



David R. Adams, Chairman
Workforce Development Board

Elaine Wood, Chief Executive Officer

**Northwest Michigan Workforce Development Board – Northwest Michigan Works, Inc.
Finance Committee**

Minutes of April 8, 2013

Traverse City Michigan Works Center, 1209 South Garfield, Room F

Committee members present: Steve Perdue (Chair), Doug Parkes, Ken Bollman, Ken Osborne
Committee members absent: none

Staff present: Elaine Wood, Charlene Schlueter, Steve Shugart, Darla Rowland, Becky Maddox

Guests present: Chris Chang, Fifth Third Bank

Committee Chairperson, Steve Perdue called the meeting to order at 4:00 p.m.

Elaine Wood, CEO, briefly described the role of the committee as this was the first meeting.

Monthly Financial Report

Elaine presented the monthly financial report and questions were answered and discussed.

Motion by Parkes, supported by Bollman, to recommend Workforce Development Board acceptance of the monthly financial report. Motion passed unanimously.

Investments

Chris Chang, Portfolio Manager from Fifth Third Bank made a presentation about the bank's recommendations for the investment of approximately \$430,000 of corporate funds, which resulted from fee for service work performed by Northwest Michigan Works over the past several years. Chris had previously met with Elaine Wood and Charlene Schlueter to discuss his recommendations. He distributed a recommended portfolio, discussed that it is a conservative approach, and explained that this would be a fund managed by the Fifth Third investment team. Bank fees were estimated to be about \$200/month. Discussion ensued and questions were answered.

Motion by Parkes, supported by Bollman, to recommend adoption of the investment plan as presented. Motion passed unanimously. Ken Osborne abstained.

Michigan Works Budget

Elaine presented the Michigan Works operating budget for the current year. Committee members asked for quarterly updates of the budget. Discussion ensued and questions were answered.

Motion by Bollman, supported by Osborne, to recommend Workforce Development Board approval of the Michigan Works budget. Motion passed unanimously.

Northwest Michigan Works!, Inc.

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Upcoming Budget Cuts

Charlene and Elaine presented the funding situation that is resulting from both the federal sequestration and formula reductions, effective July 1, 2013. Discussion took place and questions were answered. Elaine asked how the committee wanted to proceed with respect to committee and board involvement in the decisions about how to incorporate the funding reductions. Members expressed that these are administrative and management decisions that should not be micromanaged by the board. However, they offered to have a committee meeting in May if the administration wants or needs board member input on budget reduction options, and recommended that the administration take its decisions to the June Workforce Development Board meeting for information purposes.

Adjournment

The meeting was adjourned by consensus at 5:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Elaine Wood".

Elaine Wood, CEO