Upper Peninsula Michigan Works!
Workforce Development Board
Thursday, August 18, 2022

Meeting Minutes

I. Call to Order, Mark Massicotte, Chair
Board Chair, Mark Massicotte, called the meeting to order at 1:37 pm ET.

II. Roll Call

Board Members Present:
Mark Massicotte
Dave Goodreau
Chad Rowe
Melanie Bicigo
John Hamm
Mike Smith
Michelle LaJoie
Samantha Cameron
Jonathan Mead
Roy Del Valle
Travis Cary

UP Michigan Works! Staff Present:
William Raymond, CEO
Michelle Viau, CFO
Debb Brunell, CSO
Betsy Erkkila, Administrative Services Manager
Janie McNabb, One-Stop Operator

III. Public Comment
None.

IV. Approval of Agenda
A motion to approve the agenda of August 18, 2022, was made by Mike Smith, seconded by Roy Del Valle, and unanimously approved. Motion passes.
V. **Approval of Minutes from May 5, 2022**  
A motion to approve the minutes of May 5, 2022, was made by Chad Rowe, supported by Mike Smith, and unanimously approved. Motion passes.

VI. **Financial Report**  
CEO Raymond gave an update on the financials. It was specifically noted that carryover fund limits have been lifted. There were additional comments and questions from the Board including how Barrier Removal funds are used and the status of Going Pro.

VII. **Action Items**

1. **WIOA Combined Plan**  
Ms. Janie McNabb explained the WIOA plan. It is intended to be a 4-year plan. It is out for public comment right now. Anyone from the public can go out and make comments. This is a mid-way update/renewal. The plan has been updated and now is up for approval by the Workforce Board. A motion to approve the WIOA plan was made by Michelle LaJoie, seconded by Mike Smith, all in favor, no opposed. Motion passes.

2. **Policy Issuances** – A motion was made to approve all listed policy issuances below by Michelle LaJoie, seconded by Melanie Bicigo, all in favor, no opposed. Motion passes.
   a. Policy Issuance 20-07 Change 1: WIOA Four Year Regional and Local Plans for Program Years 2020-2023  
   b. Policy Issuance 21-35: Barrier Removal Employment Success FY2022  
   c. Policy Issuance 21-37: Michigan Works! System Plan (MSWP) Instructions for Calendar Year 2022  
   d. Policy Issuance 22-02: Going PRO Talent Fund Program Administration Fiscal Year 2022, the period of January 1, 2022 through September 30, 2023  
   e. Policy Issuance 22-03: Appropriation Year 2020 WIOA Statewide Activities Funding for the Young Professionals 2022 Initiative  
   f. Policy Issuance 22-08: Appropriation Year 2020 WIOA Statewide Activities Funding Allocations for Program Year 2022 Customer Relationship Management, for the period of July 1, 2022 through June 20, 2023  
   g. Policy Issuance 22-09: Appropriation Year 2020 Statewide Activities Funding to Support Capacity Building and Professional Development  
   h. Policy Issuance 22-10: WIOA Adult, Dislocated Worker, and Youth Program Allocations for Appropriation Year 2022, the time period of July 1, 2022 through June 30, 2024
i. Policy Issuance 22-11: Appropriation Year 2022 Wagner-Peyser Employment Service Allocations and AY 2021 WIOA Statewide Activities Allocations to Support Program Year 2022 ES Operations
j. Policy Issuance 22-12: Appropriation Year 2021 WIOA Statewide Activities Allocations to Support Integrated Education and Training Programs
k. Policy Issuance 22-13: Appropriation Year 2020 WIOA Statewide Activities Funding for Program Year 2022 High Concentrations of WIOA Eligible Youth
l. Policy Issuance 22-14: Appropriation Year 2020 WIOA Statewide Activities Funding for Career Exploration and Experience Events

3. Local policies – Janie gave an overview of the local policies. Jonathan Mead moved to accept and approve the local policies below as presented, seconded by John Hamm, no oppose, all in favor. Motion passes.
   a. Time-Limited Work Experience Local Policy
   b. Supportive Services Local Policy
   c. Selective Service Local Policy
   d. Work-based Training Local Policy
   e. Rapid Response and Layoff Aversion Local Policy
   f. Youth Incentives Local Policy

4. Strategic Plan – The strategic plan was presented. The vision statement is as follows: We envision a skilled workforce, successful businesses, and collaborative partners working together to build a strong economy. The mission is as follows: we cultivate opportunities for developing a skilled workforce, helping businesses succeed, and collaborating with partners to build a strong economy. The goals of the plan were reviewed and discussed and all Board members were provided a copy of the strategic plan. A motion to approve the strategic plan as presented was made by Mike Smith, supported by Chad Rowe, with no opposition, and all in favor. Motion passes.

5. Trent Bellingar CEAC Nomination – A motion to appoint Trent Bellingar to the CEAC was made by Samantha Cameron, seconded by Mike Smith, all in favor, no opposition. Motion passes.

6. Bylaw Revisions - Establish Executive Committee – The request has been made to consider adding an Executive Committee. There is a need for more Board involvement. Timing is of the nature of the request. Mr. Massicotte proposed this committee for the Board to consider. It was recommended to have more members on the subcommittee to at least 8. After much discussion, a motion was made by Mike Smith to table the Executive Committee and put a task force together to look through the bylaws thoroughly. All in favor. No opposed. Motion passes.
7. Approve Reappointments for Workforce Development Board – A motion was made to accept Michelle LaJoie and Joe Esbrook’s Board reappointments for 3-year terms. All in favor. Motion passes.

VIII. Reports
A. Chairperson – Nothing to report.
B. CEO – Mr. Raymond state the Board will receive his report via email in the coming days.

IX. Old Business
A. CEAC Update – There is a plan to move forward with youth events over the next year coordinated by Mind Trekkers.
B. Childcare Task Force – The Task Force has been meeting for a year. They have comprehensive data and now are reevaluating what they will focus on. A core group will come together to create an action plan. Immediate focus is the talent shortage within the childcare field.
C. Wagner Peyser Update – CEO Raymond noted there was a lot of support and many public comments were submitted.
D. New Board members needed – fill 2 vacancies – Meredith LaBeau is willing to be nominated on the Board. She is a key person at Calumet Electronics. Let the Board know if you have nominations.

X. Next Meeting
Thursday, December 8 at 12:00 PM ET.

XI. Adjournment
The meeting was adjourned at 3:59 PM ET.