

**Administrative Board Meeting  
Wednesday, February 26<sup>th</sup>, 2020**

**Present**

Aaron Stephens, Chair  
Bob Showers  
Brandon Betz  
Bryan Crenshaw  
Dave Pohl

Glenn Freeman III  
Joseph Brehler  
Kathie Dunbar  
Ryan Sebolt

**Absent**

Adam Hussain  
Carol Koenig

**Guests**

Jana Bowman

**Staff**

Becky Powers  
Carrie Rosingana  
Edythe Copeland  
Kate Snyder  
Samantha Bohm

**AGENDA**

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

Aaron Stephens called the meeting to order at 3:34 PM.

Introductions took place. Aaron reiterated the importance of participation of board members especially for this year due to the CEO transition.

Brandon Betz was introduced as the new Lansing City Council member. He will also represent the City of Lansing on the Administrative Board's Executive Committee.

**ITEM #2****PUBLIC COMMENT**

There was no public comment.

**ITEM #3****MINUTES OF DECEMBER 11, 2019 JOINT ADMINISTRATIVE AND WORKFORCE DEVELOPMENT BOARD MEETING (Attachment)**

- 20-01** Motion to approve by Ryan Sebolt, supported by Bob Showers to accept the minutes as presented.  
Motion Passed Unanimously.

**ITEM #4****ACCEPTANCE OF FY20 DHHS SUPPORTIVE SERVICE FUNDING (Attachment)**

- 20-02** Motion to approve by Bob Showers, supported by Glenn Freeman III to accept the funding as presented.  
Motion Passed Unanimously.

**ITEM #5****ACCEPTANCE OF FY20 SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) FUNDING (Attachment)**

- 20-03** Motion to approve by Joe Brehler, supported by Ryan Sebolt to accept the funding as presented.  
Motion Passed Unanimously.

**ITEM #6****ACCEPTANCE OF PY19 SUMMER YOUNG PROFESSIONALS PROGRAM FUNDING (Attachment)**

- 20-04** Motion to approve by Bob Showers, supported by Dave Pohl to accept the funding as presented.  
Motion Passed Unanimously.

**ITEM #7****FY20 RECOMMENDATION FOR HEALTHY MICHIGAN PLAN FUNDING**

- 20-05** Motion to approve by Joe Brehler, supported by Dave Pohl to accept the funding as presented.  
Motion Passed Unanimously.

**ITEM #8****APPOINTMENTS (Attachments)**

A) Matt Schneider (Workforce Development Board)

- 20-06** Motion to approve by Glenn Freeman III, supported by Bob Showers, to accept the appointment as presented.  
*Ryan Sebolt disclosed that Local 652, is part of an international union that his daytime employer works with.*  
Motion Passed Unanimously.

**ITEM #9****CEO POSITION (Attachment)**

Aaron discussed the timeline for the CEO transition – including interview timelines, offer timeline, and information regarding overlap/training. In the event that a candidate needs to give more notice to their employer, the board needs to give Aaron authorization to conduct negotiations for the CEO contract which will be approved by the board at the April 22, 2020 meeting.

- 20-07** Motion to authorize the Chair (Aaron Stephens), to make an offer of employment for the CEO position; contingent upon board approval made by Ryan Sebolt and supported by Glenn Freeman.  
Motion Passed Unanimously.

**ITEM #10 HOT JOBS REPORTS (Attachments) RAPID RESPONSE REPORT (Attachments)**

Carrie reported the Business Service's teams Hot Job report and urged the board to share that out with anyone whom may be interest, as well as informed they can receive these reports regularly. The rapid response report informed about DART Container having planned layoffs. Upon reaching out Carrie was informed that Right Management would be assisting DART, and CAMW! offered services if needed beyond what Right Management may be offering and if there are services CAMW! can assist with.

**ITEM #11 COMMUNICATIONS REPORT (Attachment)**

Kate reported that February's focus was diversity and inclusion, taking a broad approach celebrating diversity and inclusion as a whole. Piper & Gold teamed with Tedi Parsons and Michigan Rehabilitation Services (MRS) to educate the community on the differences between diversity and inclusion. The March focus is Apprenticeships, showcasing Michigan Women Forward and LEAP's Youth Start-Up Expo. CAITC was featured on Morning Blend to inform about their new leadership. Kate further discussed the Michigan Works! Association Impact Awards – and informed that Sparrow Health Systems was the Impact Award recipient for their involvement in establishing medical assistant apprenticeships, and their huge involvement in the Capital Area Mi CareerQuest. Kate mentioned if there is ever an event a board member would like P&G to cover or attend, to let her know.

**ITEM #12 CEO REPORT (Attachment)**

Edee shared her Distinguished Service award received from the Capital Area Manufacturing Council (CAMC). She further informed that each year at the CAMC annual dinner, they recognize a manufacturing company that has used CAMW! for services – this year they recognized Loc Performance Products, Inc. The businesses working with the Business Services team have been working diligently to continue letter writing to legislators to place GoingPro funds into the next supplemental budget. On a federal level, budget talks are not a priority, although as of now, programs we run look like they would remain at similar funding. The Michigan Works! Association does have a lobbyist they are working. Edee recognized Jana Bowman for all of her work with CAMW! as she accepted a new role within Peckham, Inc., and wished her the best in her new role. Edee discussed that CAMW! is in discussions to have MRS return as an on-site partner. She also informed that she is on the selection committee to assist in the hiring process for Lansing Community College's next president. Edee also shared the Subsequent Designation approval that was mentioned at the December meeting to update the board.

**ITEM #13 OTHER**

There was no other business.

**ADJOURNMENT**

Aaron Stephens adjourned the meeting at 4:15PM.