



## Upper Peninsula Michigan Works! Workforce Development Board Wednesday, March 22, 2023

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

Board Chair, Mark Massicotte, called the meeting to order at 1:00 pm ET.

### II. **Roll Call**

#### **Board Members Present:**

Mark Massicotte

Dave Goudreau

George Kinsella

JR Richardson

Melanie Bicigo

Meagan Morrison

Dana Lalonde

Mike Smith

Michelle LaJoie

Samantha Cameron

Julie Wonders

Jeff Holt

Roy Del Valle

#### **U.P. Michigan Works! Staff Present:**

Debb Brunell, Interim CEO

Michelle Viau, CFO

Betsy Erkkila, Administrative Services Manager

Janie McNabb, One-Stop Operator

Hanna Duckwall, Workforce Services Director

### III. **Public Comment**

None.

### IV. **Approval of Agenda**

A motion to approve the agenda of March 22, 2023, was made by JR Richardson, seconded by Jeff Holt, and unanimously approved. Motion passes.



**V. Approval of Minutes**

A motion to approve the minutes of August 18, 2022, and December 15, 2022, was made by JR Richardson, supported by Dave Goodreau, and unanimously approved. Motion passes.

**VI. Financial Report**

CFO Michelle Viau explained the financials. There were no concerns.

**VII. Action Items**

Jeff Holt made a motion to approve action items 1–6 as a consent agenda item, supported by Michelle Lajoie. Mike Smith asked if there was money left in the budget for the Clean Slate program. The funds have been exhausted and there is no funding extension anticipated. All in favor to approve policy issuances 1-6 listed below as a consent agenda, no opposed. Motion passes.

1. Policy Issuance 22-18 Barrier Removal Employment Success FY2023
2. Policy Issuance 22-21 Trade Adjustment Assistance AY2021/FY2023 Allocations, TAA Plan and Merit Staff Certification for FY 2023
3. Policy Issuance 22-22 Calendar Year 2022 Reemployment Services and Eligibility Assessment (RESEA) Program
4. Policy Issuance 22-24 Fiscal Year 2023 Partnership. Accountability. Training. Hope. (PATH) Program Plan Instructions
5. Policy Issuance 22-27 Michigan Works! System Plan Instructions for Calendar Year 2023
6. Policy Issuance 23-01 Appropriation Year 2020 Workforce Innovation Opportunity Act (WIOA) State Activities Funding to Support WIOA Participant Training

**Local Policies**

Hanna Duckwall, Director of Talent Services, gave an overview of the local policies up for approval. She explained each policy and their impact. Dave Goodreau motioned for consent agenda to approve all local policies listed below, supported by George Kinsella, no questions, all in favor, no opposed. Motion of all local policies passes unanimously.

- a. Adult and Dislocated Worker Eligibility Local Policy
- b. Clean Slate Program Local Policy
- c. Equal Opportunity Local Policy
- d. File Retention and Destruction Local Policy
- e. Follow-up Services Local Policy
- f. WIOA Youth Eligibility Local Policy
- g. Complaint and Grievance Procedures

**Erich Ziegler CEAC Nomination**

A motion was made to appoint Erich Ziegler to the CEAC by Mike Smith, seconded by Michelle Lajoie. All in favor, no opposed. Motion passes.

**Appoint and Elect a Vice Chair of the WDB**

Nominations were called for ahead of the meeting for the Vice Chair position on the WDB. There was one nomination received for Joe Esbrook. It was noted he is knowledgeable and a good communicator. A motion was made by Jeff Holt to approve Joe Esbrook as the Vice Chair of the WDB and seconded by Dave Goodreau. All in favor, no opposed. Motion passes.



### **Review and approve amended WDB Bylaws**

A small committee of the Board met to review and recommend changes to the WDB bylaws. A copy of the updated bylaws was provided to the Board for their review and discussion. The changes were discussed. A motion was made by Jeff Holt, supported by Mike Massicotte, to accept the bylaws as presented. All in favor, no opposed. Motion passes.

### **Approve new CEAC Chair Ashley Nevins**

Chris Standerford resigned, and Ashley Nevins is willing to be the new CEAC chair. A motion was made to accept Ashley Nevins as the new CEAC chair by Mike Smith, supported by Julie Wonders. All in favor, no opposed. Motion passes unanimously.

## **VIII. Reports**

### **Chairperson**

Mark Massicotte noted this year is going to be exciting and the need to identify new areas of opportunity and build identities in the community. On October 6, 2023, the Board is invited to present the UPMW Action in Value awards at the UPMW All-Staff meeting.

### **CEO**

Debb Brunell gave a report on UPMW and how things are going. A lot of positive things have been going on. Mind Trekkers events: One is taking place in Gwinn today and one will occur on April 21, 2023, in Sault Ste Marie. Individual Mind Trekkers events cost \$30,000. They are fantastic. More employers and volunteers are needed for future events. The U.P. Labor-Market study is progressing. Big Local News: Billerud received a huge investment. Debb Brunell, Margo Anderson, Mark Massicotte, and Dave Goodreau went to Lansing for Legislative Day. They discussed important workforce issues such as Going PRO Talent Fund, youth services, exploration activities, open meetings act, and legislation regarding decreasing classroom seat time to enable youth to take advantage of work-based-learning. Ms. Brunell updated on all the grant goals and awards. New initiatives were discussed including youth apprenticeships and sector strategies employer-led collaboratives. Workforce pain points were shared and there was some discussion on workforce issues and solutions.

## **IX. Old Business / Updates**

Dave Goodreau updated the board on the Michigan Works! Association Board and the next meeting is in April where he will have more information to share. The next State Workforce Board meeting is scheduled for March 27.

## **X. New Business**

### **CEO Job Description and Succession Process-Margo Anderson**

The CEO job description and succession process was presented to the Workforce Board. The LEO Board adopted this process at their last meeting. A motion was made to accept the succession process as presented by Jeff Holt, supported by George Kinsella. It was noted that the WDB is not responsible for hiring or firing the CEO. All in favor, no opposed. Motion passes.



**Youth Apprenticeship Presentation**

Brian Sarvello presented on apprenticeships. There was a lot of excitement and enthusiasm around this topic.

**XI. Next Meeting**

Thursday, May 18, 2023-11:30 am ET at the Island Resort and Casino

**XII. Adjournment**

The meeting adjourned at 2:52 pm ET.