
NORTHWEST MICHIGAN WORKFORCE DEVELOPMENT BOARD

Monday, June 8, 2009

MEETING MINUTES

Call to Order

Dave Adams, Chair WDB, called the meeting to order at 6:03 p.m. on Monday, June 8, 2009 at the Traverse City *Michigan Works!* Center, and welcomed everyone. Introductions were made around the room.

Approval of agenda

Dave asked for one change - to move item number 16 - Bud's retirement from Executive Director - up next on the agenda.

Motion by J. Barnard, supported by D. Parkes to approve the agenda with the change. Motion carried.

Bud's retirement from Executive Director position – presentation by Board Chair

After Dave praised Bud for his wonderful contributions to the NWMCOG and Northern Michigan a short video was played, and he was presented with a signed document from Governor Granholm, State Representatives Jason Allan & Michelle McManus. Since it was also Bud's Birthday everyone sang him Happy Birthday. Best wishes and thanks were expressed to Bud by the board members.

Minutes of April 2009

Dave asked if there were any changes needed to April 13, 2009 minutes, which were mailed earlier for review. There being none he asked for a motion to approve the minutes.

Motion by D. Parkes, supported by N. Kalchik to approve the minutes from April 13, 2009 meeting. Motion carried.

Public comment

No public comment

Financial Report

Charlene Schlueter, Associate Director for Information Services, presented the financial report - Amended Budget for FY 09 and Year-to-Date Expenditures (10/1/08 – 04/30/09), noting the adjustments to several line items. Questions were answered, and Dave asked for a motion.

Motion by J. Barnard, supported by N. Kalchik to approve the financial report as presented. Motion carried.

Comprehensive Economic Development Strategy (CEDS)

Matt McCauley, Director of Regional Planning and Community Development, explained the roll of the WDB & COG Board regarding the CEDS document, indicating this is the last year it will be presented in this form. The NWMCOG, NEMCOG & Eastern UP have been identified as pilot regions by the Economic Development Administration and in partnership with the MI State University will revamp the CEDS process. The project is expected to be completed in the next year or so. Questions were answered.

Motion by A. Jeannot, supported by D. Eichberger to approve all the Comprehensive Economic Development Strategy as presented. Motion carried.

No Worker Left Behind (NWLB)

a. Funding rescission

Elaine Wood, Deputy Director, informed the Board of a situation with NWLB. It is a statewide identifier for what has always been called Classroom Training for NWMCOG. Right now there are over 700 people enrolled in the program. The Governor's office really pushed for this initiative, and one way was to get State General Fund money designated by the Legislature for the program. Some of the money was awarded out in the field plus the Federal funds under the Workforce Investment Act. Originally \$15 million of State General Fund was supposed to be received for workforce training. However, the May 5, 2009 Governor's Executive Order rescinded \$7.8 million from the original \$15 million. It will effect how many people will be able to attend school in the fall, and those that are already attending school. Adjustments will be made. Questions were answered.

b. Occupations in Demand Policy revisions

Janie McNabb, Director of Program Development and Community Relations, explained the updated list was on the table (revised from the copy that had been in the board packet). Because of the region's rural nature, there are typically not a large number of jobs available in any particular occupational category. This list is important to keep from training too many people in any given occupation, so the labor market won't be flooded with too many workers for the number of jobs available. It is to be review and updated annually, and must be supported by economic labor market data. The list can be changed at any time of the year by the Board.

Motion by D. Pratt, supported by E. Carter to approve the revised Occupations in Demand Policy as presented. Motion carried.

American Recovery & Reinvestment Act (ARRA)

a. Update on program plans & activities

Elaine gave a quick update of the program. Activity is under way and the Summer Youth Program has plenty of youth signed up. The crews will be out in the communities doing various activities very soon. They will work for a minimum of eight weeks.

b. Priority of Service Policy

Elaine said because of discrepancies and reduced funding for No Worker Left Behind, NWMCOG would like the WDB to adopt an ARRA Priority of Service Policy to list the criteria for those needing assistance. The order of priority would be: First priority for training: any participant who has partially completed their training program through No Worker Left Behind and needs additional training time to achieve the planned credential. Second priority for training: any potential trainee who has met all the pre-training requirements per the board's No Worker Left Behind policies, and meets the ARRA guidelines for "most in need." Third priority of training: any other potential trainee who meets eligibility criteria for No Worker Left Behind.

Motion by D. Smith, supported by D. Cunningham to approve ARRA Priority of Service Policy as presented. Motion carried.

c. Publicity on ARRA activities – presentation

Janie explained under the Recover Act there is an immense amount of scrutiny as to how the money is being spent. There will be quite a bit of monitoring to make sure the money is used appropriately, efficiently, and effectively. Because numbers and dollars don't tell the whole story, a staff member, Dan

Boss, was added to go in the field and interview participants to document their stories. An example was played for the Board. They will also be posted on our web site for anyone to watch.

Workforce Investment Act, 5-year Plan Update

Janie explained this is the funding stream the ARRA funds are received though, and this plan needs to be revised every year, so this year it will incorporate programs that were approved at the last meeting. The 25-page document is out on the web site for public review and comment, as required by law. The plan summary was presented to the board and questions were answered.

Motion by S. Peters, supported by N. Kalchik to adopt the Workforce Investment Act 5-Year Plan. Motion carried.

National Career Readiness Certificate

Jan Warren, Michigan Works Program Director ,explained that Michigan's Council of Labor and Economic Growth has adopted the National Career Readiness Certificate, an nationally recognized certification develop by ACT, Inc. (American College Testing) to verify attainment of core reading and math skills deemed necessary to perform the majority of jobs in today's labor market. The Department of Energy, Labor and Economic Growth (DELEG) has mandated that the three Work Keys assessments be offered at each Michigan Works! Center, and the Council of Governments has recently purchased the KeyTrain remediation system for installation in the Michigan Works! Centers. It is aligned with the WorkKeys assessments and provides self-paced instruction and exercises designed to upgrade academic skills to the desired level. Questions were answered.

Motion by J. Dunbar, supported by N. Kalchik to adopt the Michigan National Career Readiness Certificate as a locally recognized, valid credential. Motion carried.

WIA Title II Adult Education grant application

Janie explained that the Workforce Investment Act also provides funding for Adult Education. A full grant application was submitted on June 1, 2009 in the amount of \$150,000 for support of Michigan Works! Learning Lab operations. In addition, a small sub-grant will be provided to the Grand Traverse Area Literacy Council for tutor matching services. Volunteer tutors will be matched to Lab participants at low Educational Functioning Levels for one-on-one assistance.

Motion by D. Smith, supported by D. Eichberger to approve NWMCOG's application for WIA Title II Adult Education and Family Literacy funding. Motion carried.

Hospitality Bridge Training update

Elaine explained that Annie Shetler, KAL-TEC Outreach Specialist, was also assigned to take on the Hospitality Skills Alliance. Annie gave a quick update of the program and highlighted the twelve students that completed the recent Hospitality Bridge Program. There will be two more trainings through NMC-TC and North Central Michigan College-Petoskey sometime in late winter early spring, which will help the graduates get a job when employers start hiring in the spring. The next priority is to get the web site up and running. Questions were answered.

Upcoming events

- a. Green Careers Forum – in Manistee
Patty O'Donnell, Regional Planner, informed the Board who was invited to the Forum and the different speakers that were asked to present. The attendees will be encouraged to attend at noon for the Career Forum and then network with the over 100 exhibitors from all around the state at the Energy Fair. Contacts and media release were sent out.

- b. Agriculture Job Fair
Elaine told the board about an Agriculture Job Fair that will be held on June 22, 2009 at the Park Place Dome. A call was received from Representative Kevin Elesenhimer's office asking for assistance to set up the Job Fair. A flyer will be sent out to the Board with the information.

- c. Board retreat – Friday, September 11, 2009
Elaine again reminded everyone there won't be a Beaver Island Retreat this year, but a date is set for the one-day alternative retreat at Shanty Creek Resort on Friday, September 11. Mark your calendars. More information will follow in the next couple of weeks.

Authorization for signature

Charlene asked the WDB to approve changing the signature from Bud Shipstead to Elaine Wood on the Northwest Michigan Private Industry Council, Inc.'s checking account. Questions were answered.

Motion by D. Eichberger, supported by D. Parkes to approve the transfer of banking signatory from Alton M. Shipstead to Elaine Wood, and to authorize its Secretary/Treasurer, Elaine Carter, to sign all documents required by Fifth Third Bank to implement this change. Motion carried.

Correspondence

Correspondence was included with the packet.

Other/Adjourn

Elaine pointed out a few other flyers on the table for the Board's information. August 10 is the next Board Meeting. No further business was brought up, so the meeting was adjourned by consensus at 7:39 p.m.

Respectfully submitted,

Denise Culman
Recording Secretary

Please check off your name.

Sign In Sheet

Workforce Development Board

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. Barnard, Jim	Owner, Barnard Engineering	Business/Antrim
<input checked="" type="checkbox"/>	3. Bollman, Ken	President, Saber Tool Company	Business/Wexford
<input checked="" type="checkbox"/>	4. Carter, Elaine	Area Manager, MI Rehab. Services	Rehabilitation
<input checked="" type="checkbox"/>	5. Crum, Gretchen	Personnel Director, Boyne USA	Business/Emmet
<input checked="" type="checkbox"/>	6. Cunningham, Douglas	Sheet Metal Workers Local 7	Labor
<input type="checkbox"/>	7. Dillon, Charles	President, West Shore Community College	Post Secondary Ed
<input checked="" type="checkbox"/>	8. Dunbar, Joanne	Employee Relations Manager, Martin Marietta	Business/Manistee
<input checked="" type="checkbox"/>	9. Eichberger, Don	Manager, H.W. Jencks Inc.	Business/Benzie
<input type="checkbox"/>	10. Fedus, Gary	President, H.W. Jencks Inc.	Business/Benzie
<input checked="" type="checkbox"/>	11. Jeannot, Art	President, Honor State Bank	Business/Benzie
<input checked="" type="checkbox"/>	12. Kalchik, Nathan	Project Manager, Kal Excavating Co	Business/Leelanau
<input checked="" type="checkbox"/>	13. Kaminski, Gene	H.R. & V. P., Northern Michigan Hospital	Business/Emmet
<input checked="" type="checkbox"/>	14. Korthase, Jane	Human Resource Dir. Grandvue Medical Care Facility	Business/Charlevoix
<input type="checkbox"/>	15. Mitchell, Laura	Human Resource Manager, Wayne Wire Cloth Products	Business/Kalkaska
<input checked="" type="checkbox"/>	16. Parkes, Doug	Manistee County School Board	K12 Education
<input checked="" type="checkbox"/>	17. Perdue, Steve	Exec. Director GTP Industries Inc.	Community Based Org.
<input checked="" type="checkbox"/>	18. Peters, Sue	VP/Human Resources Munson	Business/Grand Traverse
<input checked="" type="checkbox"/>	19. Pettibone, Christine	Kalkaska Screw Products	Business/Kalkaska
<input checked="" type="checkbox"/>	20. Pratt, David	Acting Warden, Pugsley Correctional Facility	Community Corrections
<input checked="" type="checkbox"/>	21. Rives, Jerald	President, Elk Lake Tool Co.	Business/Antrim
<input checked="" type="checkbox"/>	22. Smith, Don	CMH Board Member	At Large
<input checked="" type="checkbox"/>	23. Smith, Jim	NMC/ Tool North, Inc.	Students
<input type="checkbox"/>	24. Steimel, Al	Plant Manager, Leelanau Fruit Company	Business/Leelanau
<input type="checkbox"/>	25. Tencza, Bill	President, Cadillac Chamber of Commerce	Economic Devel
<input checked="" type="checkbox"/>	26. Toth, John	President, Central Labor Council	Labor
<input checked="" type="checkbox"/>	27. Tucker, Randy	Dir. Of Operations, Sara Lee Bakery	Business/Gr.Traverse
<input checked="" type="checkbox"/>	28. Van Houten, Dave	Director, Wexford/Missaukee	DHS
<input checked="" type="checkbox"/>	29. Ward, Pam	Director, Child Care Connections	Business/Gr.Traverse

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Others
Please Print **Legibly**

	Name	Organization
1.	<u>Kat Brown</u>	<u>Experience Works</u>
2.	<u>J. Abel Sanchez</u>	<u>Telomon Corp. WIA 167</u>
3.	<u>Jan Warren</u>	<u>Michigan WORKS!</u>
4.	<u>Bill Woodrow</u>	<u>Michigan WORKS!</u>
5.	<u>Paul Unkefer</u>	<u>Michigan WORKS!</u>
6.	<u>Deb Vogel</u>	<u>Michigan WORKS!</u>
7.	<u>Janie McNabb</u>	<u>NWMCOG</u>
8.	<u>Annie Shetler</u>	<u>NWMCOG</u>
9.	<u>Dan Boss</u>	<u>NWMCOG</u>
10.	<u>Tom White</u>	<u>NWMCOG</u>
11.	<u>Charlene Schlueter</u>	<u>NWMCOG</u>
12.	<u>Patty O' Donnell</u>	<u>NWMCOG</u>
13.	<u>Steve Shugart</u>	<u>NWMCOG</u>
14.	<u>Bud Shipstead</u>	<u>NWMCOG</u>
15.	<u>Elaine Wood</u>	<u>NWMCOG</u>
16.	<u>Denise Culman</u>	<u>NWMCOG</u>
17.	<u>Matt McCauley</u>	<u>NWMCOG</u>
18.	<u>Mary Marois</u>	<u></u>
19.	<u></u>	<u></u>
20.	<u></u>	<u></u>

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