



**Upper Peninsula Michigan Works! Workforce Development Board (WDB)
Meeting Minutes
December 4, 2024**

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:

Dave Goudreau (virtual)

George Kinsella (virtual)

Joe Esbrook

Julie Wonders (Virtual)

Mark Massicotte

Meagen Morrison

Melanie Bicigio

Michelle LaJoie

Mike Smith

Dr. Nerita Hughes (virtual)

Roy Del Valle

Ryan Stern

Samantha Cameron (virtual)

Ted Johnson (virtual)

Travis Cary

UP Michigan Works! Staff Present:

Debb Brunell, CEO

Michelle Viau, CFO

Beau Boden, CTO

Betsy Erkkila, ASM

III. Public Comment

CEO Brunell introduced Erich Ziegler as a guest attendee. He is interested in being part of the workforce development board.

IV. Approval of Agenda

A motion to approve the agenda of December 4, 2024, was made by Michelle LaJoie and was seconded by Mike Smith. Meagen Morrison asked for an amendment to move item 9 to follow item 6. Dr. Hughes made a motion to amend the agenda to move item 9 to follow item 6, Mike Smith supported, and the motion was unanimously approved.



Motion passes.

V. Approval of Meeting Minutes

A motion to approve the meeting minutes of August 28, 2024, was made by Ryan Stern, seconded by Meagen Morrison, and unanimously approved. Motion passes.

VI. Board Networking

The question was posed “If you could accomplish anything in the Upper Peninsula, what would it be?”. All attending board members gave their input.

VII. Reports

CEO

CEO Brunell presented her report, which highlighted staffing changes, work culture, Going PRO Talent Fund, legislative updates, and the WIOA reauthorization. She also discussed the Earned Sick Time Act (ESTA) that becomes effective in February 2025, organizational goals, and the plan for new board member orientation in February 2025. There was some discussion and positive comments from the board.

VIII. Financial Report

A. Grant Status and Overview

CFO Viau gave an overview of the budget and financials. There was some discussion and comments from the board. Overall, it was a positive report.

IX. Action Items

A. State Policy Issuances

A motion to approve policy issuances 1–5 listed on the agenda was made by Joe Esbrook, supported by Mike Smith, and unanimously approved. Motion passes.

B. Local Policies

CEO Brunell and CTO Boden explained the new artificial intelligence policy. There was some discussion on the Workforce Development Board Nominations Policy. A motion to approve the AI Policy, Procurement Policy, and Workforce Development Board Nominations Local Policy, was made by Mike Smith, seconded by Travis Cary, and unanimously carried. Motion passes.

X. Old Business

MW State Board: The biggest news was the discussion on the election results.

State Workforce Board: Mike Smith will send the slide deck out to everyone. He noted hot jobs and MEDC funding were discussion topics at the State Workforce Board meeting.



XI. New Business

A. Workforce Development Reappointments Memo

This was presented for the board's information. The following Workforce Development Board members' terms are expiring on December 31, 2024, and are up for reappointment for a 3-year term: Joe Esbrook, George Kinsella, and Meagen Morrison. The Local Elected Officials Board will vote on these reappointments in February 2025.

B. Responsibilities of the Workforce Board Presentation

Dr. Hughes presented the responsibilities of the WDB. She discussed WDB composition, defining roles, and engaging the community and business and industry partners through committee work. She explained the composition of the workforce board and how 51% must represent business. Some of the board responsibilities discussed included assisting with regional and local plan development, conducting labor market analysis and research, helping develop strategic and workforce plans, overseeing workforce programs, contacting local business leaders to understand their needs, and partnering with education and community organizations to initiate workforce initiatives. She discussed potential committees the board could consider. Potential committees include an executive internal committee, youth committee, business services committee, policy committee, integration committee, and a data and measurements committee. The board discussed these potential committees. It was also suggested to form an outreach committee. They will follow up committee formation at the next board meeting.

XII. Next Meeting/Adjournment

The meeting adjourned at 1:15 pm ET. The next meeting will be held on March 12, 2025, in Marquette.