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| <p style="text-align: center;"><b>MEETING MINUTES</b><br/><b>Upper Peninsula Michigan Works! County Commissioner Board</b><br/><b>Wednesday, February 19, 2025, 1:00 PM (ET)</b></p> |
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**I. Call to Order, Carl Nykanen, Chair**

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

**II. Roll Call**

Present:

1. Craig Reiter
2. Jeff Carlson
3. Mike Patrick
4. Damon Lieurance
5. Randy Eckloff
6. Peter Swanson (alternate for Joe Stevens)
7. Dr. Patrick Johnson
8. Mike Yon
9. Carl Nykanen
10. Mark Stauber
11. Gretchen Janssen
12. Mike Nettleton
13. Christine Rathje (virtual)

Guests Present:

14. Mark Massicotte, WDB Chair
15. Debb Brunell, UPMW
16. Michelle Viau, UPMW
17. Beau Boden, UPMW
18. Betsy Erkkila, UPMW
19. Jim Messer, UPMW

**III. Welcome new Board members**

The Board members introduced themselves.

**IV. Public Comment**

None.

**V. Approval of Agenda**

*A motion to approve the agenda of February 19, 2025, with an amendment to Motion to switch items D and F under new business, was made by Commissioner Patrick, supported by Commissioner Stauber, and unanimously approved. Motion passes.*

**VI. Approval of Minutes**

*A motion to approve the Local Elected Officials Board Meeting Minutes of October 2, 2024, was made by Commissioner Janssen, supported by Commissioner Johnson, and unanimously approved. Motion passes.*

**VII. Financial Report**

CFO Viau presented the grant status & overview report and the line-item budget report. The voucher report was mailed to the board members. CFO Viau noted the blue are federal funding sources and the remainder are state or other funding sources. There

was a question on Going Pro Talent Fund and it was explained. *A motion to approve all three financial reports was made by Commissioner Patrick, seconded by Commissioner Reiter, and unanimously approved. Motion passes.*

## **VIII. New Business**

### **A. Policy Issuance Motions for Approval**

1. Policy Issuance # 24-04, Change 1: 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 # 24-31: Regarding Barrier Removal Employment Success (BRES)
4. Policy Issuance # 24-34: Food Assistance Employment & Training (FAE&T) Plus Plan Instructions for Fiscal Year 2025
5. Policy Issuance # 24-35: Food Assistance Employment & Training (FAE&T) Plus Expansion Plan Instructions for Fiscal Year 2025
6. Policy Issuance # 24-37: Regarding Fiscal Year (FY) 2025 Partnership.Accountability.Training.Hope. (PATH) Program Plan Instructions
7. 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)
8. 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
9. 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

*A motion to approve policy issuances 1-9 as stated above was made by Commissioner Stauber, supported by Commissioner Johnson, and unanimously approved. Motion passes.*

### **B. Workforce Development Board New Appointments for Approval**

Three new Workforce Development Board (WDB) members were presented for approval from the LEO Board. Chris Doyle, Ted Kronschnabel, and Paul Meneghini are all local business professionals to fulfill the private sector vacancies on the WDB. *A motion to approve the appointments of Chris Doyle, Ted Kronschnabel, and Paul Meneghini, was made by Commissioner Johnson, supported by Commissioner Yon, and unanimously approved. Motion passes.*

### **C. Workforce Development Board Reappointments for Approval**

Three WDB members were up for reappointment to the Board for another three-year term effective until December 31, 2028. George Kinsella, Joe Esbrook, and Meagen Morrison were presented to the Board for their reappointment. *A motion to approve the three reappointments was made by Commissioner Reiter, supported by Commissioner Patrick, and unanimously approved. Motion passes.*

#### **D. Funding Discussion**

CEO Brunell presented proposed reductions in expenditures to be proactive in savings money for the organization. UPMW is anticipating a 10% funding cut for WIOA funding. The following funding reductions were presented to the Board:

1. End the contract with the Marketing Department
2. Reduce our footprint in building leases
3. Close the Mackinac County office
4. Reduce funding for the economic developers by 25% beginning in October
5. Cutting back on fleet vehicle costs

There was discussion on these proposed reductions and comments from the Board. It was also suggested that this topic be added as an agenda item to the May Board meeting to discuss the status of the funding. *A motion to approve the proposed reductions was made by Commissioner Patrick, supported by Commissioner Lieurance, and unanimously approved. Motion passes.*

#### **E. CEO Survey Results**

Commissioner Stauber presented the findings of the CEO survey results and discussed the rationale behind the review of CEO Brunell. A subcommittee of the Board met and discussed the CEO's performance prior to this meeting. Commissioner Stauber, Commissioner Stevens, and Commissioner Janssen were the members of the subcommittee. Commissioner Stauber commended CEO Brunell and noted she has a great team. This subcommittee of the board did some research and looked at comparable salaries. It was noted in the future that the Board needs to establish a formal CEO evaluation annually.

#### **F. Pay Increase for CEO**

The subcommittee recommended a 7% increase in pay for CEO Brunell retroactive one year (to 2/19/2024). It was noted CEO Brunell hasn't received a raise in two years. There were several comments from Board members.

*A motion to give CEO Brunell a 7% increase in pay retroactive for one year (to 2/19/2024) was made by Commissioner Lieurance, supported by Commissioner Eckloff, and a roll call vote was done. The following were the results of the roll call vote:*

1. Jeff Carlson: No
2. Mike Patrick: No
3. Damon Lieurance: Yes
4. Peter Swanson: No
5. Randy Eckloff: Yes
6. Patrick Johnson: Yes
7. Gretchen Janssen: Yes
8. Mark Stauber: Yes
9. Mike Nettleton: No
10. Michael Yon: Yes
11. Carl Nykanen: Yes
12. Craig Reiter: No

*The vote resulted in 5 No's and 7 Yes's. Motion carries.*

#### **IX. Reports**

CEO Brunell presented her CEO report. She thanked her team and the hard work that they have done. She noted she is focused on her external relationships this year with businesses, partners, and legislators. She has been going on business tours and they have been very

valuable. CEO Brunell explained the specific organizational goals. The customer service assessment summary was shared.

#### **X. Communications**

*The Impact Data Report was presented to the Board. A motion to accept for file the report was made by Commissioner Stauber, supported by Commissioner Yon, and unanimously approved. Motion passes.*

#### **XI. Member updates**

Members updated on current events in their counties.

#### **XII. Adjourn**

A motion to adjourn the meeting at 2:14 pm ET was made by Commissioner Janssen, supported by Commissioner Patrick, and unanimously approved. Meeting Adjourned.