
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, February 9, 2009

MEETING MINUTES

Call to Order

Dave Adams, Chair WDB, called the meeting to order at 6:00 p.m. on Monday, February 9, 2009 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Dave introduced the three new board members – Joanne Dunbar from Manistee, Art Jeannot from Benzie County, and Christine Pettibone from Kalkaska. He asked for everyone around the room to make introductions, followed by approval of the agenda.

Approval of agenda

Motion by J. Rives, supported by T. Phillips to approve the agenda. Motion carried.

Minutes of November 10, 2008 joint WDB and NWMCOG Board meeting

Dave asked if there were any changes needed to November 10, 2008 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. Barnard to approve the minutes from November 10, 2008 meeting. Motion carried.

Public comment

No public comment

Election of officers for 2009

Dave turned the meeting over to Bud Shipstead, Director, and he asked for nominations for Chair. Doug Parkes nominated Dave Adams and Jerald Rives supported. There were no other nominations and the motion carried.

Dave asked for nominations for Vice Chair. Don Eichberger nominated Gretchen Crum and Steve Perdue supported. There were no other nominations and the motion carried. Dave thanked Don for all the years he served as Vice Chairman.

Dave asked for nominations for Secretary/Treasurer. Jim Barnard nominated Elaine Carter and Doug Parkes supported. There were no other nominations and the motion carried.

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 – 12/31/08). Questions were answered, and Dave asked for a motion.

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

Presentation to retiring board member

Elaine Wood, Deputy Director, presented a plaque to Warden Thomas Phillips for his service on the board representing Pugsley Correctional Facility.

YouthBuild Program update

Elaine reported at the last meeting that NWMCOG was asked to step in and operate the YouthBuild program in Manistee. Staff has been hired and the program is up and running. Last month a grant was submitted to the US Department of Labor for 1.1 million to run a larger program at a minimum of three different locations. The program works primarily with youth offenders and youth with issues beyond dropping-out, to train them to obtain a GED and become national certified in construction trades. Questions were answered.

Certified Nurse Assistant – Apprenticeship Program

Jean Peters, Healthcare RSA Coordinator, asked for approval to pursue becoming a Program Sponsor for a Registered Apprenticeship program for Certified Nursing Assistants, and to appoint members to serve on an Apprenticeship Committee to assist and oversee the program. Discussion took place.

Motion by D. Parkes, supported by P. Ward to pursue becoming a Program Sponsor for Registered Apprenticeship program for Certified Nursing Assistants. Motion carried.

The Committee will include: Christen Harrison, Munson Home Health; Karen Bollman, The Maples; Renee Cunningham, Kalkaska Memorial Health Center Long Term Care; Jane Korthase, Grandvue; Deb Vogel, MI Works!; Janie McNabb, NWMCOG; Jan Warren, MI Works!; Evelyn Richardson, Area Agency on Aging.

Motion by G. Crum, supported by J. Barnard to appoint this list to the Apprenticeship Committee. Motion carried.

No Worker Left Behind updates

a. Short term training programs for 2009

Janie McNabb, Community Relations Coordinator, reported an additional \$500,000 state funding was obtained for students to enroll this spring and summer. A list of classes/training was discussed. Questions were answered.

b. Student count & funding status

Elaine presented the NWLB Classroom Training report. At this time there are over 600 students enrolled in different schools. Because the state has increased the amount of money, more students have been able to enroll in school. Questions were answered.

Michigan Works System Plan for '09

Janie explained that this plan needs to be submitted each year. Nothing has change except that DELEG Approval Request Forms now include “genetic information” in the Equal Opportunity language. Questions were answered. Dave asked for a motion.

Motion by J. Barnard, supported by E. Carter to approve the language change to the Michigan Works System Plan for '09. Motion carried.

Workflex waiver, modification to WIA Plan

Janie explained NWMCOG requested a waiver to be able to transfer 10% of WIA Adult and Dislocated Worker funding to be used for Incumbent Worker training. This aligns with Workforce Development Board's Strategic Plan, and with subsequent strategic planning initiatives that emphasize the need for strengthening the current workforce. Questions were answered.

Motion by S. Peters, supported by G. Crum to approve the WIA 5-Year Plan modification to transfer up to 10% of Adult and Dislocated Worker funds into Incumbent Worker Training. Committee. Motion carried.

MPRI updates

- a. JEHT foundation projects
Kirt Baab, Associate Director for Community Safety Programs, explained that JEHT foundation funds were invested with Bernie Madoff, and the JEHT foundation is now closed with the loss of \$440,000 this year alone to our MPRI program. The services the money was going to be used for were not implemented yet, and it won't affect the projects already in place.
- b. Progress report on services & outcomes
Kirt reported what has been happening in the past couple of months. Plans are in the early stages to develop a transition house in Wexford County. The Comprehensive Plan Funds were increased by \$85,000 for a new staff position to work on a Domestic Violence Project in our area. Northwest MI is a demonstration site for integrating family services into Prisoner Re-Entry. This site has a reputation as a high quality MPRI site, and because of this Carol Shapiro from the Family Justice Institute visited Pugsley Correctional Facility and the Parole Office in Traverse City. She reports directly to Governor Granholm. Questions were answered.

Adult Education update

- a. EAG Adult Learning Committee
Elaine updated the board that last November a \$500,000 Adult Education Demonstration grant was applied for, but only \$150,000 was granted to NWMCOG to expand the services provided in Adult Education. One condition of the grant was the formation of a committee to oversee Adult Education. Staff views the WDB as the governance structure for all activities and the Education Advisory Group (EAG) would provide committee review and recommendation relative to Adult Education programming. EAG meets the requirements with the addition of one member from the Literacy Council. Staff recommends the EAG be designated as the advisory group for the NW Adult Learning Partnership, and add Kathleen Packer of the Grand Traverse Area Literacy Council be appointed to the EAG.

Motion by D. Eichberger, supported by S. Peters to designate Education Advisory Group (EAG) as the advisory group for the Northwest Michigan Adult Learning Partnership and appoint Kathleen Packer to the EAG Board. Motion carried.

- b. Career Education & Training Fair
Christy Nelson, Adult Education Coordinator, gave a short report on a Career Education & Training Fair that was held in Traverse City. Others are planned for various communities, starting with Cadillac in April.

Appointments to Northwest Alliance for Sustainable Communities board

Elaine explained at the joint meeting last November of both boards (WDB & NWMCOG) approved the new 501c3 - Northwest Alliance for Sustainable Communities. She reminded everyone the purpose for this Alliance is to provide a vehicle to obtain private foundation funds and other grants that cannot come to a governmental agency. The corporation will not have any staff of its own but will utilize NWMCOG staff. The by-laws call for a board of directors that is comprised of 3 NWMCOG Board members and 11 WDB members. The corporate board will probably only meet once a year, and to make it easy it will meet at an annual joint NWMCOG Board and WDB meeting. The 11 board members appointed by the WDB board chair are: Dave Adams, Jim Barnard, Ken Bollman,

Elaine Carter, Gretchen Crum, Art Jeannot, Gene Kaminski, Laura Mitchell, Doug Parkes, Steve Perdue, and Randy Tucker.

Economic stimulus expectations discussion

Bud went over the money expected to come to this area, and explained the purpose of the stimulus money is to be spent as quickly as possible. The amount estimated to be received in NW Michigan over a two-year period for WIA portion alone is 4 million. Questions were answered.

Correspondence

Correspondence was included with the packet.

Other/Adjourn

Next meeting will be in April. 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 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 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 checked="" 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. Phillips, Thomas	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 checked="" 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 type="checkbox"/>	26. Tucker, Randy	Dir. Of Operations, Sara Lee Bakery	Business/Gr.Traverse
<input type="checkbox"/>	27. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input type="checkbox"/>	28. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

February 9, 2009

