

**Administrative Board
Workforce Development Board (WDB)
Career & Educational Advisory Council (CEAC)**

Meeting Minutes

**December 3, 2018
11:00a.m. – 2:00 p.m.**

Location: Kirtland Community College, 4800 W Four Mile Road, *Grayling*

- I. CALL TO ORDER – 11:05 a.m.
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTIONS

ADMINISTRATIVE BOARD MEMBERS PRESENT

John Wallace
Stacy Carroll
Robert Schell
Julie Powers
Jamie McClain

ADMINISTRATIVE BOARD MEMBERS ABSENT

Nick Modrzynski
Gary Wnuk
Larry Wilson

WDB MEMBERS PRESENT

Eric Bachmann	Kathleen Fox
Erika Comerford	Lisa Bolen
Steve Schnell	Eileen Tussey
Brooke Sprenger	Keri Sheer
Sheryl Coyne	Rina Bethany
Dana McGrew	

WDB MEMBERS ABSENT

Deborah Larson	Julie Waldron
Allen Nash	Debb Karr
Thomas Lutz	Ryan Charney
John Diamond	Alan Mabarak
Bill Keen	

CEAC MEMBERS PRESENT

Dana McGrew
Joyce McCoy
Dawn Stone
Erika Comerford
Tony Nash

Chris Hodges
Laura Percival
Elizabeth Doering
Sandy Jeannotte
Daniel Beltz

CEAC MEMBERS ABSENT

Mark Dombroski
Jason Reed
Terri Eckstein
Deborah Larson

Jason Beatty
Courtney Willits
Mike Stephenson
Erine Adams
Peter Olson

REQUIRED REPRESENTATIVES PRESENT

Evan Linskey- State of MI, LMI
James Fults- TIA
Michelle Cordano- TED

REQUIRED REPRESENTATIVES ABSENT

Amy Berglund- State of MI, MEDC, Business Development Manager
Collin Hoffmeyer- Michigan Works! NEC, Business Solutions Manger

IV. **ADMINISTRATIVE BOARD**

a. APPROVAL OF THE OCTOBER 15, 2018 MEETING MINUTES

Motion was made to accept the October 15, 2018 minutes as presented by Stacy Carroll and seconded by Jamie McClain. All voting aye. Motion carried.

b. FUNDING UPDATES

- I. Temporary Assistance For Needy Families- Additional Allocation FY'18 \$60,000, DHS SS FY'19 \$13,000.
- II. Trade- Trade Allocation FY'19 \$22,080.

Motion was made to accept the funding update by Robert Schell and seconded by Jamie McClain. Roll call vote was issued, all voting aye. Motion carried.

c. WDB NOMINATION

Jason Reed, the Organizer of the Michigan Regional Council of Carpenters and Millwrights, to replace Thomas Lutz, Member at Large of the Michigan Regional Council of Carpenters and Millwrights.

A motion was made to accept the nomination to the Workforce Development Board by Jamie McClain and seconded by Stacy Carroll. All voting aye. Motion carried.

d. MEETING CHANGE APPROVAL

Motion to change the Administrative Board meeting day from the third Monday of the month to the third Thursday, the board will meet every month except for July and November, made by Jamie McClain and supported by Julie Powers. All voting aye. Motion carried.

e. MEETING TIME APPROVAL

Motion to approve the Administrative Board meeting start time to 8:30 as presented, made by Jamie McClain and supported by Julie Powers. All voting aye. Motion carried.

v. CEAC

a. APPROVAL OF THE OCTOBER 24, 2018

Motion was made to accept the October 24, 2018 minutes by Laura Percival and seconded by Joyce McCoy. All voting aye. Motion carried.

b. 2019 MEETING DATES

*Location: Kirtland Community College
4800 W Four Mile Road, Grayling*

- Wednesday, February 27, 2019, 9:00 am
- Wednesday, May 22, 2019, 9:00 am
- Monday, December 2, 2019, 11:00 am ***Annual Combined Meeting***

Motion was made to accept the 2019 meeting dates by Joyce McCoy and seconded by Erika Comerford. All voting aye. Motion carried.

vi. WDB ACTION ITEM: CONSENT AGENDA

- October 24, 2018 meeting minutes
- November Manager's Report
- Summary of Policies and Plans
- Employer Engagement Plan
- Worked-Based Training for Special Populations
- Community Ventures Plan
- Local Policy (Youth): Five Percent Income Exception
- 2019 Meeting Dates

Motion to approve the Consent Agenda Items as presented made by Dana McGrew and seconded by Ryan Charney. Voted: All Ayes

vii. BUSINESS SOLUTIONS UPDATE

Collin Hoffmeyer was unable to attend due to a prior engagement. Laura Budreau updated the boards on what is currently taking place within the program. The Business Resource Network (BRN) in Otsego and Crawford County has two new Success Coaches who will have weekly office hours at businesses and organizations who commit to the network. They will act as a third party to help employees balance issues with life and work. Currently there are several businesses considering this resource and one employer is signing at the first of the year.

VIII. MARSHALL PLAN UPDATE

Jason Beatty was not able to attend due to a prior engagement. Laura Budreau read some of the key points he wrote in an email to her. Jason continues to stress the importance to integrate employers and educators to empower Science, Technology, Engineering, Math (STEM) education, which is a project based learning approach. This can be done by establishing relationships, communication, and awareness and increasing the understanding of STEM career opportunities. The application process is still underway.

IX. MICAREER QUEST UPDATE

Alicia Wallace updated the boards on the progress of the MiCareer Quest 2019. This employer driven private sector show will be held at the Industrial Arts Institute in Onaway on May 28, 2019. There has recently been meetings between the different sectors to start narrowing down a specific plan. This event will consist of different committees in charge of specific things that will need to be done to make it a success. Wallace encouraged the boards to reach out to her if anyone is interested in being a part of the planning process.

X. DIRECTOR'S REPORT

a. Governor Talent Investment Board (GTIB)

Marisue informed the boards that she has been appointed a spot on this board. The GTIB is a business majority led board of industry executives, legislators, labor officials, education leaders, local elected officials, state agency directors and other representatives which provides a vital role in bringing citizen involvement to the state's talent enhancement effort. The GTIB recommends policies to the Governor and state departments at a state and local level. An example is the new MiLogin collaborative.

XI. OTHER BUSINESS

- Joyce McCoy presented on the Alpena, Montmorency, Alcona (AMA) Talent Alliance. It consists of four school districts, Alpena, Alcona, Atlanta, and Hillman. The alliance facilitates pathway meetings, identifies purchases of equipment, provides certifications and professional development and much more.
- Laura Budreau discussed the recent Program Monitor that consisted of four state staff coming on site to the Gaylord office to review our programs. She stated that there was a 20 to 30 page guide that needed to be completed before hand. The monitor included four hours of management interviews and page by page file review. In the exit interview the state staff stated that we are very innovative and the local policies are well written, easy to follow, and well put together. They were very impressed with our Talent Tours and complimented us on the success stories. The final report will be issued in a couple of weeks.

XII. PUBLIC COMMENT

No public comment.

XIII. ROUND TABLE

The labor market, child care, and disability were the discussions at the round table.

XIV. ADJOURN

The meeting adjourned at 12:55 pm.

MM/LB/TS