
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, February 12, 2007

MEETING MINUTES

Call to Order / Approval of Minutes

Dave Adams, Chair, called the Northwest Michigan Workforce Development Board to order at 6:00 p.m. on Monday, February 12, 2007 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Dave then welcomed the new board members Jane Korthase, Cindy Branch, Gretchen Crum, & Dan Behring after he asked for introductions around the room.

Approval of the agenda

Dave asked for the approval of the agenda.

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

Minutes of November 13, 2006 WDB meeting

Dave asked if there were any changes needed to the WDB meeting minutes from November 13, 2006, which were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by M. Marois, supported by S. Smith to approve the November 13, 2006 meeting minutes for the WDB as submitted. Motion carried.

Election of Officers

Bud Shipstead, Director, opened the floor for nominations for Chair.

Elaine Carter nominated Dave Adams to be re-elected as Chair; Jim Barnard seconded; there were no other nominations. Motion carried unanimously.

Dave took over and asked for nominations for Vice Chair, followed by Secretary/Treasurer.

Mary Marois nominated Don Eichberger for Vice Chair; Jim Barnard seconded; there were no other nominations. Motion carried unanimously.

Jim Barnard nominated Elaine Carter for Secretary/Treasurer; Jan Kuras seconded; there were no other nominations. Motion carried unanimously.

Financial Report

Charlene Schlueter, Associate Director for Information Services, presented the budget and expenditure report for December, 2006, FY 07 (10/1/2006 thru 9/30/2007). She pointed out the number at the side is just to reference an item for discussion. There were no questions, so Dave asked for a motion.

Motion by M. Marois, supported by J. Barnard to accept the Budget & Expenditure Report as presented. Motion carried.

Public Comment

There was no public comment.

Recognition of Michigan WORKS! Alumni of the Year: Dorrine Wilson of Kalkaska

Elaine Wood, Deputy Director, introduced Dorrine Wilson and her husband Guy. She was chosen from all the Michigan WORKS! clients to receive special honor & recognition. Elaine also introduced Belinda Cook who is a staff person from Kalkaska MI WORKS! who has worked with Dorrine. Elaine explained that Dorrine had worked for 23 years at Lear in Traverse City and found herself a dislocated worker when the plant closed, and realized she would have a better chance getting another job if she had her high school diploma, so she went to the Kalkaska MI WORKS! Learning Lab. After acquiring her diploma, she did some career exploration activities. She discovered she would like to work in the health care field, so Dorrine signed up for Certified Nurse Aide training through KAL-TEC. After successfully completing the CNA course, she was immediately hired by the Kalkaska Memorial Health Center Long Term Care Facility where she is working today. Last week, Dorrine and her husband went to Lansing at the State Capital where she was presented a beautiful certificate at the Michigan Works! Alumni Celebration. Dave then presented a plaque from the WDB and congratulated her. Dorrine expressed her appreciation to the Board for all the programs to help people who find themselves in a similar situation. She was congratulated by all.

Interview USA – demonstration

Steve Shugart, MI WORKS! Operations Support Coordinator, explained the state has provided a license software program from Interview USA called Virtual Video Interview. A job seeker can record an interview tailored toward a specific job of interest, and once it's done the job seeker can watch it to see where they might improve the interview process, or a staff person at Michigan Works can critique it and offer some suggestions. It can then be stored and emailed off to potential employers. Elaine Carter, District Manager, DLEG- MI Rehabilitation Services, suggested that she would like to see some testing done for someone that is hearing impaired with a signer to see if this would be a way for a person with disabilities to interview. It was also suggested that the web cam be placed where there is enough room for someone in a wheel chair to move around easily. Questions were answered.

Comprehensive Economic Development Strategy – CEDS

Matt McCauley, Associate Director for Regional Planning & Community Development, asking the NW MI Workforce Development Board to serve as the CEDS Strategy Committee. The Committee is the entity identified by the regional planning organization as responsible for developing, revising, or replacing the CEDS. The Strategy Committee must represent the main economic interests of the region, and must include Private Sector Representatives as a majority of its membership. The Economic Development Administration requires the CEDS document on annual basis. It does two things: 1) acts as reporting function and talks about basic economic conditions within the 10 county region NW MI COG covers, and 2) identifies broad development strategies operating within that region to improve the economic health. Besides the strategies it also includes specific projects that are planned within the region that will require Federal, State and local funding. This year EDA has mandated a couple of changes: The CEDS Strategy Committee be comprised primarily of private sector representatives, along with a public comment and review of the document. Questions were answered and Dave asked for a motion.

Motion by M. Marois, supported by N. Kalchik to be the CEDS Strategy Committee. Motion carried.

NWMCOG Annual Report

Elaine asked for everyone to find the annual report that was placed on the table. This is just a draft, not for distribution because it's not the full report. The two parts relating to the WDB are done and she wanted to go over that part. When the complete report is done one will be either sent out or distributed at the next meeting. There were no questions.

Disability Navigator grant

Susan Auer, Program Development Coordinator, gave a status update on the Disability Program Navigator Initiative. Four regional MWAs and corresponding Michigan Rehabilitation Service offices have formed a partnership. Participating are the Northeast Michigan Consortium, the Northwest MWA, the Eastern Upper Peninsula Michigan WORKS!, and the Michigan WORKS! Region 7B Employment and Training Consortium based in Harrison Michigan. Combined grant funding totals \$40,000. A collaborative Request for Proposals (RFP) was released to the major daily newspapers in each of the affected 27 counties on Friday, February 2, 2007. Letters to fifty potential bidders were mailed on February 5, 2007. The RFP solicits a qualified training provider to conduct staff development trainings for regional workforce and rehabilitation services staff in Traverse City, Cadillac, Alpena, Gaylord, West Branch, St. Ignace, and Marquette. Proposals will be submitted to the project fiduciary, the NW MI Council of Governments by March 2, 2007. The committee will review them on March 14, 2007. Selected bidders will present two full-day training sessions on consecutive days between April 25, and May 25th, 2007.

Occupational areas approved for training

Elaine explained that the Workforce Investment Act (WIA) requires that the Workforce Development Board specify the occupational areas for which there is labor market demand, thereby allowing the program to pay for training in those areas. The list of occupations was passed some years back by the WDB. This list is broad and long because in a rural area, large numbers of people can not be trained in any one particular occupation, in a given year, or the labor market will be flooded and people wouldn't be able to find jobs. Staff recommends that two additions be made to the list of approved programs: Certified Nurse Aid (CNA) and Bridge program at Northwestern Michigan College. Elaine explained the Bridge program is now a credit program, and students receive college credits and federal financial aid for taking this program. The program is designed to prepare students for a successful transition to college courses. It has proven to be a very valuable program for adults of all ages who are reluctant, scared, and/or unprepared academically for the college experience.

Motion by S. Peters, supported by J. Barnard to add the two programs to the board-approved list.
Motion carried.

2007 meeting schedule

Dave pointed out the meeting schedule so people could put the dates in their books ahead of time. He explained the Beaver Island retreat to the new board members and how beneficial it is to the planning process. Elaine mentioned that if there was an item that needs board approval, and it didn't fit into one of these dates, another meeting could be called.

Correspondence

Correspondence was included with the packet.

Other

Elaine said in Governor Granholm's State of the State address she talked about a No Worker Left Behind program. At this time, all we know is she's proposing that dislocated workers would receive free tuition for up to two years for a community college program that provides certification or a degree of some kind. It's a great concept and it's already being done in all the existing programs at the MI WORKS!, but there isn't the capacity to provide free college tuition to every dislocated worker who needs it. Looking at the Governor's proposed budget it appears she's going to add some state general fund money to the federal dollars that are currently in the COG's budget to expand the capacity. As soon as more information is provided it will be passed on to the Board.

Mary Marois asked Elaine to talk about the Poverty Summit that they attended and the speaker by the name of Bill Millett who was very interesting. Elaine is planning at a future board meeting to play the 7-minute video that was shown at the summit.

No further business was brought up, so the meeting was adjourned by consensus at 7:10 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 checked="" type="checkbox"/>	4. Bollman, Ken	President, Saber Tool Company	Business/Wexford
<input checked="" 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 checked="" type="checkbox"/>	7. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
<input 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 checked="" 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 checked="" 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. Kuras, Jan	Business Manager, Midwest Forge Co.	Business/Kalkaska
<input checked="" type="checkbox"/>	15. Marois, Mary	Grand Traverse/Leelanau	FIA
<input checked="" type="checkbox"/>	16. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	17. Nugent, Steven	Dir. Of Marketing, Graceland Fruit	Business/Benzie
<input type="checkbox"/>	18. Pallas, Pete	Human Resource Mgr. Northern Diecast Corp	Business/Emmet
<input checked="" type="checkbox"/>	19. Perdue, Steve	Exec. Director GTP Industries Inc.	Comm. Based Org
<input checked="" type="checkbox"/>	20. Peters, Sue	VP/Human Resources Munson	Business/Gr. Traverse
<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 checked="" 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 type="checkbox"/>	25. Tencza, Bill	President, Cadillac Chamber of Comm.	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 checked="" type="checkbox"/>	28. Ward, Pam	Director, Child Care Connections	Business/Gr. Traverse

February 12, 2007

Others
Please Print **Legibly**

	Name	Organization
1.	Yves Hamel	DLEG - BWP
2.	Guy & Dorrine Wilson	MI Works Alumni
3.	Rick Peterson	Dale Carnigie Training
4.	Jim Mook	Disability Network
5.	Belinda Cook	MI Works! Kalkaska
6.	Jan Warren	TBAISD - MW
7.	Charlene Schlueter	COG
8.	Bill Woodrow	MI Works!
9.	Paul Unkefer	MI Works
10.	Steve Shugart	COG
11.	Susan Auer	COG
12.	Bud Shipstead	COG
13.	Elaine Wood	COG
14.	Denise Culman	COG
15.		
16.		
17.		
18.		
19.		
20.		