

**Upper Peninsula Michigan Works! County Commissioner Board
Meeting Minutes
Thursday, February 2, 2023**

I. Call to Order, Gerald Corkin, Chair

Commissioner Gerald Corkin, Chair, called the meeting to order at 1:00 pm ET.

II. Roll Call

Present:

Board Chair, Gerald Corkin, Marquette County; Dean Seaberg, Alger County; Steven Viau, Delta County; Mark Stauber, Iron County; Brandon Wheeler, Luce County; Carl Nykanen, Ontonagon County; Gretchen Janssen, Houghton County; Gale Eilola, Baraga County; Joe Stevens, Dickinson County; Jodi Kaiser, Mackinac County; Patricia Mueller, Menominee County.

Guests:

Mark Massicotte, Workforce Development Board (WDB) Chair.

UP Michigan Works! (UPMW) Staff Present:

Debb Brunell, Interim CEO; Michelle Viau, CFO; Margo Anderson, HR; Beau Boden, IT; Betsy Erkkila, Administrative Services Manager.

III. Public Comment

None.

IV. Approval of Agenda

A motion to approve the agenda of February 2, 2023, with the addition of Workforce Board member nomination JR Richardson, was made by Commissioner Nykanen, seconded by Commissioner Stevens. All in favor. The motion passes.

V. Approval of Minutes from October 6 and October 24, 2022

A. Meeting Minutes—October 6, 2022, and October 24, 2022.

A motion to approve the Board meeting minutes of October 6 and October 24, 2022, was made by Commissioner Stevens and supported by Commissioner Eilola. All in favor. The motion passes.

VI. Financial Reports

A motion to accept the financial reports was made by Commissioner Stauber and supported by Commissioner Kaiser. All in favor. The motion passes. A motion to approve the voucher reports was made by Commissioner Nykanen and supported by Commissioner Viau. All in favor. The motion passes.

VII. New Business

A. Welcome new Local Elected Official Board Members.

Chair Corkin welcomed all the newly appointed Local Elected Official (LEO) Board members and encouraged them to be involved as much as possible.

B. Motions for Approval.

1. Review CEO Succession Plan.

Ms. Anderson gave a background on the CEO succession plan. The goal was to

consider the needs of the organization, the LEO Board, and the Workforce Development Board to hire the best CEO. Residing in the Upper Peninsula is a requirement for the CEO position. UPMW does not use a contract. The CEO is an at-will employee. Chair Corkin gave a background on the former CEO's performance and the current Interim CEO, Ms. Debb Brunell. Chair Corkin noted Ms. Brunell has been doing an outstanding job of executing many of the CEO's duties for a while.

A motion was made to adopt the recommended CEO process by Commissioner Stauber and supported by Commissioner Stevens. There were comments stating that it is well-written. All in favor. None opposed. The motion passes.

2. CEO Review Job Description and Salary.

The CEO job description and a proposed salary of \$120,000 were presented to the Board for review and approval.

A motion to accept the CEO job description was made by Commissioner Janssen and supported by Commissioner Stauber. All in favor. None opposed. The motion passes.

A motion to compensate Ms. Debb Brunell \$120,000 annually, retroactive to October 25, 2022, was made by Commissioner Nykanen and supported by Commissioner Stevens. Comments included inquiries about benefits and Ms. Anderson noted all UPMW employees have the same benefits. Years ago, some board members researched other Michigan Works' CEO salaries and found they were compensated higher than UPMW. All in favor. None opposed. Motion passes.

Additional discussions regarding the CEO included having a formal performance review every year. It was recommended the Board conduct an evaluation of Ms. Brunell later in the year (September/October) to allow ample time for new and current board members to get to know her. Mr. Massicotte asked the LEO board to consider input from the Workforce Development Board, especially for the evaluation/end-of-year review. The review's purpose is to provide clarity for the CEO position.

3. Policy Issuance #22-21 Trade Adjustment Assistance AY 2021/FY2023 Allocations

CFO Viau explained the funding source. It is completely based on TAA demand and participants. So, if there is nobody who has completed a petition, the money may not get used. The estimate for 2023 is about \$80,000. A motion to accept the funding was made by Commissioner Nykanen and seconded by Commissioner Kaiser. There were no further comments. All in favor. None opposed.

4. Policy Issuance #22-22 Calendar Year Reemployment Services and Eligibility Assessment (RESEA) Program.

A motion was made to approve the policy by Commissioner Stevens and supported by Commissioner Stauber. There were no questions or comments. All in favor. None opposed.

5. Policy Issuance # 22-24 Fiscal Year 2023 Partnership. Accountability. Training. Hope. (PATH) Program Plan Instructions.

A motion to approve the policy was made by Commissioner Eilola and supported

by Commissioner Janssen. There was a question to explain what penalty and interest allocation meant. CFO Viau explained it. All in favor. The motion passes.

6. Policy Issuance # 22-27 Michigan Works! System Plan (MWSP) Instructions for Calendar Year 2023.

A motion to accept and approve the policy issuance was made by Commissioner Viau and seconded by Commissioner Kaiser. All in favor. None opposed.

7. New Workforce Board members and reappointments for approval.

Dana LaLonde

J.R. Richardson

Roy Del Valle

Jeffrey Holt

Commissioner Viau motioned to appoint all four to the respective positions on the Workforce Development Board. Motion supported by Commissioner Nykanen. All in favor. None opposed. Motion passes.

VIII. Reports

- A. Chair

Chair Corkin noted the importance of reaching a quorum at meetings and ensuring the county has appointed an alternate board member. Commissioner Nykanen thanked Ms.' Erkkila, Brunell, and Anderson for jobs well done. Chair Corkin thanked Chief Technology Officer Boden for returning to the organization and for being a valuable employee.

- B. CEO

With this being Ms. Brunell's first CEO report to this board, she explained her report will differ from Mr. Raymond's. Ms. Brunell stated she is open to suggestions regarding report format and method. Some highlights of her CEO report included the following: presentation of the UP State of the Workforce Report and explained that it's an effective tool to highlight our mission and recent accomplishments. UPMW will be distributing this to legislators, and partners, using it to attract new business, etc. UPMW participated in Mind Trekkers events for 8th graders in Houghton and Escanaba. This collaborative effort provides exciting hands-on STEM experiments, and positive energy, and plants career seeds in young minds. This is the first time Mind Trekkers events have occurred in the UP and the hope is to hold them annually. It is imperative to connect more young children to quality programs like this that may spark life-changing career ideas. UPMW will soon convene two more events in this series—Sault Ste. Marie and Marquette. Board members were encouraged to attend.

UPMW is collaborating with InvestUP on a labor-market study. Great news! Money was awarded to the UP through Billerud. Shophouse Park—Outdoor recreation industry is being developed here., Industry 4.0—awareness, preparedness, and adoption. This grant program helps small manufacturers looking to adopt Industry 4.0 technologies. Ms. Brunell also highlighted the UPMW strategic plan.

IX. Communications

A motion to accept the communications was made by Commissioner Mueller and supported by Commissioner Corkin. All in favor. Motion passes.

X. Member updates

Mr. Massicotte gave updates on the Workforce Development Board. The WDB recently reviewed its bylaws and was invited to Legislative Day. Board members will be attending. The last audit report had zero findings.

XI. Next Meeting/Adjournment

The meeting adjourned at 2:15 pm ET.

The next full board meeting will be on Thursday, May 18, 2023, at the Island Resort & Casino at 11:30 am ET.