

**Networks Northwest Board
Meeting Minutes**

Tuesday, June 20, 2023

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

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

Present

S. Adams (Secretary/Treasurer); K. Andrews; S. Bytwork; M. Castiglione; C. Christensen; D. DeYoung; G. Fedus; K. Fisher; L. Flynn; B. Hefferan; T. Markey; B. Kennis; P. Lamb; L. Leedy (Vice Chair); E. Lingaur; T. Miner; L. Nowlin; B. Peacock; R. Schmidt; M. Skeels; D. Smallegan; C. Stark; C. Steele; N. Sulak (Chair); B. Townsend

Not Present

M. Cain; M. Faculak; R. Hill; C. Johnston; D. Mapes; A. Olds; J. Reed; M. Roman; B. Scheele; D. Rexroat; T. Tkach

Staff Present

R. Carson; D. Rowland; L. Schut; S. Shugart; T. Vandercook; J. Willis

Guests Present

B. Tucker

Call to Order and Introductions

N. Sulak called the meeting to order at 3:05 P.M. and led introductions.

Public Comment

None

Approval of Networks Northwest Board March 21, 2023 Meeting Minutes

Motion by D. Smallegan, supported by L. Leedy, to approve the March 21, 2023 Draft Meeting Minutes. No discussion. Motion passed unanimously.

Workforce Development Board Appointments

T. Vandercook introduced the five Workforce Development Board Members who were appointed by the Northwest Michigan Council of Governments Board. Discussion ensued.

Consent Agenda

The *Draft February 16, 2023 Career Education Advisory Council (CEAC) Meeting Minutes* were pulled from the Consent Agenda. Members agreed the *Draft February 16, 2023 CEAC Meeting Minutes* had already been included in the March 21, 2023 Networks Northwest Board Meeting Consent Agenda.

The *Draft May 16, 2023 Executive Committee Meeting Minutes* were pulled from the Consent Agenda, L. Leedy proposed revising the name of the member who motioned for approval of the *Draft February 21, 2023 Executive Committee Meeting Minutes* from Nicole Sulak to Stacie Bytwork.

Motion by B. Hefferan, supported by S. Bytwork, to approve the Consent Agenda with the removal of the Draft February 16, 2023 CEAC Meeting Minutes; and replacing N. Sulak with S. Bytwork in the Meeting Minutes of February 21, 2023 section of the Draft May 16, 2023 Executive Committee Meeting Minutes. 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 D. DeYoung, supported by R. Schmidt, to approve the Financial Reports as presented. No discussion. Motion passed unanimously.

Audit Presentation

B. Tucker presented a summary of the Fiscal Year 2022 Networks Northwest and Northwest Michigan Works! Audits, included in the Board packet. T. Vandercook provided additional comments regarding funding levels. Discussion ensued.

Motion by T. Markey, supported by R. Schmidt, to accept the Fiscal Year 2022 Networks Northwest and Northwest Michigan Works! Audits as presented. No discussion. Motion passed unanimously.

Credit Card Policy

D. Rowland reviewed the proposed additions to the *Networks Northwest Credit Card Policy*. Discussion ensued.

Motion by S. Adams, supported by L. Leedy, to approve the proposed changes for the Networks Northwest Credit Card Policy. No discussion. Motion passed unanimously.

September 2023 Board Retreat/Meeting

T. Vandercook discussed the potential for Networks Northwest to hold a Board Retreat on September 28th and 29th of 2023 at Boyne Mountain Resort. At the same event, a Board meeting to approve budgets could also be held. Vandercook proposed several potential agenda items that could be addressed at the Board Retreat. Vandercook indicated he intends to gauge interest and request input from Board Members through a survey. Discussion ensued.

Traverse Transportation Coordinating Initiative Metro Planning Organization

R. Carson presented information about the Traverse Transportation Coordinating Initiative (TTCI), Metropolitan Planning Organization (MPO). Carson provided a description of an MPO, a description of the Traverse City region's Metropolitan Planning Area and the process to achieve MPO goals, a summary of how the MPO is funded, its structure, and how it is staffed. Carson also provided an update regarding the status of the establishment of the Traverse City region's MPO. Discussion ensued.

Northwest Michigan Works! Services

J. Willis provided a review of the services that are provided to talent by Northwest Michigan Works! throughout the Northwest Lower Michigan region. Willis described several workforce programs that serve to provide employment services to employers and job seekers. A handout was provided to members for reference. Discussion ensued.

CEO Board Report

T. Vandercook provided an overview of the CEO Board Report, highlighting the level of partnerships and collaboration present in the projects represented in the Report. Discussion ensued.

Board Member Comments, Staff Notices, Announcements

T. Vandercook introduced C. Stark, a new Workforce Development Board Member.

Correspondence

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

Adjourn

Meeting adjourned by N. Sulak at 4:43 P.M.

Respectfully Submitted,

Lisa Schut

Regional Director of Policy and Resource Management