

Meeting Minutes
Upper Peninsula Michigan Works!
LEO & WDB Joint Board Meeting
Wednesday, May 8, 2024, 1:00 PM (ET)

I. Call to Order, Carl Nykanen, Chair

Carl Nykanen, LEO Chair, called the meeting to order at 1:00 pm ET.

II. Roll Call

A. Local Elected Officials Board (LEO)

PRESENT:

Dean Seaberg
Gale Eilola
Steven Viau
Joe Stevens
Mike Patrick
Randy Eckloff
Carl Nykanen
Mark Stauber
Larry Schei

B. Workforce Development Board (WDB)

PRESENT:

Tammy Henry
Ted Johnson
Travis Cary
Roy Del Valle
Joe Esbrook
Dave Goudreau
George Kinsella
Michelle LaJoie
Mark Massicotte
Chad Rowe
Julie Wonders
Meagen Morrison
Mike Smith
Dr. Nerita Huges

III. Public Comment

NONE.

IV. Approval of Agenda – Action

*Moved by Joe Stevens, supported by Steven Viau, all in favor, no opposed.
Motion passes.*

V. Combined Board New Business

A. **Business Services Presentation, Holly Peoples, Director**

Holly Peoples presented the latest Business Services team activities. This week is the deadline for the 2024 Going PRO Talent Fund and UPMW will be

submitting 35 applications, seeing an increase in interest compared to round one. Holly explained how companies can use this funding and gave an overview of how the UPMW team helps businesses succeed. The WDB inquired what they could do to help the team. Mark Massicotte requested a quarterly report update from Holly to distribute to the board. Holly discussed other current programs and how UPMW is working with youth and middle-school-aged students' events like Mind Trekkers. She also discussed apprenticeships. There were a few questions and comments from the Board.

VI. LEO Only New Business – Carl Nykanen

A. Approval of LEO Meeting Minutes – February 7, 2024.

Mark Stauber made a motion to approve the LEO Meeting Minutes of February 7, 2024, support by Joe Stevens, all in favor, motion passes.

B. Public Hearing – Annual Budget for July 1, 2024–June 30, 2025

Motion by Steven Viau opened the public hearing, supported by Mark Stauber, all in favor, motion passes. Public hearing is open.

CFO Michelle Viau explained the 2024–2025 proposed budget. The federal grant total estimates were discussed. The MiLEAP grant is complete, which was a large source of program funding. Carl Nykanen asked if the LEO board has any questions.

Motion by Steven Viau to close the public hearing, support Gale Eilola, to close the public hearing for the annual budget. Mark Stauber motioned to approve the annual budget, supported by Mike Patrick to approve the annual budget for 2024 as presented. All in favor, opposed no, motion passes.

C. Audit Report

There were zero findings. UPMW's auditor (Kathleen from Anderson Tackman) was present. She thanked Michelle Viau and explained that the purpose of the audit is to make sure the financial information is reliable. It was a clean opinion. UPMW does a great job managing the finances. With an audit, the auditor, management, and board are responsible. It is critical that our procedures ensure absolute accuracy to avoid errors. We operate with segregation of duties to ensure that one person does not have sole control over everything. We also conduct our reconciliations and review our check registers and vouchers. The board and UPMW management conduct financial risk assessments and have procedures in place to manage new funding. The numbers were positive and in line with our expectations. *Motion by Mark Stauber to approve and accept the audit report, second by Gale Eilola, all in favor, motion passes.*

D. Voucher Review Report

A motion to accept the voucher report was made by Randy Eckloff, Mike Patrick support, all in favor, motion passes.

E. Approve Policy Issuances

1. PI 23-20 C1: Appropriation Year (AY) 2022 and 2023 General Fund/General Purpose Funding for EV Jobs Academy and Talent Action Team (TAT)

2. PI 23-22 C1: MiSTAIRS Funding for Apprenticeship Success Coordinators
3. PI 24-04: Fiscal Year 24 (FY24) Going PRO Talent Fund Program Administration Cycle 1, the Period of January 1, 2024, through September 30, 2025
4. PI 24-05: Calendar Year (CY) 2023 Reemployment Services and Eligibility Assessment (RESEA) Program
5. PI 24-07: Appropriation Year (AY) 2023 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for the Young Professionals 2024 Initiative (March 1, 2024, through February 28, 2025)
6. PI 24-10: Appropriation Year (AY) 2021 and AY 2022 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding to Support WIOA Participant Training

Motion by Joe Stevens, support by Steven Viau to approve policies 1–6 as consent, all in favor, motion carries.

II. WDB Only New Business – Mark Massicotte

A. Approval of WDB Meeting Minutes – March 6, 2024

A motion to approve the WDB Meeting Minutes of March 6, 2024, was made by Joe Esbrook, Michelle Lajoie support, all in favor, motion passes.

B. Approve policy issuances

A Motion to approve policy issuances 24-07 and 24-10 was made by Mike Smith, support by George Kinsella, all in favor, motion passes.

C. State Workforce Plan – Debb Brunell

CEO Brunell discussed the State Workforce Plan. Copies of the State Workforce plan was provided to the Board. CEO Brunell emphasized the importance of this plan because it is indicative of forward progress. We will align our organizational goals to this plan. State of Michigan staff will personally meet with the workforce board to discuss the plan. CEO Brunell will explain to them how well we align our work with the plan. There were some comments and questions from the board.

Combined Boards

III. Financial Report – Michelle Viau

A. Line-Item Budget Report

CFO Viau explained the line-item budget report. The report shows $\frac{3}{4}$ of the fiscal year. There were a few questions from the Board, which CFO Viau answered.

B. Grants Status and Overview

CFO Viau explained the grants. She showed the percentage expended compared to the percentage of the grant performance period. It was within expected ranges. Regarding the youth \$1.2 million, Joe Stevens requested to see how the funds are distributed across the 15 UP counties. CFO Viau will

compile this information for Joe Stevens. There are 30 total funding sources, and each has a different set of rules, requirements, and reporting requests. Day-to-day management of the grants is complicated. It is incredible how the team remains compliant and current in this challenging situation. An enthusiastic shoutout was given to Michelle and her team.

A motion was made to approve the financial reports was made by Mark Stauber and seconded by Gale Eilola, all in favor, motion passes.

IV. Reports

A. CEO – Debb Brunell

CEO Brunell took a different approach this time. She distributed printed copies of her report with a breakdown of the funding sources and how UPMW have been using them. Next time, CFO Brunell will add federal vs state and the demographics. She presented highlights from her report including the following topics:

Mind Trekkers, OneUP Forum, MICA 3.0, SS ELC, Grant funding updates, MiREACH, MiLEAP, BRES, Early Childhood Education Task Force, Youth, Young Professionals, Going PRO Talent Fund, SAE grant, upcoming events, the Michigan Works Association! Annual Conference.

B. LEO Chair – Carl Nykanen

CEO Brunell and Chair Nykanen recently attended the Highland Copper presentation, and they are moving forward. Polaris industry is moving along also.

C. WDB Chair – Mark Massicotte

Thank you for all your time and extra effort. We have a phenomenal organization and pass along to please keep up the excellent work. Keep on keeping on!

I. Old Business

A. CEAC Report – CFO Brunell

The previous CEAC meeting occurred on March 19, 2024, at the Delta Schoolcraft ISD. The CEAC got to tour the DSISD which was enlightening.

B. State WDB Report – Mike Smith

The previous State WDB meeting was on March 18, 2024, where the state workforce plan was delivered. The next meeting will convene in September 2024. No June meeting was held this year.

C. MW Board Report – Dave Goodreau

Dave Goodreau updated the board on what the Michigan Works Association! does. It used to comprise eight or nine members and now there are 32 which represent every district. The association recently completed their Impact Awards. If you have not attended one of these events, you should consider it. Currently the association is focused on elections because of their impact on funding. Workforce training funds were discussed. They have opened an

aerospace office in Lansing. Mr. Goodreau gave an interesting and thorough report.

II. Member updates

There were various updates from members.

III. Next Meeting/Adjournment

The next Local Elected Officials Board meeting will be held on August 7, 2024.

The next Workforce Development Board meeting will be held on August 28, 2024.

The meeting adjourned at 2:09 pm ET.