

**Administrative Board Meeting
Wednesday, April 22nd, 2020**

*** This meeting was held virtually due to the on-going COVID-19 pandemic. ***

Present

Aaron Stephens
Adam Hussain
Bob Showers
Bryan Crenshaw
Carol Koenig
Dave Pohl
Glen Freeman
Kathie Dunbar
Ryan Sebolt

Absent

Andy Schor
Brandon Betz
Joseph Brehler

Staff

Becky Powers
Carrie Rosingana
Edythe Copeland
Kate Snyder
Samantha Bohm
Tyler Wysong

AGENDA

- ITEM #1 CALL TO ORDER – ADMINISTRATIVE BOARD**
Aaron Stephens called the meeting to order at 3:36PM
- ITEM #2 PUBLIC COMMENT**
There was no public comment.
- ITEM #3 MINUTES OF FEBRUARY 26, 2020 ADMINISTRATIVE BOARD MEETING**
20-08 Motion to approve by Ryan Sebolt, supported by Aaron Stephens to accept the minutes as presented.
Motion Passed Unanimously.
- ITEM #4 ACCEPTANCE OF PY20 WIOA STATEWIDE ACTIVITIES ALLOCATIONS
FOR CUSTOMER RELATIONSHIP MANAGEMENT (CRM)**
20-09 Motion to approve by Bryan Crenshaw, supported by Bob Showers to accept the minutes as presented.
Motion Passed Unanimously.
- ITEM #5 ACCEPTANCE OF FY20 JOBS FOR MICHIGAN GRADUATES FUNDING**
20-10 Motion to approve by Ryan Sebolt, supported by Kathie Dunbar to accept the minutes as presented.
Bryan Crenshaw disclosed that he is an employee of the Lansing School District, and that he will not benefit personally, from these funds.
Motion Passed Unanimously.
- ITEM #6 CAITC UPDATE – (for informational purposes only) (Attachment)**
Carrie gave the report on the Capital Area IT Council’s memberships – currently they have 35 members on the IT Council as of March; and there are nine new memberships being pursued.
- ITEM #7 HOT JOBS REPORTS / RAPID RESPONSE REPORT (Attachments)**
Carrie discussed the Hot Jobs report on behalf of the Business Services Team. The Rapid Response Report did not have any new employers, however multiple employers are preparing for layoffs, and at this time the number of layoffs is uncertain; CAMW! is remaining closely engaged with employers to assist them during the COVID-19 pandemic.
- ITEM #8 COMMUNICATIONS UPDATE (Attachment)**
Kate gave the Communications Report, which included how the current communications have shifted to covering COVID-19 updates for CAMW! on social media; focusing on making sure that job seekers and employers are aware that services are still available virtually and remotely. Kate acknowledged that prior to the emergency COVID-19 response actions, the month of March began strong with the Impact Awards for Michigan Works!, and the CAMW! regional award going to Sparrow Health Systems. The focuses of social media postings in March and April centered around informing the public that services within the CAMW! system are very much available virtually and remotely – our buildings are physically closed to the public but services are very much still active and staff is available to assist customers and clients.

ITEM #9**CEO REPORT (Attachments)**

Edee reported to the board that at this time there will not be funding for the GoingPro program; as the dollars that were in the supplemental budget for GoingPro funding were vetoed to handle the COVID-19 Pandemic. CAMW! currently has two staff members that were allocated to the Unemployment Insurance Agency to receive training to assist in the high influx of unemployment claims. To date, about 600 Michigan Works! employees throughout the state have volunteered to help UIA. CAMW! is utilizing this time to see ways we can further reach the community by offering virtual workshops and meetings, including two dedicated staff members of our Business Services Team working on ways to deliver a virtual job fair. Edee informed the board that CAMW! staff are considered essential staff, and now COVID-19 testing has been opened to anyone working as an essential employee. CAMW! CFO is working on securing PPE to keep our staff as safe as possible. Edee participated in the search committee for Lansing Community College's next President, and recommendations were given to the board of trustees for candidates to consider.

ITEM #10**NEW CEO CONTRACT**

Aaron announced that Carrie Rosingana was selected by the CEO Selection Committee for the role of Chief Executive Officer at CAMW!. The contract was sent last week for review by the entire board.

- 20-11** Motion to approve by Bob Showers, supported by Kathie Dunbar to accept the contract as presented.
Motion Passed Unanimously.

ITEM #11**OTHER BUSINESS**

There was no other business.

ADJOURNMENT

Aaron Stephens adjourned the meeting at 4:04PM.