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# **NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD**

**Monday, October 14, 2013**

## **MEETING MINUTES**

### **Roll Call - WDB**

**WDB Present:** Dave Adams; Diane Allington; Eric Bachmann; Jim Barnard; Ken Bollman; Tino Breithaupt; Judy Ezop; Gary Fedus; Art Jeannot; Gene Kaminski; Jane Korthase; Leslie Nowlin; Ken Osborne; Doug Parkes; Steve Perdue; Sue Peters; Jerald Rives; Jim Smith; John Stephenson; Betty Workman.

**WDB Absent:** Charles Dillon; Nathan Kalchik; Dawn McLaughlin; David Pratt; Jerry Peal; Clint Steele; John Toth; Ryan Vanderwal.

**Staff present:** Elaine Wood, Darla Rowland, Charlene Schlueter, Janie McNabb, Denise Culman, Becky Maddox, Jaclyn Sanborn, Mary Rogers, Anne Helbig.

**Guest present:** Lynn Matzen, WDB Chair, South Central MI Works, Jackson MI; Cindy Ooley, DHS; Marguerite Cotto, NMC.

### **Call to Order and introductions**

David Adams, WDB Chair, called the meeting to order at 5:30 pm and welcomed everyone. He then asked to have a moment of silence for Gretchen Crum, WDB member from Charlevoix, who passed away. Dave introduced new board member Diane Allington, Master Craft Extrusion Tools, Inc. of Northport, and guest Lynn Matzen, Chairman, South Central MI Works, Jackson MI. Dave asked for introductions around the room.

### **Approval of the Agenda**

Dave asked for approval of the agenda. A. Jeannot requested to have an item added as "Other", so Dave added it as item 8.5.

Motion by J. Barnard, supported by S. Peters to approve the agenda with the addition of 8.5.  
Motion passed unanimously.

### **Minutes from Joint meeting August 2013**

Dave asked if there were any additions or corrections to the joint COG/WDB minutes of August 12, 2013. Hearing none, he asked for approval.

Motion by D. Parkes, supported by J. Barnard, to approve the joint minutes of the NWMCOG and WDB of August 12, 2013 as presented. Motion passed unanimously.

### **Public Comment**

No public comment.

### **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. Questions were answered.

### **Liaison Committee Report and Recommendations**

**a. Governance review**

Dave asked if there were any questions or concerns, and discussion took place. Elaine talked about the unique and somewhat complicated way the agency is set up. She went over a couple of the agreements and encouraged board members to read them periodically.

**b. Procurement & Property Mgmt Standards Policy**

Dave said this is the policy the agency follows, and it is largely dictated by required state policy and procedures. Staff would like both Boards to officially adopt this policy so it's clear to all board members that the agency is following strict procurement standards. Questions were answered.

Motion by K. Bollman, supported by G. Fedus, to adopt the Procurement & Property Mgmt Standards Policy as recommended. Motion passed unanimously.

**c. Personnel Management Policy**

G. Fedus reported on the Personnel Management Policy. The agency has not had the board adopt a policy and feel it would be prudent. The proposed policy reflects current practice. Questions were answered.

Motion by D. Parkes, supported by J. Barnard, to adopt the Personnel Management Policy as presented. Motion passed unanimously.

**d. CEO evaluation process**

S. Peters reported on the proposed CEO evaluation process. Sue stated the CEO would like a formal review of her performance. Historically it has been done very informally and at a yearly board retreat by the Liaison Committee. Sue was asked to help develop a document that would be meaningful for the CEO and simple yet meaningful for the board members to complete. Questions were answered.

Motion by G. Kaminski, supported by A. Jeannot, to accept the recommendation of the Liaison Committee regarding the CEO performance assessment process. Motion passed unanimously.

### **Finance Committee Report**

**a. Financial Report**

S. Perdue, Chairman of the Finance Committee, reported that the Finance Committee met today before the board meeting and went over the items in the board packet, with healthy discussion and a few changes. The Finance Committee recommended approval of the Financial Report as presented. Charlene Schlueter, CFO, answered questions.

Motion by S. Perdue, supported by J. Stephenson, to accept the Financial Report as presented. Motion passed unanimously.

**b. Financial Accountability Chart**

Steve said the chart was for information only. It shows on one page the primary funding sources related to the organization and the lines of accountability for funds. The committee felt it is a good "picture" of how the agency is run. He commended Elaine on being able to get it all on one page. Discussion took place.

Steve said there was discussion on the payables and cash flow which is being severely affected by the U.S. Government shutdown right now. If it isn't figured out soon, some tough decisions will have to be made.

**c. Charge Card Policy**

The committee went over the Charge Card policy and following discussion some changes were made in the wording. It was noted that two paragraphs were added to the policy which was originally adopted in 2004, and now has been expanded somewhat. Discussion took place and questions were answered.

Motion by S. Perdue, supported by D. Parkes, to adopt the Charge Card policy as amended. Motion passed unanimously.

**d. Financial Oversight & Management Policy**

Steve reported to the board that the committee went over the policy and had some revisions. This is a new policy, and Elaine said it is similar to the others that reflects current practices, but has never been written down in policy form. The Liaison & Financial Committees both recommend that it now be officially adopted as policy. Discussion took place. The Committee also charged staff with drafting a WDB Investment Policy for review at the December meeting.

Motion by S. Perdue, supported by K. Bollman, to adopt the Financial Oversight & Management Policy as amended by the Finance Committee. Motion passed unanimously.

Steve informed the board that the Finance Committee had another recommendation. They would like to designate the Liaison Committee as an Audit Committee for both boards. This will also require COG Board approval.

Motion by S. Perdue, supported by J. Barnard, to designate the Liaison Committee as an Audit Committee. Motion passed unanimously.

The Finance Committee also recommended that staff develop additional policies for petty cash & check signing, to be reviewed by the Finance Committee and WDB at the December meeting.

**Education Advisory Group (EAG)**

**a. Roles & Membership**

Janie McNabb, Michigan Works Chief Operating Officer, explained the purpose of the Education Advisory Group. It has been brought to her attention there is lack of clarity of who officially appoints the members of the EAG. Staff would like WDB to formally acknowledge that the WDB appoints all members and the Chair to the EAG.

Motion by G. Fedus supported by S. Peters, to acknowledge that the WDB appoints the EAG membership and chair, and delegates to the EAG the responsibilities for all roles with respect to the traditional EAG functions, as well as to serve as the WDB's Youth Council and Adult Learning Partnership. Motion passed unanimously.

**b. Appointment of members**

Janie went over the roster of the EAG showing that several members have not attended a significant number of meetings, and others are no longer employed in the sector that they represented. Staff asks that WDB discontinue membership of those individuals that are no longer employed in the sector they represent, and appoint new members to replace some that have to be discontinued, re-appoint Dr. Jason Jeffrey as EAG Chairperson, and contact those that have not attended in a while to see if they would still like to be on the EAG.

Motion by K. Bollman, supported by J. Barnard, to discontinued members who are no longer employed by the sector they represent, to appoint new members as listed, and contact those that have not attended in the last six meetings to see if they still want to be on the board. Motion passed unanimously.

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Motion by D. Parkes, supported by G. Fedus, to reappoint Dr. Jason Jeffrey as the Education Advisory Group Chairperson. Motion passed unanimously.

**c. Student video contest**

Janie pointed out that the EAG, in a coordinating effort is just about to launch the Student Video Contest with the sponsor being the Northwestern Michigan College. It's a student-led marketing campaign to improve the perception of manufacturing careers. All high school students in the 10-county region have been invited to participate. There will be a presentation to the Board when it is completed.

**Selection of Service Providers**

Janie explained that a year and a half ago NWMCOG brought previously contracted services in house. However, there were still some services that needed to be contracted out to a school district. One is the oversight of Beaver Island Lighthouse School with the individual responsible for staffing and curriculum to be a teacher employed by a school district (one position). The other is Employability Skills Classes for Job Seekers would benefit being contracted by a school district as well (two positions). Two separate RFPs went out, and only one proposal for each was submitted. After a cost analysis was done by our staff, it is recommended that the board contract with Traverse Bay Intermediate School District (TBAISD) for the three positions for a three year period. Discussion took place.

Motion by S. Peters, supported by K. Osborn to contract with TBAISD for both functions, representing three positions for a three year period. Motion passed unanimously.

**Dislocated Worker Definition**

Janie went over the eligibility criteria and explained that the Workforce Investment Boards can enact a policy to allow a person's status as a veteran, or military spouse to meet the last two criteria – *Termination from previous employment & Unlikely to return to previous industry or occupation* – so they can receive services as a Dislocated Worker under the Workforce Investment Act. Staff presented a proposed local policy to that effect. Questions were answered.

Motion by J. Stephenson, supported by L. Nowlin to approve the local policy that presumes eligibility criteria are met for Terminated from previous employment & Unlikely to return to previous industry or occupation for veterans and military spouses. Motion passed unanimously.

**Business Services Performance Reports**

Elaine said this is the month to have performance reports on the four programs that directly serve companies.

**a. Michigan Works**

Jaclyn Sanborn, Business Connections Manager, went over all the activities of the Michigan Works Business Services. She reported on specific services and results for the year ending June 30, 2013. Discussion took place & questions were answered.

**b. SBTDC**

Mary Rogers, SBTDC Program Director, made a presentation on the program and all its various services to businesses. She provided statistics and results for the last 9 months. Questions were answered.

**c. PTAC**

Anne Helbig, PTAC Program Director, explained that her program is funded by the Defense Logistics Agency (DLA), Michigan Department Economic Development Corporation (MEDC), and local funding partners. She explained the program's various services to businesses, and provided the 2013 highlights and outcomes. Questions were answered.

d. Global Trade Alliance & STEP

Jaclyn went over the Global Trade Alliance of Northern Michigan. She talked about the educational seminars, trade events, and partners. She showed the statewide impact for 2013, and the impact on the 10 counties of NW Michigan. Questions were answered.

**Additional Discussion Item**

Art Jeannot had previously asked to be added to the agenda. He said that, in light of the recent publicity that NWMCOG has received with criticisms of the agency from a NWMCOG board member, he wanted to suggest that the WDB express their satisfaction with the way the agency is being run, with the quality of programs, and to provide a vote of confidence for Elaine. Discussion took place.

Motion by A. Jeannot, seconded by J. Barnard, to formally express that the WDB is satisfied with the agency's administration and performance, and to express a vote of confidence for Elaine Wood, CEO.  
Motion passed unanimously.

**Correspondence**

Correspondence was included with the packet.

**Other comments or questions**

Dave said the meeting time had been changed from 6:00 to 5:30 and wanted to know if anyone objected. Hearing no objections, the time will change to 5:30 from now on, with dinner at 5:00. He also said for February 2014 he would like to change the meeting date from the usual second Monday to the third Monday so Elaine can attend an event.

Motion by A. Jeannot, supported by L. Nowlin to change the meeting date to the third for Monday, February 17, 2014. Motion passed unanimously.

**Adjourn**

Dave said the next meeting will be December 9, 2013. The meeting was adjourned by consensus at 7:27 p.m.

Respectfully submitted,

*Denise Culman*

Denise Culman  
Recording Secretary

# Please check off your name, Sign In Sheet

## Workforce Development Board

Roll Call Vote	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. Allington, Diane	Owner/Master Craft Extrusion Tools, Inc	Business/Leelanau
	<input checked="" type="checkbox"/>	3. Bachmann, Eric	Supervisor, MI Rehab. Services	Rehabilitation
	<input checked="" type="checkbox"/>	4. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
	<input checked="" type="checkbox"/>	5. Bollman, Ken	President, Saber Tool Company	Business/Wexford
	<input checked="" type="checkbox"/>	6. Breithaupt, Tino	MEDC	Economic Development
	<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, 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 checked="" 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 Hague Equipment Company of MI Inc	Business/ Kalkaska
	<input checked="" 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 type="checkbox"/>	21. Pratt, David	Deputy Warden, Pugsley Correctional Facility	Community Corrections
	<input checked="" 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 & Premium Farm Solutions	Business/Missaukee
	<input checked="" type="checkbox"/>	28. Workman, Betty	Vacation Trailer Park & Vacation Trailer Sales	Business/Benzie

**October 14, 2013**

**Others**  
Please Print **Legibly**

	Name	Organization
1.	<u>Lynn Matzen</u>	<u>South Central MI Works, Jackson MI</u>
2.	<u>Cindy Ooley</u>	<u>DHS</u>
3.	<u>Marguerite Cotto</u>	<u>NMC</u>
4.	<u>Janie McNabb</u>	<u>NWMCOG</u>
5.	<u>Charlene Schlueter</u>	<u>NWMCOG</u>
6.	<u>Darla Rowland</u>	<u>NWMCOG</u>
7.	<u>Becky Maddox</u>	<u>NW MI WORKS!</u>
8.	<u>Jaclyn Sanborn</u>	<u>NWMCOG</u>
9.	<u>Mary Rogers</u>	<u>NWMCOG</u>
10.	<u>Anne Helbig</u>	<u>NWMCOG</u>
11.	<u>Elaine Wood</u>	<u>NWMCOG</u>
12.	<u>Denise Culman</u>	<u>NWMCOG</u>
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