



**Upper Peninsula Michigan Works!  
Local Elected Officials (LEO) & Workforce Development Board (WDB)  
Meeting Minutes  
May 21, 2025**

**I. Call to Order, LEO Chair**

Mark Stauber called the meeting to order at 1:00 pm ET.

**II. Roll Call**

**Local Elected Officials Board (LEO)**

Present:

Dr. Patrick Johnson

Mark Stauber

Michael Yon

Gretchen Janssen

Joe Stevens

Mike Patrick

*\*No Quorum*

**Workforce Development Board (WDB)**

Present:

Mark Massicotte

Joseph Esbrook

David Goudreau

Paul Meneghini

Ted Kronschnabel

Ryan Stern

Mike Smith

Samantha Cameron

Dr. Nerita Hughes

Tammy Henry

Meagen Morrison

**III. Public Comment**

None.

**IV. Combined Board New Business**

Kathleen Ciantar gave a presentation on the Upper Peninsula Michigan Works! (UPMW) audit report. She went over the requirements. Internal controls are a huge part of the audit. She discussed the reporting required by auditing standards, reviewed the federal grants, and went through section by section. There were a few questions and comments from board members, which she addressed adequately.

## **V. LEO Only New Business**

Due to no quorum, no business could be conducted for the LEO Board.

### **I. WDB Only New Business**

A motion to approve the agenda was made by Mike Smith, seconded by Tammy Henry, and unanimously approved. Motion passes.

A motion to approve the WDB meeting minutes of March 12, 2025, was made by Mike Smith, supported by Samantha Cameron, and unanimously approved. Motion passes. Two official policy issuances were presented to the board for their review and approval. A motion to approve Official Policy Issuance 25-14 was made by Joe Esbrook, seconded by Nerita Hughes, and unanimously approved. Motion passes. A motion to approve Official Policy Issuance 25-15 was made by Ryan Stern, seconded by Joe Esbrook, and unanimously approved. Motion passes. Two local policies were presented to the board for their review and approval. A motion to approve the local fleet policy and the local travel policy was made by Joe Esbrook, seconded by Ted Kronschnabel and unanimously approved. Motion passes.

## **Combined Boards**

### **II. Financial Report**

CFO Viau presented the line-item budget report and the grant status and overview report. Based on current year budget through the end of April, UPMW is on track and has no issues. All funds are planned to be spent by the end date. It was noted there are a lot of upcoming unknowns when it comes to the budget, so a conservative approach is well warranted. A motion to approve the financial reports was made by Mike Smith, seconded by Ryan Stern, and unanimously approved. Motion passes.

### **III. Reports**

CEO Brunell gave a report. She gave legislative updates, funding news, and rural areas. Rural areas are taking a hit on funding. The Mackinac county office will close at the end of June. UPMW will continue to serve this county. The LEO board chair Carl Nykanen has resigned so a new chair is needed on the LEO board. CEO Brunell discussed the performance report and goal setting for the next fiscal year.

### **I. Old Business**

Mike Smith reported on the State Workforce Development Board.

Discussion topics were women in the workforce, poverty task force, Michigan reconnect, apprentices, Michigan's workforce system is #1 in the state for credential attainment, and various other statistics. He also noted he joined the credentials committee.

### **II. Next Meeting/Adjournment**

The next Local Elected Officials Board meeting will be held on August 20, 2025.

The next Workforce Development Board meeting will be held on August 27, 2025.

The meeting adjourned at 2:22 PM ET.