**Administrative Board Meeting**

**Wednesday, March 23, 2022**

**\*\*\* This meeting was held both in-person at Capital Area Michigan Works! and virtually on Zoom due to the on-going COVID-19 pandemic. \*\*\***

**Present**

Adam Hussain

Bob Showers

Dave Pohl

Irene Cahill

Jeanne Pearl-Wright

Jeffrey Brown

Joseph Brehler

Robin Anderson-King

**Absent**

Brian Daniels

Bryan Crenshaw

Jessy Gregg

Ryan Sebolt

**Secretariat**

Carrie Rosingana

**Staff**

Becky Powers

Ezatullah Shamszai

Genell Dorty

Teri Sand

Robert Ramon

**Guests**

Danielle Grubaugh

Hauwa Abbas

Julie DeRose

Karen Maas

Kate Snyder

Micah Hefty

Norean Saul

**AGENDA**

**ITEM #1 CALL TO ORDER – ADMINISTRATIVE BOARD**

Bob Showers called the meeting to order at 3:32 p.m.

**ITEM #2 PUBLIC COMMENT –** No Comment

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*CONSENT AGENDA\*\*\*\*\*\* (Attachments for each item included) \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Action ITEM #3 MINUTES OF DECEMBER 8, 2021 ADMINISTRATIVE BOARD MEETING**

 **Action ITEM #4 ACCEPTANCE OF GOING PRO TALENT FUND FY2022 AWARDS**

 **Action ITEM #5 ACCEPTANCE OF FY2021 JOBS FOR MICHIGAN GRADUATES (JMG) FUNDING**

 **Action ITEM #6 ACCEPTANCE OF FY2022 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)**

**REFUGEE FUNDING**

 **Action ITEM #7 ACCEPTANCE OF FY2022 YOUNG PROFESSIONAL STATEWIDE ACTIVITIES FUNDING**

 **Action ITEM #8 APPROVAL OF TRANSFER OF $10,000 DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**(DHHS) EMPLOYMENT SUPPORTIVE SERVICES**

 **Action ITEM #9 APPROVAL OF RESTATED CAMW! EMPLOYEE MONEY PURCHASE PENSION PLAN**

 **Action ITEM #10 APPROVAL OF NEW CAMW! ADMINISTRATION STAFF POSITIONS**

1. Special Projects Liason (Full Time)
2. Clean Slate Assistant (Part Time)

Request from Jeanne Pearl-Wright to pull item 4 from consent agenda to better understand the

types of organizations that can apply for Going PRO, as well as area that the funding serves.

22-01 Jeanne Pearl-Wright motions to accept consent agenda items 3 and 5-10. Jeffrey Brown supports. Motion passes unanimously.

 Carrie Rosingana explains the process for Going PRO, as well as regional awards for FY2022.

22-02 Jeanne Pearl-Wright motions to accept consent agenda item 4. Jeffrey Brown supports. Motion passes unanimously.

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  **ITEM #11 CAITC UPDATE – (for informational purposes only)**

Carrie gave a brief update regarding the CAITC report which highlights new members and sponsoring events. Carrie touched on the process for follow-up from CAITC if an organzation opts to decline renewing membership. Irene Cahill asked what the cost of membership was and Carrie gave her a brief example based off the size of an organzation.

 **ITEM #12 HOT JOBS/RAPID RESPONSE & JOBS FILLED/JOBS POSTED**

Carrie proceeded to discuss the Hot Jobs report and how CAMW! tracks employment with employers and used an example from September of 2021 where we had filled 288 jobs across multiple business sectors. Carrie then discusses the Rapid Response Report process and not having any new updates to present since last meeting. Lastly, Carrie gave a brief description of TAARA (Trades Adjustment Assistance Reauthorization Act) and how CAMW! implementsthe program regionally, since this is also connected to the Rapid Response process.

 **ITEM #13 COMMUNICATIONS UPDATE**

Kate Snyder explains Piper and Gold’s role within the CAMW! system. Kate discussess the communications report that was emailed out which showcases media outreach that CAMW! has taken part in over the past month. Kate shifts to discuss the DEI Communications Audit and the Townhall Meeting that Piper and Gold facilitated for CAMW!.

 **ITEM #14 CEO REPORT**

Carrie begins the CEO report by discussing the 2022 MWA State Legislative Priorities which the Michigan Works! system annually develops to prioritize focal areas across the state. Carrie then discusses the Michigan Works! Association Legislative Day that she attented where she was able to meet with regional law makers to discuss the Legislative Priorities in detail.

Carrie proceeds to discuss the Michigan Works! Association Impact Awards that took place on Thursday, March 24, 2022. KTM Industries was recognized for their partnership with CAMW! at the event. Lawmakers participated for each region to support those being recognized.

Carrie moves on to discuss the upcoming annual Michigan Works! Association conference which is being held in person for the first time in two years. The MWA conference will be held at Soaring Eagle Casino and Resort from September 11, 2022 through September 13, 2022. Carrie encourages Board members to attend and to inform CAMW! if they wish to attend for registration purposes.

Carrie touches briefly on the masking standards in the building for job seekers which she anticipates will continue throughout spring break/early April. CDC Community Tracker indicates tri-county region is at low risk level for Covid-19, but CAMW! is keeping an eye on the numbers for the upcoming month to determine possible revision of current mask requirements.

Carrie discusses the Request For Proposal (RFP) process that CAMW! is in the midst of. Every 3 years, agencies must go through a formal procurment process for all programs. Carrie invites the board members to be part of the review committee and inform CAMW! if they would like to participate.

Lastly, Carrie announces that the Department of Health and Human Services (DHHS) has teamed up with the City of Lansing for a job fair in May. The Lansing branch of the National Association for the Advancement of Colored People (NAACP) has also reached out to do a job fair as part of their Juneteenth celebration.

 **ITEM #15 EMPLOYMENT SERVICES PRESENTATION, GENELL DORTY AND EZATULLAH SHAMSZAI**

Genell Dorty and Ezatullah Shamszai presented and shared an overview of employment services program.

 **ITEM #16 MEMBER ROUNDTABLE**

 No comments

 **ITEM #17 ADJOURNMENT**

David Pohl motions to adjourn the meeting. Irene Cahill supports. Motion passes unanimously and the meeting adjourns at 4:30 pm.