

**Networks Northwest Board
Meeting Minutes**

Tuesday, September 19, 2023

3:00 P.M. - 5:00 P.M.

Networks Northwest Conference Center
1209 South Garfield Avenue
Traverse City, Michigan 49686

Present

S. Bytwork; M. Cain; M. Castiglione; D. DeYoung; G. Fedus; L. Flynn; B. Hefferan; R. Hill; P. Lamb; E. Lingaur; D. Mapes; T. Markey; T. Miner; A. Olds; M. Roman; B. Scheele; R. Schmidt; D. Smallegan; C. Stark; C. Steele; N. Sulak (Chair); B. Townsend

Not Present

K. Andrews; C. Christensen; M. Faculak; K. Fisher; C. Johnston; B. Kennis; L. Nolan; B. Peacock; J. Reed; D. Rexroat; T. Tkach; S. Adams (Secretary/Treasurer); L. Leedy (Vice Chair)

Staff Present

D. Rowland; L. Schut; S. Shugart; T. Vandercook; J. Willis; E. Szpliet; C. Guinan; D. O'Dell

Guests Present

J. McNabb

Call to Order and Introductions

N. Sulak called the meeting to order at 3:05 P.M. and led introductions. Sulak explained there is no need to enter a Closed Session for Agenda Item #12.

Public Comment

None

Approval of Networks Northwest Board June 20, 2023 Draft Meeting Minutes

Motion by L. Flynn, supported by T. Markey, to approve the June 20, 2023 Draft Meeting Minutes. No discussion. Motion passed unanimously.

Workforce Development Board Secretary/Treasurer Appointment

T. Vandercook recommended appointing Gary Fedus to fill the vacant Secretary/Treasurer position on the Workforce Development Board. Discussion ensued.

Motion by R. Schmidt, supported by P. Lamb, to appoint Gary Fedus as the Secretary/Treasurer on the Workforce Development Board. No discussion. Motion passed unanimously.

Networks Northwest Chief Executive Officer Search

N. Sulak announced the Executive Committee has posted a Request for Proposal on the Networks Northwest website to use an executive search firm to assist in the search for a new Chief Executive Officer for Networks Northwest. Sulak further shared that the Executive Committee hopes to have selected a candidate for the vacant position by December 31, 2023. An Ad Hoc Committee will be formed to participate in the interview process and make recommendations to the Board regarding candidate selection. Discussion ensued.

Consent Agenda

Motion by T. Markey, supported by R. Schmidt, to approve the Consent Agenda as presented. No discussion. Motion passed unanimously.

Financial Reports

D. Rowland provided a brief overview of the Financial Reports, included in the Board packet. Discussion ensued.

Motion by B. Scheele, supported by L. Flynn, to accept the Financial Reports as presented. No discussion. Motion passed unanimously.

Networks Northwest Fiscal Year 2024 Budget Proposal

D. Rowland provided an overview of the proposed Fiscal Year 2024 Networks Northwest budget, included in the Board packet. Discussion ensued.

Motion by B. Scheele, supported by T. Markey, to accept the Fiscal Year 2024 Networks Northwest budget as presented. No discussion. Motion passed unanimously.

Northwest Michigan Works! Sub-Lease Authorization

T. Vandercook provided an overview of the request to officially authorize the Networks Northwest CEO to sign sublease agreements with the State of Michigan on behalf of the Board. Discussion ensued.

Motion by T. Markey, supported by L. Flynn, to authorize the CEO to sign sublease agreements with the State of Michigan on behalf of the Board. No discussion. Motion passed unanimously.

Northwest Michigan Works! Strategic Agenda for Talent Update

J. Willis introduced Janie McNabb, the One Stop Operator for Northwest Michigan Works!. McNabb presented the *Strategic Agenda for Talent: 2023-2026*, included in the packet. The presentation included a summary of the history and development of the document as well as its anticipated use by the Northwest Michigan Works! Agency. McNabb requested input and feedback from the Board members regarding content and suggestions to measure success. Discussion ensued.

Motion by D. DeYoung, supported by B. Townsend, to approve the Northwest Michigan Works! Strategic Agenda for Talent as presented. No discussion. Motion passed unanimously.

Americans with Disabilities Act Complaint (amended from 'Closed Session')

T. Vandercook notified Board members of a complaint against the agency related to alleged violations of the Americans with Disabilities Act through the United States Department of Labor, Civil Rights Center.

Board Member Comments, Staff Notices, Announcements

T. Vandercook introduced D. O'Dell, the new Administrative Assistant. Vandercook highlighted a variety of items from the CEO Board Report, included in the packet.

Correspondence

N. Sulak reminded members to review correspondence included in the Board packet.

Adjourn

Meeting adjourned by N. Sulak at 4:17 P.M.

Respectfully Submitted,
Lisa Schut
Regional Director of Policy and Resource Management