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# **NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD and Education Advisory Group – Joint Meeting**

**Monday, December 9, 2013**

## **MEETING MINUTES**

### **Roll Call**

**WDB Present:** Dave Adams; Diane Allington; Eric Bachmann; Tino Breithaupt; Charles Dillon; Judy Ezop; Gary Fedus; Art Jeannot; Gene Kaminski; Cindy Ooley for Dawn McLaughlin-DHS; Doug Parkes; Steve Perdue; Sue Peters; David Pratt; Jerald Rives; John Toth; Betty Workman.

**WDB Absent:** Jim Barnard; Ken Bollman; Nathan Kalchik; Jane Korthase; Leslie Nowlin; Ken Osborne; Jerry Peal; Jim Smith; Clint Steele; John Stephenson; Ryan Vanderwal.

**EAG Present:** Dave Adams; Dave Cox; Sue DeCamillis; Patti Gabos; Christine Hammond; Mike Hill; Jason Jeffrey; Doug Parkes; Linda Racine; Jim Rummer; Bruce Shafer; Kelly Smith; Gretchen Spedowske

**EAG Absent:** Ken Bollman; Karen Jarema; Jeff Jennett; Mark Johnson; Leslie Nowlin.

**Staff present:** Elaine Wood, Darla Rowland, Charlene Schlueter, Janie McNabb, Denise Culman, Becky Maddox.

**Guest present:** Representative Phil Potvin, 102-Cadillac; Jim Tisdale; Mary Joe Binkley.

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

David Adams, Chair, called the meeting to order at 5:35 pm and welcomed everyone. Dave asked for introductions around the room.

Elaine Wood, CEO, presented Dave Adams with a gift to thank him for his wonderful leadership and devotion to the board.

### **Approval of the Agenda**

Dave asked for any additions or changes to the agenda. Hearing none, he asked approval of the agenda.

Motion by G. Fedus, supported by D. Pratt to approve the agenda as presented. Motion passed unanimously.

### **Minutes from October 2013**

Dave asked if there were any additions or corrections to the minutes of October 14, 2013. Hearing none, he asked for approval.

Motion by D. Parkes, supported by S. Peters, to approve the minutes of October 14, 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.

### **Finance Committee**

Committee Chair, Steve Perdue, said the Financial Committee reviewed the financial statement and recommended acceptance. They also reviewed the three new policies: Check Signing Policy, Petty Cash Policy, & Investment Policy; they recommended acceptance by the full board. Steve said there was a discussion about the Financial Report which is for the entire Council of Governments. The Finance Committee would like to also see a monthly financial report for Northwest Michigan Works, Inc. Discussion took place on all items and questions were answered.

#### **a. Financial Report**

Motion by C. Dillon, supported by G. Kaminski, to accept the Financial Report (Final Amended Budget and Expenditures thru September for FY 2013) as presented. Motion passed unanimously.

#### **b. Check Signing Policy**

Motion by D. Parkes, supported by D. Pratt, to approve the Check Signing Policy as recommended. Motion passed unanimously.

#### **c. Petty Cash Policy**

Motion by S. Peters, supported by D. Pratt, to approve the Petty Cash Policy as presented. Motion passed unanimously.

#### **d. Investment Policy**

Motion by C. Dillon, supported by G. Fedus, to approve the Investment Policy as recommended. Motion passed unanimously.

### **Education Advisory Group (EAG) Report**

Janie McNabb, Michigan Works Chief Operating Officer, talked about the EAG and how some of the goals of the WDB's Strategic Agenda are being addressed by the EAG. Janie turned it over to J. Jeffrey, Chair, of the EAG.

#### **a. Strategic Agenda: EAG's Action Plan**

Jason gave a presentation and went over some of the strategies of the EAG's Action Plan.

#### **b. Student video challenge update**

Jason talked about the challenge and when the videos are done they will be presented to the boards.

### **Performance Reports**

#### **a. Dashboard**

Elaine went over the dashboard and answered questions.

#### **b. Trade Adjustment Assistance**

Elaine talked about the program and how complicated it is, and summarized the program's performance for the past year. This program isn't run with a grant but is an entitlement program. Questions were answered.

#### **c. Customers by county**

Elaine went over the two different reports. There was discussion and questions were answered.

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### **Skilled Trades Training Fund update**

Janie explained this is a State Legislated fund for Fiscal year 2014 that started October 1, 2013. The funds will provide competitive awards for the development and implementation of employer responsive training that will enhance talent, productivity, and employment retention, while increasing the quality and competitiveness of Michigan's businesses. Janie discussed how the funds were distributed to the 10 Prosperity Regions for the state and how they affect COG's 10 county region. Discussion took place and questions were answered.

### **Prosperity Initiative update**

Elaine gave an update from the Joint August Meeting with the NW MI Council of Governments Board. The Governors is using NWMCOG as the model for the Regional Prosperity Initiative. There are three levels and COG is applying for level #2 "Prosperity Council" which is all voluntary for the regions and incentive based. Elaine went through the deliverables and said an application was submitted for \$375,000. COG should hear after January 1st how much money will be awarded.

### **2014 Meeting Schedule**

Dave asked if there were any questions or concerns for the 2014 Meeting Schedule. Dave explained that two of the meetings are the third Monday instead of the normal second Monday so staff can attend training.

Motion by D. Pratt, supported by A. Jeannot to approve the 2014 Meeting Schedule as presented. Motion passed unanimously.

### **Recognition of Charlene**

Dave asked Charlene to step up front and thanked her for 38 years of dedicated service to the Agency and presented her with a gift from the board.



### **Correspondence**

Correspondence was included with the packet.

### **Other comments or questions**

Dave asked Diane Allington to be a member on the Finance Committee and she agreed. Representative Phil Potvin spoke about the agency and what is going on in Michigan.

### **Adjourn**

Dave said the next meeting will be February 17, 2014. The meeting was adjourned by consensus at 6:58 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 type="checkbox"/>	4. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
	<input type="checkbox"/>	5. Bollman, Ken	President, Saber Tool Company	Business/Wexford
	<input checked="" type="checkbox"/>	6. Breithaupt, Tino	MEDC	Economic Development
	<input checked="" 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 type="checkbox"/>	13. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
	<input checked="" 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 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 checked="" 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 type="checkbox"/>	23. Smith, Jim	NMC/ Tool North, Inc.	Students
	<input type="checkbox"/>	24. Steele, Clint	Pipe Fitter, Local 85	Labor
	<input type="checkbox"/>	25. Stephenson, John	Executive Director, NW MI Community Action Agency	Community Based Org.
	<input checked="" 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

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# Others

Please Print Legibly

Name	Organization
1. <u>Cindy Ooley - for Dawn McLaughlin</u>	<u>DHS</u>
2. <u>Representative Phil Potvin</u>	<u>103 - Cadillac</u>
3. <u>Elaine Wood</u>	<u>NWMCOG</u>
4. <u>Charlene Schlueter</u>	<u>NWMCOG</u>
5. <u>Janie McNabb</u>	<u>NWMCOG</u>
6. <u>Darla Rowland</u>	<u>NWMCOG</u>
7. <u>Denise Culman</u>	<u>NWMCOG</u>
8. <u>Becky Maddox</u>	<u>NW MI WORKS!</u>
9. <u>Christy Nelson</u>	<u>NW MI WORKS!</u>
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**December 9, 2013**

# Please check off your name, Sign In Sheet

## Education Advisory Board

Please Check		Name	Outside Affiliation
<input checked="" type="checkbox"/>	1.	Adams, David	Owner/Operator, Bear Lake Hardware
<input type="checkbox"/>	2.	Bollman, Ken	President, Saber Tool Company
<input checked="" type="checkbox"/>	3.	Cox, Dave	Director, Wexford-Missaukee Tech. Center
<input checked="" type="checkbox"/>	4.	DeCamillis, Sue	Dir of Academic Affairs, NMC
<input checked="" type="checkbox"/>	5.	Gabos, Patti	CTE Consultant, Char-Em ISD
<input checked="" type="checkbox"/>	6.	Hammond, Christine	Dean, Instruction & Student Success, NCMC
<input checked="" type="checkbox"/>	7.	Hill, Mike	Superintendent, TBA/ISD
<input type="checkbox"/>	8.	Jarema, Karen	Principal, Boyne City High School
<input checked="" type="checkbox"/>	9.	Jeffrey, Jason	Principal, TBA Career Tech Center
<input type="checkbox"/>	10.	Jennett, Jeff	Assistant Superintendent, TBAISD
<input type="checkbox"/>	11.	Johnson, Mark	Academic Educator, Wexford-Missaukee Career Tech Center
<input type="checkbox"/>	12.	Nowlin, Leslie	Human Resource Coordinator, Piranha Hose Products
<input checked="" type="checkbox"/>	13.	Parkes, Doug	School Board Member, Manistee School
<input checked="" type="checkbox"/>	14.	Racine, Linda	Training & Research Workforce Development, NMC
<input checked="" type="checkbox"/>	15.	Rummer Jim	Director Career/Tech Education, Charlevoix-Emmet ISD
<input checked="" type="checkbox"/>	16.	Schafer, Bruce	Vice President of Operations, Rexair Inc.
<input checked="" type="checkbox"/>	17.	Smith, Kelly	Campus President, Baker College of Cadillac
<input checked="" type="checkbox"/>	18.	Spedowske, Gretchen	Career/College Readiness Consultant, Char-Em Intermediate School District

		Guests
<input checked="" type="checkbox"/>	1.	Tisdale, Jim
<input checked="" type="checkbox"/>	2.	Binkley, Mary Jo

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