



**Upper Peninsula Michigan Works! (UPMW)
Workforce Development Board (WDB)
Meeting Minutes
March 6, 2024**

I. Call to Order, Mark Massicotte, Chair

Board Chair, Mark Massicotte, called the meeting to order at 12:11 pm ET.

II. Roll Call

Board members present:

Chad Rowe
Dana Lalonde
George Kinsella
Dr. Hughes
Julie Wonders
Mark Massicotte
Meagan Morrison
Melanie Bicigo
Michelle LaJoie
Mike Smith
Roy Del Valle
Tammy Henry
Travis Cary

UP Michigan Works! Staff Present:

Debb Brunell, CEO
Michelle Viau, CFO
Beau Boden, CTO
Betsy Erkkila, ASM

III. Public Comment

None.

IV. Approval of Agenda

A motion to approve the March 6, 2024, agenda was made by Mike Smith, seconded by Michelle LaJoie, and unanimously approved. Motion passes.

V. Approval of Meeting Minutes

A motion to approve the meeting minutes from the January 15, 2024, Executive Committee meeting was made by Travis Cary, seconded by Mike Smith, and unanimously approved.



Motion passes.

VI. Financial Report

A. Grant Status and Overview

CFO Viau gave an overview of the budget and financials. At the next board meeting CFO Viau will present the proposed budget and explain additional funding sources such as BRES, Young Professionals, and RESEA. One question was asked regarding expending Young Professionals funds. Yes, all funds were expended, and UPMW received another allocation for 2024. A motion to accept the financial reports as presented was made by Travis Cary, seconded by Melanie Bicigo, and unanimously carried. Motion passes.

VII. Action Items

A. Elect Chair and Vice Chair Positions

The board discussed the chair and vice chair board positions. At the first meeting of the year chair and vice chair nominations are taken and voted on. A motion to nominate Joe Esbrook as vice chair was made by Mark Massicotte, seconded by Michelle LaJoie, and unanimously approved. Motion passes. A motion to nominate Mark Massicotte to another term as chair was made by Michelle LaJoie, seconded by Mike Smith, and unanimously approved. Motion passes.

B. State Policy Issuances

A motion to approve action items 1–5 as a consent agenda item was made by Mike Smith, seconded by Travis Cary, and unanimously approved. Motion passes.

1. Policy Issuance 23-22C1: MiSTAIRS Funding for ASC's.
2. Policy Issuance 23-31: Michigan National DWG Auto-Related.
3. Policy Issuance 23-34: Michigan Works! System Plan Instructions for Calendar Year 2024.
4. Policy Issuance 24-04: Fiscal Year 2024 Going PRO Talent Fund Program Admin Cycle 1.
5. Policy Issuance 24-05: Calendar Year 2023 RESEA Program.

C. Local Policy Issuance

The local Trade Adjustment Assistance (TAA) policy was presented for approval. Janie McNabb explained TAA. This is a beneficial program. Janie discussed the appeal process. UPMW is required to have a TAA appeal process policy. It was recently brought to our attention that UPMW staff should not submit the appeal, but rather send it to the state coordinator. UPMW chose this option and updated the policy accordingly. Staff will no longer act as the “middleman,” and it will help the client-staff relationship. That is the primary reason for the proposed change. A motion to approve the local TAA policy was



made by Meagen Morrison, seconded by Roy Del Valle, and unanimously approved. Motion carries.

Janie McNabb noted that this would be her last WDB meeting as she has accepted a new position at Networks Northwest. The board thanked her for dedication and direction in her role as One Stop Operator at UPMW.

D. CEAC Member Nominations for Approval

Two nominations for the Career and Educational Advisory Council (CEAC) were presented to the Board for their review and approval. Corey Soumis, the career and technical education director at the Copper Country ISD, and Jannah Tumey, the director of Mind Trekkers at Michigan Technological University were the nominees. A motion to approve the nominees to the CEAC was made by Mike Smith, seconded by Meagen Morrison, and unanimously approved. Motion passes.

VIII. Reports

A. CEO

CEO Brunell presented updates for the board. New grants recently awarded were Young Professionals and the State Apprenticeship Expansion grant. Sponsors and exhibitors are needed for the upcoming Mind Trekkers event, which will take place on April 11 in Escanaba. State Legislative Day is upcoming on March 13 with board members attending. The National Association of Workforce Board event is upcoming on March 23 in Washington D.C. Several board members will be attending. The OneUP Forum is upcoming on April 22. A board member asked if WIOA was reauthorized yet. It has not yet been reauthorized. The board discussed opportunities for youth and methods to increase awareness. CEO Brunell noted UPMW is starting a new marketing campaign targeting companies. She also noted HR personnel changes. She also discussed the 2023 U.P. State of the Workforce Report and the U.P.-labor market study. CEO Brunell discussed relationships and the new, more effective approaches we are trying. Funding was also discussed.

B. Chair

Chair Massicotte asked if anyone is interested in being on the executive committee to please contact him or Betsy Erkkila.

IX. Old Business

Nothing to report.

X. New Business

A. WDB Reappointments Memo

The WDB reappointments were approved at the Local Elected Officials meeting in February. A memo highlighting the appointments to the WDB was provided.



B. 2023 U.P. State of the Workforce Report

All board members were given a hard copy of the 2023 U.P. State of the Workforce Report. The report contains 2023 highlights, accomplishments, and happenings at UPMW.

XI. Member input

Mike Smith shared that the Upper Peninsula Construction Council, and the building trades were recognized and received an award at a state-level conference because of the quality programs they are running in partnership with UPMW. Meagen Morrison thanked CEO Brunell and Mike Smith for their collaborative help with the grant they are working on. Upcoming events were shared. CEO Debb Brunell thanked George Kinsella for bringing on Ted Johnson as a new board member.

XII. Next Meeting / Adjournment

The meeting adjourned at 1:26 pm. The next meeting will be on May 8, 2024.