MEETING MINUTES
Upper Peninsula Michigan Works! County Commissioner Board
Wednesday, September 17, 2025, 11:00 a.m. ET

I. Call to Order, Mark Stauber, Chair

Board Chair, Mark Stauber called the meeting to order at 11:00 a.m. ET.

II. Roll Call

Board members present:

1. Mark Stauber
2. Carl Nykanen
3. Mike Patrick
4. Randy Eckloff
5. Jeff Carlson
6. Craig Kent
7. Michael Yon
8. Joe Stevens
9. Gretchen Janssen
10. Dr. Patrick Johnson
11. Damon Lieurance

UP Michigan Works Staff Present:

1. Michelle Viau, CFO
2. Betsy Erkkila, ASM
3. Debb Brunell, CEO
4. Jim Messer, DTS

III. Public Comment

None.

IV. Approval of Agenda

A motion to approve the September 17, 2025, agenda was made by Mike Patrick, supported Dr. Patrick Johnson, all in favor, motion passes.

V. Approval of Minutes

A motion to approve the Local Elected Official Board Meeting Minutes of June 2, 2025, was made by Mike Patrick, supported by Dr. Patrick Johnson, all in favor, motion passes.

VI. Financial Report

A. Grant Status & Overview

CFO Viau presented an overview. There was a question on the BRES financial report; is it 100% expended.
Gretchen Janssen motioned to accept the grant status & overview report, supported by Michael Yon, all in favor, motion passes.

B. Line-Item Budget Report

The budget is right where it was expected to be. A question was raised regarding vehicle insurance; do we bid it out? We do not have a formal procurement process, but we do solicit informal quotes.

Carl Nykanen motioned to accept the budget report, supported by Dr. Patrick Johnson, with a roll call vote taken. All "yes" votes to accept the line-item budget report. Motion passes.

C. Voucher Review Report

A motion to approve the voucher review report was made by Dr. Patrick Johnson, supported by Mike Patrick, and a roll call vote was done. The results of the roll call vote were all "yes," motion passes.

VII. New Business

A. Resolution for Savings Account for Approval

Within our state bank account there is a savings account that is earning little interest. We contacted the bank to see if a higher-interest option was available. This resolution is required to close the current account and open a new savings account that earns more interest. A motion to approve the resolution was made by Dr. Patrick Johnson, supported By Michael Yon, all in favor, motion passes.

B. Policy Issuance Motions for Approval

1. Policy Issuance # 25-16:
   Motion by Dr. Patrick Johnson, second by Gretchen Janssen, all in favor, motion passes.

2. Policy Issuance # 25-17:
   Motion by Joe Stevens, second by Gretchen Janssen, all in favor, motion passes.

3. Policy Issuance # 25-18:
   Motion by Craig Kent, support by Joe Stevens, all in favor, motion passes.

4. Policy Issuance #25-19:
   Motion by Carl Nykanan, support Gretchen Janssen, all in favor, motion passes.

5. Policy Issuance # 25-20:
   Motion Dr. Patrick Johnson, support by Mike Patrick, all in favor. Motion passes.

6. Policy Issuance # 25-21:
   Motion by Gretchen Janssen, support Mike Yon, all in favor, motion passes.

7. Policy Issuance # 25-22:
   Motion by Dr. Patrick Johnson, support Mike Patrick, all in favor, motion passes.

8. Policy Issuance # 25-23:
   Motion by Gretchen Janssen, support Joe Stevens, all in favor, motion passes.

VIII. Reports

A. CEO: Debb Brunell

CEO Brunell presented highlights including new funding opportunities, the recent successful programmatic review, and upcoming events. Exciting upcoming events include the Michigan Career Placement Conference that will enable us to improve the way we provide career and apprenticeship opportunities for high school youth. The NAWB conference is scheduled for March 2026. We are building effective collaborative groups such as manufacturing, hospitality, and healthcare. UPMW's new organization goals were presented.
UPMW set the following three identity goals:

1) Provide world-class customer service.
2) Increase organizational efficiency.
3) Provide effective internal and external communication.

With 13 AJCs across the entire UP, it is challenging to achieve universal consistency, but teamwork and collaboration are steadily improving.
UPMW also set operational goals. The board was given a copy of the 2025 goals. Last year (2024) marked the first year with formal performance goals. There are 15 goals for 2025. UPMW is striving to deliver quality services that directly address UP workforce challenges. UPMW looks forward to huge successes this year in solidifying our identity and maximizing our impact in the community.

B. Board Chair

Board Chair, Mark Stauber asked if the board wants to meet in October or push the meeting to later in the year. It was decided to keep the October meeting.

IX. Member updates

The board members gave updates on happenings in their counties.

X. Next Meeting/Adjourn

October 16, 2025, at 11:00 am ET at the Island Resort & Casino

Motion to adjourn at 11:51 a.m. ET by Dr. Patrick Johnson and support by Gretchen Janssen. Motion passes.