



**Upper Peninsula Michigan Works! (UPMW)  
Workforce Development Board (WDB)  
Meeting Minutes  
March 12, 2025**

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

Board Chair Mark Massicotte called the meeting to order at 12:05 pm ET.

**II. Roll Call**

**Board Members Present:**

1. Bicigio, Melanie
2. Cameron, Samantha
3. Cary, Travis
4. Del Valle, Roy
5. Doyle, Chris
6. Henry, Tammy
7. Johnson, Ted
8. Kronschnabel, Ted
9. Kinsella, George
10. LaJoie, Michelle
11. Massicotte, Mark
12. Meneghini, Paul
13. Morrison, Meagen
14. Smith, Mike
15. Wonders, Julie

**UPMW Staff Present:**

Boden, Beau (CTO)  
Brunell, Debb (CEO)  
Erkkila, Betsy (ASM)  
Messer, Jim (DTS)  
Viau, Michelle (CFO)

**Guests:**

Erich Ziegler, CTE Director Marquette Alger RESA

**III. Public Comment**

None.



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

A motion to approve the agenda of March 12, 2025, was made by George Kinsella, supported by Mike Smith, and unanimously approved. Motion passes.

#### **V. Approval of Meeting Minutes**

A motion to approve the meeting minutes of December 4, 2024, was made by Travis Cary, supported by Michelle LaJoie, and unanimously approved. Motion passes.

#### **VI. New Board Member Introductions**

New board members were introduced and welcomed: Chris Doyle, Ted Kronschnabel, and Paul Meneghini, followed by introductions of incumbent members.

#### **VII. Reports**

##### **A. CEO Report**

CEO Brunell noted the Michigan Works! Annual Conference will be held on September 7–9, 2025, and two board members are needed to volunteer to attend. She also discussed the UPMW performance dashboard and explained the customer-service assessment survey. She went over the survey results in detail. Goals for the fiscal year were also discussed. Mark Massicotte suggested that the executive committee of the board review the strategic plan and recommend modifications.

UPMW received notification that WIOA funds to the state are projected to be cut. The amount is unknown currently. In preparation, the UPMW leadership team is considering ways to save money and be proactive. They have identified several areas to maximize savings while still providing high quality service to the community. CEO Brunell proposed the following five cost-saving measures (LEO board approved) to be implemented immediately:

- 1) Marketing Department contract close out.
- 2) Reduce the footprint of offices.
- 3) Close Mackinac County office. We will still provide services in Mackinac County as effectively as possible.
- 4) Reduce economic development funding by 25% by October 2025.
- 5) Reduce fleet vehicle costs.

WIOA at the federal level was discussed. The board was encouraged to advocate for WIOA funding whenever possible. Other items of discussion included: the new SAE grant UPMW was awarded, universities expanding their experiential learning opportunities with communities, navigating ESTA changes, and staffing changes. The Going Pro Talent Fund Cycle I UPMW was awarded 40 applications for \$1.4 million. CEO Brunell noted her recent activities including many visits to local businesses. The goals for Fiscal Year 2024 were noted and discussed.



## **B. Financial Report**

The Grant Status and Overview and the Line-Item Budget reports were presented and explained by CFO Viau. A motion to approve the financial reports was made by Tammy Henry, supported by Michelle LaJoie, and unanimously approved. Motion passes.

## **C. Chair**

No report.

# **VIII. ACTION ITEMS**

## **A. Recommended Motions**

### **a. State Policy Issuances:**

1. **Policy Issuance # 24-04, C1:** Fiscal Year (FY24) Going PRO Talent Fund Program Administration Cycle 1, the Period of January 1, 2024 through September 30, 2025
2. **Policy Issuance # 24-30:** Regarding Partners for Reentry Opportunities in Workforce Development (PROWD) Michigan Citizen Reentry Initiative (MiCRI) Expansion
3. **Policy Issuance # 24-38:** Regarding Fiscal Year (FY) 2024 General Fund/General Purpose (GF/GP) Funding for the Young Professionals Plus (YPP) Initiative (September 1, 2024 through February 28, 2026)
4. **Policy Issuance # 25-01:** Regarding Michigan Works! System Plan (MWSP) Instructions for Calendar Year (CY) 2025, the Period of January 1, 2025, through December 31, 2025
5. **Policy Issuance # 25-05:** Regarding Trade Adjustment Assistance (TAA) Appropriation Year (AY) 2023/Fiscal Year (FY) 2025 Allocations for the Time Period of October 1, 2024 through September 30, 2025, TAA Plan, and Merit Staff Certification for FY 2025
6. **Policy Issuance # 25-09:** Going PRO Talent Fund FY25 Program Administration Cycle 1, the Period of January 1, 2025 through September 30, 2026
7. **Policy Issuance # 25-10:** Regarding Appropriation Year (AY) 2024 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs for the Period of July 1, 2024, through June 30, 2026
8. **Policy Issuance # 25-11:** Appropriation Year (AY) 2024 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for the Young Professionals 2025 Initiative (March 1, 2025, through February 28, 2026)

A motion to approve policy #s 1–8 above as a consent was made by Mike Smith, supported by George Kinsella, and unanimously approved. Motion passes.

### **b. CEAC Nominations for Approval**

The purpose of the UPMW Career and Educational Advisory Council (CEAC) was discussed – to connect education and business. The CEAC has accomplished this and



more. They have been involved with Mind Trekkers events, teacher externships, etc. A motion to approve new members Ted Johnson and Cameron Parker was made by Melanie Bicigio, seconded by Mike Smith, and unanimously approved. Motion passes.

## **IX. Old Business**

### **A. Michigan Works! Association Board – Dave Goodreau/Mark Massicotte**

No report.

### **B. State Workforce Board – Mike Smith**

The next State Workforce Board meeting is on Monday, March 17, 2025. When Mike Smith receives the board packet he will share it with CEO Brunell. Mike was assigned to the credentials committee of the State Workforce Board.

## **X. New Business**

### **A. Board Committee Formation**

There was discussion on forming additional board committees. Mark called for volunteers for the strategic plan review. It was noted the need for assisting veterans and potentially forming a board committee for veterans. Board members interested in serving on a committee should let Ms. Betsy Erkkila know. It was suggested to consider adding a youth committee of the board. Establishing new board committees was left under consideration for future meetings. Nothing was established or finalized. Continue the discussion at the next board meeting.

### **B. Discuss Strategic Plan and Goals**

At the August 2025 meeting the board should be prepared to present changes to the existing strategic plan.

### **C. Communications**

The UPMW MiREACH Report and the UPMW Data Report were provided to the board for their review. There were positive comments from the board members. It was noted that the number of visits in November and December was up significantly.

### **D. Member input**

Success stories were shared.

## **XI. Adjournment**

The meeting adjourned at 1:22 pm ET.