓	7	Rep. Larry	Inman	State Representative
✓	8	Steve	Shugart	Networks Northwest
✓	9	Paul	Griffith	West Central MI Works
✓	10	Dave	Cox	W-M CTC
✓	11	Sarah	Lucas	Networks Northwest
✓	12	Anne	Helbig	Networks Northwest
✓	13	Dan	Boss	Network Northwest
✓	14	Tom	Slater	Videographer
✓	15	Dave & Willie	Adams	Former WDB Chair
✓	16	Jason	Jeffrey	Assistant Superintendent of General and Career & Technical Education