

**Administrative Board**  
**Wednesday, January 27, 2010**  
Capital Area Michigan Works! Service Center

**MEMBERS PRESENT**

Dale Copedge, Chair  
Joseph Brehler, 1<sup>st</sup> Vice Chair  
Larry Martin  
Robert Showers  
Kathie Dunbar  
Derrick Quinney  
Glenn Freeman  
Jerry Ambrose

Diane Goddeeris  
Debbie DeLeon  
Victor Celentino  
A'Lynne Robinson

**MEMBERS ABSENT**

None  
**SECRETARIAT ABSENT**  
Douglas E. Stites

**ADMIN STAFF**

Becky Powers  
Edee Hatter-Williams  
Kate Tykocki  
Rosanne Allen  
Nancy Oliver  
Katie Blakley  
Alicia Paterni  
**GUESTS**  
Sandy Allen  
Tim Price

George Contompasis  
Pat Cross  
Jana Bowman  
Sandra Zerkle  
Robert Vogel  
Barbara Emmons  
Jay LaNew  
Beth Ainsworth  
LaClaire Bouknight  
Karen Maas

Dale Copedge, Chair, called the meeting to order at 3:34 p.m.

ITEM #1 WELCOME – Dale introduced the new board member, A'Lynne Robinson, from the City of Lansing.

ITEM #2 PUBLIC COMMENT – None

DALE PRESENTED SANDY ALLEN WITH AN AWARD FOR HER YEARS OF SERVICE ON THE BOARD.

ITEM #3 MINUTES OF December 16, 2009 ADMINISTRATIVE BOARD MEETING (Attachment on file)

10-01 Motion by Victor Celentino, supported by Glenn Freeman, to accept the minutes as presented.  
Motion Passed Unanimously

ITEM #4 CAMW! SELECTION OF WORKFORCE DEVELOPMENT BOARD AS THE ONE-STOP OPERATOR  
Edee explained the attachment.(Attachment on file)

10-02 Motion by Bob Showers, supported by Victor Celentino, to accept the selection.  
Motion Passed Unanimously

ITEM #5 ACCEPTANCE OF FY 10 (10/1/09 – 9/30/10) TRADE AND GLOBALIZATION ADJUSTMENT  
ASSISTANCE ACT (TGAAA) FUNDING  
Edee explained the attachment and funding.

10-03 Motion by Larry Martin, supported by Bob Showers, to accept the funding.  
Motion Passed Unanimously

ITEM #6 CANCELLATION OF MPRI CONTRACT WITH McMATHIS COUNSELING  
Doug explained the attachments and the disapproval process. CAMW! was denied access to McMathis' records and is working on a resolution to this issue. CAMW! will go through the open procurement process to obtain new counseling services which could be April before Board approval can be done. Discussion.  
(Attachments on file)

10-04 Motion by Larry Martin, supported by Bob Showers, to accept the contract cancellation.  
Motion Passed Unanimously

ITEM #7 CORRECTIVE ACTIONS FOR AUDIT  
Becky went over the corrective actions of three procedures listed in the attachment and advised that the Grant Financial Analyst position has been filled and will start on February 1. Discussion. (Attachment on file)

10-05 Motion by Jerry Ambrose, supported by Diane Goddeeris, to accept the corrective actions.  
Motion Passed Unanimously

ITEM #8 MICROSOFT ELEVATE AMERICA  
Edee explained the funding, vouchers and attachment about e-learning certificates. A system has been developed and CAMW! is currently writing policy which will be distributed to contractors next week. She also explained the voucher issuance process. Discussion. (Attachment on file)

- ITEM #9 UPDATES – *(for informational purposes only)* (Attachments on file)  
A) Councils  
B) Incumbent Worker  
C) Michigan Prisoner Re-entry Initiative

Doug reported that LEAP, the Lansing Chamber and CAMW! are combining efforts to create one insurance and financial services council. A plan is expected by early February.

- ITEM #10 MARKETING REPORT  
Kate talked about the NCRC tool and distribution of materials to get businesses aware of testing; soft launch of new website; and launching new Keep Learning campaign in the form of pledges likely in April, May and June. (Attachment on file)

- ITEM #11 CEO REPORT  
Doug talked about the YouthBuild Advisory Board; the need to rebid for an audit firm and requested Board members to select audit and review firms; and handed out books titled, "The Age of the Unthinkable." (Attachment on file)

- ITEM #12 ELECTION OF OFFICERS

10-06 Nomination by Larry Martin to elect Joe Brehler as Chair and supported by Bob Showers. Larry Martin closed the motion. Motion passed unanimously.

10-07 Nomination by Joe Brehler to elect Derrick Quinney as 1<sup>st</sup> Vice Chair and supported by Bob Showers. Larry Martin closed the motion. Motion passed unanimously.

10-08 Nomination by Joe Brehler to elect Larry Martin as 2<sup>nd</sup> Vice Chair and supported by Victor Celentino. Glenn Freeman closed the motion. Motion passed unanimously.

- ITEM #13 OTHER  
Dale thanked Doug, Admin staff and contractors for their assistance while serving as Chair during the year.

The Administrative Board meeting was adjourned at 4:32 p.m.