
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, June 11, 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, June 11, 2007 at the Traverse City *Michigan Works!* Center, and welcomed everyone. He asked everyone to mark their calendars for Beaver Island coming up in September.

Approval of the agenda

Dave asked for the approval of the agenda.

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

Minutes of February 12, 2007 WDB meeting

Dave asked if there were any changes needed to the WDB meeting minutes from February 12, 2007, 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 February 12, 2007 meeting minutes for the WDB as submitted. Motion carried.

Public comment

There was no public comment.

Financial Report

Charlene Schlueter, Associate Director for Information Services, presented the amended budget for FY 07 (10/1/06 – 9/30/07) and expenditure report for April, 2007. She pointed out there were enough modifications to the report that another column was added to the left for notes with characters that correspond with an explanation on the last page. She explained some of the additions and asked for any questions. There were no questions, so Dave asked for a motion.

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

Audit

Charlene explained that pages 51, 52, 53 show that there were no findings and no non-compliance. Mary Marois congratulated Charlene and the staff from Council of Governments for a clean audit. There were no questions so Dave asked for a motion to accept the Audit as presented.

Motion by C. Dillon, supported by N. Kalchik to accept the Audit as presented. Motion carried.

Education Advisory Group (EAG) report

- a. Secondary-level Perkins Plan
- b. Secondary-level Tech-Prep Plan
- c. Post-secondary Perkins Plans for 3 community colleges

Elaine Wood, Deputy Director, went over all of the plans stating that all the plans are basically the same as last year with little to no change. The EAG has passed all of them at their last meeting and recommend approval by the WDB. This board could act on all of the individually or collectively. Questions were answered.

Motion by D. Parkes, supported by S. Smith to approve the Secondary-level Perkins Plan, Secondary-level Tech-Prep Plan & the Post-secondary Perkins Plans for 3 community colleges as presented. Motion carried.

Reports

- a. Return on Investment
Elaine quickly went over this report stating the MI Works! Association puts it out every year, and it's a statewide report. The report shows for every dollar invested there is a greater amount returned. More importantly, the social return that can't really be measured is significant. Questions were answered.
- b. Classroom Training
Elaine introduced Carol Elliott, MI Works! Classroom Coordinator, who presented Classroom Training report for July 1, 2005 – June 30, 2006. A total of 314 students were enrolled in the different colleges and training facilities. The report also showed the general data of the students' average credit load, average grade point, demographics, and how they are broken down by county representation for the different programs. Questions were answered.

One-stop System Plan

Elaine explained the Plan is renewed and revised annually to certify and assure that services provided are in compliance with pertinent legal requirements. It lists the laws and describes the formal procedures used by Michigan Works! for filing grievances, procurement, accounting, monitoring, & ensuring Veteran's Rights to Employment Services. It also has stipulations listed in the Michigan Works! plan. The plan also formalized designation of the Workforce Board as the One-Stop operator and authorized David R. Adams as designated signatory for Workforce Development Plan modifications as the Workforce Development Board Chair and Larry C. Inman as the designated Chief Elected Official. The plan also provides the state with certifications regarding lobbying. She directed board members to www.nwm.org to read the complete plan if interested.

Motion by M. Marois, supported by J. Barnard to approve the One-stop System Plan as presented. Motion carried.

Healthcare Regional Skills Alliance grant application

Elaine reported that this program is in its fourth year and that two grants have been applied for: USDOL- for \$500,000 over a three-year period and MDLEG –for \$115,000 for a one-year period to help expand this program. The outlook is good for getting the grants and they will enable the staff to increase the program components and employ Jean Peters as a full time employee. Elaine asked for board approval.

Motion by J. Kurus, supported by D. Parkes to approve the Healthcare Regional Skills Alliance grant applications as presented. Motion carried.

21st Century Workforce: Coordinated Regional Strategies Plan

Elaine stated those that were on the board for sometime would have already received the November update of this plan. This is the updated version and has just been submitted to the state. In November when it was submitted the state thought the plan was very good. They asked for specific timeline for each strategy. Because of the modification the board needs to approve it again.

Motion by C. Dillon, supported by R. Tucker to approve the modified 21st Century Workforce: Coordinated Regional Strategies Plan as presented. Motion carried.

Economic Development

- a. Procurement Technical Assistance Center report
Patrick Bubin, Gov't Procurement/Exporting Technical Assistance Ctr. Coordinator., gave the board an informative update explaining the PTAC program.
- b. Shared business retention software
Elaine explained this software is to share with other agencies to keep track of employer contacts and needs, and to have data available to look at the bigger picture of the economy to help a particular company. A software program was selected and the cost will be shared by the different partner organizations. Once the software is up and running the board will be given a demonstration. Elaine asked Matt McCauley, Associate Director for Regional Planning & Community Development, to give a couple of examples of how the software could be used.
- c. Comprehensive Economic Development Strategy
Elaine reminded everyone a few meetings ago that the Workforce Development Board is now the official Board for the Comprehensive Economic Development Strategy (CEDS). Matt explained the document is an Economic Development Administration mandated report for all economic districts. The project list in the document can be updated at any time. There were some clarification changes recommended. Questions were answered.

Motion by M. Marois, supported by J. Barnard to approve the 2007 Comprehensive Economic Development Strategy (CEDS) with the recommended changes. Motion carried.

Correspondence

Correspondence was included with the packet.

Other

Elaine informed the board that Janie McNabb would be issuing a Board Brief by email. It will be a one or two page summary of what was discussed at the meeting. Any feedback would be appreciated.

Dave gave another gentle reminder about Beaver Island. The next meeting will be on August 13th.

No further business was brought up, so the meeting was adjourned by consensus at 7:18 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 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 type="checkbox"/>	17. Nugent, Steven	Dir. Of Marketing, Graceland Fruit	Business/Benzie
<input checked="" type="checkbox"/>	18. Parkes, Doug	Manistee County School Board	K12 Education
<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/G.Traverse
<input type="checkbox"/>	21. Phillips, Thomas	Warden, Pugsley Correctional Facility	Community Corrections
<input checked="" type="checkbox"/>	22. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
<input checked="" type="checkbox"/>	23. Smith, Don	CMH Board Member	At Large
<input checked="" type="checkbox"/>	24. Smith, Jim	NMC/ Tool North, Inc.	Students
<input type="checkbox"/>	25. Smith, Stafford	Chairman of the Board/Stafford's Hospitality	Business/Emmet
<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.	Jan Warren	NWMW!
2.	Bud Shipstead	COG
3.	Elaine Wood	COG
4.	Charlene Schlueter	COG
5.	Matt McCauley	COG
6.	Patrick Bubin	COG
7.	Bill Woodrow	NWMW!
8.	Paul Unkefer	NWMW!
9.	Carol Elliott	NWMW!
10.	Denise Culman	COG
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20.	<input checked="" type="checkbox"/>	