
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, October 13, 2008

MEETING MINUTES

Call to Order

Dave Adams, Chair, called the Northwest Michigan Workforce Development Board to order at 6:00 p.m. on Monday, October 13, 2008 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Dave asked everyone around the room to make introductions.

Approval of the agenda

Dave asked for the approval of the agenda.

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

Minutes of June 9, 2008 WDB meeting

Dave asked if there were any changes needed to the WDB meeting minutes from June 9, 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 S. Peters to approve the June 9, 2008 meeting minutes as submitted. Motion carried.

Public comment

There was no public comment.

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) Actual Expenses for August. Questions were answered, and Dave asked for a motion.

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

Chairperson's report: Executive Director's retirement

Dave informed the board at Bud's review on Beaver Island he indicated that he was contemplating his retirement in the next year. A Liaison Committee of the NW MI Council of Governments Board and the Workforce Development Board was held on Oct.2nd to discuss Elaine Wood, Deputy Director, as Bud's successor. The NWMCOG is a complex agency and it is prudent to have a succession plan in place. This will be an agenda item on the November 10, 2008 joint meeting of the NWMCOG Board & the WDB, and the Liaison Committee will be making a recommendation that Elaine be named the next CEO of the agency upon Bud's retirement. Questions were answered.

No Worker Left Behind report

Jan Warren, Program Director of Northwest Michigan Works!, shared the current report of student enrollment in classroom training. It has almost doubled from last year – 420 students, compared with 240 during fall semester last year. It's in keeping with the Governor's No Worker Left Behind program. Having workers advance in their current positions or obtain a better position has always been a major goal of the NWMCOG. Questions were answered.

New training programs under development

Elaine let the board know NWMCOG staff is working with the local community colleges and other educational providers to include classes such as welding class, film industry, and possibly utility lineman training and several others. There are meetings scheduled to discuss these ideas. Questions were answered

Policy items:

a. Occupations in demand

Elaine explained the current policy detailing a list of occupations in demand doesn't include on-the-job training (OJT) and the incumbent worker training (IW). Staff recommends that the board add language to the current occupations in demand list that will accommodate these programs. It would accommodate an employer that has a job opening and is willing to train the new worker he would be able to under an OJT.

Motion by C. Dillon, supported by J. Barnard to approve the additional policy language of Occupations in Demand. Motion carried.

b. Locally-issued credentials

Janie McNabb, Community Relations Coordinator, said the Workforce Investment Act requires that approved training programs result in a credential that substantiates skill attainment. There are two types – "Existing" which is issued by accredited educational institutions. And "Home-grown" which is credentials for clients who participate in the On-the-Job Training (OJT) programs. When the training period is complete, the employer validates the client's accomplishment by signing a credential. The practice should be validated with approval from the local Workforce Development Board.

Motion by D. Eichberger, supported by R. Tucker to approve Locally-issued "Home-grown" credentials. Motion carried.

c. OJTs for companies using employee leasing agencies

Elaine explained that more employers in the region are using leasing agencies for payroll, fringe benefit administration, and human resource services to reduce the cost of having an internal system. The workers are employed by the leasing agency, receive paychecks from the agency, but are considered permanent employees at the local worksite. They are not temporary positions. They employer is selecting and training the employees. Staff recommends that the Workforce Development Board establish a policy that would allow companies that utilize leasing agencies for payroll, fringe benefit administration, and human resource services to receive On-the-Job Training contracts as long as that company (not the leasing agency) is reimbursed for the training. Questions were answered.

Motion by C. Dillon, supported by D. Smith to adopt a policy that allows OJTs to companies using employee-leasing agencies. Motion carried.

Update on dislocated worker services

Jan gave a brief update on the activities to help workers who have lost their jobs due to plant closings in the area. Extensive marketing efforts were used to encourage the workers to seek re-employment and/or training services from Michigan Works! before their benefits were exhausted. Questions were answered.

Update on Healthcare RSA

Elaine asked Jean Peters, Healthcare RSA Coordinator, to give a quick update on this program. Jean went over all the activities that were going on and how there is a real need for these trainings in this area. Mary Rose Farrington, Youth Services Coordinator, showed how the program exposes 6th, 7th & 8th graders to the Healthcare field by having a Medical Career Scene Investigation (MCSI) Youth Camp in Petoskey, Traverse City, & Cadillac. Questions were answered.

Hospitality RSA

Elaine informed the Board on the newest RSA for Hospitality. The three key employer partners to start are: Crystal Mountain Resort, Boyne Resorts, & Shanty Creek Resort and hopefully expanding over the next couple of years. The major goals are to develop and implement a skills-based, multi-leveled, modularized curriculum for new and incumbent hospitality workers, expand and enhance the job retention component of the existing TeamWork NorthWest program, and build and implement a comprehensive hospitality careers marketing campaign. A half-time coordinator, Brad Hoekendorf, was hired to head up the program.

Plans:

a. Incumbent Worker

Janie went over the Incumbent Worker plan and how it's used to train existing workers in a business in order for that business to remain competitive, embrace new technology, or avoid closure. The amount of funding is \$158,476.

Motion by J. Barnard, supported by D. Smith to approve Incumbent Worker funding in the amount of \$158,476. Motion carried.

b. Jobs, Education and Training – JET

Janie explained this plan is the welfare-to-work program. It is a collaboration of Michigan Works!, Department of Human Services (DHS), and Michigan Rehabilitation Services (MRS) to get work-ready individuals to participate in activities that prepare them for work and transition them into employment. The amount of funding is \$1,413,719.

Motion by D. Parkes, supported by J. Barnard to approve Jobs, Education and Training - JET funding in the amount of \$1,413,719. Motion carried.

MPRI employment report

Elaine gave a quick update on the activities with MRPI. After going over the current numbers, two areas stand out; job retention and housing, so they will be the focus of this program. Questions were answered.

Procurement Technical Assistance Center report

Elaine introduced Todd Olson the new PTAC Director who gave a yearly update on the program. Currently they have 266 initial and follow-up counseling sessions with \$40 million in government contract awards and 800 jobs created or retained. Companies should include the Federal Government in their marketing plan because they are the largest buyer in the world spending \$400 Billion dollars a year in goods and services. The future goal of PTAC is to increase their number of active companies and successful bids, which should result in \$65 million in government contacts with 1,300 jobs created or retained. A new PTAC office has been established in the UP at the MI Works! and Isaac Micheau has been hired to meet with the companies in the UP. Questions were answered.

Correspondence

Correspondence was included with the packet. Elaine went over the handouts on the training opportunities going on in the area and encouraged everyone to visit the website www.nwm.org to keep up on all that NWMCOG is involved in.

Other

No further business was brought up, so the meeting was adjourned by consensus at 7:00 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 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 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. Heckman, Michelle	Human Resource Manager, Kalkaska Screw Project	Business/Kalkaska
<input checked="" type="checkbox"/>	12. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
<input checked="" type="checkbox"/>	13. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
<input checked="" type="checkbox"/>	14. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input type="checkbox"/>	15. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	16. Nugent, Steven	Dir. Of Marketing, Graceland Fruit	Business/Benzie
<input checked="" type="checkbox"/>	17. Parkes, Doug	Manistee County School Board	K12 Education
<input checked="" type="checkbox"/>	18. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
<input checked="" type="checkbox"/>	19. Peters, Sue	VP/Human Resources Munson	Business/Gr.Traverse
<input type="checkbox"/>	20. Phillips, Thomas	Warden, Pugsley Correctional Facility	Community Corrections
<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 type="checkbox"/>	25. Steimel, Al	Plant Manager, Leelanau Fruit Company	Business/Leelanau
<input type="checkbox"/>	26. Tencza, Bill	President, Cadillac Chamber of Commerce	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. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input type="checkbox"/>	30. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

October 13, 2008

Others
Please Print **Legibly**

	Name	Organization
1.	<u>Brad Hoekendorf</u>	<u>COG/HAS</u>
2.	<u>Yves Hamel</u>	<u>DLEG - BWT</u>
3.	<u>Chuck Dillon</u>	<u></u>
4.	<u>Janie McNabb</u>	<u>NWMCOG</u>
5.	<u>Jan Warren</u>	<u>Michigan WORKS! TBA</u>
6.	<u>Jane Sage</u>	<u>Michigan WORKS!</u>
7.	<u>Bud Shipstead</u>	<u>NWMCOG</u>
8.	<u>Elaine Wood</u>	<u>NWMCOG</u>
9.	<u>Paul Unkefer</u>	<u>Michigan WORKS!</u>
10.	<u>Charlene Schlueter</u>	<u>NWMCOG</u>
11.	<u>Michelle Socha</u>	<u>Michigan WORKS!</u>
12.	<u>Jean Peters</u>	<u>NWMCOG</u>
13.	<u>Todd Olson</u>	<u>NWMCOG</u>
14.	<u>Mary Rose Farrington</u>	<u>Michigan WORKS! TBA</u>
15.	<u>Denise Culman</u>	<u>NWMCOG</u>
16.	<u>Judy Ezop</u>	<u>DLEG - BWT</u>
17.	<u></u>	<u></u>
18.	<u></u>	<u></u>
19.	<u></u>	<u></u>
20.	<u></u>	<u></u>