



## Upper Peninsula Michigan Works! Workforce Development Board 12pm Thursday, March 19, 2020

### MINUTES

**I. Call to Order, Mark Massicotte, Chair**

Meeting was called to order by Board Chair Mark Massicotte at approx.: 12:01 ET

**II. Roll Call – Attendees:**

**Present:**

Mark Massicotte, L’Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

**Excused:**

Bridget Kennedy, Systems Control  
David Lord, OSF St. Francis Hospital & Medical Group  
John Hamm, UPRLF  
Jonathan Mead, UPCAP

**Michigan Works! Staff:**

Bill Raymond, CEO, Katie Leaym, Talent Specialist, Stefen Albright, IT, and Tracy Roberts, Office Manager

**III. Public Comment**

None

**IV. Approval of Agenda**

A Proud Partner of the  American Job Center Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



Motion to approve agenda was made by: Tony Retaskie with a change: Have discussion on the board and MI Works role regarding COVID-19 outbreak – Adding under “Member Input”

Supported by: Michelle LaJoie

Votes:

Mark Massicotte, L’Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

**V. Approval of Minutes from November 8, 2019**

Motion to approve minutes from November 8, 2019 was made by: Dave Goudreau

Supported by: George Kinsella

Votes:

Mark Massicotte, L’Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

**VI. Financial Report**

A Proud Partner of the  AmericanJobCenter Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



- A. Grant Status & Overview
- B. Line Item Budget Report

CEO Bill Raymond takes the group through the grant report – There is nothing unusual to note – Our expenditures are within normal boundaries to expend during grant year, with just a few exceptions.

Board Chair Mark Massicotte asks a technical question on funds: Do you anticipate having issues with the funds in the future and do we have provisions available to be able to transfer funds if we needed to? CEO Bill responds that the way things are shaping up, they are building a lot of flexibility into things; amid all things, he is optimistic we will be in good shape. There will probably be dislocated worker grants coming through.

## VII. Reports

- A. Chairperson

Mark speaks to the group – These are unprecedented times. Mark reported out to the board about attending the Impact Awards in February and wanted to pass along to the crew of all counties that they have done a phenomenal job making these success stories realized. Mark encourages everyone to keep up the good work and wants all to know that they appreciate the efforts being made.

- B. CEO

Bill provides some highlights from some of the items from his report, however, much of the activity and discussion currently has been around the recent COVID-19 update. Bill talked about the new interim CEO of MEDC, Jeff Burton – they will do a national search for a new director over the next few months. Bill has met with the United Way and will be continuing to meet and trying to collaborate and diversify with our funding. We are continuing our re-organization and re-branding – TV6 did an interview with Bill on March 18 to update on UPMW’s response to COVID-19.

## VIII. Action Items

- A. Action Items – Recommended Motions

- 1. PI 19-35: Trade Adjustment Assistance Appropriation Year 2018/Fiscal Year 2020 Allocations

Motion to approve made by: Dave Goudreau

Supported by: Tony Retaskie

Votes:

Mark Massicotte, L’Anse Manufacturing, Chair

Dave Anthony, Northern Sun Winery

Joe Esbrook, Hiawatha Log Homes

Dave Goudreau, Northern Wings Repair

George Kinsella, EcoMarine

Suzanne Pazdernik, Jacquart Fabric Products

Chad Rowe, Aspirius Health Services

Melanie Bicigo, Upper Peninsula Health Plan

Meagen Morrison, Eagle Lundin Mine

A Proud Partner of the  American Job Center Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

2. PI 19-36: Fiscal Year 2020 Healthy Michigan Plan Program Plan Instructions

Motion to approve made by: George Kinsella

Supported by: Jeff Holt

Melanie Bicigo asks:- with legislation to block requirements, will there be any issue with this funding? Bill says that we will still move forward, as we will have agreement if , or when, things change

Votes:

Mark Massicotte, L'Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

3. PI 19-37: Healthy Michigan Plan Navigator for Fiscal Year 2020

Motion to approve made by: Dave Goudreau

Supported by: George Kinsella

Votes:

Mark Massicotte, L'Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan

A Proud Partner of the  American Job Center Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

4. PI 19-38: Michigan Works! System Plan Instructions for Calendar Year 2020

Motion to approve made by: Jeff Holt

Supported by: Michelle LaJoie

Votes:

Mark Massicotte, L'Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

5. PI 20-04: Going PRO Apprenticeships (GPA)

Motion to approve made by: Tony Retaskie

Supported by: Travis Cary

Votes:

Mark Massicotte, L'Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7

A Proud Partner of the  American Job Center Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

Items 6-10 Local Policy approvals done in one Motion:

Motion to approve and accept as one motion the Local Policies 6-10 was made by Mark Massicotte.

Supported: by Tony Retaskie

Janie McNabb – One-Stop Operator spoke to the board about the work she did for the policy process and review at UPMW

The motion to approve all the Local Policies passed unanimously.

#### 6. Local Policy Update – WIOA Adult and Dislocated Worker Eligibility

Motion to approve made by: Mark Massicotte

Supported by: Tony Retaskie

Votes:

Mark Massicotte, L'Anse Manufacturing, Chair

Dave Anthony, Northern Sun Winery

Joe Esbrook, Hiawatha Log Homes

Dave Goudreau, Northern Wings Repair

George Kinsella, EcoMarine

Suzanne Pazdernik, Jacquart Fabric Products

Chad Rowe, Aspirius Health Services

Melanie Bicigo, Upper Peninsula Health Plan

Meagen Morrison, Eagle Lundin Mine

Travis Cary, IUPATDC7

Tony Retaskie, UP Construction Council

Michelle LaJoie, Alger/Marquette Community Action

Samantha Cameron, Bay Mills Community College

Julie Wonders, Iron Mountain-Kingsford Community Schools

Jeff Holt, Sault Ste. Marie Economic Development Corporation

Roy Del Valle, Michigan Rehabilitation Services

#### 7. Local Policy Update – Follow-up Services – Pgs. 33-35

Motion to approve made by: Mark Massicotte

Supported by: Tony Retaskie

Votes:

Mark Massicotte, L'Anse Manufacturing, Chair

Dave Anthony, Northern Sun Winery

Joe Esbrook, Hiawatha Log Homes

Dave Goudreau, Northern Wings Repair

A Proud Partner of the  AmericanJobCenter Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

8. Local Policy Update – Individual Training Accounts

Motion to approve made by: Mark Massicotte

Supported by: Tony Retaskie

Votes:

Mark Massicotte, L’Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

9. Local Policy Update – Selective Service Registration

Motion to approve made by: Mark Massicotte

Supported by: Tony Retaskie

Votes:

Mark Massicotte, L’Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine

A Proud Partner of the  American Job Center Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

#### 10. Local Policy Update – Supportive Services

Motion to approve made by: Mark Massicotte

Supported by: Tony Retaskie

Votes:

Mark Massicotte, L’Anse Manufacturing, Chair  
Dave Anthony, Northern Sun Winery  
Joe Esbrook, Hiawatha Log Homes  
Dave Goudreau, Northern Wings Repair  
George Kinsella, EcoMarine  
Suzanne Pazdernik, Jacquart Fabric Products  
Chad Rowe, Aspirius Health Services  
Melanie Bicigo, Upper Peninsula Health Plan  
Meagen Morrison, Eagle Lundin Mine  
Travis Cary, IUPATDC7  
Tony Retaskie, UP Construction Council  
Michelle LaJoie, Alger/Marquette Community Action  
Samantha Cameron, Bay Mills Community College  
Julie Wonders, Iron Mountain-Kingsford Community Schools  
Jeff Holt, Sault Ste. Marie Economic Development Corporation  
Roy Del Valle, Michigan Rehabilitation Services

#### **IX. Old Business**

A. None

#### **X. New Business**

A. New Workforce Development Board Member

1. Bridget Kennedy – Director of Human Resources, Systems Control

Bill informs that Bridget Kennedy, Systems Control, has been appointed and approved by the LEO board – She has taken over for Brad LeBouef, and Bridget has been attending in the past, we just decided to make it official; Welcome Bridget officially to the board.

#### **XI. Communications**

A Proud Partner of the  AmericanJobCenter Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.





- A. Real-Time Labor Demand, Prosperity Region 1 – December 2019
- B. Upper Peninsula Regional Update, January 2020
- C. February 2020 Fast Facts

**XII. Member input – Items for discussion**

**A. Updates**

**Members shared inputs with the group**

- Tony talked about visiting the prison in Marquette with Tim Hyde and that he did a fantastic job there; he's been attending a lot of different meetings;
- UP Michigan Works! has been really involved with the Skills Challenge – coming in Apr. They might have to cancel, but maybe they can do it in September – just a few things to think about.
- Mark talked about COVID-19 and posits that it's not a matter of IF someone tests positive in an organization, it's a matter of WHEN and wonders when will the window of opportunity to protect the organization close?
- Michelle LaJoie is dealing with so many rumors out there – it is here already, and we just need to take the precautions.
- Bill will continue to rely on info from the State and CDC to address those rumors/concerns and information that is being shared.

**B. Discussion on COVID-19**

- Bill informs the group as to the efforts since the COVID-19 outbreak. Bill has been on daily calls with the State and MW Association. As things change quickly, we are staying informed and on top of things. We are following the State's lead on policies, activities, and procedures, and that is working out well. We have gone to an Appointment-Only system so as not to have people coming in the door and are keeping with social distancing policies. We are not closed but limiting access at this point and will handle business as much as possible over the phone. We have daily staff briefings and debriefings. There will be some effects in some way to all areas, we are just not sure of all the impacts yet. We will put something out in summary form to get out to the board to share the activities we are doing.

Tony Retaskie indicated that he is pleased with the way we are approaching things and is glad that we are having dislocated worker grants and small business loans.

It will be helpful to get one place to look for many of the grant opportunities. Bill instructs the team to [Michigan.gov/COVID19](https://Michigan.gov/COVID19), as there is a lot of resources there on different opportunities. Board Chair Mark M would like to use the communications to the board as a localized communication mechanism – some members may get inundated with emails. The board needs to make sure that we are represented and get our fair share when funding is made available. George Kinsella asks about the Real-Time labor demand Prosperity Region 1 – Snapshot – the snapshot is from November; do we have a more updated one? Tracy informs that they are still compiling reports and numbers from end of the year and will have updated numbers hopefully in April

A Proud Partner of the  American Job Center Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.



CEO Bill informs that we are taking lists of businesses that are impacted with workers that are not able to be there due to COVID019 and workers that are unemployed due to the outbreak and will ultimately work to connect workers where there are shortages.

Mark thinks it might be helpful to get out to people what are the items needed for manufacturers to produce to help with the COVID pandemic and encourages those who may know of things to share with the board. Bill is working internally to make sure that staff are being taken care of to do the work that is needed;

**XIII. Next Meeting – Thursday, June 18, 2020**

**XIV. Adjournment**

Motion to adjourn at approximately 1:18 PM made by: George Kinsella

Support: Dave Anthony

A Proud Partner of the  AmericanJobCenter® Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities  
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A  
Proud Partner of the American Job Center Network - **1-800-285-WORKS (9675)**

This program is funded with federal dollars.