

**NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS
BOARD MEETING**

Friday, April 27, 2007

Call to Order / Introduction of Guests

Larry Inman, Chairman, called the meeting to order at 9:40 a.m. at the Traverse City Michigan Works! Center. Larry welcomed everyone and the new board members, and then asked for introductions around the room.

Review and approval of the agenda

Larry asked that the agenda be reviewed and approved. The agenda item #9 needed to be amended to include items b.) WDB appointment and c.) Sub-lease approval.

Motion by, J. Watkoski supported by J. White, to approve the agenda with the amended #9 - b.) WDB appointment and c.) Sub-lease approval. Motion passed unanimously.

Minutes of February 16, 2007

The minutes of February 16, 2007 were reviewed, and Larry asked for an approval. There were no questions or comments.

Motion by, J. Watkoski supported by M. Roper, to approve the minutes. Motion passed unanimously.

Financial report

Bud Shipstead, Director, went through the Amended Budget for FY 07 for the period 10/1/2006 thru 09/30/2007 and Expenditure Report for March, 2007. Questions were answered.

Motion by J. Watkoski, supported by, J. White to accept the financial report. Motion passed unanimously.

Audit for the period ending September 30, 2006 (enclosure; action required)

Bud went over the audit and explained a few things. He asked that the audit report be taken back to their county clerks after it was approved. Questions were answered. Larry asked for a motion for approval of the audit.

Motion by J. White, supported by, J. Jones to accept the audit report. Motion passed unanimously.

Public comment

No public comment.

Regional Planning/Community Development:

a. Resolution re: oil & gas calibration/certification

Matt McCauley, Associate Director for Regional Planning & Community Development, explained Diane Rekowski, Executive Director, of the Northeast MI Council of Governments sent this resolution that was passed by their Board of Directors and asked the Northwest MI Council of Governments Board to consider passing a resolution of support for the Calibration/Certification of Oil and Gas Meters. The meters which track the volume of oil and gas production are not regularly calibrated/certified by the State of Michigan, and the Public Service Commission does not have the funding for this, so the resolution requests the State of Michigan to institute a Calibration/Certification program utilizing the full appropriation of the Oil and Gas Surveillance Fee and amending PA 252, 1988 to decrease the required reserve of 7 million to 5 million. This would allow for the full appropriation of the Surveillance Fee of up to 1% for funding of the program. Questions were answered.

Motion by J. Jones, supported by, J. White to pass a resolution of support for Calibration/Certification of Oil and Gas Meters. Motion passed unanimously.

b. New Designs for Growth update (enclosure)

Matt described how New Designs for Growth will be enhanced with the new partnership between the Traverse City Chamber of Commerce and the Northwest MI Council of Governments (NWMCOG). The group will be tackling growth, development, and land use issues through the new collaborative agreement. The partnership will also carry on the work that began 14 years ago with the *Grand Traverse Bay Region Development Guidebook*. An advisory board will be formed with representation from the Chamber and NWMCOG, as well as community leaders who have been involved in New Designs for Growth. Education efforts will be enhanced so that all of the key land use policy decision makers in the Grand Traverse region will be trained on the content and applicability of the *New Designs for Growth Development Guidebook*. In the past, the New Designs for Growth program operated in the 5-county region of Antrim, Benzie, Grand Traverse, Kalkaska and Leelanau. With the partnership, NWMCOG Regional Planning & Community Development Department intends to ultimately expand to the 10-County region because of its relevance to effective land use and planning throughout Northwest Lower Michigan. Questions were answered.

c. Finding Common Ground report (enclosure)

Patty O'Donnell, Regional Planner, gave a report on the joint planning project in Benzie and Manistee counties. It covered common issues, cooperation across boundary lines, barriers and suggested solutions. She would be happy to assist any other counties that would be interested in doing a joint planning project. Questions were answered.

d. Storm water grant report (enclosure)

Patty talked about another costal management grant received for Regional Stormwater Ordinance and Enforcement Assessment that will assess each county's or local government's ordinance and enforcement issues. Through this project the Council of

Governments will continue the promotion of joint planning for the protection of the water resources in Northwest Lower Michigan. There were no questions.

Business & Economic Development

- a. 3E project (enclosure)

Elaine Wood, Deputy Director, asked Matt to explain this project. It was learned about six months ago additional planning dollars were available to the regions in the midwest. Out of the nine regions that applied, the Northwest was the only region selected to receive the approximately \$20,000 grant. The 3E (Economy, Environment, and Energy) Planning Initiative's goals reflect the objectives of the region's Comprehensive Economic Development Strategy which include: increasing workforce development capacity, increasing the usage of business incubators, encouraging entrepreneurial activity, and seeking niche industries. The partners will include: Northwestern Michigan College M-TEC; Great Lakes Water Studies Institute; Traverse Bay Economic Development Corporation; Traverse City Area Chamber of Commerce; Northwest Michigan Works!; and local businesses. It's expected this planning process will begin in July of this year. Questions were answered.
- b. Economic Development Advisory Council (EDAC) update

Matt explained this group gets together twice a year for an all day workshop to discuss a specific topic. Last year's was State & Federal assistance to local communities. This year's theme will coincide with the 3E's to talk about environment and some of the related business opportunities in this area, and the natural resources for economic development that support wind energy, ethanol and water resources. He is expecting the next workshop will be July or August of this year. Questions were answered.
- c. Shared business retention software

Matt described the software that will be purchased for shared use by several economic development and business services organizations across the region, also in conjunction with the Northeast region. It will provide a common database for the agencies to share, and will help facilitate information sharing, elimination of duplication, and joint employer visits. NWMCOG will provide the administrative support for this software. All the data in the software currently used by the Michigan Works! Business Liaisons will "dump" into the new program. This step is one of the strategic objectives in NWMCOG's 21st Century Workforce Plan. A cost-sharing agreement is being developed by the partner organizations. Questions were answered.
- d. Comprehensive Economic Development Strategy (CEDs) update

Matt talked about the CEDs being a mandatory planning function of the Council of Governments, and that it's federally mandated by the Economic Development Administration. It is done on a yearly basis, and there are two key components the Economic Development Authority looks for. One is strategy development- a very broad development strategy that can be used throughout the region not specific to one county. Two is the project list for the ten counties; if there is a project in a county that may use federal money, it needs to be listed in the CEDs document. The project can be added at any time throughout the year. A draft of this year's copy will be out for review in the next two weeks and at the June COG board meeting the final copy will be ready for approval.

- e. Procurement Technical Assistance Center (PTAC) report
Patrick Bubin, Gov't Procurement/Exporting Technical Assistance Ctr. Coordinator, gave the board some history and a comprehensive report of what has been accomplished and on the future goals of PTAC. Questions were answered.
- f. Small Business & Technology Development Center (SBTDC) report
Chris Wendel, Small Business & Technical Development Center Director, gave a quick background and presentation of the many activities that have taken place. Questions were answered.

Workforce Development

- a. Grant application – Healthcare Regional Skills Alliance
Elaine mentioned that health care is the fastest growing industry in Northwest Michigan. NWMCOG has been operating the Healthcare Regional Skills Alliance for three year now concentrating on training for healthcare. The jobs are requiring more credentials and certified training, so a \$500,000 federal grant has been applied for that will be for a three-year period to help with these trainings.
- b. WDB Appointment – K-12 education representative
Bud informed the board there is a vacancy for the K-12 education representative. Mike Hill, Superintendent TBA ISD, nominated Mr. Doug Parkes to fill that role. He is a school board member in Manistee County, and has a long-standing affiliation with the K-12 education system. He also has much experience in the private sector, the Workforce Development Board, and a deep understanding of the critical linkages between education and employment.

Motion by J. Watkoski, supported by, A. O'Shea to appoint Mr. Doug Parkes for the K-13 education representative position on the WDB. Motion passed unanimously.

- c. Sub-lease approval
Elaine explained State of Michigan Department of Labor and Economic Growth pays for space to house staff in each the NW Michigan Works! Centers. Sub-leases have been written between the NW MI Council of Governments and the State for reimbursement of the costs related to the space that the State employees use. With the renewal of the leases in July 2007, the State Attorney Generals office has now said that the NW MI Council of Governments Board must approve of these subleases and authorize its Director to sign the subleases with the State on the behalf of the Council of Governments.

Motion by M. Roper, supported by, J. Watkoski to approve sub-leases with state agencies for use of space at the five Michigan Works! Centers, and allow Mr. Alton "Bud" Shipstead to sign the leases. Motion passed unanimously.

Michigan Prisoner Re-Entry Initiative (MPRI)

- a. Program status report
Kirt Baab, Mi. Prisoner Re-Entry Initiative, Community Coordinator, gave a brief history and a very promising status report on the MPRI. Questions were answered.
- b. Community Placement Program (CPP)
Elaine gave a presentation on how this program dovetails with MRPI and it builds on the foundation of MPRI, but it's a little different. CPP is only for non-violent offenders who are past their earliest release date. The biggest difference is that CPP will include a mandatory stay at a community-based transition house after parole. Questions were answered.
- c. JEHT Foundation grants
Kirt reviewed several grant applications that will be made to the JEHT Foundation to supplement the MPRI program. These include approximately \$185,000 for temporary work experience, \$50,000 for a multi-use facility in Kalkaska County, and \$80,000 for substance abuse and co-occurring disorder treatment within the ten-county region.
- d. Comprehensive Plan and RFP process for FY08
Elaine and Kirt gave a summary of the upcoming FY 08 MPRI Comprehensive Plan, and explained that the various services will be put out for bid this summer for a 10/1/07 start date.

Board action:

Accept contracts from Mi. Department of Corrections for:

1. Community Placement Programming within the NWMCOG service area for the 2006-2007 fiscal year;
2. Community Placement Programming within the three adjoining project areas for the 2006-2007 fiscal year;
3. NWMCOG Comprehensive Plan for the 2007-2008 fiscal year;

Submit applications for the JEHT Foundation Challenge Grant for projects within the NWMCOG service area for the 2006-2007 and the 2007-2008 fiscal year;

Issue Requests for Proposals during the summer months of 2007 for subcontractors to deliver the various MPRI services under the FY08 Comprehensive Plan.

Motion by J. Watkoski, supported by, A. O'Shea to approve authorization for all Board action as one item. Motion passed unanimously.

- e. US Dept. of Health & Human Services grant
Elaine stated the funds are for experienced organizations to deliver capacity building services to community and faith-based organizations through the provision of training, technical assistance, and sub-contracts. Grants are not to provide direct client services.

Motion by M. Roper, supported by, J. Jones for approval to submit grant application. Motion passed unanimously.

Correspondence

Letters and articles of interest were sent in the packet. No comments were made.

County Roundtable

The commissioners discussed various topics of interest from their communities.

Other

Elaine thanked everyone for the early start time for this meeting.

There being no further business the meeting was adjourned at 12:48 p.m. for lunch.

Respectfully submitted,

Denise Culman, Recording Secretary