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**JOINT MEETING OF THE  
NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS BOARD  
AND  
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD**

**Monday, November 10, 2008**

**MEETING MINUTES**

**Call to Order**

Dave Adams, Chair WDB, and Larry Inman, Chair of the Council of Governments Board, called the Joint Meeting to order at 6:00 p.m. on Monday, November 10, 2008 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Introductions were made around the room. Larry asked for approval of the amended agenda.

WDB approval of amended agenda

Motion by J. Barnard, supported by C. Dillon to approve the amended agenda. Motion carried.

NWMCOG approval of amended agenda

Motion by L. Nemeth, supported by M. Roper to approve the amended agenda. Motion carried.

**Minutes of September, 2008 NWMCOG Board meeting**

Larry asked if there were any changes needed to the NWMCOG September 19, 2008 minutes, which were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by J. Barnard, supported by D. Smith to approve the NW MI Council of Governments Board minutes from September 19, 2008 meeting. Motion carried.

**Minutes of October, 2008 WDB meeting**

Dave asked if there were any changes needed to the WDB meeting minutes from October 13, 2008, which were mailed earlier for review. There being none, he asked for a motion to approve the minutes.

Motion by D. Parks, supported by J. Barnard to approve the October 13, 2008 meeting minutes as submitted. Motion carried.

**NWMCOG - WDB Liaison Committee minutes of October 2, 2008**

It was explained this committee was three NWMCOG Board officers: Larry Inman, Jean Watkoski, & Jack White; and WDB executive committee members: Dave Adams, Don Eichberger, Elaine Carter, Doug Parkes, Don Smith. This group met with staff members Bud Shipstead & Elaine Wood to discuss Bud Shipstead's retirement and a succession plan.

**WDB**

Motion by D. Parks, supported by D. Smith to approve the October 2, 2008 NWMCOG – WDB Liaison Committee meeting minutes as submitted. Motion carried.

**NWMCOG Board**

Motion by J. Watkoski, supported by S. Rogers to approve the October 2, 2008 NWMCOG – WDB Liaison Committee meeting minutes as submitted. Motion carried.

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### **Financial Report**

Charlene Schlueter, Associate Director for Information Services, presented the financial report for Amended Budget for FY 08 (10/1/07 – 9/30/08) and Actual Expenses for September. Questions were answered.

#### **WDB**

Motion by C. Dillon, supported by N. Kalchik to approve the financial report as presented. Motion carried.

#### **NWMCOG Board**

Motion by M. Roper, supported by L. Copley to approve the financial report as presented. Motion carried.

### **Public comment**

Senator Jason Allen made some comments about legislative issues on the state level.

### **FY 09 budget**

Charlene went over the very preliminary budget for FY 09. Changes throughout the year are expected. Questions were answered.

#### **WDB**

Motion by C. Dillon, supported by D. Parkes to approve the FY 09 budget as presented. Motion carried.

#### **NWMCOG Board**

Motion by L. Nemeth, supported by A. O'Shea to approve the FY 09 budget as presented. Eight board members approved, and one, Mark Roper opposed. Motion carried.

### **Updated Local Agreement between NWMCOG & WDB**

Dave explained this Agreement was very outdated and needed to have current language; there is no change at all in the substance of the agreement. It reflects exactly how the two boards have been – and are still – working together. Staff recommends that the updated Local Agreement between the NWMCOG Board and the WDB be approved. Discussion took place and questions were answered.

#### **WDB**

Motion by D. Behring, supported by J. Barnard to approve the Local Agreement between the NWMCOG Board and the WDB. Motion carried.

#### **NWMCOG Board**

Motion by J. Watkoski, supported by M. Roper to approve the Local Agreement between the NWMCOG Board and the WDB. Motion carried.

### **TC-TALUS agreement**

Larry explained that this agreement was discussed at the last NWMCOG Board meeting, and is ready for action. He asked for any additional questions or comments, and there were none.

#### **NWMCOG Board**

Motion by M. Roper, supported by S. Rogers to approve the Local Agreement with TC-TALUS as presented. Motion carried.

### **Northwest Alliance for Sustainable Communities – new 501c3**

Elaine described the need to have a non-profit corporation so that the agency could be eligible to receive private foundation grants, operate a Housing Trust Fund, and conduct other business that is not feasible or allowed through a governmental entity. The previous 501c3 – called the Northwest Michigan Private Industry Council – is very outdated and limited in its scope. Legal Counsel advised staff that it would be quicker and easier to form a new corporation rather than modify the existing one. She also reminded board members that this suggestion had come out of a previous year's Beaver Island retreat. Discussion took place and questions were answered. Board members previously had been provided with the draft language of corporate paperwork and by-laws.

#### **WDB**

Motion by C. Dillon, supported by D. Behring to approve the Northwest Alliance for Sustainable Communities – new 501c3. Motion carried.

#### **NWMCOG Board**

Motion by L. Nemeth, supported by A. O'Shea to approve the Northwest Alliance for Sustainable Communities – new 501c3. Motion carried.

### **Marketplace Northwest**

Elaine gave a report on the Marketplace Northwest. With the need for more revenue, and to have local match for new and existing grants every year, this initiative came about as a way to raise private dollars and bring them back to the community. Tom White, Public Information Specialist, gave a web site demonstration of [MarketplaceNorthwest.org](http://MarketplaceNorthwest.org). Considerable discussion took place.

### **Cost of Poverty Study**

Matt McCauley, Associate Director for Regional Planning & Community Development, gave a quick background stating that Poverty Reduction Initiative is a five county group of a variety of human service, education, and business representatives, with a mission to reduce poverty. Co-Chairs of this group are Mike Hill, TBAISD Superintendent, and Jim Rowlett. He went over the current report and questions were answered.

### **3E Economic Development Plan (economy, energy, environment)**

Matt introduced Jaclyn Meil-Uken, Planner for the NWMCOG. Jaclyn reported on the strategic plan, which focuses on economic development strategies for renewable energy businesses. Questions were answered.

#### **WDB**

Motion by D. Behring, supported by D. Parks to approve the 3E Plan. Motion carried.

#### **NWMCOG Board**

Motion by J. Watkoski, supported by L. Nemeth to approve the 3E Plan. Motion carried.

### **Youth Build Program**

Elaine reported this program has been operated by the US HUD (Housing & Urban Development) and is in the process of being transferred over to the US Department of Labor. NWMCOG has been approached by the operator of the current HUD grant in Manistee County – the Manistee Housing Commission – to see if we would be willing to take over the operation of this program for the next year, and staff has agreed to do so. In addition, staff is preparing a proposal for a new Youth Build grant from the USDOL. Both programs will be operated in conjunction with our Michigan Works! Youth Program. Elaine asked for board approval for both initiatives and answered questions.

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**WDB**

Motion by D. Behring, supported by J. Barnard to approve the Youth Build Program. Motion carried.

**NWMCOG Board**

Motion by S. Rogers, supported by M. Roper to approve the Youth Build Program. Motion carried.

**Knowledge Economy series**

This agenda item was held for a future meeting due to time constraints.

**Executive leadership transition**

Dave let everyone know that Bud had discussed his possible retirement in the near future. A meeting was held in October of the Liaison Committee of both boards to discuss the succession plan for executive leadership. Elaine stepped out of the room so the Boards would feel free to discuss the subject openly. Larry and Dave explained that Elaine has worked side by side with Bud for some 32 years and has been acting in an executive capacity for most of those years. The proposal from the Liaison Committee was presented as a recommendation to both boards that Elaine be named the CEO immediately upon Bud's retirement and assume his contract at that point. She would assume the title of CEO (as opposed to Director) so she can restructure the agency staffing according to her plans. There was much discussion and a lot of positive feedback that Elaine would be the right person to take over the very complex agency, and that it would not be necessary or wise to spend resources conducting a search process. With both boards' approval tonight, a transition plan would be in place allowing for smooth operations when Bud is ready to step down. Questions were answered.

**The motion: In light of the boards' desire to have a succession plan and smooth transition of leadership upon the retirement of Executive Director, Bud Shipstead, Elaine Wood shall be appointed the Chief Executive Officer of the Northwest Michigan Council of Governments and the Northwest Michigan Workforce Development Board, and shall assume the existing Executive Director's contract immediately upon his retirement.**

**WDB**

Motion by C. Dillon, supported by S. Perdue to appoint Elaine Wood in advance as the CEO when Bud Shipstead retires. Motion carried unanimously.

**NWMCOG Board**

Motion by A. O'Shea, supported by M. Roper to appoint Elaine Wood in advance as the CEO when Bud Shipstead retires. Motion carried unanimously.

**Board schedules for 2009**

Dave explained that on Beaver Island this year he didn't mention the next year's retreat. He was approached about this; he knew of Bud's plan and out of respect for Elaine he wanted to wait and discuss it with her. The plan is to have the retreat again on Beaver Island September, 2009. board schedules for 2009 had been distributed in advance of the meeting.

**WDB Board**

Motion by D. Parkes, supported by J. Toth to approve the Board schedule for 2009. Motion carried.

**NWMCOG Board**

Motion by M. Roper, supported by L. Copley to approve the Board schedule for 2009. Motion carried.

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**Correspondence**

Correspondence was included with the packet.

Dave wished everyone a great Thanksgiving and a blessed Christmas. The next scheduled meeting will be February 2009.

**Other/Adjourn**

No further business was brought up, so the meeting was adjourned by consensus by both boards at 7:50 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 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. Carter, Elaine	Area Manager, MI Rehab. Services	Rehabilitation
<input checked="" type="checkbox"/>	6. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
<input checked="" type="checkbox"/>	7. Cunningham, Douglas	Sheet Metal Workers Local 7	Labor
<input checked="" type="checkbox"/>	8. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input checked="" type="checkbox"/>	9. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
<input type="checkbox"/>	10. Hamilton Jr., Dorrwayne	Plant Manager, Politech Machine Corp	Business/Missaukee
<input checked="" type="checkbox"/>	11. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
<input checked="" 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 type="checkbox"/>	14. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input type="checkbox"/>	15. Nugent, Steven	Dir. Of Marketing, Graceland Fruit	Business/Benzie
<input checked="" type="checkbox"/>	16. Parkes, Doug	Manistee County School Board	K12 Education
<input checked="" type="checkbox"/>	17. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
<input checked="" type="checkbox"/>	18. Peters, Sue	VP/Human Resources Munson	Business/Gr.Traverse
<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. Smith, Stafford	Chairman of the Board/Stafford's Hospitality	Business/Emmet
<input type="checkbox"/>	24. Steimel, Al	Plant Manager, Leelanau Fruit Company	Business/Leelanau
<input checked="" type="checkbox"/>	25. Tencza, Bill	President, Cadillac Chamber of Commerce	Economic Devel
<input checked="" 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. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<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.	<u>Tom White</u>	<u>NWMCOG</u>
2.	<u>Paul Unkefer</u>	<u>Michigan WORKS!</u>
3.	<u>Lynne Ruden</u>	<u>Experience Works</u>
4.	<u>Kat Brown</u>	<u>Experience Works</u>
5.	<u>Jason Allen</u>	<u>State Senator</u>
6.	<u>Steve Shugart</u>	<u>NWMCOG</u>
7.	<u>Judy Ezop</u>	<u>DLEG - BWT</u>
8.	<u>Janie McNabb</u>	<u>NWMCOG</u>
9.	<u>Bud Shipstead</u>	<u>NWMCOG</u>
10.	<u>Elaine Wood</u>	<u>NWMCOG</u>
11.	<u>Charlene Schlueter</u>	<u>NWMCOG</u>
12.	<u>Matt McCauley</u>	<u>NWMCOG</u>
13.	<u>Denise Culman</u>	<u>NWMCOG</u>
14.	<u>Bill Woodrow</u>	<u>Michigan WORKS!</u>
15.	<u>Jaclyn Meil-Uken</u>	<u>NWMCOG</u>
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