
**NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD
And
Education and Advisory Group**

Monday, May 8, 2006

MEETING MINUTES

Call to Order / Approval of Minutes

Dave Adams, WDB Chair, called the Northwest Michigan Workforce Development Board to order at 6:00 p.m. on Monday, May 8, 2006 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Since it was a combined meeting with EAG, he asked for introductions around the room.

Minutes of February 13, 2006 WDB meeting

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

Motion by D. Parks, supported by J. Rives to approved February 13, 2006 meeting minutes for the WDB as submitted. Motion carried.

Minutes of December 12, 2005 EAG meeting

Tony Hoffman, EAG Chair, asked if there were any changes needed to the EAG meeting minutes from December 12, 2005, that were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by J. Svendor, supported by M. Hill to approved December 12, 2005 meeting minutes for the EAG as submitted. Motion carried.

Public Comment

There was no public comment.

Financial Report

Charlene Schlueter, Associate Director for Information Services, presented the budget and expenditure report for March, 2006, and pointed out a few changes for the FY 06 (10/1/2005 thru 9/30/2006). Questions were answered.

Motion by P. Pallas, supported by P. Hresko to accept the Budget & Expenditure Report as presented. Motion carried.

Moved Contractor of the Year award up –presented to Cadillac Fabrication (enclosure)

Jim Haslinger, Gov't Procurement/Exporting Technical Assistance Ctr. Coord., explained that PTAC stands for Procurement Technical Assistance Center covering the 10 county region of NWMICOG and also cover the 12 counties in the western UP. Every April a group of Michigan organizations sponsors a MICHIGAN CELEBRATES SMALL BUSINESS awards ceremony in Lansing. There are thirteen Procurement Technical Assistance Centers (PTAC) in Michigan, and each nominates a regional business to compete for the statewide "Government Contractor of the Year" award. Cadillac Fabrication was our region's nominee, and became one of three finalists for the statewide award. Cadillac Fabrication was selected from among the 150 customers that the local PTAC serves. They were nominated because of the company's record of

supplying quality products to both state and federal government agencies, and the resounding success it has experienced as a result of its commitment to the government market. Northwest Michigan Council of Governments wanted to recognize its regional winner and a plaque was presented. Questions were answered.

Michigan Works! program contractor RFP process (enclosure; action required)

Elaine Wood, Deputy Director, reminded everyone this was on the agenda last meeting, and that NWMCOG must put out for bid every two years all the programs that provide direct service to customers. All the programs are integrated into one RFP and contract. This creates efficiency in terms of both finance and customer service. Legal notice advertising was sent to the four daily newspapers. Only one response was received from our current contractor, Traverse Bay Area Intermediate School District. Their proposal was outstanding and received 252 points out of a possible 260, plus 10 out of a possible 10 bonus points, and proposed only a 4.86% administrative charge. Therefore, staff recommends that TBAISD be the service provider for Michigan Works! programs for the two year period beginning July 1, 2006. The Board and Staff would like to extend a sincere thank you to TBAISD administration and staff for an excellent proposal and wonderful job they do operating Michigan WORKS!

Motion by M. Marois, supported by N. Kalchik to contract with TBAISD for delivery of Michigan WORKS! programs for two year period beginning July 1, 2006. Motion carried.

Healthcare Regional Skills Alliance of Northwest Michigan

a. Training grants to hospitals (enclosure; action required)

Elaine explained there are two different types of training proposals being offered this year. A series of staff development workshops is being offered and any healthcare employer of any type is welcomed to send employees to these workshops. Also being offered are mini grants of up to \$5,000 to the hospitals to supplement staff training in-house. A total of \$35,000 was budgeted for this purpose through Incumbent Training Worker fund. Six proposals were received for \$5,000 each from Memorial Medical Center of West Michigan (Ludington), Paul Oliver Memorial Hospital (Frankfort), Kalkaska Memorial Hospital (Kalkaska), Munson Medical Center (Traverse City), Mercy Hospital (Cadillac), and West Shore Medical Center (Manistee). Staff recommends that the above six grants be approved for a total of \$30,000. Questions were answered.

Motion by J. Kuras, supported by D. Parks to approve the six mini grants for a total of \$30,000. Motion carried

b. Grant application to Robert Wood Johnson Foundation (enclosure; action required)

Elaine asked for board approval for NWMCOG to apply for a grant to the Robert Wood Johnson Foundation for the Healthcare Regional Skills Alliance. The Foundation stresses the development of certified training programs for healthcare occupations. After going over the grant it was apparent there wasn't enough time to prepare a proposal in time for this round. Staff would like approval to proceed with a proposal for the next round of grants. Questions were answered.

Motion by J. Kuras, supported by D. Parks to approve the staff developing a proposal for the next round of grant money from the Robert Wood Johnson Foundation.
Motion carried

Intermediate School Districts' Perkins Plans (enclosure; action required by EAG & WDB)

Dave turned the meeting over to Tony Hoffman, Chair of the EAG. Tony asked Mike Blanchard, Principal, Wexford/Missaukee Career Tech Center, to explain the Perkins III Grant for Region 5, SY 2006 – 07. The grant will continue federal assistance for vocational education through fiscal year 2007. The CTE Perkins program provides opportunities for students in grades 9 – 12 to pursue specific career and technical training. There will be a decrease of 2% from SY 2005 – 06.

Motion for EAG by D. Long, supported by P. Pallas, and motion for WDB by D. Parkes, supported by P. Hresko to submit the Perkins III Grant, Region 5, SY 2006 – 07. Motions carried.

Tony asked Mike Hill, Assistant Superintendent TBAISD, to explain the Tech Prep. Questions were answered.

Motion for WDB by S. Peters, supported by N. Kalchik, and motion for EAG by D. Long, supported by R. Marsh, to submit the Tech Prep Plan. Motions carried.

Community Colleges' Perkins Plans (enclosure; action requested by EAG & WDB)

Tony explained that each of the colleges is applying for Perkins grant money. He asked Robert Marsh, Director of Business & Tech, NCMC, to explain the local annual application for North Central Michigan College. After explaining the application for 2006 – 2007, questions were answered, so Tony asked for a motion.

Motion for WDB by P. Pallas, supported by D. Parkes, and motion for EAG by M. Blanchard, supported by M. Hill, to submit the Perkins Plan for NCMC. Motions carried.

Tony asked Sue DeCamillis, Director of Academic Affairs NMC, to go over the Northwestern Michigan College application.

Motion for WDB by D. Eichberger, supported by D. Smith, and motion for EAG by M. Blanchard, supported by D. Long, to submit the Perkins Plan for NMC. Motions carried.

Tony asked Pat Collins, Director of Nursing, WSCC, to explain the West Shore Community College application.

Motion for WDB by D. Parkes, supported by P. Pallas, and motion for EAG by M. Hill, supported by D. Long, to submit the Perkins Plan for WSCC. Motions carried.

Kalkaska Regional Skills Alliance

Elaine gave an update about the RSA in Kalkaska. KAL-TEC is the newest Regional Skills Alliance to substantially upgrade the educational credentials and workforce skills of the Kalkaska County workforce in response to the counties very low standing in the state & nations workforce preparedness for the Knowledge Economy. There was a state grant in the amount of \$80,000 for one year, and since the last board meeting KAL-TEC was granted a Rotary Charities grant for \$50,000, renewable for two additional years. April 8th was a large community kick-off that was a great success with 460 people attending, and 60 signing up for classes; many registered for more than one class. Since that date there are 146 people registered for classes from the Kalkaska area. Scholarship money has been granted and employers are taking advantage of sending employees and receiving 50% of the cost refunded by a scholarship. The mobile classroom was in the Trout Festival and so were several walkers. The second course catalog will be coming out July, and Elaine encouraged everyone to check out the web site www.kal-tec.org Questions were answered.

Northwest Michigan WORKS! Annual Report (enclosure)

Elaine presented the annual report for 04 – 05. Questions were answered.

Correspondence

Correspondence was included with the packet. Dave commented on the newspaper article that was done on Beaver Island Lighthouse School. He also announced the Beaver Island Retreat for this year is September 7th & 8th. Please mark the days on the calendar and plan on attending. It is a great time and fabulous food. Pete

Pallas reported that June 20th 125th Charlie Company is returning home from Iraq. Of the 460 Michigan guardsman that were deployed, 46 are from the surrounding 10 county area. Unfortunately some will be returning to layoff notices because of reductions. He asked that we keep them in our thoughts and prayers.

Other

No further business was brought up, so the meeting was adjourned by consensus at 7:15 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. Bollman, Ken	President, Saber Tool Company	Business/Wexford
<input checked="" type="checkbox"/>	4. Carter, Elaine,	Area Manager, MI Rehab. Services	Rehabilitation
<input type="checkbox"/>	5. Cunningham, Douglas,	Sheet Metal Workers Local 7	Labor
<input type="checkbox"/>	6. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input checked="" type="checkbox"/>	7. Eichberger, Don,	Manager, H.W. Jencks Inc.	Business/Benzie
<input type="checkbox"/>	8. Garthe, Kathy	Director, Leelanua Memorial Health Center	Business/Leelanua
<input type="checkbox"/>	9. Hamilton Jr., Dorrwayne	Plant Manager, Politech Machine Corp	Business/Missaukee
<input checked="" type="checkbox"/>	10. Hresko, Paul	Plant Manager, Alken-Ziegler	Business/Kalkaska
<input checked="" type="checkbox"/>	11. Kalchik, Nathan,	Project Manager, Kal Excavating Co .	Business/Leelanau
<input checked="" type="checkbox"/>	12. Kuras, Jan,	Business Manager, Midwest Forge Co.	Business/Kalkaska
<input checked="" type="checkbox"/>	13. Kurtz, John,	President, Charlevoix State Bank	Business/Charlevoix
<input checked="" type="checkbox"/>	14. Marois, Mary	Grand Traverse/Leelanau	FIA
<input type="checkbox"/>	15. McKenzie, Daniel	Kalkaska Public Schools	K-12 Education
<input checked="" type="checkbox"/>	16. Nugent, Steven,	Dir. Of Marketing, Graceland Fruit	Business/Benzie
<input checked="" type="checkbox"/>	17. Pallas, Pete,	Human Resource Mgr. Northern Diecast Corp	Business/Emmet
<input checked="" type="checkbox"/>	18. Parkes, Doug,	Vice-President, West Shore Bank	Business/Manistee
<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 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 checked="" 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

May 8, 2006

Others
Please Print **Legibly**

	Name	Organization
1.	Yves Hamel	MDLEG - BWP
2.	Paul Unkefer	MI Works!
3.	Janie McNabb	COG
4.	Tom Busscher	Cadillac Fabrication
5.	Patti Bosscher	Cadillac Fabrication
6.	Bill Woodrow	MI Works!
7.	Jan Warren	COG
8.	Steve Shugart	COG
9.	Charlene Schlueter	COG
10.	Elaine Wood	COG
11.	Bud Shipstead	COG
12.	Jim Haslinger	COG/MI Works!
13.	Ken Renaud	MI Works!
14.	Denise Culman	COG
15.		
16.		
17.		
18.		
19.		
20.		

May 8, 2006

Education Advisory Group

Please Print Legibly

	Name	Organization
1.	Bob VanDellen	Baker College
2.	Mike Blanchard	Wexford-Missaukee ISD
3.	Mike Hill	TBA ISD
4.	Pat Collins	West Shore Community College
5.	Gerald Sevendor	West Shore Community College
6.	Cameron Burnet-Koch	North Central MI College
7.	Susan DeCamillis	Northwestern MI College
8.	Scott Crosby	WMISD
9.	Dan Long	Manistee ISD
10.	Don Hakala	Michigan Education Assoc.
11.	Patty Gabos	Char-Em ISD
12.	Tony Hoffman	Chairman -EAG
13.	Robert Marsh	NCMC
14.		
15.		
16.		
17.		
18.		
19.		
20.		

May 8, 2006