
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, February 11, 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, February 11, 2008 at the Traverse City *Michigan Works!* Center, and welcomed everyone.

Approval of the agenda

Dave asked for the approval of the agenda.

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

Minutes of November 12, 2007 WDB meeting

Dave asked if there were any changes needed to the WDB meeting minutes from November 12, 2007, which were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by C. Dillon, supported by S. Perdue to approve the November 12, 2007 meeting minutes as submitted. Motion carried.

Public comment

There was no public comment.

Election of officers for 2008

Motion by J. Barnard, supported by M. Marois, nominating Dave Adams to serve as Board Chairperson for 2008. Motion carried.

Motion by D. Parkes, supported by J. Barnard, nominating Don Eichberger to serve as Board Vice Chair for 2008. Motion carried.

Motion by J. Barnard, supported by R. Tucker, nominating Elaine Carter to serve as Board Secretary/Treasurer. Motion carried.

Financial Report

Charlene Schlueter, Associate Director for Information Services, presented the financial report for FY 08 (10/1/07 – 9/30/08) to date. There were no questions, so Dave asked for a motion.

Motion by M. Marois, supported by J. Barnard to approve the financial report. Motion carried.

Recognition of retiring board members Jan Kuras and Mary Marois; recognition of retiring EAG members Naomi Singer and Mike Blanchard

Chairperson Dave Adams presented plaques of appreciation to retiring board members Jan Kuras and Mary Marois, and the board thanked them for their years of dedicated service. He also recognized two retiring EAG members, Naomi Singer and Mike Blanchard, neither of who was able to attend the meeting to receive their plaques.

Government Contractor of the Year award

Patrick Bubin, Coordinator of NWMCOG's Procurement Technical Assistance Center (PTAC), made a presentation to Ed Kiessel, CFO of Armor Express, which has been named Government Contractor of the Year for the Northwest region. He spoke about the company's success in expanding its business and employment through successful government contracting. Mr. Kiessel made some comments about the company's activities and thanked the board for this recognition.

Education Advisory Group (EAG) appointment

Per staff recommendations and EAG requirements:

Motion by D. Parkes, supported by M. Marois, to appoint Scott Morey to the EAG as a teacher representative. Motion carried.

Agricultural economic development – report of activities

Chris Wendel, Regional Director of the Small Business & Technology Development Center (SBTDC) made an informative presentation about the Northwest Michigan Regional Food System and discussed the importance of the agricultural sector to the region's economy. Matt McCauley, Associate Director for Regional Planning made a presentation about various initiatives taking place in the region related to agricultural economic development. There was considerable discussion and questions were answered.

KAL-TEC report

Annie Shetler, KAL-TEC Coordinator gave a report on the program's success and supporting data over the first year and a half of operation. Discussion took place and questions were answered.

Classroom training report

Carol Elliott, Michigan Works! Classroom Training Coordinator gave a report on the increase in numbers of people being trained this year. She reviewed the types of programs and numbers of trainees by training site. Questions were answered.

Michigan WORKS! System Plan

Janie McNabb, Community Relations Coordinator presented the changes to the annual Michigan Works! System Plan and reviewed all the requirements that are necessary in the plan. Questions were answered.

Motion by M. Marois, supported by C. Dillon to approve the Michigan works! System Plan. Motion carried.

New adult education program

Christy Nelson, Michigan works! Adult Education Coordinator, gave a presentation on a new adult education program to help adults transition into post-secondary education. It consists of a college prep class, a study habits and test taking class, liaison with community college staff to facilitate transition, campus visits, career days at Michigan Works! Centers, and the use of college mentors. Discussion took place and questions were answered.

Motion by C. Dillon, supported by E. Carter to support the new adult education program. Motion carried.

Regional Skills Alliance (RSA) grant applications (enclosure; action required)

Deputy Director Elaine Wood presented the staff's plans to apply for up to two new RSA grants: one for the hospitality industry and potentially another for an expansion of KAL-TEC. Discussion took place and questions were answered.

Motion by D. Behring, supported by J. Barnard to approve the new Regional Skills Alliance grant applications Motion carried.

2008 Comprehensive Economic Development Strategy (CEDS) process

Matt McCauley presented the timeline and process for this year's Comprehensive Economic Development Strategy (CEDS) and the workforce Board's role in that process.

Business Retention Cooperative

Matt presented information about a new initiative called the business Retention cooperative, utilizing software called Executive Pulse among a group of many partner organizations, to provide well-coordinated business development services to companies in the region. Discussion took place and questions were answered.

NWMCOG Annual Report

Elaine Wood distributed the NWMCOG 2007 Annual Report and asked board members to spend some time reading it.

Correspondence

Correspondence was included with the packet.

Other

No further business was brought up, so the meeting was adjourned by consensus at 8:30 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 checked="" type="checkbox"/>	9. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input type="checkbox"/>	10. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
<input type="checkbox"/>	11. Hamilton Jr., Dorrwayne	Plant Manager, Politech Machine Corp	Business/Missaukee
<input type="checkbox"/>	12. Kalchik, Nathan	Project Manager, Kal Excavating Co .	Business/Leelanau
<input checked="" type="checkbox"/>	13. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input checked="" type="checkbox"/>	14. Marois, Mary	Grand Traverse/Leelanau	FIA
<input 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 checked="" type="checkbox"/>	18. Perdue, Steve	Exec. Director GTP Industries Inc.	Comm.Based Org
<input 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 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. 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. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

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Others
Please Print **Legibly**

	Name	Organization
1.	Janie McNabb	NWMCOG
2.	Jan Kuras	Past Board Member
3.	Dave VanHouten	Wex-Miss DHS
4.	Christy Nelson	TBAISD Adult Ed/NW MI WORKS!
5.	Charlene Schlueter	NWMCOG
6.	Jan Warren	TBAISD/NW MI WORKS
7.	Matt McCauley	NWMCOG
8.	Chris Wendel	NWMCOG
9.	Patrick Bubin	NWMCOG
10.	Bill Woodrow	NW MI WORKS
11.	Paul Unkefer	NW MI WORKS
12.	Annie Shetler	NWMCOG
13.	Tom White	NWMCOG
14.	Ed Kiessel	Armor Express
15.	Elaine Wood	NWMCOG
16.	Bud Shipstead	NWMCOG
17.		
18.		
19.		
20.		