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**NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD  
EDUCATION ADVISORY GROUP  
Joint Board Meeting  
Monday, April 14, 2008  
MEETING MINUTES**

**Call to Order**

Dave Adams, Chair, called the Northwest Michigan Workforce Development Board to order at 6:00 p.m. on Monday, April 14, 2008 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Dave explained that Mike Blanchard, Director Wexford-Missaukee Career Tech Center, was filling in for Tony Hoffman, Chairman of the EAG board, and announced that Mike is retiring after tonight's meeting. Dave presented a plaque to him for his years of dedication and service to the Education Advisory Group. Dave asked to go around the room and make introductions.

**Approval of the agenda**

Dave asked for the approval of the agenda.

Motion by M. Hill, supported by N. Kalchik to approve the agenda. Motion carried.

**Minutes of February 11, 2007 WDB meeting**

Dave asked if there were any changes needed to the WDB meeting minutes from February 11, 2007, which were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by J. Barnard, supported by E. Carter to approve the February 11, 2007 meeting minutes as submitted. Motion carried.

**Minutes of EAG, April 2007**

Mike asked if there were any changes needed to the EAG meeting minutes from April 23, 2007 which were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by B. Marsh, supported by P. Collins to approve the EAG Minutes April 23, 2007 meeting minutes as submitted. Motion carried.

**Public comment**

There was no public comment.

**Financial Report**

Charlene Schlueter, Associate Director for Information Services, presented the financial report for Amended Budget for FY 08 (10/1/07 – 9/30/08) Actual Expenses for February. Questions were answered, and Dave asked for a motion.

Motion by T. Phillips, supported by J. Barnard to approve the financial report. Motion carried.

**Education Advisory Group (EAG) appointments**

Bud Shipstead, Director, said that Jim Rummer, Director of Career and Technical Education, Char-Em ISD is recommended to replace retiring Naomi Singer, and Dave Cox, Director, of Wexford-Missaukee Career Tech Center to replace retiring Mike Blanchard, current Director of Wexford-Missaukee Career Tech Center.

Motion by D. Parkes, supported by R. Tucker to approve the two new EAG appointments of Jim Rummer and Dave Cox. Motion carried.

**Secondary-level Tech-Prep Plan (to be distributed at the meeting); action required by both boards**

Mike asked Jason Jeffrey, Principal/Director TBA Career Tech Center, to go over the plan and answer questions. Mike then asked for approval.

Motion by P. Collins, supported by N. Kalchik to approve the Secondary-level Tech-Prep Plan as presented. Motion carried.

**Secondary-level Perkins Plan (enclosure; action required by both boards**

Mike asked Dave Cox, Director Wex-Miss Career Tech Center, to go over the plan and answer questions. Mike then asked for approval.

Motion by S. DeCamillis, supported by J. Barnard to approve the Secondary-level Perkins Plan as presented. Motion carried.

**Post-secondary Perkins Plans**

a. West Shore Community College

Mike asked Pat Collins, V.P. Workforce Development, West Shore Community College to go over the plan for fiscal year 2008-09. Pat explained the plan and how the allocation of \$145,029 would be used. Questions were answered. Mike then asked for approval.

Motion by S. DeCamillis, supported by J. Barnard to approve the Post-secondary Perkins Plan as presented. Motion carried.

b. North Central Michigan College

Mike asked Bob Marsh, Director of Business & Tech., North Central Michigan College to go over the plan for fiscal year 2008-09. Bob explained the plan and how the allocations of \$120,000 would be used. Questions were answered. Mike then asked for approval.

Motion by P. Collins, supported by N. Kalchik to approve the Post-secondary Perkins Plan as presented. Motion carried.

c. Northwestern Michigan College

Mike asked Sue DeCamillis, Director Academic Affairs, Northwest Michigan College to go over the plan for fiscal year 2008-09. Sue explained the plan and how allocations of \$268,673 would be used. Questions were answered. Mike then asked for approval.

Motion by B. Marsh, supported by D. Parkes to approve the Post-secondary Perkins Plan as presented. Motion carried..

**Adult Education Program – Annual Report**

Jan Warren, Program Director TBAISD – MI WORKS! Division, presented the Adult Education 2007 Annual Report to both boards. In the seven labs participants totaled 1,851 with a total of 38,449 hours of instruction. She

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explained the Adult Education Program has exceeded USDOE negotiated levels of performance for Michigan in a number of areas. Questions were answered.

### **Career Readiness Certificate**

Janie McNabb, Community Relations Coordinator, explained the idea of implementing a Career Readiness Certificate for Michigan Works! customers to the board for their thoughts and feedback. The certificate is based on the participant's scores in the WorkKeys job skills assessment system. The National Career Readiness Certificate is designed to complement other traditional credentials – such as a high school diploma, community college degree, or college degree – that mark the fulfillment of an individual's classroom learning experiences. After much discussion and good feedback, the Council of Governments will continue to discuss and explore the topic. More information about the Career Readiness Certificate will be presented at the next WDB meeting.

### **Update on dislocated worker services in light of recent business closures**

Bud let the board know COG in conjunction with the department of Labor & Economic Growth, Michigan Economic Development Corporation, and other partner agencies are working with the more than 300 people who are losing their jobs as the result of closures of Dura Automotive and Maverick Metal Stamping in Mancelona. Questions were answered.

### **Request for Proposals (RFP) process for Michigan Works! programs**

Janie described how every two years NWMCOG must put out for bid all the programs that provide direct services to customers. The Michigan Works! One-stop has had the contract and been providing these services very effectively. Having these services in one RFP and contract creates efficiency in terms of both finance and customer service. It also helps eliminate a lot of confusion for the customer by having only one place to go for help. The first step in the RFP process is to run a Legal Notice in our four daily newspapers asking for letters of interest from qualified bidders. This will help recognize unqualified organizations so they don't spend valuable administrative time preparing a proposal. Issuance of a Request for Proposal will be sent to qualified organizations. Rating of the proposals and selection of a contractor will all take place between mid-April thru June 5, 2008. Staff will review and rate proposals then bring recommendations to the next WDB June 9, 2008.

Motion by J. Barnard, supported by J. Rives to approve the RFP bidding process and timeline. Motion carried.

### **Disability Program Navigator Training**

Janie explained for the second year in a row NWMCOG is receiving a special grant from the Michigan Department of Labor & Economic Growth to provide staff training related to serving customers with disabilities. An RFP was issued on February 25, 2008 and one organization submitted a proposal: Disability Network/Northern Michigan, the same organization that provided training last year with satisfactory results. Their proposal meets all the requirements of the RFP. Staff recommends awarding a contract for \$4,920 to Disability Network/Northern Michigan for Learning Disability Training.

Motion by T. Phillips, supported by N. Kalchik to approve Disability Network/Northern Michigan for Learning Disability Training. Motion carried.

### **Michigan Works! MPRI staff training**

Jan informed the board of a series of professional development trainings and certifications currently planned for MPRI Transition Specialists and other staff. National trainings are brought into the region. Questions were answered.

**Stephen M. R. Covey event**

Janie invited WDB members to attend the October event. Stephen M. R. Covey, author of *The Speed of Trust* and is the son of Stephen R. Covey who wrote several books. The event is co-sponsored by NWMCOG and the Traverse Area Human Resource Association, and is a fundraiser for the SBTDC.

**Correspondence**

Correspondence was included with the packet.

**Other**

Janie quickly went over the Healthcare Skills Upgrade Training Series registration form included in the packet so the Board can see the types of trainings being presented to the Health Care providers.

No further business was brought up, so the meeting was adjourned by consensus at 7:40 p.m.

Respectfully submitted,

Denise Culman  
Recording Secretary

# Please check off your name.

## Sign In

### Sign In Sheet

#### Workforce Development Board

Please Check	Name	Outside Affiliation	<u>WDB Representation</u>
<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 checked="" type="checkbox"/>	3. Behring, Daniel	Owner, S.Q.T. System	Business/Manistee
<input type="checkbox"/>	4. Bollman, Ken	President, Saber Tool Company	Business/Wexford
<input type="checkbox"/>	5. Branch, Cynthia	H.R. Manager Avon Rubber & Plastics Inc	Business/Wexford
<input checked="" type="checkbox"/>	6. Carter, Elaine	Area Manager, MI Rehab. Services	Rehabilitation
<input type="checkbox"/>	7. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
<input checked="" type="checkbox"/>	8. Cunningham, Douglas	Sheet Metal Workers Local 7	Labor
<input type="checkbox"/>	9. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input checked="" type="checkbox"/>	10. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
<input checked="" type="checkbox"/>	11. Hamilton Jr., Dorrwayne	Plant Manager, Politech Machine Corp	Business/Missaukee
<input checked="" type="checkbox"/>	12. Heckman, Michelle	Human Resource Manager, Kalkaska Screw Project	Business/Kalkaska
<input checked="" type="checkbox"/>	13. Kalchik, Nathan	Project Manager, Kal Excavating Co .	Business/Leelanau
<input checked="" type="checkbox"/>	14. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input checked="" type="checkbox"/>	15. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	16. Nugent, Steven	Dir. Of Marketing, Graceland Fruit	Business/Benzie
<input checked="" type="checkbox"/>	17. Parkes, Doug	Manistee County School Board	K12 Education
<input type="checkbox"/>	18. Perdue, Steve	Exec. Director GTP Industries Inc.	Comm.Based Org
<input checked="" type="checkbox"/>	19. Peters, Sue	VP/Human Resources Munson	Business/G.Traverse
<input checked="" type="checkbox"/>	20. Phillips, Thomas	Warden, Pugsley Correctional Facility	Community Corrections
<input checked="" type="checkbox"/>	21. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
<input checked="" type="checkbox"/>	22. Smith, Don	CMH Board Member	At Large
<input type="checkbox"/>	23. Smith, Jim	NMC/ Tool North, Inc.	Students
<input checked="" type="checkbox"/>	24. Smith, Stafford	Chairman of the Board/Stafford's Hospitality	Business/Emmet
<input checked="" type="checkbox"/>	25. Steimel, Al	Plant Manager, Leelanau Fruit Company	Business/Leelanau
<input type="checkbox"/>	26. Tencza, Bill	President, Cadillac Chamber of Comm.	Economic Devel
<input checked="" type="checkbox"/>	27. Toth, John	President, Central Labor Council	Labor
<input checked="" type="checkbox"/>	28. Tucker, Randy	Dir. Of Operations, Sara Lee Bakery	Business/Gr.Traverse
<input checked="" type="checkbox"/>	29. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input type="checkbox"/>	30. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

**April 14, 2008**

**Others**  
Please Print **Legibly**

Name

Organization

	Name	Organization
1.	Pat Collins	WSCC
2.	Dave Cox	WMISD
3.	Jim Rummer	Char-Em ISD
4.	Jan Warren	TBA ISD MI Works!
5.	Charlene Schlueter	COG
6.	Bud Shipstead	COG
7.	Bill Woodrow	TBA ISD MI Works!
8.	Tom White	COG
9.	Deb Vogel	TBA ISD MI Works!
10.	Janie McNabb	COG
11.	Steve Shugart	COG
12.	Mary Rose Farrington	TBA ISD MI Works!
13.	Denise Culman	COG
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20.		

# Please check off your name, Sign In Sheet

## Education Advisory Board

Please Check	Name	Outside Affiliation
<input checked="" type="checkbox"/>	1. Adams, David	Owner/Operator, Bear Lake Hardware
<input checked="" type="checkbox"/>	2. Blanchard, Mike	Principal, Wex-Miss Career Tech Center
<input type="checkbox"/>	3. Brunet-Koch, Cameron	President, North Central Michigan College
<input checked="" type="checkbox"/>	4. Carter, Elaine	District Manager, DLEG-MI Rehab Services
<input checked="" type="checkbox"/>	5. Collins, Patricia	VP Workforce Dev., West Shore Community College
<input checked="" type="checkbox"/>	6. Crosby, Scott	Superintendent, Wexford-Missaukee ISD
<input checked="" type="checkbox"/>	7. DeCamillis, Sue	Dir of Academic Affairs, NMC
<input type="checkbox"/>	8. Dillon, Charles	President, West Shore Community College
<input type="checkbox"/>	9. Dykstra, Tim	Dean of Instruction, NCMC
<input type="checkbox"/>	10. Eckhardt, Mark	Superintendent, Char-Em ISD
<input checked="" type="checkbox"/>	11. Gabos, Patti	CTE Consultant, Char-Em ISD
<input type="checkbox"/>	12. Hagan, Rosemary	Alt Options Coordinator, TBA ISD
<input type="checkbox"/>	13. Hakala, Don	Uniserve Director, MEA
<input checked="" type="checkbox"/>	14. Hill, Mike	Superintendent, TBA/ISD
<input type="checkbox"/>	15. Hoffma, Tony	Chairman - EAG
<input checked="" type="checkbox"/>	16. Hunt, Jim	Adult Ed Director, Cadillac Area Public Schools
<input type="checkbox"/>	17. Janik, Chet	Superintendent, Charlevoix Public School
<input type="checkbox"/>	18. Jarema, Karen	Principal, Boyne City High School
<input checked="" type="checkbox"/>	19. Jeffrey, Jason	Principal, TBA Career Tech Center
<input type="checkbox"/>	20. Long, Daniel	Director of Voc Ed, Manistee ISD
<input checked="" type="checkbox"/>	21. Marsh, Robert	Director of Business & Tech, NCMC
<input checked="" type="checkbox"/>	22. Morey, Scott	Teacher, Mesick Consolidated High School
<input type="checkbox"/>	23. Myers, Char	Superintendent, Manistee ISD
<input type="checkbox"/>	24. Nelson, Tim	President, NMC
<input type="checkbox"/>	25. Olsen, Bob	Superintendent, Manistee Public Schools
<input type="checkbox"/>	26. Rummel, Sue	Suttons Bay Schools
<input checked="" type="checkbox"/>	27. Rummer, Jim	Dir., Char-Em ISD
<input type="checkbox"/>	28. Smith, Stafford	Chairman, Stafford's Hospitality
<input type="checkbox"/>	29. Van Dellen, Robert	President, Baker College of Cadillac

April 14, 2008