
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, November 13, 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, November 13, 2006 at the Traverse City *Michigan Works!* Center, and welcomed everyone.

Minutes of July 10, 2006 WDB meeting

Dave asked if there were any changes needed to the WDB meeting minutes from July 10, 2006, 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 July 10, 2006 meeting minutes for the WDB as submitted. Motion carried.

Financial Report

Charlene Schlueter, Associate Director for Information Services, presented the budget and expenditure report for September, 2006, and pointed out a few line items for the FY 06 (10/1/2005 thru 9/30/2006). There were no questions, so Dave asked for a motion.

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

Public Comment

There was no public comment.

Recognition of award to Michigan Rehabilitation Services

Elaine Wood, Deputy Director, acknowledged the award that was received by Michigan Rehabilitation Services and asked Elaine Carter, District Manager for Rehabilitation Services, to tell the board about it. She informed the board that the MI Dept of Labor & Economic Growth - MI Rehabilitation won the "Spirit of DELEG" award for their Job survivor project. She was congratulated by all.

Michigan Prisoner Re-Entry Initiative report (enclosure; presentation)

Kirt Baab, Community Coordinator, gave an update on the program. Dr. Patricia Caruso, Director of MI Prisoner Re-Entry Initiative, visited all the pilot sites in recent months. Northwest Michigan is the only rural pilot site and they are hoping to model this site for the other two rural sites being planned for year 3. Beginning in January 2007, planning for program implementation will begin in Emmet, Charlevoix & Manistee Counties. On Oct 1, 2007 Ostego & Crawford will drop off this project and go to the Northeast region. Questions were answered.

Workforce Investment Act (WIA) Five-Year Plan (enclosure; action required)

Susan Auer, Program Development Coordinator, went over the program background and the new program highlights. The WIA Five-Year Plan is consistent with Michigan's *Creating a 21st Century Workforce* initiative and the Healthcare and KAL-TEC Regional Skills Alliances. The WIA Five-Year plan focuses on

incumbent worker and post-secondary training, industry specific training, and vocational credentialing to meet the demands of the Knowledge Economy. Questions were answered.

Motion by M. Marois, supported by J. Rives to endorse the Workforce Investment Act Five Year Plan. Motion carried.

Food Assistance Employment & Training Plan (enclosure; action required)

Susan described this program is to help food stamp recipients, able-bodied adults 18-49 without dependents, find employment and become self-sufficient. It's a voluntary program to get services and training. Questions were answered.

Motion by D. Smith, supported by D. Parkes to endorse the Food Assistance Employment & Training Plan. Motion carried.

Healthcare Regional Skills Alliance Annual Report (enclosure)

Elaine Wood, Deputy Director, gave a quick update of the Healthcare Regional Skills Alliance. There were three successful medical careers exploration youth camps again for middle school-aged youth. There were two Skills Fairs, and an Apprenticeship program that is a pilot program aimed at increasing the skill of direct care workers on the job. Questions were answered.

New welfare reform program directions

- a. Revised federal TANF requirements (presentation)
Elaine gave an in-depth presentation on the program.
- b. JET pilot program (presentation)
Elaine explained that the new JET program (Jobs, Education & Training) is a pilot program to reform the state's Work First program facilitated by the Department of Human Services agencies and the Michigan Works! Agency, and it will be phased in slowly across the state. In our region 6 counties will move to JET – Antrim, Kalkaska, Grand Traverse, Leelanau, Benzie & Manistee. The 4 remaining counties will stay with Work First and eventually be included in JET. We have experienced good cooperation, joint planning and service delivery coordination among the partners – DHS, MRS and Michigan Works..
|
- c. JET Plan (enclosure; action required)
Dave asked for a motion.

Motion by M. Marois, supported by K. Garthie to support the JET Plan. Motion carried

- d. Work First Plan (enclosure; action required)
Elaine also explained the traditional Work First program will be delivered in the four counties: Emmet, Charlevoix, Wexford, & Missaukee. The participants are required to seek employment, work, or be involved in work-related activities for 40 hours weekly. The remaining six counties will receive the expanded JET program, utilizing Work First funding.

Motion by C. Dillon, supported by D. Smith to support the Work First Plan. Motion carried

21st Century Workforce-Coordinated Regional Strategies (enclosure; action required)

Elaine said this document is a draft and has not yet been submitted to the state. She then explained the state asked the Northwest Michigan Council of Governments to lead in the preparation of a plan for coordinated regional partnership to address issues related to the 21st Century Workforce. For this area, there are already well-established regional partnerships, but that isn't the case for most of the rest of the state. The process

became more like an exercise in review for all the agencies involved in the NW area. It was a good opportunity to rethink how some things are done. The final document will be sent out to the state and everyone on the board after a few little changes are made. Questions were answered.

Motion by P. Pallas, supported by J. Kuras to endorse the 21st Century Workforce-Coordinated Regional Strategies. Motion carried.

New credit union program (enclosure)

Bud Shipstead, Director, explained that the Michigan Credit Union Industry, in partnership with the Michigan Department of Labor & Economic Growth, developed the Career Transition Program (CTP) to help credit union members obtain advanced training for a new vocation, trade or occupation. Applications are available at local Michigan Works! Service Centers. Call 1-800-285-WORKS (9675) to locate the nearest center.

Definition of “Credential” for WIA performance standards

Elaine gave a quick background on this. The Federal Legislature has now established official definitions for credentials that must be used, effective July 1. The Certified Nurse Aid training meets or exceeds all federal and state requirements for both content and hours of training and clinical experience; anyone that teaches it is certified by the state. What is needed is for the Workforce Development Board to formally recognize the award certificates given by the various providers, so they can be counted towards the performance standards.

Staff is recommending that the WDB formally recognize and award certificates to graduates of the CNA training offered through Adult Education, the Healthcare Regional Skills Alliance of Northwest Michigan, and KAL-TEC in the ten-county region.

Motion by C. Dillon, supported by P. Pallas to formally recognize and award certificates to graduates. Motion carried.

Next meeting : February 2007

Dave let everyone know the next meeting wouldn't be until next year, February 2007.

Correspondence

Correspondence was included with the packet. Dave announced that Elaine Wood won the “Collaborator of the Year Award” from the Grand Traverse community Collaborative. Elaine reminded everyone that Mary Marois won last year. Dave said it's just another testimony to the cooperation between the agencies in this area.

Other

No further business was brought up, so the meeting was adjourned by consensus at 7:20 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. Branch, Cynthia | H.R. Manager Avon Rubber & Plastics Inc | Business/Wexford |
| <input checked="" type="checkbox"/> | 5. Carter, Elaine | Area Manager, MI Rehab. Services | Rehabilitation |
| <input 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 type="checkbox"/> | 9. Eichberger, Don | Manager, H.W. Jencks Inc. | Business/Benzie |
| <input checked="" type="checkbox"/> | 10. Garthe, Kathy | Director, Leelanua Memorial Health Center | Business/Leelanua |
| <input type="checkbox"/> | 11. Hamilton Jr., Dorrwayne | Plant Manager, Politech Machine Corp | Business/Missaukee |
| <input 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 checked="" type="checkbox"/> | 18. Pallas, Pete | Human Resource Mgr. Northern Diecast Corp | Business/Emmet |
| <input checked="" type="checkbox"/> | 19. Parkes, Doug | Vice-President, West Shore Bank | Business/Manistee |
| <input checked="" type="checkbox"/> | 20. Perdue, Steve | Exec. Director GTP Industries Inc. | Comm.Based Org |
| <input type="checkbox"/> | 21. Peters, Sue | VP/Human Resources Munson | Business/G.Traverse |
| <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 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 |

November 13, 2006

Others
Please Print **Legibly**

| | Name | Organization |
|-----|--------------------|--------------|
| 1. | Judy Ezop | DLEG - BWP |
| 2. | Kirt Baab | COG |
| 3. | Susan Auer | COG |
| 4. | Jan Warren | TBAISD - MW |
| 5. | Charlene Schlueter | COG |
| 6. | Bill Woodrow | MI Works! |
| 7. | Paul Unkefer | MI Works |
| 8. | Steve Shugart | COG |
| 9. | Cecil McNally | Goodwill |
| 10. | Bud Shipstead | COG |
| 11. | Elaine Wood | COG |
| 12. | Denise Culman | COG |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |