

**Administrative Board  
Workforce Development Board (WDB)  
Career & Educational Advisory Council (CEAC)**

**Meeting Minutes**

**December 7<sup>th</sup> 2020  
10:30a.m. – 12:00 p.m.**

**Location: Virtual Via Webex**

- I. **CALL TO ORDER** – 10:31 am
- II. **PLEDGE OF ALLEGIANCE**
- III. **INTRODUCTIONS**

**ADMINISTRATIVE BOARD MEMBERS PRESENT**

John Wallace  
Dave Karschnick  
Kyle Yoder  
Carl Altman

**ADMINISTRATIVE BOARD MEMBERS ABSENT**

Jamie McClain  
Dan Gauthier  
Gary Girardin  
Duane Switalski

**STAFF MEMBERS PRESENT**

Marisue Moreau  
Laura Budreau  
Alicia Wallace  
Ned Heath  
Collin Hoffmeyer  
Jessica Topp  
Taylor Price  
Shelly Blankenship

**WDB MEMBERS PRESENT**

Brooke Sprenger  
Erika Comerford  
Keri Sheer

Sheryl Coyne  
Lisa Bolen  
Kathleen Fox

Brian Klele  
Jackie Krawczak  
Eileen Tussey  
Jessica Mika

**WDB MEMBERS ABSENT**

Jason Reed  
Dana McGrew  
Diane Rekowski  
Allen Nash  
Deb Karr  
Bill Keen

Deb Larson  
Eric Bachmann

Alan Mabarak  
Ryan Charney  
John Diamond  
Julie Waldron  
Steve Fosgard  
Travis Brady

**CEAC MEMBERS PRESENT**

Joyce McCoy  
Dawn Stone  
Laura Percival  
Deb Larson  
Daniel Bletz  
Erika Comerford  
Libby Doering  
Chuck Hayes

**CEAC MEMBERS ABSENT**

Mark Dombroski  
Tony Nash  
Jason Reed

Chris Hodges  
Dana Mcrgew

**REQUIRED REPRESENTATIVES PRESENT**

Evan Linskey  
Jessie Mitchell

**REQUIRED REPRESENTATIVES ABSENT**

Florine Davis

**RPI MEMBERS PRESENT**

Audra Leininger  
Collin Hoffmeyer  
Doug Baum  
Daniel Beltz  
Charles Hayes  
Richard Wolin

Tricia Phelps  
Kathleen Fox  
Erica Comerford  
Lisa Bolen  
Sara McClauley

#### IV. ADMINISTRATIVE BOARD

##### a. APPROVAL OF THE NOVEMBER 19, 2020 MEETING MINUTES

**Motion to approve the November 19, 2020 Administrative Board minutes as presented made by David Karschnick and seconded by Kyle Yoder. Roll call vote was issued, all voting aye. Motion carried.**

#### V. CEAC

##### a. APPROVAL OF THE MAY 27, 2020 MEETING MINUTES

**Motion to approve the May 27th, 2020 CEAC Board minutes as presented made by Deb Larson and seconded by Daniel Beltz. Roll call vote was issued, all voting aye. Motion carried.**

##### b. 2021 MEETING DATES

*Location: to be determined*

- Wednesday, February 24, 2021, 9:00 am
- Wednesday, May 26, 2021, 9:00 am
- Monday, December 6<sup>th</sup>, 11:00 am **\*Annual Combined Meeting\***

**Motion to approve the 2021 meeting dates made by Deb Larson and seconded by Joyce McCoy. Roll call vote was issued, all voting aye. Motion carried.**

#### VI. WDB ACTION ITEM: CONSENT AGENDA

- October 28, 2020 meeting minutes
- Bylaws
- Nomination of Erika Comerford to the Michigan Works! Association Board
- Program Year 2021 PATH plan
- 2021 Meeting Dates

**Motion to approve the Consent Agenda by Deb Larson and seconded by Eileen Tussey. All voting aye. Motion carried.**

#### VII. RPI Update

Tricia Phelps from Taste the Local Difference gave the update for RPI, she explained that Taste the Local difference is a marketing agency for local foods in the State of Michigan. She let the board members know that while talking to restaurants across the state they have come up with a statistic stating that 1/4 of restaurants won't likely make it in the next 6 months. Pure Michigan has a small business relief initiative that is set to come out later in the week. Taste the local difference has been encouraging many business that need it, to apply for that assistance. Tricia expressed how important it is for everyone to continue the outreach to the small and local businesses and to encourage them to apply for the support Pure Michigan is offering.

## **VIII. BUSINESS SOLUTIONS UPDATE**

Collin Hoffmeyer began by telling the boards that Monday the 30<sup>th</sup> was the deadline for the Going Pro talent fund 2021 dollars. There was a total of 18 applicants submitted from the northeast region, which is the most they have ever had from this region. Collin believes the need for financial assistance with training the current workforce, whether it be COVID-19 related or not is greater than it has ever been. With the 18 applications submitted the total request is just over \$300,000. Awards for Going Pro will be announced on January 15<sup>th</sup> and the training will start February 1<sup>st</sup>. If a company was unable to participate in the training window for this grant, in April they will open up the ILC grant which is the same idea as the Going Pro. Michigan Works! participated in National Apprenticeship week. The BSP's of NEMC partnered up with Kathleen Fox from Kirtland Community College to put on virtual events with Vanderbilt and Johannesburg schools in regards to apprenticeships. Collin explained that Michigan Works! along with Audra, and NEMCOG worked together on the Back to Michigan event. Unlike years before the entire state was encouraged to participate in this event. The administration lead of the program described the event as "small but mighty". The event went well and they have around 66 participants from all over the United States.

## **IX. FRONTLINE STAFF: BUSINESS SOLUTIONS PROFESSIONAL**

Shelly Blankenship is the BSP for Alpena & Alcona counties. One of her main focus's right now is building a rapport with companies and it has shown to be difficult through internet and over the phone. Businesses are not wanting any extra traffic in their establishments because of Covid-19. Some other focuses are talent recruitment, job fairs, social media outreach, on the job training and apprenticeships. Shelly told the boards that Alpena submitted one application for Going Pro. She is looking forward to more talent tours, she stressed that it is important to prepare the youth for the future workforce. One struggle Shelly and a lot of the board members have noticed is businesses are having trouble filling positions.

## **X. MICAREERQUEST UPDATE**

Alicia informed the boards about different options being considered for MICareerQuest 2021 due to COVID-19. Northwest Michigan Works! has decided to do a virtual event via Zoom on May 12<sup>th</sup> 2021, they offered Northeast Michigan Consortium to partner together for this event, NEMC is strongly considering because it would take the hassle of attending two different events away from the common business they share such as McLaren. After some discussion with the boards Alicia asked for WDB & CEAC members to email her after the meeting with their thoughts about MICareerQuest 2021.

## **XI. DIRECTORS REPORT**

Marisue started her report with explaining some of the new procedures Michigan Works! NC employees have been implementing since COVID-19. Michigan Works! NC offices have remained open, but closed to the public. Michigan Works! NC staff help over the phone, email, and other virtual ways to keep themselves and others safe. One new tool they have been using is a phone system called Jabber, this allows employees to make calls to the public without their personal numbers being exposed. They now use electronic signatures, and are starting to have all files scanned in and kept virtually. Marisue stated that their way of business is forever changed, even after COVID. She feels a

lot of the changes are positive changes and the staff has adapted well. One issue they have been dealing with because of the shutdown is a loss in numbers.

**XII. COVID-19: GROUP DISCUSSION**

Sheryl Coyne lead the group discussion by stating that being a small business owner during this time has been extremely challenging. Sarah McCauley added that with talking to different small businesses in the area, there is a huge incongruence. Some businesses have stated that they have had a banner year and others are shutting down completely. Sara said they haven't been able to find a rhyme or reason but if she had to guess it would be based on their position going into the shutdown. A number of board members commented on the fact that Airbnb's have been very popular. Eileen Tussey said that hotel services have been hit or miss. One of the common issues businesses are having is keeping things stocked and they believe that is because manufactures are having trouble with being fully staffed. So in turn it takes longer for products to get made and distributed.

**XIII. OTHER BUSINESS**

Lisa Bolen was hoping to have WDB help with getting better broadband in northern Michigan, with having so many people working for home she feels it is a necessity. Marisue also added she hopes to see broadband affordable and available to everyone.

**XIV. PUBLIC COMMENT**

No public comment

**XV. ROUND TABLE**

No Round Table

**XVI. ADJOURN**

The meeting adjourned at 11:50

**A motion was made to adjourn the meeting at 11:50 am by Carl Altman and seconded by Dave Karschnick. All voting aye. Motion carried.**