

**UPWARD Talent Council
County Commissioners
Oct 19, 2018**

MINUTES

I. Call To Order

Board Chair Gerald Corkin calls the meeting to order at 11:30 A.M. Eastern.

II. Roll Call

Present:

Jerry Doucette, Alger County; Gail Eilola, Baraga County; Don McClean, Chippewa County; Patrick Johnson, Delta County; Joe Stevens, Dickinson County; Joe Bonovetz, Gogebic County; Gretchen Jannsen (for Tom Tikkanen, Houghton County); Paul Krause, Mackinac County; Gerry Corkin, Marquette County; Bernie Lang, Menominee County; Carl Nykanen, Ontonagon County; and Larry Mersnick, Schoolcraft County.

Excused:

Tom Tikkanen, Houghton County; Tim Aho, Iron County; Bob DeMarois, Keweenaw County; and John Waltman, Luce County.

Michigan Works! Staff:

William Raymond, CEO; Michelle Viau, CFO; and Tracy Roberts, Office Manager.

III. Public Comment

None.

IV. Approval of Agenda

Motion to approve was made by Commissioner Bonovetz and seconded by Commissioner Nykanen; motion was approved unanimously.

V. Approval of Minutes

Motion to approve minutes was made by Commissioner McLean and was seconded by Commissioner Johnson.

VI. Financial Report

A. Grant Status and Overview. CEO Raymond indicated that we are 2 months into the fiscal year; right now, everything is on target to expend grant funds. Bill stated that



for Upward things are looking pretty good on the grant process and fund balances have gone up over the past few months as grant monies are awarded.

- B. Line Item Budget Report.** Commissioner Nykanen motioned to approve the line item budget report and motion was seconded by Commissioner Mersnick.
- C. Voucher Review Report.** Motion was made to approve vouchers by Commissioner Bonovetz and supported by Commissioner Mersnick. Vouchers we approved in amount of \$775, 769.27.

VII. Old Business

None

VIII. New Business

A. Action Items – Recommended Motions.

- i. **FY19 PATH Program Plan Instructions** – Pgs. 12-13

Bill Raymond gives overview of where funds are allocated. Motion to approve is made by Commissioner Johnson and supported by Commissioner Eilola. Motion passed unanimously.

- ii. **PI 18-37 Career Exploration and Experience Events** – Pgs. 14-15

Bill Raymond gives overview of where funds are allocated. Motion to approve is made by Commissioner Bonovetz and supported by Commissioner Nykanen. Motion passed unanimously.

- iii. **PI 18-38 Statewide Allocations for Employer Engagement Activities for FY 2019** – Pgs. 16-17

Bill Raymond gives overview of where funds are allocated. Motion to approve is made by Commissioner Mersnick and supported by Commissioner Johnson; motion passed unanimously.

B. Strategic Planning update and Selection of Planning Consultant.

- i. **Focus Group Schedule** – Page 18

Bill gives overview of the focus groups and explains that Elaine will be facilitating. Motion to approve focus group schedule was made by Commissioner Stevens and supported by Commissioner Bonovetz. Commissioner Stevens tells the group that he will attend and encourages others to go as well, to hear what the community has to say

- ii. **December 6 Joint Board Meeting** – Governing Board and Workforce Board to approve Strategic Plan. The location: 1498 O'Dovero Drive, Marquette, MI (Michigan Works Service Center). Commissioner Corkin asks if they will have a chance to hear from the WDB on the things they have been working on. Bill responds that yes, we will do that and have it as part of the joint meeting. Commissioner Bonovetz concurs to have the meeting separate at the beginning (or end) to handle board business for each board. Bill poses question to the board on whether the board wants to plan the full meetings with the UPACC meeting going forward into next year. Several board members indicate that with the travel involved, having the meetings



back to back from each other is very convenient. Commissioner Bonovetz makes a motion to continue meetings in conjunction with the UPACC. Motion is supported by Commissioner Nykanen; motion passes unanimously. Commissioner Mersnick ends by commenting that he appreciates those that attend this meeting.

IX. Reports

- A. **Business Resource Network Development.** CEO Raymond explained that BRNs go back to late 90s, early 2000s – BRN's were embedded in DHHS at his location to work on worker retention; some businesses couldn't afford to do that, so they formed networks. Commissioner Bonovetz asked if we will have a specific person who will go to businesses in the U.P. Bill Raymond advised that we have a point person, to coordinate, but will have employer services staff working on this.
- B. **Organizational Chart & Staffing Update – integration of programs, staffing & branding for effective service UP wide.** Commissioner Corkin asked if most of the positions have been filled. Bill Raymond indicated Yes, and we are getting much closer to the integration of the U.P. He states that we are still looking for an IT Manager, so we don't have the big contract with SpringThrough. We are looking for someone with a broader systems perspective and reminded the board that IT comes with higher pay expectations. CEO Bill Raymond updated that we had an all-staff event that was well attended and we received lots of good feedback and received some of the highest satisfaction scores for an All-staff event. Lastly, Bill updated that our new Workforce Director, Debb Brunell is doing well, and has really hit the ground running.

X. Reports:

A. Chairman

Commissioner Corkin updated the board on the Dark Star issue and he appreciates any support from across the U.P. He also comments that it is very positive to see the meetings and efforts taking place in the Western U.P. and to keep it up.

B. CEO

GoingPro training fund: Staff went above and beyond this year – it will be close to 2 million this year. Staff hit the ground running this year. Upward continues to expand partnerships with the Economic Developers. Leadership will have meetings with Employer staff and Economic Developers and bringing them together will help us with the services we provide to businesses. Some of the chambers and economic development offices are interested in partnering in this way because we can be the Employer of Record and we can help them to fund the positions.



Commissioner Stevens asks what is the amount that everyone gets from Upward for this – is there a limit? Bill responds that we try to limit to 25% of the position. CEO Raymond also explains that what we've done is give them a statement of work to do more what our employer staff is doing. They really must follow the same thing – as we're giving 25% of their budget, they must perform to our expectations that % of the time. The things we would expect are really things that go on already; this way we can avoid duplicating efforts. Commissioner Stevens asked if there is a measure and/or gauge on what comes back to you. Bill advises that there is a tracking form for them to fill out to track the ROI. He indicates that more conversation is needed to solidify that. We will also re-establish a Partners meeting. That group will meet at least quarterly.

Highland Copper: Joe Bonovetz put together a good meeting and there are some plans coming out of that. They could be starting construction in a year. Commissioner Bonovetz received comments after from the schools and Highland Copper and they all thought it was a good opportunity to work together. They looked to Bill and Upward for resources; it was the chance with everyone at the table. They are excited and want another meeting in December. Lastly Bill updated that the mobile unit is being used and we are on track to utilize it more, for example, we will try to use it in Mackinac for the layoffs. It was last used at the Marenesco prison facility for a rapid response type support.

HR Analysis and Wage Study: CEO Raymond explains that Upward would like to conduct a study to get things coordinated to make sure things are fair and equitable across the organization; this will also help identify other staff internally that can support our HR Manager. Commissioner Corkin asked what about what the wage study will compare to. Bill Raymond explained that it might not just be Michigan Works agencies for the comparison, and that it could be other workforce entities; it will also level-set our wage scale – we have too many levels and steps now, and this will streamline that path more. Commissioner Stevens asked if the wage study recommendations will come to the board for approval. Will the final analysis need to be approved by board? Commissioner Corkin indicated that is something that should come to the board to decide before anything gets changed. CEO Raymond responded that is the plan, but we haven't gotten to that point yet. Commissioner McLean agreed that it is important for an organization to look at the wage scale periodically. Commissioner Corkin says that we must keep in mind and compare apples to apples when doing the study – using like industries and geographic areas. Commissioner Krause commented that he noticed Upward has made a lot of upgrades in the offices. For example, in Mackinac county, they moved to



another space and it made a drastic improvement. Bill added that we have the same furniture across centers for a uniform look and professional feel.

Marshall Plan update: Bill has received word that papers have been accepted for MTU and NMU and they are on a timeline to get their full proposal in. There was another one from the Eastern UP – he does not think it got approved; we will help in any way we can. Commissioner Corkin asked about the goal on that? CEO Raymond explained that the idea is to have coordination between education, workforce development, and economic development and get people trained in key areas. Commissioner Bonovetz states that each of us has a responsibility here. If they recognize a need in a certain group or area, and they know the people, it's helpful to start the ball rolling. Commissioner McLean commented that since we did the transition from 3 regions he has had no contact with the MI Works in the Soo; we don't meet with the other counties and ask what's going on. It would be nice to have a forum. He doesn't want to go back to the 3 regions, but it that communication was lost in the transition. Bill Raymond agrees that maybe we can talk about that more.

IX. Communications

Motion to approve Communications was made by Commissioner Johnson and then supported by Commissioner Nykanen. Motion approved unanimously.

- X. Public Comment.** Commissioner Mersnick had an opportunity to attend Oktoberfest and saw businesses and community work together. To him, it's a pleasure to be on the board. He thinks the board represents people and families and they can continue to work for that. Commissioner Mersnick also thanked Upward for recognizing Deb Doyle Bill announces that our next meeting is scheduled in 2 weeks. He asks the board if they want to keep or cancel it? If there isn't anything important for the agenda, he suggests canceling it. Board members agreed.

X. Adjournment

There being no further business, Chair Corkin adjourned meeting at 12:57 P.M. Eastern.