
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, November 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, November 12, 2007 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Then Elaine Wood, Deputy Director, introduce new employee Tom White, Information Specialist, for the Council of Governments.

Approval of the agenda

Dave said there would be two additional agenda items; one would be between 6 & 7 – EAG appointment, and a second between 15 & 16 – recognize a member of WDB. Dave asked for the approval of the agenda with the changes.

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

Minutes of June 11, 2007 WDB meeting

Dave asked if there were any changes needed to the WDB meeting minutes from August 13, 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 R. Tucker to approve the August 13, 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 September, 2007. There were no questions, so Dave asked for a motion.

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

Recognition of program participant, Christoval Sanchez

Janie McNabb, Community Relations Coordinator, presented a plaque to Christoval Sanchez for his hard work and perseverance to overcome several obstacles and receive his High School Diploma in the summer of 2007. He is now enrolled in NMC's Bridge program and intends to continue his college education. Christoval expressed his thanks and appreciation for the plaque and for the help he got from Michigan Works! and the Learning Lab.

EAG appointment

Janie explained that former Superintendent of Charlevoix Public Schools, John Sturock, has retired from that position leaving a vacancy on the Education Advisory Group. COG recommends that the board appoint Chet Janik, new superintendent of Charlevoix Public Schools, to take his place.

Motion by S. Perdue, supported by C. Dillon to appoint Chet Janik to the EAG Board. Motion carried.

Funding situation

Bud Shipstead, Director, explained that as of the date of this meeting, COG has not yet received funding for Jobs, Education, and Training (JET) program for the Fiscal Year that started October 1, 2007. He believes that this will get resolved soon, and the Board will be kept updated as more information becomes available.

Dislocated Worker report

Elaine gave a report on the on the number of dislocated workers from July 1, 2006 to the present –October 2007 in the ten-county region. All 1554 people were served, and because some were eligible to receive service under Trade Adjustment Act it helped make the money stretch further. Discussion took place and questions were answered.

Healthcare Regional Skills Alliance (RSA)

a. Fact Sheet on statewide RSAs

Elaine explained that the sheet shows all the different RSA's in the state, their industry focus, and where they are in the state. She also presented an updated chart for what has been done in the Healthcare RSA through the NW MI Council of Governments and what will be done over the next three years.

b. Selection of service provider for Staff Development Trainings

Elaine explained that the USDOL grant provides funds to offer a variety of short-term training classes for direct care workers in various healthcare occupations. A request for proposal (RFP) was sent out and Community Services Network of MI met all requirements, so staff recommends contracting with them with an agreement that the contract can be extended for additional Staff Development Training classes in subsequent years under the USDOL grant (pending satisfactory performance on this first series of classes). Questions were answered.

Motion by D. Behring, supported by J. Barnard to contract with Community Services Network of MI for the Staff Development Training. Motion carried.

c. Selection of service provider for Basic Healthcare Bridge Program

Elaine explained that USDOL funds provides for this training, also. The RFP went out and two bids came in. Both bids were of equal quality, and the only difference is cost. Staff recommends Community Services Network of MI be awarded this grant. They have done a great job with this training in the past. Questions were answered.

Motion by D. Parkes, supported by J. Kuras to contract with Community Services Network of MI for Basic Healthcare Bridge Program. Motion carried.

d. Selection of service provider for Clinical Placement System

Elaine explained that part of the Healthcare RSA expansion grant recently received from the Michigan Department of Labor & Economic Growth is the development or purchase of a web-based clinical scheduling software. Students are often faced with long waiting lists for the clinical portion of their training. Because of this, it takes longer getting trained and certified workers into the labor market. This project will cover 21 counties for the Northwest & Northeast Healthcare RSAs. Staff recommends Spicer Group, Inc.; they were the only bid received, and the cost is well within the budget projection in the grant. Questions were answered.

Motion by D. Eichberger, supported by D. Behring to contract with Spicer Group, Inc. for the purchase of the Clinical Placement system software, technical assistance, and add-on programming. Motion carried.

Workforce Investment Act five-year plan, modified

Janie said this plan was already approved a few meetings ago, but the state wanted the plan modified with language to reflect the new No Worker Left Behind (NWLB) initiative. Questions were answered.

Motion by D. Behring, supported by J. Barnard to approve the five-year plan with the modification to include No Worker Left Behind. Motion carried.

Incumbent Worker Plan

Janie informed the board that this year, both Michigan Department of Labor and Economic Growth (DLEG) and the Northwest MWA commit to utilizing Incumbent Worker Program funding for No Worker Left Behind. The funds will be used for on-the-job and customized training to increase the skills of employees in high demand and emerging sectors as defined by the NW MI Workforce Development Board's approved occupations list. Other links will be with the Healthcare Regional Skills Alliance of Northwest Michigan and KAL-TEC for training. Questions were answered.

Motion by C. Dillon, supported by N. Kalchik to approve the Incumbent Worker Plan. Motion carried.

JET Plan

Janie explained this program replaces Work First and was first a pilot in six counties this past year and it has now gone statewide replacing Work First in all ten of the counties COG covers. The modification in the program's philosophy of a client "getting a job, any job" is replaced with the focus on long term career planning so they can become self-sufficient. This is a collaborative program that involves MI WORKS!, Department of Human Services & MI Rehabilitation Services. The JET program allocations are forthcoming from the state. Questions were answered.

Motion by C. Dillon, supported by S. Perdue to approve the JET Plan. Motion carried.

Food Assistance Employment & Training Plan

Janie reviewed this program that covers able-bodied adults aged 18-49 without children, who are collecting foods stamps. The focus is to help them find employment and become self-sufficient. They receive Supportive Services as well as Employment & Training Services. Clients are required to be in Job Search & Readiness activities.

Motion by D. Parkes, supported by J. Barnard to approve the Food Assistance Employment & Training Plan. Motion carried.

Employment Service Plan

Janie explained that this is another modification of a plan that the Board has approved from year to year for Employment Service dollars. The money covers core and intensive services, the resource rooms, and self-directed services. The State wants this Plan modified to include a commitment to No Worker Left Behind. The one primary change is to provide every visitor who posts a resume on the Talent Bank with written information about the No Worker Left Behind program.

Motion by S. Perdue, supported by J. Barnard to approve the Employment Service Plan. Motion carried.

WDB 2008 meeting schedule

Elaine talked about the meeting schedule and how the dates could change depending on items or issues that may come up. This year, the staff would like to try a new idea of having a joint meeting with the Council of

Governments Board on the 10th of November (regular WDB Monday night meeting). The COG Board was excited about joining the WDB and passed the date at their last meeting.

Motion by C. Dillon, supported by N. Kalchik to approve the 2008 meeting schedule at this time. Motion carried.

Recognition of retiring Workforce Development Board Member

Dave informed the Board that Jan Kuras has submitted a letter resigning from the Board. She has retired from Midwest Forge Company in Kalkaska. Dave added that her 8 years of dedicated service to the Board were really appreciated, and she will be missed. Everyone wished her well.

Correspondence

Correspondence was included with the packet.

Other

No further business was brought up, so the meeting was adjourned by consensus at 7:30 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 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 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 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	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 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 checked="" type="checkbox"/>	26. Tencza, Bill	President, Cadillac Chamber of Comm.	Economic Devel
<input 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.Trave..

November 12, 2007

Others
Please Print **Legibly**

Name

Organization

	Name	Organization
1.	Janie McNabb	COG
2.	Christoval Sanchez	Learning Lab participant
3.	Jan Warren	MI WORKS!
4.	Bud Shipstead	COG
5.	Elaine Wood	COG
6.	Charlene Schlueter	COG
7.	Tom White	COG
8.	Steve Shugart	COG
9.	Denise Culman	COG
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