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## NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, August 10, 2009

### MEETING MINUTES

#### Call to Order

Dave Adams, Chair WDB, called the meeting to order at 6:03 p.m. on Monday, August 10, 2009 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Dave introduced new board member Gary Fedus of Emmet County. Introductions were made around the room.

#### Approval of agenda

Dave asked if there need to be any changes to the amended agenda. There being none, he asked for approval.

Motion by N. Kalchik, supported by E. Carter to approve the amended agenda as presented. Motion carried.

#### Minutes of June 2009

Dave asked if there were any changes needed to June 8, 2009 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 J. Dunbar to approve the minutes from June 8, 2009 meeting. Motion carried.

#### Public comment

No public comment

#### Special presentation to retiring board member, Stafford Smith

Dave presented Stafford Smith with a plaque for serving 14 years on the Workforce Development Board, and thanked him for his dedication and strong commitment to the WDB.

#### 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 – 06/30/09). Questions were answered, and Dave asked for a motion.

Motion by S. Peters, supported by N. Kalchik to approve the financial report as presented. Motion carried.

#### Michigan Works! Return on Investment report

Elaine Wood, CEO, went over the report that comes out every year showing the return on investment for every dollar spent on public workforce development programs. Besides the monetary return, the social value is just as important and should be acknowledged.

### **No Worker Left Behind (NWLB)**

Elaine showed the huge increase in students enrolled in classroom training for Summer 2009, and said some of the increase was due to business closures. The On-the-Job Training & Classroom Training has gradually increased to a very high number because of large infusion of NWLB state funds for program year 08. Now for program year 09 there will be a drop in funds. It has been a struggle is to keep the students in school, and every effort is being made to help those with a second year to go. Questions were answered.

### **Agricultural sector – economic development activities – presentation**

Matt McCauley, Director of Regional Planning & Community Development, reported how as a community not enough attention is put on Agriculture as a growing and important industry sector, and that the data shows both Manufacturing and Agriculture are going through a very transformative time. Matt introduced Don Coe, Managing Partner of Black Star Farms, who gave a very informative presentation on the state perspective. Patty Cantrell, Michigan Land Institute – Coordinator of Taste of Local Difference, talked about the true regional, economic impact and Chris Wendel, SBTDC Program Director, explained how COG, MI Works! and the different programs directly service the industry.

### **American Recovery & Reinvestment Act (ARRA)**

- a. Update on Summer Youth Program  
Mary Rose Farrington, Youth Program Coordinator, gave a quick overview of the program and an update on the students out at the various job sites out in the communities. She told a few touching stories and how the job experience has made a big difference in the lives of the students.
- b. New customer assessment process  
Christy Nelson, Adult Education Coordinator, talked about the new assessment process in MI Works! Career planning and assessment has been developed to help guide customers into various program activities and training opportunities.
- c. Northwest Region ARRA website  
Janie McNabb, Director of Program Development & Community Relations, reminded the board at the last meeting that a website was being developed about the ARRA program and it is up and running at northwestrecovery.org and it can also be reached through the COG main website page. The purpose of the site is two fold: a place to showcase the stories and the impact the recovery act is having on the communities and individuals; also, there is a list of the projects being done, and it can be accessed through the link “Community Projects.” The Regional Planning Staff is looking for potential funding opportunities on the Federal and State level then highlighting some that may be of interest to local non-profits and units of government in the area.

### **Grant application for Healthcare Regional Skills Alliance**

Elaine stated the US Department of Labor is putting out a large amount of money for competitive grants for worker training in high growth and emerging industries with 250 million targeted for the healthcare sector. At this time COG has a very active and successful Healthcare Skills Alliance in NW Michigan and would like Board endorsement to apply for one of the large grants of 2 million dollars. A meeting will be set up with all the community colleges to see what they would like included; also a lot of training money will be included to help with those interested in healthcare occupations.

Motion by D. Cunningham, supported by R. Tucker to endorse COG in the pursuit of Healthcare Regional Skills Alliance grant. Motion carried.

**Incumbent Worker Plan**

Janie informed the board that WIA allocates funding every year for Incumbent Worker Programs. The funding is used to assist employers in upgrading their employees' skills with new technology, new software, and new ways of doing business in order to stay competitive and avoid laying off employees. On-the-Job training is the primary activity under this program, and customized training for groups of employees is also done to upgrade skills. Besides using the funds for these types of training, it would also be used to support Healthcare Regional Skills Alliance apprenticeship program. Questions were answered.

Motion by C. Dillon, supported by D. Pratt to approve the WIA Incumbent Worker Program Plan. Motion carried.

**Updated board by-laws**

Elaine explained that the board received an updated version of the by-laws. Minor technical aspects were updated but there is absolutely no change in substance to the by-laws. It was goal to get all legal documents updated this year. There were no questions so Dave asked for a motion.

Motion by C. Dillon, supported by D. Parkes to approve the updates made to the board by-laws. Motion carried.

**Correspondence**

Correspondence was included with the packet.

**Upcoming meetings**

- a. September 11, 2009 NWMCOG Summit
- b. November 9, 2009 joint meeting with NWMCOG Board

**Other/Adjourn**

Dave talked about the flyer for YouthBuild Open House at the Briny Building in Manistee on August 12<sup>th</sup>. No further business was brought up, so the meeting was adjourned by consensus at 7:31 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 type="checkbox"/>	2. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
<input checked="" 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 checked="" 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. Fedus, Gary	President, H.W. Jencks Inc.	Business/Benzie
<input type="checkbox"/>	11. Jeannot, Art	President, Honor State Bank	Business/Benzie
<input checked="" type="checkbox"/>	12. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
<input checked="" type="checkbox"/>	13. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
<input checked="" type="checkbox"/>	14. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input type="checkbox"/>	15. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	16. Parkes, Doug	Manistee County School Board	K12 Education
<input type="checkbox"/>	17. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
<input checked="" type="checkbox"/>	18. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
<input checked="" type="checkbox"/>	19. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
<input checked="" type="checkbox"/>	20. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
<input checked="" type="checkbox"/>	21. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
<input type="checkbox"/>	22. Smith, Don	CMH Board Member	At Large
<input checked="" type="checkbox"/>	23. Smith, Jim	NMC/ Tool North, Inc.	Students
<input type="checkbox"/>	24. Steimel, Al	Plant Manager, Leelanau Fruit Company	Business/Leelanau
<input checked="" type="checkbox"/>	25. Tencza, Bill	President, Cadillac Chamber of Commerce	Economic Devel
<input type="checkbox"/>	26. Toth, John	President, Central Labor Council	Labor
<input checked="" type="checkbox"/>	27. Tucker, Randy	Dir. Of Operations, Sara Lee Bakery	Business/Gr.Traverse
<input type="checkbox"/>	28. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input checked="" type="checkbox"/>	29. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

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

	Name	Organization
1.	<u>Donald Coe</u>	<u>Black Star Farms Mich. Com Ag.</u>
2.	<u>Erick Bachmann</u>	<u>MRS</u>
3.	<u>Stafford Smith</u>	<u></u>
4.	<u>Mary Rose Farrington</u>	<u>Michigan Works!</u>
5.	<u>Paul Unkefer</u>	<u>Michigan Works!</u>
6.	<u>Steve Shugart</u>	<u>NWMCOG</u>
7.	<u>Christy Nelson</u>	<u>Michigan Works!</u>
8.	<u>Matt McCauley</u>	<u>NWMCOG</u>
9.	<u>Chris Wendel</u>	<u>NWMCOG</u>
10.	<u>Jan Warren</u>	<u>Michigan Works!</u>
11.	<u>Tom White</u>	<u>NWMCOG</u>
12.	<u>Janie McNabb</u>	<u>NWMCOG</u>
13.	<u>Charlene Schlueter</u>	<u>NWMCOG</u>
14.	<u>Bill Woodrow</u>	<u>Michigan Works!</u>
15.	<u>Elaine Wood</u>	<u>NWMCOG</u>
16.	<u>Denise Culman</u>	<u>NWMCOG</u>
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19.	<u></u>	<u></u>
20.	<u></u>	<u></u>

**August 10, 2009**