

**Administrative Board Meeting
Wednesday, May 27, 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
Joseph Brehler

Absent

Andy Schor
Brandon Betz
Kathie Dunbar
Ryan Sebolt

Secretariat

Edythe Copeland

Staff

Becky Powers
Carrie Rosingana
Kate Snyder
Richard Adams
Samantha Bohm

Tekea Norwood
Teri Sand
Tyler Wysong

Guests

Karen Maas

AGENDA

- ITEM #1 CALL TO ORDER – ADMINISTRATIVE BOARD**
Aaron Stephens called the meeting to order at 3:34PM
- ITEM #2 PUBLIC COMMENT**
There was no public comment.
- ITEM #3 MINUTES OF APRIL 22, 2020 ADMINISTRATIVE BOARD MEETING**
20-12 Motion to approve by Bryan Crenshaw supported by Bob Showers to accept the minutes as presented.
Motion Passed Unanimously.
- ITEM #4 ACCEPTANCE OF CY2019 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) FUNDING**
20-13 Motion to approve by Dave Pohl, supported by Adam Hussain to accept the recommendations.
Motion Passed Unanimously.
- ITEM #5 ACCEPTANCE OF PY2020 WAGNER PEYSER FUNDING RECOMMENDATIONS**
20-14 Motion to approve by Glenn Freeman, supported by Bryan Crenshaw to accept the recommendations.
Motion Passed Unanimously.
- ITEM #6 ACCEPTANCE OF PY2020 WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) ADULT PROGRAM SERVICES FUNDING RECOMMENDATIONS**
20-15 Motion to approve by Bryan Crenshaw, supported by Adam Hussain to accept the recommendations.
Motion Passed Unanimously.
- ITEM #7 ACCEPTANCE OF PY2020 WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) DISLOCATED WORKER PROGRAM SERVICES FUNDING RECOMMENDATIONS**
20-16 Motion to approve by Glenn Freeman, supported by Bryan Crenshaw to accept the recommendations.
Motion Passed Unanimously.
- ITEM #8 ACCEPTANCE OF PY2020 WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) YOUTH PROGRAM SERVICES FUNDING RECOMMENDATIONS**
20-17 Motion to approve by Bryan Crenshaw, supported by Dave Pohl to accept the recommendations.
Motion Passed Unanimously.
- ITEM #9 ACCEPTANCE OF PY2020 ONE STOP OPERATOR FUNDING**
20-18 Motion to approve by Dave Pohl, supported by Carol Koenig to accept the recommendation.
Motion Passed Unanimously.
- ITEM #10 ACCEPTANCE OF FY2021 PARTNERSHIP. ACCOUNTABILITY. TRAINING. HOPE. (P.A.T.H) FUNDING RECOMMENDATIONS**
20-19 Motion to approve by Bob Showers, supported by Bryan Crenshaw to accept the recommendations.
Motion Passed Unanimously.

- ITEM #11** **ACCEPTANCE OF FY2021 LEARN TO EARN (LTE) FUNDING RECOMMENDATIONS**
20-20 Motion to approve by Dave Pohl, supported by Bryan Crenshaw to accept the recommendation.
 Motion Passed Unanimously.
- ITEM #12** **ACCEPTANCE OF FY2021 FOOD ASSISTANCE EMPLOYMENT & TRAINING**
(FAE&T) FUNDING RECOMMENDATIONS
20-21 Motion to approve by Bob Showers, supported by Bryan Crenshaw to accept the recommendations.
 Motion Passed Unanimously.
- ITEM #13** **CAITC UPDATE – (for informational purposes only) (Attachment)**
 Carrie gave the report on the Capital Area IT Council. The CAITC did not secure any new memberships, however they did renew 2 memberships, and 9 memberships are in the process of renewal. Two ‘Virtual Coffee Refresh’ sessions were held, one sponsorship secured with nine sponsorships for upcoming events. The CAITC is still very much engaging as virtual as possible.
- ITEM #14** **NEW AMERICANS NAVIGATOR REPORT – (for informational purposes) (Attachment)**
 Carrie highlighted the New Americans Navigator report. The Navigator saw a total of forty-three New Americans this quarter, continuing the trend of the Navigator exceeding the annual goal of servicing 50 New Americans. The Navigator continues to meet with clients on a virtual platform and is utilizing virtual services to continue providing New Americans with critical resources.
- ITEM #15** **HOT JOBS REPORTS / RAPID RESPONSE REPORT (Attachments)**
 Carrie discussed the Hot Jobs report on behalf of the Business Services Team. The Rapid Response Report included a number of informal notices that were provided by the Business Services Team. Only one formal notification (Martin Brower) via the State WARN system. CAMW! is remaining closely engaged with employers to assist them during the COVID-19 pandemic, and the Business Services Team is working closely with employers to help assist in any way possible.
- ITEM #16** **COMMUNICATIONS UPDATE (Attachment)**
 Kate gave the Communications update and discussed how virtual services on social media have allowed CAMW! to connect with job seekers during the month of May. She hopes that CAMW! will be able to continue to utilize these additional services to continue to serve the community in a larger capacity. June’s communications focus will showcase Edee’s legacy and achievements at CAMW!. July’s focus will center around Carrie’s vision for CAMW! as the CEO transition continues and Carrie assumes her role on July 1.
- ITEM #17** **CEO REPORT (Attachments)**
 Edee reported to the board that CAMW! has secured some personal protective equipment. A CAMW! re-engagement survey was conducted amongst employees and partner AJC staff. The purpose of this survey was to measure where comfort levels were at in order to aid in the development of the re-engagement plan. The re-engagement plan is in the draft phase and comments are being collected. Various board members expressed interest in reviewing the re-engagement plan during the commenting phase. Edee informed that CAMW! is keeping a close eye on the status of the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act. Carrie discussed how she worked with the Lansing Regional Chamber of Commerce on their Regional Think-Tank which focused on providing a high level of guidance and recommendations for regional reopening processes. This group included medical professionals, business owners, and local officials from Clinton, Eaton, Shiawassee and Livingston counties to represent the region as outlined in Governor Whitmer’s regional reopening plan. Edee closed out the report informing that in June Carrie and Edee will schedule Zoom meetings with various legislators to transition Carrie into her role.
- ITEM #18** **MEMBER ROUNDTABLE**
 Bryan started the roundtable by thanking Edee for everything she has done for CAMW! and said she was a pleasure to work with. Carol echoed those sentiments and said how much she would greatly miss Edee. Various members echoed this sentiment.

ADJOURNMENT

Aaron Stephens adjourned the meeting at 4:15PM.