

# **NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS BOARD**

**Friday, November 1, 2013**

## **MEETING MINUTES**

### **Roll Call**

**Present:** Mike Crawford, Antrim County; Don Tanner, Benzie County; Chris Christensen, Charlevoix County; Jim Tamlyn, Emmet County; Larry Inman, GT County; Kohn Fisher (alternate), Kalkaska County; Melinda Lautner, Leelanau County; Richard Schmidt, Manistee County; Susan Rogers, Missaukee County; Les Housler, Wexford County.

**Absent:** None absent

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

**Guests present:** Dave Adams, WDB Chairman; Jason Torrey, Grand Traverse County 911; Chet Janik, Leelanau County Administrator.

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

Larry Inman, Chair, called the meeting to order at 9:09 a.m. and welcomed everyone. Introductions were made around the room.

### **Approval of the Agenda**

Larry asked for review and approval of the agenda. Elaine Wood, CEO, asked to add one item under 8 – d. Prisoner Reentry RFP Errors. Information was placed on the table. Larry asked for a motion.

Motion by S. Rogers, supported by R. Schmidt to approve the agenda with the addition of 8.d. Prisoner Reentry RFP Errors. Motion passed unanimously.

### **Minutes COG Board August 2013**

Larry asked for approval of the minutes for August 23, 2013. M. Lautner said on page 3 when she challenged the Chairman on "call of the question" Roberts Rules states it was a point of order and needed a formal motion to close the debate, with a second, and a 2/3 vote. Larry thanked her for the clarification and hearing no other questions or comments, asked for approval.

Motion by M. Lautner, supported by D. Tanner, to approve the minutes of 8/23/13 as presented. Motion passed unanimously.

### **Public Comment**

No public comment.

### **Liaison Committee Report & Recommendations**

Larry said that some items were tabled at the last meeting because the Liaison Committee felt they needed more discussion before they could make a recommendation to the boards. A special Liaison Committee meeting was held to go over those items. Some other items were added by Elaine she felt needed to be addressed as well. Elaine said that M. Lautner's questions about how the agency operated have prompted her to take a very close look at all of the policies that are in place, and while some have been adopted by the board over the years, many have been just internal operating policies. She feels it's important for the board to adopt the policies so they are officially on the record. The WDB's Finance Committee Chair, Steve Perdue, has been encouraging this action as well.

a. Governance review

Elaine said this is just for information and is a summary of the primary documents that everyone already has. She assumed that everyone has read them, and explained this is a summary of the foundation for all the policies that are before the Board today. Questions were answered.

b. Procurement & Property Standards Policy

S. Rogers explained the Liaison Committee went over the document and it is 19 pages of the State's Workforce Development Agency (WDA) requirements that NWMCOG has used for procurement. Elaine added the WDA has the strictest procurement standards of any of the funding sources, so for that reason the agency uses them for everything because it will cover all requirements. Questions were answered.

Motion by S. Rogers, supported by M. Crawford, to approve the Procurement & Property Standards Policy as presented. Motion passed unanimously.

c. Personnel Management Policy

C. Christensen described how the document was developed. The Boards are responsible for hiring, determining compensation for, and evaluating performance of only one position: the Chief Executive Officer (CEO). The responsibilities of the CEO were discussed and how he/she may utilize the Liaison Committee as a sounding board for personnel matters. Questions were answered.

Motion by C. Christensen, supported by S. Rogers, to approve the Personnel Management Policy as presented. Motion passed unanimously.

d. Charge Card Policy revision

S. Rogers said the Committee discussed who would be allowed to use the card, what procedure would be used for backup documentation, and how the Accounting Department's checks and balances function. Elaine added that this document was discussed by the Workforce Board Finance Committee, and at the Liaison Committee, where some suggestions were made for changes to the policy. The Workforce Development Board approved this revised policy at their last meeting. The agency is not allowed to pay interest, so all charges must be paid 100% each month. Questions were answered.

Motion by S. Rogers, supported by R. Schmidt, to approve Charge Card Policy revision as presented. Motion passed unanimously.

e. Check Signing Policy

Elaine explained that the next two documents – Check Signing & Petty Cash Policy didn't go to the Liaison Committee because they were suggested by the Workforce Board Finance Committee following the Liaison Committee's meeting. The WDB Finance Committee noticed there wasn't any procedure in writing for this, so Elaine explained how things were handled in the agency. The Finance Committee asked the CEO to put it in writing and bring it to the next board meeting for approval. Susan has review the policy and said it's consistent with how other agencies run and with generally accepted practices.

Motion by C. Christensen, supported by S. Rogers, to approve the Check Signing Policy as presented. Motion passed unanimously.

f. Petty Cash Policy

These practices with which the agency has been operating have been reviewed and approved by the Auditors and State Monitors. Questions were answered.

Motion by M. Crawford, supported by R. Schmidt, to approve the Petty Cash Policy as presented. Motion passed unanimously.

g. Financial Accountability Chart

Elaine expressed the need for a one page visual chart to show how and to whom the agency is accountable for funding it receives. This is an attempt to try and make a very complicated matrix a little more understandable. It doesn't include all the funds, just the major ones. Because the largest part of the funds received comes from the Federal Government through the State Workforce Development Agency, and they are by far the strictest regulator, the agency takes many of their requirements and applies them across the board so there is consistency for the staff. This document and all the policies will be included in the New Board Member Orientation Manual.

h. Financial Oversight & Management Policy

S. Rogers talked about the document and how the agency operates and who is responsible for the budgets. Susan said this is similar to how other agencies operate. Discussion took place and questions were answered.

Motion by S. Rogers, supported by J. Tamlyn, to approve the Financial Oversight & Management Policy as presented. Motion passed unanimously.

i. CEO Evaluation process

C. Christensen reported that Sue Peters, Vice Chair, WDB and Vice President for Human Resources at Munson Healthcare, was asked to help develop a review process for the board and the CEO. Chris said it was designed to be simple. Elaine added that one of things Sue told the Liaison Committee was that in the world of executive performance review, the primary goal is for a simple tool that will lead to constructive discussion with the CEO. A couple of suggestions made by board members: to have room for comments under each survey item; the self assessment should be personal as well as organizational. The time frame was included in the document. Since it's passed for this year, it will take place right away. Sue Peters suggested it be web based, so that the board members' identity would be confidential.

Motion by C. Christensen, supported by S. Rogers, to approve the CEO Evaluation Process with the additions as suggested. Motion passed unanimously.

## **Financial Report**

Agency Preliminary Amended Budget & Expenditures thru September for FY 2013 (10/01/2012 – 9/30/2013):

Charlene Schlueter, CFO, presented the preliminary year end expenditure report and explained that NWM COG holds their books open at the end of the year longer than most counties because the agency is almost 100% grant funded and it's important to make sure all revenues and expenses related to a grant that ends September 30<sup>th</sup> get posted to that year. After the books are closed and sent to the CPA, she will provide the board members with a final report. The agency spent 1.2 million less in 2013 than 2012 primarily due to cuts in Workforce Development funds. Questions were answered.

Motion by S. Rogers, supported by R. Schmidt to accept the financial report - Preliminary Amended Budget & Expenditures thru September for FY 2013 (10/01/2012 – 9/30/2013) as presented. Motion passed unanimously.

Elaine noted that this would be Charlene Schlueter's last NWMCOG's meeting. She will be retiring the end of December after 38 years of service. It will be very hard to see her leave because she has managed the finances of an extremely complex agency, with many changes along the way, and done a top notch job. She will be missed greatly. Darla Rowland will be taking on this position with a bit of change, and her new title will be Director of Finance and Quality.

## **Audit Committee**

Elaine explained the agency has never had an Audit Committee, but the Workforce Development Board's Finance Committee has now recommended that there be an Audit Committee. They recommended that the Liaison Committee serve as the Audit Committee since it is comprised of the officers of both boards. Therefore it was recommended to the NWMCOG Board that, in agreement with the Workforce Development Board, the Liaison Committee be assigned the

responsibility of serving as the Audit Committee. The current auditor's three year contract is up so the RFP went out last month. After discussion and questions, it was decided that the Liaison Committee should also select the auditor.

Motion by M. Crawford, supported by L. Housler, to approve the Audit Committee as recommended. Motion passed unanimously.

**After the break there was some question as to the motion for the Audit Committee**

Larry asked to revisit the action item and motion. Larry thought the motion was as presented in the packet. M. Crawford said his motion was to charge the Liaison Committee to select the Auditor and well as to serve as the Audit Committee. Larry asked for the minutes to reflect that the motion was giving the Liaison Committee authority to select the auditor as well as to serve as the audit committee.

Motion by M. Crawford, supported by L. Housler, to have the Liaison Committee select the Auditor. 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. Questions were answered.

**Workforce**

- a. Dashboard  
After Board Members received the updated version, Janie went on to explain the report. Questions were answered.
- b. Workforce Board appointments  
The two WDB members being recommended for re-appointment are: Charles Dillon, President, West Shore Community College (to represent post-secondary education) and Dawn McLaughlin, Director, Grand Traverse/Leelanau/Kalkaska County DHS (to represent DHS). Recommendation is to re-appoint for a two year term ending 12/31/15. Questions were answered.

Motion by R. Schmidt, supported by L. Housler, to reappoint Charles Dillon & Dawn McLaughlin to the Workforce Board for two year terms ending 12/31/15 as presented. Motion passed unanimously.

- c. Program updates  
Janie presented the Program Updates from the Workforce Development Board, October 2013.

**A ten minute break was called.**

**Business – Performance Reports**

Elaine said the fall is typically the time for performance reports and presentations on the four different programs directly serving companies and are related to economic development activities.

- a. Michigan Works Business Services  
Jaclyn Sanborn, Business Connections Manager, went over all the activities that are available for Job Seekers and Business Services. She showed the breakdown of industries served and the results for the year ending June 30, 2013. Discussion took place & questions were answered.

b. SBTDC

Mary Rogers, SBTDC Program Director, talked about the program's mission and various services. She went over business statics and performance outcomes 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 talked about the 2013 Highlights for her program as well as performance metrics, and answered questions.

d. Global Trade Alliance

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.

## **Community**

a. PSAP Collaborative

Elaine explained the group's acronym stand for Public Safety Answering Points and the group is made up of 911 Directors throughout 11 counties: Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford and the Charlevoix/Cheboygan/Emmet group. Additionally three other counties have expressed interest in joining – Mason, Oceana, & Newaygo. The purpose is to develop connectivity among the counties so there is greater back-up ability. It is not a consolidation, but an effort to collaborate better for greater coverage. The roles NWMCOG has been asked to provide are: convene & facilitate the group; help develop a Memorandum of Agreement among the parties; possibly serve as a fiduciary for joint projects; and assist with grant applications (fee-based in some cases). Elaine asked everyone to save the date of February 25, 2014, a conference for the 14 Counties put on by the group. Elaine introduced Jason Torrey, Deputy Director, Grand Traverse 911 and he gave a short presentation. Elaine asked for the Board to let her know what types of topics they would like to hear at the conference in February. Discussion took place & questions were answered.

b. Prosperity Initiative

Matt McCauley, Director of Regional Planning & Community Development, let everyone know that the Planning staff will be helping update Hazard Mitigation Plans for eight counties in the coming months. He gave a recap of the Governor's Regional Prosperity Initiative, reviewed the major deliverables and budget for each, and answered questions.

c. UpNorth Trails

Matt reminded board members that NWMCOG is working with Northeast COG and their counties, for a total of 22 counties, in doing a better job inventorying all the recreational assets including all trails, motorized and non-motorized trails. In the 22 counties that represent the northern half of the Lower Peninsula, so far over 4,000 miles of trails and over 4,500 public recreational asset points have been collected this summer. All the information is going to be put together on line in the next 6-8 months, and there will also be a mobile device app. He included a list of all the assets and asked the Board members if they saw an error or omission to please contact him. It started out as just a trail inventory, but after comments from the COG Board members, and talking with the public, it grew to include other recreational assets. The final phase will include private assets like golf courses, bowling allies, etc. Questions were answered.

d. Prisoner Reentry RFP Errors (added to the agenda)

Elaine stated there have been 17 agencies like the COG delivering the Prisoner Reentry Program for the Michigan Department of Corrections. COG has been doing it for almost a decade, and was one of the first pilot sites in the State. The performance of the program has been incredibly positive. Together in the State of Michigan prison recidivism has been reduced from 50% to 30% which is a huge cost savings for all taxpayers.

She stated that the most important component of the program's success is that it is community-based, with commitment from local leaders and organizations. The State put out an RFP for administration of the program. Of the seventeen of the previous deliverers, they only selected two and the rest they gave to one for-profit corporation for statewide delivery. From the beginning the RFP process was flawed. The goal of the complaint is for the State to recognize the flawed RFP and to start over by issuing the RFP again. Elaine distributed the letter and summary of RFP errors/problems. Discussion took place and questions were answered.

### **2014 Meeting Schedule**

Larry said that all dates were looked at to make sure they didn't have a conflict with a holiday. Because of the Prosperity Initiative, both boards should meet together at least a couple of times. If at any time there is an issue, a date can be changed. Discussion ensued about the end time being listed for the meeting. M. Lautner questioned if the meeting has to end at the time it is listed, and she would like the agenda not to have an end time because it felt like the end of the meeting is rushed. Other board member comments were to leave the end time on the agenda and to not lengthen the meetings. Larry said he thought a motion to extend the meeting could be done if necessary.

Motion by D. Tanner, supported by L. Housler, to approve the 2014 Meeting Schedule as presented. Motion passed unanimously.

### **Correspondence**

Correspondence was included with the packet.

### **County round-table**

M. Crawford said they just lost their Equalization Director and discussion took place about issues related to the required levels for Equalization Directors.

### **Adjourn**

Larry thanked everyone for attending and said the next meeting for COG Board will be February 21, 2014. The meeting was adjourned by consensus.

Respectfully submitted,

*Denise Culman*

Denise Culman  
Recording Secretary

## Sign In Sheet

### Council of Governments Board

*Please  
check off your name*

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

## *Others - Sign In Here*

#	Name	Organization
1	Elaine Wood	NWMCOG
2	Matt McCauley	NWMCOG
3	Janie McNabb	NWMCOG
4	Charlene Schlueter	NWMCOG
5	Darla Rowland	NWMCOG
6	Jacqueline Sanborn	NWMCOG
7	Mary Rogers	NWMCOG
8	Anne Helbig	NWMCOG
9	David Adams	WDB Chair
10	Jason Torrey	Deputy Director, Grand Traverse 911
11	Chet Janik	Leelanau County Administrator
12	Denise Culman	NWMCOG