
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, April 13, 2009

MEETING MINUTES

Call to Order

Dave Adams, Chairperson, called the meeting to order at 6:00 p.m. on Monday, April 13, 2009 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Dave introduced Dave Pratt, Acting Warden, Pugsley Correctional Facility; he will be on the WDB until a new Warden is selected. It was asked for everyone around the room to make introductions and to approve the agenda.

Approval of agenda

Motion by D. Parkes, supported by J. Barnard to approve the agenda. Motion carried.

Minutes of February 2009

Dave asked if there were any changes needed to February 9, 2009 minutes, which were mailed earlier for review. There being none he asked for a motion to approve the minutes.

Motion by J. Barnard, supported by N. Kalchik to approve the minutes from February 9, 2009 meeting. Motion carried.

Public comment

No public comment

Financial Report

Charlene Schlueter, Associate Director for Information Services, presented the financial report - Amended Budget for FY 09 and Year-to-Date Expenditures (10/1/08 – 02/28/09) noting the current changes. There were no questions.

Motion by S. Peters, supported by J. Dunbar to approve the financial report as presented. Motion carried.

Recommendations from the Education Advisory Board (EAG)

Janie McNabb, Community Relations Coordinator, explained that at the last EAG meeting the plans submitted by the ISDs and Community Colleges for funding that relates directly with workforce development activities, through the Carl Perkins Act for vocational education and Tech Prep funds, were reviewed. The EAG recommended Workforce Board approval of all attached plans. Each plan was discussed and voted on.

- a. Secondary-level Tech Prep Plan

Motion by N. Kalchik, supported by D. Parkes to approve the Secondary-level Tech Prep Plan.
Motion carried.

- b. Secondary-level Perkins Plan

Motion by D. Parkes, supported by A. Jeannot to approve Secondary-level Perkins Plan.
Motion carried.

Janie explained that the community colleges are not required to get their plans approved by the WDB, but the tradition of the Northwest Michigan has been for those plans to also come before the board for review and discussion. After discussion a motion was made for all three plans.

- c. West Shore Community College Perkins Plan
- d. North Central Michigan College Perkins Plan
- e. Northwestern Michigan College Perkins Plan

Motion by E. Carter, supported by J. Barnard to support all three college Perkins Plans as presented. Motion carried. Chuck Dillon abstained with respect to the West Shore Community College plan.

Dave mentioned that Stafford Smith has retired from the WDB board and he was also on the Education Advisory Group, EAG. He asked if anyone would like to be the representative on the EAG. There being no volunteers, Laura Mitchell, Wayne Wire in Kalkaska will be asked to serve.

Healthcare Regional Skills Alliance

Janie informed the board that local employers have requested training for their workers in: Dementia Competencies, Coaching Supervision, and Team Building & Communication. Bids were sent out and NWMCOG staff rated each proposal and recommend Community Services Network for Dementia training, PHI National for both Coaching Supervision and Team Building & Communication. Questions were answered.

Motion by C. Dillon, supported by D. Pratt to approve contracts with the Service Providers as presented. Motion carried.

Selection of service provider for Hospitality Bridge Training Program

Janie said the Hospitality Bridge Training program is a fairly new program of TeamWork NorthWest. The *Bridge* training prepares individuals to enter the industry with basic skills and a solid understanding of the career lattice. The training was put out for bid in the 10 county region.

Motion by D. Parkes, supported by G. Kaminski to approve contracted delivery of the Hospitality Bridge Training program by North Central Michigan College, West Shore Community College, and Northwestern Michigan College as presented. Motion carried. Chuck Dillon abstained with respect to West Shore Community College.

Selection of service provider for Machinist & CNC Programming training

Janie explained that after holding meetings with manufacturing employers in greater Grand Traverse & Cadillac areas, they indicated the need for skilled employees, identifying specific skill sets and could anticipate hiring as many as 20 people in the next 6 months with the appropriate skills. The training as designed by the employers was put out for bid. One proposal was received from Northwestern Michigan College M-TEC and met all requirements. Staff is entering into the same process in the Emmet-Charlevoix area based on employer demand.

Motion by E. Carter, supported by J. Barnard to approve contracted service delivery of the machine operation and machine programming by Northwestern Michigan College M-TEC as presented. Motion carried.

Policy for modifications in contracts

Charlene explained that the agency regularly needs to modify existing workforce development contracts to adjust to changes in State and Federal funding levels provided that no new programs are developed as a result of those funding changes. Should new programs be developed, the WDB will follow regular services provider procurement procedures. Staff requested adoption of a policy to support this practice. Questions were answered.

Motion by A. Jeannot, supported by D. Pratt that workforce development contracts should be modified to reflect funding changes when needed. Motion carried.

American Recovery & Reinvestment Act (ARRA)

- a. Plan for workforce development funding
- b.

Elaine went over the different activities for the purposed funding. Discussion took place and questions were answered about each proposed program. Most of the money will be spent by June 30, 2010. Questions were answered.

Motion by C. Dillon, supported by J. Barnard to approve the ARRA funding activities. Motion carried. Steve Perdue abstained because he does not support the ARRA.

- c. Policy for needs-related payment system

Elaine said this is a \$.40 per mile or minimum of \$6/day that is being paid to classroom training participants and will continue under ARRA. In addition, another needs-related payment will be provided to participants in the up-skills program, with a minimum of \$20/day and up to a maximum of \$40/day depending upon the level of financial resources available.

Motion by D. Parke, supported by A. Jeannot to approve the needs-related payments. Motion carried.

- d. Policy for contextualization of academics in remediation services for workplace relevance

Elaine explained in order to help focus the remediation activities under ARRA and ensure that they meet USDOL requirements, the COG recommends the Northwest Michigan Workforce Development Board define “contextualized learning” to be academic instruction that is tied to a specific occupation goal, which may take place concurrently and/or consecutively with occupational skills training, and which contains learning materials, methods, and examples that relate to the specific occupation or to general workplace skills needed by all employers. Questions were answered.

Motion by N. Kalchik, supported by D. Pratt to approve the recommended definition of “contextualized learning.” Motion carried.

- e. Policy regarding Work Experience at private sector sites

Elaine described a Work Experience by nature is a temporary job that must have a component of education and training. Because it would be almost impossible to document what DOL requires of someone in the public for-profit business, it is recommend that the WDB adopt a policy that limits Work Experience activity to the public and private non-profit sectors. The other concern is the possibility of a temporary work experience position would prohibit the hiring of other people into “regular” jobs in the private sector. Questions were answered.

Motion by D. Pratt, supported by J. Barnard to adopt a policy that limits Work Experience activity to the public and private non-profit sectors. Motion carried.

- f. Policy regarding WIA funds as last dollar spent for classroom training

Elaine explained our practice has been to use Workforce Investment Act (WIA) funds as the “last dollar in” for classroom training activity. Most Michigan Works! customers are eligible for other financial aid. This financial aid is used first then the WIA funds are used to pay any remaining costs related to tuition, books, fees, tools, or uniforms. This is not the practice of some of the other agencies

receiving ARRA money, so ARRA is requiring WIA be used as the last source of funding for training. It is recommended WDB adopt a formal policy stating this. Questions were answered.

Motion by J. Dunbar, supported by J. Rives that WIA funds be used to pay for training costs that are not covered by other sources of financial aid such as PELL grants, making WIA the “last dollar in” for total training expenses. Motion carried.

Annual Report

Elaine presented the new annual report.

Change in plans for annual retreat

Dave informed the Board that because of the increased work with all the programs associated with the ARRA, there will be no Beaver Island retreat this year. A one-day retreat will be planned sometime in August/September and further details will be forthcoming.

Correspondence

Correspondence was included with the packet.

Other/Adjourn

Senator Jason Allen was present and talked about the ARRA funds and the issues going on in the State.

The next meeting will be in June 8th. No further business was brought up, so the meeting was adjourned by consensus at 7:30 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. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
<input type="checkbox"/>	3. Bollman, Ken	President, Saber Tool Company	Business/Wexford
<input checked="" type="checkbox"/>	4. Carter, Elaine	Area Manager, MI Rehab. Services	Rehabilitation
<input checked="" type="checkbox"/>	5. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
<input type="checkbox"/>	6. Cunningham, Douglas	Sheet Metal Workers Local 7	Labor
<input checked="" type="checkbox"/>	7. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input checked="" type="checkbox"/>	8. Dunbar, Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
<input checked="" type="checkbox"/>	9. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
<input checked="" type="checkbox"/>	10. Jeannot, Art	President, Honor State Bank	Business/Benzie
<input checked="" type="checkbox"/>	11. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
<input checked="" type="checkbox"/>	12. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
<input checked="" type="checkbox"/>	13. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input type="checkbox"/>	14. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	15. Parkes, Doug	Manistee County School Board	K12 Education
<input checked="" type="checkbox"/>	16. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
<input checked="" type="checkbox"/>	17. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
<input checked="" type="checkbox"/>	18. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
<input checked="" type="checkbox"/>	19. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
<input checked="" type="checkbox"/>	20. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
<input checked="" type="checkbox"/>	21. Smith, Don	CMH Board Member	At Large
<input type="checkbox"/>	22. Smith, Jim	NMC/ Tool North, Inc.	Students
<input type="checkbox"/>	23. Steimel, Al	Plant Manager, Leelanau Fruit Company	Business/Leelanau
<input type="checkbox"/>	24. Tencza, Bill	President, Cadillac Chamber of Commerce	Economic Devel
<input type="checkbox"/>	25. Toth, John	President, Central Labor Council	Labor
<input checked="" type="checkbox"/>	26. Tucker, Randy	Dir. Of Operations, Sara Lee Bakery	Business/Gr.Traverse
<input checked="" type="checkbox"/>	27. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input type="checkbox"/>	28. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

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