

**Upper Peninsula Michigan Works! (UPMW)
Local Elected Officials & Workforce Development Board
Meeting Minutes
Thursday, May 18, 2023**

I. Call to Order, Gerald Corkin, Chair

Mr. Gerald Corkin called the meeting to order at 11:30 am ET.

II. Roll Call

A. Local Elected Officials Board (LEO)

Present:

Gale Eilola
Damon Lieurance
Steven Viau
Joe Stevens
Joe Bonovetz
Gretchen Janssen
Mark Stauber
Christine Rathe
Jodi Kaiser
Gerald Corkin
Particia Mueller
Carl Nykanen
Craig Reiter

B. Workforce Development Board (WDB)

Present:

Melanie Bicigo
Samantha Cameron
Travis Cary
Joe Esbrook
Michelle LaJoie
Dana Lalonde
Mark Massicotte
Meagan Morrison
JR Richardson
Chad Rowe
Mike Smith
Julie Wonders

III. Public Comment

No public comments.

IV. Approval of Agenda

A motion to approve the May 18 agenda as presented was made by Commissioner Bonovetz, seconded by Commissioner Stevens with an addition of new business to have an open discussion on economic development dollars. All in favor. No opposed. Motion passes.

V. LEO Only New Business

Approval of LEO Meeting Minutes – 2.2.2023

A motion to approve the LEO meeting minutes of February 2, 2023, was made

by Commissioner Nykanen and seconded by Commissioner Eilola. No oppose. Motion passes.

A. Public Hearing – Annual Budget for July 1, 2023 – June 30, 2024

Mr. Corkin, LEO Chair, called the public hearing for the annual budget to order. CFO Viau gave an overview of the annual budget. A copy of the budget was provided to the boards for their review in the meeting packet. WIOA and ES dollars were explained in detail. There were no major changes. ***A motion to approve the Annual Budget for July 1, 2023 - June 30, 2024 was made by Commissioner Bonovetz, seconded by Commissioner Viau, with additional comments about carryover funds and capital outlay. All were in favor, and none opposed. Motion passes.***

B. Economic Development Funds – addition to Agenda

There was a question about economic development dollars and how they are spent and spread out across the fifteen counties. Ms. Brunell explained to the Board what is in the works for this process. Supporting economic development is vital to the communities and workforce development and economic development go hand in hand. UPMW will issue a RFP across the upper peninsula. Every economic development organization in the UP can apply for funds. The funding is limited and will be evaluated with criteria. Commissioner Stevens asked that Ms. Brunell come to a future meeting with additional information on what to expect for these funds in the future and a recommendation.

C. Review and Approval of LEO Bylaws

Several Board members participated in a bylaw review and made recommended changes to the bylaws. Ms. Brunell noted each change. Section 1.1 was updated to use the Upper Peninsula Michigan Works name rather than Upward Talent Council. It was changed throughout the bylaws. Section 3.2 was updated regarding attendance expectations. The LEO Board is subject to the Open Meetings Act and have to follow those laws. The expectation is to attend the Board meetings in person. The vote will not count if attending virtually. Section 3.3 was updated regarding what to do if a conflict of interest arises. Section 4.1 was updated to include a paragraph on officers of the Board. Section 5.1 was updated to include a minimum of 4 official meetings per year. Section 5.3 was updated to address quorum requirements. Section 6.1 added a sentence for a 2/3 vote for hiring the CEO. Section 7.2 was updated to review the bylaws every two years. ***A motion was made by Commissioner Stevens to approve the recommended bylaws changes and supported by Commissioner Reiter. All in favor. No opposed. Motion passes.***

D. CEO Selection

Mr. Corkin noted that in October 2022 the LEO Board appointed Ms. Debb Brunell as UPMW's Interim Chief Executive Officer (CEO), and in February set her salary to \$120,000. Mr. Corkin noted UPMW has a great team in place, and he recommended hiring Ms. Debb Brunell as the permanent CEO of Upper Peninsula Michigan Works! The Board discussed and commented on the recommendation. There was nothing but positive comments regarding the recommendation and about the leadership team with Ms. Brunell in the CEO position. UPMW today is in a better position to carry out the programs than ever before, and board members expressed feeling very confident in recommending Ms. Debb Brunell as the permanent CEO.

A motion to appoint Ms. Debb Brunell as the permanent CEO of Upper

Peninsula Michigan Works! was made by Commissioner Viau and supported by Commissioner Mueller. All in favor. No opposed. Motion passes.

E. Approve Policy Issuances

- Official Policy Issuance 23-01: Appropriation Year 2020 WIOA Statewide Activities Funding to Support WIOA Participant Training
A motion to approve Official Policy Issuance 23-01 was made by Commissioner Stauber and seconded by Commissioner Bonovetz. All in favor. No opposed. Motion passes.
- Official Policy Issuance 23-06: Appropriation Year 2021 WIOA Statewide Activities Funding for the Young Professionals 2023 Initiative
A motion to approve Official Policy Issuance 23-06 was made by Commissioner Nykanen and supported by Commissioner Eilola. All in favor. No opposed. Motion passes.
- Official Policy Issuance 23-08: Going PRO Talent Fund Program Administration FY 2023
A motion to approve Official Policy Issuance 23-08 was made by Commissioner Reiter, supported by Commissioner Mueller. All in favor. No opposed. Motion passes.
- Official Policy Issuance 23-09: Instructions for Executing Memorandums of Understanding (MOUs) Under the WIOA
A motion to approve Official Policy Issuance 23-09 was made by Commissioner Eilola and seconded by Commissioner Nykanen. All in favor. No opposed. Motion passes.

I. WDB Only New Business

- A. Approval of WDB Meeting Minutes – 3.22.2023
A motion to approve the Workforce Development Board meeting minutes of March 22, 2023, was made by Melanie Bicigo with a slight amendment to a name listed incorrectly and seconded by Mike Smith. All in favor. No opposed. Motion passes.
- B. Approve Policy Issuances
1. Official Policy Issuance 23-06: Appropriation Year 2021 WIOA Statewide Activities Funding for the Young Professionals 2023 Initiative
A motion to approve Official Policy Issuance 23-06 was made by Joe Esbrook and seconded by Mike Smith. All in favor. No opposed. Motion passes.
 2. Official Policy Issuance 23-08: Going PRO Talent Fund Program Administration FY 2023
A motion to approve Official Policy Issuance 23-08 was made by Julie Wonders and seconded by Joe Esbrook. All in favor. No opposed. Motion passes.
 3. Official Policy Issuance 23-09: Instructions for Executing Memorandums of Understanding (MOUs) Under the WIOA
A motion to approve Official Policy Issuance 23-09 was made by Mike Smith and seconded by Michelle LaJoie. All in favor. No opposed. Motion passes.

**i. Combined Boards
Financial Report**

CFO Viau discussed the Line-Item Budget Report. It is to be expected. There was one question on RESEA funding. ***A motion was made to accept the line-item budget***

report by Joe Esbrook and seconded by Commissioner Bonovetz. All in favor. No opposed. Motion passes.

Voucher Review Report

The vouchers were reviewed. ***A motion was made to approve the voucher reports for January, February, March, and April 2023 by Commissioner Bonovetz and supported by Commissioner Nykanen. All in favor. No opposed. Motion passes.***

Audit Report

Overall it was a very good audit. Copies of the audit were provided to the Board members and there was some discussion. The Board members thanked CFO Viau for a job well done. ***A motion was made to accept the audit report by Commissioner Stevens and seconded by Commissioner Eilola. All in favor. No opposed. Motion passes.***

II. Reports

A. LEO & WDB Chair Reports

Both Board chairs expressed pride in the people leading UPMW. The leadership team is doing good work and working together collaboratively. Ms. Brunell noted we have a very competent group and staff are dedicated and passionate about the work we do. Ms. Erkkila will send the Boards a memo with upcoming events they are encouraged to attend.

B. CEO Report

CEO Brunell gave a report out on happenings at UPMW. She discussed Mind Trekkers, apprenticeships, survey participation, data, grant performance, special initiatives, and UPMW focus areas.

I. Old Business

It was noted that the CEAC is an important group to connect K-12 to businesses. Mind Trekkers was a great initiative this past year. The CEAC is also supporting internships and externships. Mr. Smith reported on the state WDB. Budget is the focus right now. Mark Massicotte noted there is a need for a new representative for 2024 to the MW Board. Congratulations to Joe Esbrook on being the Vice Chair for this Workforce Development Board.

II. Member updates

There is a need for additional affordable housing. It is a community approach. Support from the counties, business owners, and financial institutions is needed.

III. Adjournment

The meeting adjourned at 12:36 pm.