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**JOINT MEETING of the  
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD  
&  
NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS BOARD**

**Monday, August 12, 2013**

**MEETING MINUTES**

**Roll Call - WDB**

**WDB Present:** Dave Adams; Eric Bachmann; Jim Barnard; Ken Bollman; Gretchen Crum; Judy Ezop; Gary Fedus; Art Jeannot; Gene Kaminski; Jane Korthase; Ken Osborne; Doug Parkes; Sue Peters; David Pratt; Jim Smith; John Stephenson; Betty Workman.

**WDB Absent:** Tino Breithaupt; Charles Dillon; Nathan Kalchik; Dawn McLaughlin; Leslie Nowlin; Jerry Peal; Steve Perdue; Jerald Rives; Clint Steele; John Toth; Ryan Vanderwal.

**COG Present:** Mike Crawford, Antrim County; Don Tanner, Benzie County; Les Atchison(alternate), Emmet County; Larry Inman, GT County; Melinda Lautner, Leelanau County; Richard Schmidt, Manistee County, Les Housler, Wexford County.

**COG Absent:** Chris Christensen, Charlevoix County; Stuart McKinnon, Kalkaska County, Susan Rogers, Missaukee County.

**Staff present:** Elaine Wood, Matt McCauley, Darla Rowland, Charlene Schlueter, Janie McNabb, Denise Culman, Steve Shugart, Becky Maddox, Jaclyn Sanborn, Terry Vandercook.

**Guest present:** Sarah Wycoff, Governor's office; Christine Quinn, Michigan Workforce Development Agency; Doug Smith, MEDC; Chris Harkins, DTMB; Laura Mitchell, Wayne Wire; Steve Waugh, Wayne Wire; Kathy Morin, Alliance for Economic Success; Wayne Schmidt, State Representative .

**Call to Order and introductions**

David Adams, WDB Chair, and Larry Inman, COG Chair, called the meeting to order at 6:00 pm and welcomed everyone. Dave asked Elaine Wood to introduce the four guests from the State then introductions were made around the room.

**Approval of the Agenda**

Larry explained that it was a joint meeting and the two boards would have to approve several items separately. He then asked for approval of the agenda from the COG Board. Larry informed the boards that the Liaison Committee had met prior to the meeting, and had not had enough time to reach a recommendation regarding the CEO Performance Evaluation Process, and therefore decided to take it off the agenda for this meeting. After some discussion Larry asked for vote.

Motion by R. Schmidt, supported by D. Tanner to approve the agenda with 8.b.CEO Performance Evaluation removed. Roll Call vote – Yes 6 (Schmidt, Housler, Atchison, Tanner, Crawford, Inman), and No 1 (Lautner). Motion passed.

After hearing no suggestions or changes to the agenda, Dave asked for approval of the Workforce Development Board.

Motion by D. Parkes, supported by G. Crum to approve the agenda with 8.b. CEO Performance Evaluation removed. Motion passed unanimously.

### **Minutes COG Board – May 2013, WDB June 2013**

Larry asked for approval of the COG minutes May 24, 013.

Motion by M. Crawford, supported by R. Schmidt, to approve the COG minutes of 5/24/13 as presented.  
Motion passed unanimously.

Dave asked if there were any additions or corrections to the WDB minutes of June 10, 2013. Hearing none, he asked for approval.

Motion by D. Parkes, supported by J. Stephenson, to approve the WDB minutes of 6/10/13 as presented.  
Motion passed unanimously.

### **Public Comment**

No public comment.

### **Awards presentations**

Elaine explained the agency likes to acknowledge customers that have been successful in a variety of ways. At the last meeting several awards were given, and Wayne Wire was not able to attend that meeting. Jaclyn Sanborn, Business Connections Manager for MI Works! & the NW MI Council of Governments presented the award for Employer of the year from Kalkaska County to Laura Mitchell and Steve Waugh, of Wayne Wire.

### **Financial Report**

- a. Agency budget/expenditure report through June 2013  
Charlene Schlueter, CFO, presented the Amended Budget and Expenditures thru June for FY 2013 (10/1/2012 – 9/30/2013). She discussed a few items and questions were answered. Elaine added that spending is on target for each of the grants. Each one of the grants has its own independent budget that is either mandated or approved in advance by the funding source. Each grant is restricted in the terms of what it can be used for so each one is operated as an independent budget by the manager of the program and the CEO. The numbers change frequently in the course of a month or year. Dave asked if there were any more questions – hearing none he asked for a motion.

Motion by J. Barnard, supported by G. Fedus to accept the financial report - Amended Budget and Expenditures thru June FY 2013 (10/1/2012 – 9/30/2013) as presented. Motion passed unanimously.

Larry asked for motion to accept the financial report – Amended Budget and Expenditures thru June FY 2013 (10/1/2013 – 9/30/2013) as presented. Discussion took place and questions were answered.

Motion by L. Atchison, supported by D. Tanner to accept the financial report - Amended Budget and Expenditures thru June FY 2013 (10/1/2012 – 9/30/2013) as presented. Roll Call Vote – Yes 6 (Atchison, Tanner, Housler, Schmidt, Crawford, Inman), No 1 (Lautner). Motion passed.

- b. Michigan Works budget cuts – update  
Elaine gave an update on the budget cuts that have taken place since 2002, and explained what changes have taken place at the Centers and programs as a result of the cuts. Questions were answered.
- c. Michigan Works! Budget for PY/FY 13-14  
Elaine went over the Michigan Works budget for the new year. Questions were answered and Dave asked for approval from the WDB.

Motion by G. Crum, supported by G. Fedus to approve the Michigan Works! Budget for PY/FY 13-14 as presented. Motion passed unanimously.

Larry asked for the NW MI COG board to accept the Michigan Works! Budget for PY/FY 13-14 as presented and as recommended by the WDB. Discussion took place and questions were answered.

Motion by R. Schmidt, supported by D. Tanner to accept the Michigan Works! Budget for PY/FY 13-14 as presented. Roll Call Vote – Yes 6 (Atchison, Tanner, Schmidt, Housler, Crawford, Inman), No 1 (Lautner). Motion passed.

d. Agency budget for FY 14

Elaine explained this is the full agency budget for the fiscal year 10/1/2013 – 9/30/2014, and the format has been changed a little bit in response to some questions that have been asked. The previous budget design is what the auditors requested according to Federal, State, and other sources, since the budget format has to follow the general ledger, but now it is organized by departmental clusters. The agency does fund accounting, so each line is a different fund in the accounting system. Each one of the funds has its own operating budget and separate requirements, mandates, and things that are allowed and not allowed. Questions were answered.

Motion by D. Parkes, supported by D. Pratt to adopt the Agency Budget for FY 14 (10/1/2013 – 9/30/2014) as presented. Motion passed unanimously.

Larry asked for a motion for the adoption of the Agency Budget for FY 14 (10/1/2013 – 9/30/2014). Discussion took place and questions were answered.

Motion by R. Schmidt, supported by L. Atchison to adopt Agency Budget for FY 14 (10/1/2013 – 9/30/2014) as presented. Roll Call Vote – Yes 6 (Tanner, Atchison, Schmidt, Housler, Crawford, Inman), No 1 (Lautner). Motion passed.

### **Regional Prosperity Initiative**

Elaine gave a very brief summary of the plan and turned it over to the guests from the State and Matt McCauley, Director of Regional Planning & Community Development, who has been serving on a committee with them. They gave a presentation and explained the goals and implementation plans for Governor Snyder's Regional Prosperity Initiative. Discussion took place and questions were answered.

Elaine then asked both boards to consider the draft resolution to apply for level #2 in October 2013. Dave asked for approval from the WDB.

Motion by K. Osborne, supported by G. Crum to approve the Regional Prosperity Initiative resolution as presented. Motion passed unanimously.

Larry then asked for approval of the COG board. After a lengthy question session following the motion and support, L. Atchison asked the COG Chairman to call the vote. M. Lautner asked to have put in the minutes that her no vote is because she felt her discussion was cut short.

Motion by R. Schmidt, supported by D. Tanner to approve the Regional Prosperity Initiative resolution as presented. Roll Call Vote – Yes 6 (Schmidt, Housler, Tanner, Crawford, Atchison, Inman), No 1 (Lautner). Motion passed.

### **Michigan Works dashboard**

Elaine went over the dashboard pointing out a few key points and questions were answered.

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### **Employment Service Plan**

Janie McNabb, Chief Operating Officer for Northwest MI Works!, explained the Employment Service plan for the new fiscal year and answered questions.

Motion by K. Bollman, supported by D. Pratt to approve the Employment Service Plan as presented.  
Motion passed unanimously.

### **Talent Development Strategic Agenda**

Elaine said the WDB has seen and discussed this at two previous meetings, and this version contains more detail about the implementation steps. The Strategic Agenda is a result of the Governor's Economic and Education Summits, and our Regional Talent Summit, all held this past spring. This will be the WDB Strategic Agenda for the next five-seven years.

Motion by J. Stephenson, supported by D. Pratt to approve the Talent Development Strategic Agenda as presented. Motion passed unanimously.

### **CEO's report**

Elaine provided her CEO's report on various activities and issues related to the agency which are not on the board's agenda. Elaine said she hoped everyone would have a chance to read the report, but wouldn't take the time to go over it. Questions were answered.

### **Liaison Committee report & recommendations**

Dave asked Larry to report what the committee had discussed at the meeting that took place before the joint board meeting. Questions were answered.

- a. Updated organizational charts  
Elaine said the charts were provided for information as to how the staffing structure has changed as a result of the budget cuts.
- b. CEO Performance Evaluation process – was tabled to a later date.

### **Correspondence**

Correspondence was included with the packet.

### **Other comments or questions**

M. Lautner said that a new WDB member has been selected and will be approved at the next Leelanau County board meeting.

### **Adjourn**

Dave and Larry thanked everyone for attending and said the next meeting for WDB will be October 14, 2013. COG Board members discussed changing the next date for their next meeting from November 29 to November 1, and staff will follow up. The Joint WDB & COG Board meeting was adjourned by consensus at 8:24 p.m.

Respectfully submitted,

*Denise Culman*

Denise Culman  
Recording Secretary

# Please check off your name, Sign In Sheet

## Workforce Development Board

| Roll<br>Call<br>Vote | Please<br>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. Bachmann, Eric    | Supervisor, MI Rehab. Services                            | Rehabilitation          |
|                      | <input checked="" type="checkbox"/> | 3. Barnard, Jim      | Owner, Barnard Engineering                                | Business/Antrim         |
|                      | <input checked="" type="checkbox"/> | 4. Bollman, Ken      | President, Saber Tool Company                             | Business/Wexford        |
|                      | <input type="checkbox"/>            | 5. Breithaupt, Tino  | MEDC  | Economic Development    |
|                      | <input checked="" type="checkbox"/> | 6. Crum, Gretchen    | Personnel Director, Boyne USA                             | Business/Charlevoix     |
|                      | <input type="checkbox"/>            | 7. Dillon, Charles   | President, West Shore Community College                   | Post Secondary Ed       |
|                      | <input checked="" type="checkbox"/> | 8. Ezop, Judy        | Workforce Development Agency, State of MI                 | Region                  |
|                      | <input checked="" type="checkbox"/> | 9. Fedus, Gary       | President, Mitchell Graphics                              | Business/Emmet          |
|                      | <input checked="" type="checkbox"/> | 10. Jeannot, Art     | Owner,<br>jdc Jeannot Development Company                 | Business/Benzie         |
|                      | <input 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. McLaughlin, Dawn | Director, Grand Traverse, Leelanau, Kalkaska              | DHS                     |
|                      | <input type="checkbox"/>            | 15. Nowlin, Leslie   | HR Coordinator, Piranha Hose Productions                  | Business/Cadillac       |
|                      | <input checked="" type="checkbox"/> | 16. Osborne, Ken     | VP Manufacturing, Boride Engineered Abrasives             | Business/Grand Traverse |
|                      | <input checked="" type="checkbox"/> | 17. Parkes, Doug     | Manistee County School Board                              | K12 Education           |
|                      | <input type="checkbox"/>            | 18. Peal, Jerry      | Owner, President<br>Hague Equipment Company of MI Inc     | Business/ Kalkaska      |
|                      | <input type="checkbox"/>            | 19. Perdue, Steve    | Exec. Director GTP Industries Inc.                        | Community Based Org.    |
|                      | <input checked="" type="checkbox"/> | 20. Peters, Sue      | VP/Human Resources Munson                                 | Business/Grand Traverse |
|                      | <input checked="" type="checkbox"/> | 21. Pratt, David     | Deputy Warden, Pugsley Correctional Facility              | Community Corrections   |
|                      | <input type="checkbox"/>            | 22. Rives, Jerald    | President, Elk Lake Tool Co.                              | Business/Antrim         |
|                      | <input checked="" type="checkbox"/> | 23. Smith, Jim       | NMC/ Tool North, Inc.                                     | Students                |
|                      | <input type="checkbox"/>            | 24. Steele, Clint    | Pipe Fitter, Local 85                                     | Labor                   |
|                      | <input checked="" type="checkbox"/> | 25. Stephenson, John | Executive Director, NW MI Community Action Agency         | Community Based Org.    |
|                      | <input type="checkbox"/>            | 26. Toth, John       | President, Central Labor Council                          | Labor                   |
|                      | <input type="checkbox"/>            | 27. Vanderwal, Ryan  | President, Star City IBA, Inc &<br>Premium Farm Solutions | Business/Missaukee      |
|                      | <input checked="" type="checkbox"/> | 28. Workman, Betty   | Vacation Trailer Park & Vacation Trailer Sales            | Business/Benzie         |
|                      |                                     |                      |   |                         |

**August 12, 2013**

# Others

Please Print Legibly

|     | Name               | Organization         |
|-----|--------------------|----------------------|
| 1.  | Kathy Morin        | AES                  |
| 2.  | Sarah Wycoff       | Governor's Office    |
| 3.  | Christine Quinn    | WDB                  |
| 4.  | Doug Smith         | MEDC                 |
| 5.  | Chris Harkins      | DTMB                 |
| 6.  | Laura Mitchell     | Wayne Wire           |
| 7.  | Steve Wal          | Wayne Wire           |
| 8.  | Wayne Schmidt      | State Representative |
| 9.  | Matt McCauley      | NWMCOG               |
| 10. | Darla Rowland      | NWMCOG               |
| 11. | Janie McNabb       | NWMCOG-MI WORKS!     |
| 12. | Charlene Schlueter | NWMCOG               |
| 13. | Becky Maddox       | MI WORKS!            |
| 14. | Steve Shugart      | NWMCOG               |
| 15. | Terry Vandercook   | MI WORKS!            |
| 16. | Jaclyn Sanborn     | NWMCOG-MI WORKS!     |
| 17. | Elaine Wood        | NWMCOG               |
| 18. | Denise Culman      | NWMCOG               |
| 19. |                    |                      |
| 20. |                    |                      |
| 23. |                    |                      |
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| 25. |                    |                      |

**August 12, 2013**

Please  
check off your name

## Sign In Sheet

### Council of Governments Board

- |                                     |     |                            |                     |
|-------------------------------------|-----|----------------------------|---------------------|
| <input checked="" type="checkbox"/> | 1.  | Crawford, Mike.....        | Antrim County       |
| <input checked="" type="checkbox"/> | 2.  | Tanner, Donald.....        | Benzie County       |
| <input type="checkbox"/>            | 3.  | Christensen, Chris .....   | Charlevoix County   |
| <input checked="" type="checkbox"/> | 4.  | Atchison, Les-alternate... | Emmet County        |
| <input checked="" type="checkbox"/> | 5.  | Inman, Larry.....          | Gr. Traverse County |
| <input type="checkbox"/>            | 6.  | McKinnon, Stuart .....     | Kalkaska County     |
| <input checked="" type="checkbox"/> | 7.  | Lautner, Melinda .....     | Leelanau County     |
| <input checked="" type="checkbox"/> | 8.  | Schmidt, Richard .....     | Manistee County     |
| <input type="checkbox"/>            | 9.  | Rogers, Susan.....         | Missaukee County    |
| <input checked="" type="checkbox"/> | 10. | Housler, Les.....          | Wexford County      |

## *Others - Sign In Here*

| #  | Name | Organization |
|----|------|--------------|
| 1  |      |              |
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