



**Upper Peninsula Michigan Works!  
Workforce Development Board  
Meeting Minutes  
August 3, 2023**

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

Board Chair, Mark Massicotte, called the meeting to order at 12:00 pm ET.

**II. Roll Call**

**Board members present:**

Melanie Bicigo  
Samantha Cameron  
Joe Esbrook  
Dave Goudreau  
George Kinsella  
Meredith LaBeau  
Michelle LaJoie  
Dana Lalonde  
Mark Massicotte  
Meagan Morrison  
JR Richardson  
Mike Smith  
Julie Wonders

**UP Michigan Works! Staff Present:**

Debb Brunell, CEO  
Michelle Viau, CFO  
Betsy Erkkila, Administrative Services Manager

**III. Public Comment**

None.

**IV. Approval of Agenda**

A motion to approve the agenda of August 3, 2023, with the addition of a new CEAC member nomination form and a deletion of Item A under new business, was made by Mike Smith, seconded by George Kinsella, and unanimously approved. Motion passes.



**V. Approval of Meeting Minutes**

A motion to approve the minutes of May 18, 2023, was made by Mike Smith, seconded by JR Richardson, and unanimously approved. Motion passes.

**VI. Financial Report**

CFO Viau gave an overview of the budget and financials. They were right on track with no concerns. A motion to approve the financials was made by Joe Esbrook, seconded by Julie Wonders, and unanimously approved. Motion passes.

**VII. Action Items**

A motion to approve action items 1-7 as a consent agenda item was made by JR Richardson, seconded by Joe Esbrook, and unanimously approved. Motion passes.

- **Policy Issuances**

1. Policy Issuance 23-14: AY 2023 WIOA Adult, DW, and Youth Program Allocations for the Time Period of July 1, 2023 through June 30, 2025
2. Policy Issuance 23-15: AY 2023 WP ES Allocations and AY 2023 WIOA Statewide Activities Allocations to Support Program Year 2023 ES Operations
3. Policy Issuance 23-16: AY 2022 WIOA Statewide Activities Funding for Program Year 2023 High Concentrations of WIOA Eligible Youth for the Period of July 1, 2023 through June 30, 2024
4. Policy Issuance 23-17: AY 2022 WIOA Statewide Activities Funding Allocations for Program Year 2023 Customer Relationship Management for the Period of July 1, 2023 through June 30, 2024
5. Policy Issuance 23-18: AY 2022 WIOA Statewide Activities Funding to Support Program Year 2023 Capacity Building and Professional Development for the Period of July 1, 2023 through June 30, 2024
6. Policy Issuance 23-19: AY 2022 WIOA Statewide Activities Funding for Career Exploration and Experience Events for the Period of July 1, 2023 through December 31, 2024
7. Policy Issuance 23-20: Fiscal Years 2022 and 2023 General Fund/General Purpose Funding for Michigan Electric Vehicles Job Academy and Talent Action Team Electric Vehicle MEDC State Restricted funds

- **CEAC Member Nominations**

Emily Geiger and Pam Versailles nomination forms for the Career and Educational Advisory Council (CEAC) were presented to the Board for review and approval. A motion to approve the nominations as presented was made by George Kinsella, supported by Mike Smith, and unanimously approved. Motion passes.



- **Request For Proposal for EDO's**

CEO Brunell and Janie McNabb presented the new RFP process for Economic Developer Organizations (EDOs). *It was noted Mark Massicotte abstained from discussing this topic.* Ms. Debb Brunell explained the new process for supporting EDOs across the UP. The purpose is to help the communities thrive. A portion of our funding goes to these activities so when it comes to renewing the contract/MOUs a new, more formal process will be put into place. It was being presented to the Board for their awareness and comments. CFO Brunell and Janie McNabb reviewed the need, structure, compliance, and the process. First there will be a procurement process with an RFP, a bidders' conference, rating the bids, then evaluations for determining effectiveness and adjustments if needed. The Board members asked questions and provided their valuable feedback to the UPMW leadership team. It was determined there was no approval needed by the Board and this item to be informational only.

## **VIII. Reports**

### **Chairperson**

Mark Massicotte noted UPMW events that are upcoming and Board participation was requested.

### **CEO**

CEO Brunell gave a report of recent UPMW happenings. She explained the WIOA funding issue. WIOA Funding is the biggest funding source. The initial proposal is WIOA funding cut in half. Advocacy from Board members is needed. The Wagner-Peyser issue has not been decided on yet. CEO Brunell then discussed grant funding and the requirements that come with it. It is an intensive process with applying, monitoring, tracking data, and reporting. Other topics Ms. Brunell discussed included the UP-labor market study, the moving of the Gogebic county service center, Going Pro funding, youth initiatives, and data.

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

### **State Workforce Board**

The vast majority of the discussion surrounded WIOA funding, childcare, and the Grow Michigan Together Council.

### **Childcare Task Force**

The Childcare Task force is continuing to move forward on its current project which is funded through a grant through the ECIC. Surveys, needs assessments, childcare providers, etc. The taskforce is meeting in September to strategize in person.



**X. Member Input**

One Board member asked CEO Brunell how things are going as the new CEO. She reported things are going well. Other Board members had updates including the Bay Mills expansion, the building trades summer camp, a resiliency event at the Delta Chamber, the Ontonagon Career fair, and the redetermination program at UPHP.

**XI. Next Meeting**

Thursday, December 7, 2023 – 12:00 pm ET

**XII. Adjournment**

The meeting adjourned at 2:25 pm.