

MEMORANDUM

Date: July 13, 2010

To: Workforce Development & Chief Elected Officers Board

From: M.J. Bruns, Michigan Works!-CISD Workforce Development Team

**RE: RECOMMENDED APPOINTMENTS TO WDB, WDB VACANCIES,
TERMS EXPIRING IN SEPTEMBER 2010 AND PROPOSED BYLAWS
CHANGES**

The following page contains a recommended **alternate appointment** to the Workforce Development Board. Also, I expect to have a *revised exhibit* by the Board meeting regarding a nominee to fill the Organized Labor vacancy of Bill Knapp.

There are **three new vacancies** on the Board – two private sector vacancies in Branch County (Mike McDonough and Tara Maurer) and one private sector vacancy in Calhoun County (Jerry Mainstone). The plan to fill these vacancies is contained in this exhibit.

The next section is the list of **members whose term will expire in September**.

Finally, following the May Board meeting, a survey was mailed to all members to obtain input regarding an **alternate meeting date** and whether to continue the practice of holding the meetings around the tri-county area.

The reasons for proposing a change to the meeting date include a conflict with the Barry County Commission meetings (9am on Tuesdays), the Board book being prepared prior to the Planning & Development Committee meetings and within days of the contractors submitting their monthly reports, which results in staff having to scramble to compile information for the packet.

After 28 returned surveys, the results for this portion of the survey were:

16 - 8:00 am on 4th Wednesday (except for November, which would be the 3rd Wednesday)

9 - 1:00 pm on 4th Tuesday except for November, which would be the 3rd Tuesday

3 - 1:00 pm on 4th Monday except for November, which would be the 3rd Monday

Note that since the Bylaws state that the Board will “meet every other month on the third Tuesday of each month unless another time and place is considered necessary by the Executive Board,” the Bylaws will need to be amended and approved by a two-third (2/3) majority vote of the total voting membership. The proposed changes are shown on the last page of this exhibit.

Exhibit C

NOMINATION FOR ALTERNATE FOR WORKFORCE DEVELOPMENT BOARD

Summarized below is the information for an alternate appointment to the Workforce Board:

NAME AND TITLE	COMPANY NAME	SECTOR	SUMMARY QUALIFICATIONS
<u>WDB Alternate</u> Mark O'Connell (Recommended Alternate for Dennis Bona)	Kellogg Community College	Alternate- Education	Mark is Vice President of Administration & Finance at KCC. Mark has prior experience CISD and Mid-Counties Employment & Training. Mark also serves on the Marshall Township Board.

PLAN TO FILL WDB VACANCIES

There are three new vacancies on the Board – two private sector vacancies in Branch County (Mike McDonough and Tara Maurer) and one private sector vacancy in Calhoun County (Jerry Mainstone).

The following plan will be implemented for filling these vacancies by the September 2010 Board meeting.

**BARRY/BRANCH/CALHOUN
WORKFORCE DEVELOPMENT BOARD
PLAN TO REFILL VACANCY**

The steps that will be taken to refill vacancy:

ACTION	PERSON RESPONSIBLE	TIMEFRAME
Notify Membership Committee and Develop Nomination Letters to Solicit Nominations	M.J. Bruns	July 21, 2010
All Nominations Submitted to CISD	Nominating Agencies	September 3, 2010
Nominations sent to Membership Committee for Screening and Recommendations	Membership Committee	September 7, 2010
Recommendations made to Workforce Development Board and CEOB	Membership Committee	September 28, 2010
Signed Appointment Form sent to the Michigan Dept. of Energy, Labor & Economic Growth	M.J. Bruns	September 29, 2010

VACPLAN.DOC

NOTE: We are required to file this plan with the Michigan Dept. of Energy, Labor and Economic Growth to show how the current vacancies will be refilled. Also per Michigan Department of Energy, Labor and Economic Growth policy, a vacancy is supposed to be filled within 60 days.

WDB MEMBERS WITH TERMS EXPIRING IN SEPTEMBER 2010

NAME	ORGANIZATION	PHONE	CURRENT TERM	NEW TERM
Ms. Denise Allsberry	Michigan Dept. of Corrections	616-632-5940	9/28/10	
Ms. Valerie Byrnes	Barry County Chamber of Commerce	269-945-2454	9/28/10	
Dr. Michael Callton	Nashville Chiropractic	517-852-2070	9/28/10	
Ms. Hilary Eley	Branch County Chamber of Commerce	517-278-5985	9/28/10	
Ms. Barbara Frederick	Lee Wayne Corporation	517-630-0030	9/28/10	
Mr. Doyle Hayes	dHayes Group	269-209-5052	9/28/10	
Mr. Jim Hettinger	Battle Creek Unlimited	269-968-1515	9/28/10	
Ms. Colleen Knight	Branch County Community Foundation	517-278-4517	9/28/10	
Mr. Al Miller	Harper Creek Optimist Club	269-964-2125	9/28/10	
Ms. Kristin Royston	Manpower	616-527-6688	9/28/10	
Ms. Vickie Ward	Buckland Insurance Agency, Inc.	269-948-3720	9/28/10	

**PROPOSED REVISIONS TO THE
Bylaws of The Barry-Branch-Calhoun Counties Private Industry
Council/
Workforce Development Board, Incorporated.**

ARTICLE V

MEETINGS

Section 5.01: Annual Meeting and Notice

The annual meeting of the whole corporation shall be held ~~on the third Tuesday of~~ in September of each year unless otherwise established by the Executive Board, with the concurrence of the corporation as a whole. Reports shall be presented by the officers and staff of the corporation for approval by the corporation as a whole, vacancies may be filled and election of officers whose terms have expired shall be effected. Notice of the annual meeting shall be mailed to each voting member of the corporation not less than fifteen (15) days prior to the scheduled date, and such notice will state the date, time, and place of such meeting together with the agenda in detail as to the purposes of the meeting

Section 5.02: Regular Meetings of the Corporation

The corporation as a whole shall meet every other month ~~on the third Tuesday of each month unless another time and place is considered necessary by~~ unless otherwise designated by the Executive Board. Notice of regular meetings shall be given by mail at least (5) work days before the day of the meeting to all members, and such notice shall include the time, place, date, and the detailed agenda for the meeting.