

Michigan Works! Provides Services to Munising Memorial Hospital & Health Services.

Sorting through the maze of human resources information is a daunting task for any organization. Businesses constantly struggle with understanding the legal requirements and implications associated with recruiting, compensating, training and retaining quality employees. Recently, Michigan Works! Business Development Consultants Dave Hammar and Lance Wolfe were afforded the opportunity to assist Melissa Hall, the Executive Secretary



MUNISING MEMORIAL
HOSPITAL & HEALTH SERVICES

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for Munising Memorial Hospital and Health Services (M.M.H.) with a Human Resources Audit.

M.M.H. is a twenty-five-bed acute care hospital located in Munising, Michigan. Their commitment to providing diverse services with a personal touch makes Munising Memorial Hospital the link to the community's health care needs.

Munising Memorial Hospital provides 24-hour emergency room services, inpatient care, general and specialty surgery, and respite guest services. M.M.H. provides specialty clinics, comprehensive laboratory and diagnostic equipment, state-of-the-art radiology equipment including a fixed CT scan and a multidisciplinary rehabilitation center. Bay Care Medical Center offers M. M.H. physician services as does Harbour View, a 20-bed assisted living facility located on the M.M.H. campus, further servicing the health care needs of Munising and the surrounding area.

The purpose of the Human Resources audit was to ensure that the Hospital's practices were in compliance with applicable federal and state employment laws, as well as to ensure that those programs in place were achieving the purpose(s) for which they were designed.

Upon completion of the audit Mr. Hammar commented, "Lance and I were very impressed with Melissa's knowledge and expertise in the human resources area, we commend Munising Memorial Hospital & Health Services for its commitment to the human resources function and for its compliance with federal employment laws and regulations."



In addition to the Human Resource audit, Michigan Works! provided M.M.H. with a list of legally acceptable interview questions, information on conducting background checks, required employment law posters, a chart of federal records keeping requirements and examples of performance appraisals.

Melissa added, "The audit was very timely and covered a lot of ground effectively, it was a great learning experience for me, my requests for additional and supporting information were met very quickly!"

For more information concerning Michigan Works! Human Resource audits and other business services contact your local Michigan Works! Service Center. The addresses and phone numbers are listed on the back page of this issue



Lance Wolfe, Business Development Consultant with Michigan Works!, and Melissa Hall, Executive Secretary for Munising Memorial Hospital and Health Services (M.M.H.)

President's Corner: An investment in our future

Investment. The word brings a feeling of uncertainty and excitement because some investments bring very positive outcomes, where others may not. Michigan Works! The Job Force Board's Youth Committee is currently working on an investment idea that has no uncertainty. The outcome will only be good, and can only improve the Upper Peninsula. This investment is not monetary in nature, it is an investment in our youth.



Will Carne

Recently, the Youth Committee has brought the "portfolio" concept to the forefront in order to better prepare our local youth for the job force. This concept prepares youth for the job market because portfolios cause them to be more cognizant of their own work and experience, which is easily reviewed by employers during the job search.

To better understand the local needs and to gauge support of the portfolio project, the Youth Committee utilized focus groups. From these focus groups, the Youth Committee has determined that youth are receptive to the idea of portfolios, and upon review of sample portfolios, they are curious and envious of the product. On the other side of the labor market, focus groups of employers have been very excited about the potential for the portfolio project and have even gone so far as to volunteer their locations for the creation of a video to market the concept to the community.

A form of portfolio is currently used in each school. However, there is no standard and the level of participation varies from site to site. For this reason, the Youth Committee is planning to gain support from schools and classrooms so that the use of portfolios among younger persons will grow.

The Michigan Works! Service Centers already have information available about preparing a portfolio, and computers readily available for public use. This makes it possible for the portfolios created to be electronic, which will keep pace with the technological needs of society, and will increase the computer skills of the youth by giving them more practice with computer software that they may not normally use.

"The new portfolio process," said Steve Lieburn, The Director of the Delta/Menominee FIA, member of the Job Force Board, and chairman of the Youth Committee, "will be to highlight educational achievements, career development and soft skills in a format directed at the needs of area employers. The portfolio will also create a point of focus to develop new synergy between education, employers and job candidates. The excitement and enthusiasm exhibited by all the participants of this process generated a new spirit of cooperation in this arena."

We are all excited about the idea of better preparing our youth for the job market. This is not just an investment of our time, our energy and our resources. This is an investment for the future of the entire Upper Peninsula. If you would like to learn more about Youth Works! or the evolving portfolio project, please contact your nearest Michigan Works! Service Center at 1-800-285-WORKS!

Michigan Works! System Profile of the Month: Cliff Fardell

Mr. Cliff Fardell, the Director of Career/Technical Education with the Dickinson-Iron Intermediate School District, is one of the newest members of Michigan Works! The Job Force Board's Career Connection Group.



Mr. Cliff Fardell

Having just recently been appointed to the Career Connections Group by the Job Force Board, Fardell became involved with the Career Connections group because after being involved in vocational/technical administration and having years of experience in corporate automotive service, he truly believes that educators, business, and industry partners need to merge their energies in preparing students for the real world. Teachers and counselors also need exposure to the business and industry environment and to be able to interact with all levels of workers and managers. With this process and partnership in place, students will be more informed about making accurate career choices and the United States will maintain the competitive advantage in the ever-evolving "global Economy." Mr. Fardell is excited to be in a position to contribute to the future success of our community.

In his position as the Director of Career/Technical Education for the Dickinson-Iron Intermediate School District, Mr. Fardell is responsible for the administration of Career and Technical Education programs at the Dickinson-Iron Technical Education Center, and for the six local education agencies within the intermediate school district. This involves management of staff, professional development, budget implementation, grant writing, implementation, program development, and public relations, among other things.

Challenges in his current positions are the declining enrollment, decreased funding, overcoming the stigma of students enrolling in vocational/technical classes, defining "success" for each and every student, converting subjective data into objective measurement, and ensuring that the programs are up-to-date and meet the needs of the district and of the business industry.

Michigan Works! The Job Force Board is excited to welcome Mr. Cliff Fardell to our Career Connections Group, and we are sure that his knowledge and determination will prove to be a valuable asset.

Michigan Association of Broadcasters Recognizes Local Radio Veteran With Two Statewide Awards

It took him more than two hours each to create them, even though they were both just sixty-seconds in length. They are the award-winning radio commercials entered in a statewide competition by local broadcaster Nicholas Smaby.

Smaby, who is better known by his on-air name of Nick Sawyer, was recognized in Lansing as the writer, producer, voice talent and creator of the commercials that won first and second place—sweeping the small-market radio commercial awards. The awards are part of an annual competition put on each year by the Michigan Association of Broadcasters (MAB).

The MAB's Broadcast Excellence Awards program recognizes outstanding achievement in broadcasting by Michigan radio and television stations. The competition is designed to promote the highest standards of reporting, community service and production creativity among Michigan radio and television stations. More than 700 entries were received with Smaby winning both awards in the lone category he entered.

Smaby has been employed for nearly 15 years by the Escanaba-based Radio Results Network and is currently Sales Manager working out of the company's Marquette studios.

Smaby began his career in the news business as a field reporter fresh out of college working for Magic 97 WGLQ. Smaby was briefly employed as a Field Reporter at WLUC TV 6, Marquette and also worked as an Upper Peninsula correspondent for the Milwaukee Sentinel Newspaper while doing radio journalism.

One might think it a bit unusual for the Sales Manager to win an award for commercial pro-



Nick Smaby recently won two awards for his creations, one of which was a commercial for Michigan Works!

ductions, but Smaby says it is normal for one person to wear many hats while working in small-market radio. "We do whatever needs to be done whenever it needs to be done," said Smaby. "At one time or another, I think I've done most every job there is to do around here."

Smaby received the first place award for a commercial made on behalf of U.P. Office Equipment Systems entitled, "The Document Police". The work features a character voice of a mock Police Officer performed by Smaby. The character looks to seize old copiers from places of business guilty of putting out "sloppy copies".

The second place commercial was done on behalf of Michigan Works! The Job Force Board and features the voice of Smaby, along with several other area veteran broadcaster.

In the spot entitled "Job Placement," Smaby plays an unenlightened boss who unknowingly puts the wrong people into the wrong jobs. The results are catastrophic problems. Former RRN on-air personality Jennifer Richards of Ishpeming plays the part of a crabby lady who is put in charge of answering phones. Magic 97 Morning Show Host T.J. Ryan plays two characters—one who is put in charge of office equipment but ends up breaking expensive machinery, and another character who knows a lot about computers, but gets stuck making coffee and accidentally does so using toner for the copier. Moose Country 102.5 WCMM on-air personality Joe Cretens is the announcer voice in the award winning spot.

"Today's technology makes such collaborative efforts possible," says Smaby. "We send audio back and forth across high-speed Internet connections. Once all the pieces are edited together it sounds like we're all in the same room together, when we're really miles apart."

Sponsor a page in the Michigan Works! Business is UP-Date

The Michigan Works! Business is UP-Date is a respected area newsletter providing local business, economic, and educational information to over 3,500 business professionals throughout the Central Upper Peninsula.

There are various sponsorship opportunities for the Michigan Works Business is UP-Date Newsletter insuring that all businesses can find the publicity that they are looking for within our pages.

For sponsorship information contact Rob Carviou at:

- (906)-789-0558 extension 223
- Fax: (906)-789-9952
- rob@jobforce.org

MICHIGAN WORKS!
business is UP-Date

M-TEC
Michigan Technical
Education Center

Safety Training

- Lockout/Tagout
- MIOSHA Style Inspections
- Respirator Fit Testing
- Asbestos Awareness
- Bloodborne Pathogens/TB Awareness
- Scaffold User Training
- Fall Protection
- ServSafe
- Hazwoper 40 Hour Training & Annual Refresher
- Environmental; Regulations
- Forklift Operator Certification
- Accident Investigation
- Flagger Training
- Office Ergonomics
- Crane Inspection

For your future safety training needs, contact the M-TECSM at Bay College
Jayne Bernard, Director of Safety Training
visit www.baydenoc.cc.mi.us
or call: 906-786-5802 x. 1510

Are you concerned about the employability skills of youth in our region? Would you like to see an increase in business and education partnerships?



Let Youth Works! Help make that connection!

The Youth Works! Initiative is reaching out to the business community not for a commitment to hire, not for a commitment of time, not for a financial commitment but a commitment to show that as a businessperson you take an interest in the youth employment issues in our area. By answering this survey, you will help us to better gauge our Youth Works! Initiative, which will in turn help us to better provide your business with high quality, and ambitious youth workers.

We would like to know if:

1. You would welcome a call from a Youth Works! Representative to help increase connections between business, education and youth?
Yes ___ No ___
2. You would consider referring the youth that you encounter to Youth Works?
Yes ___ No ___
3. You would consider hiring youth who were pre-trained with soft skill workshops?
Yes ___ No ___
4. In the future, you would be interested in participating in a brief survey?
Yes ___ No ___

Please Return this form To Youth Works! at you local Michigan Works! Service Center. The mailing addresses of the Michigan Works! Service Centers are listed on the back page of this issue. Or you can e-mail your responses to mwjjob@jobforce.org

Your Business:

Your Name:

E-Mail:

Phone:

Bringing Youth & Business Together

Imagine the Possibilities...

Youth Works! for BUSINESS

We provide your business with:

- ✓ Motivated Youth
- ✓ Applicant Screening
- ✓ Labor Market Information
- ✓ Employment Regulation Information
- ✓ Save your Business Time and Money
- ✓ Placement Services



Our Youth Applicant Pool:

- ✓ Attends a soft skills pre-employment workshop
- ✓ Are screened by a professional Michigan Works! staff member
- ✓ Are talented, motivated and responsible
- ✓ Possess a wide variety of skills

Youth Works! for YOUTH

We help youth with:

- ✓ Job Information
- ✓ Applications to local business
- ✓ Career Exploration
- ✓ Education Opportunities
- ✓ Access to Computer Lab
- ✓ Employment Career Resources
- ✓ Soft Skills Training

Contact your Nearest Michigan Works! Service Center- (Contact information is on the back) for more details. 1-800-285-WORKS

Of the responses to the survey that have been received so far:

- 72% said they would welcome a call from a Youth Works! Representative to help increase connections between business, education and youth.
- 94% said they would consider referring the youth that they encounter to Youth Works!
- 77% said they would consider hiring youth who were pre-trained with a soft skill workshop
- 86% said they would consider participating in future surveys.

Educators in the Work Place

On January 25th, 2002 teachers from Westwood High School did something innovative on their regular teacher in-service day they went to work in area businesses to shadow community leaders. The philosophy behind educators in the work place is that if one educator were able to better understand today's work world and career opportunities for our youth, then that one teacher has the opportunity to influence 30 to 150 different students every school day of the year.

Teachers took advantage of the opportunity to experience many different work sites. Blain Betts went to Canale-Tonella Funeral home to work with Mark Canale to examine "communication" and how he could effect improvements in his teaching plan. Other teachers went to the Marquette Juvenile Court, Taylor Made Furniture, and Lake Superior Community Partnership.

The Westwood High School in-service was the first of its kind in Marquette County, but the hope is that this will expand to all school districts in our area.



Blain Betts, Westwood High School teacher and Mark Canale, Canale Tonella Funeral Home.