

# Administrative Board Meeting

Wednesday, June 24, 2020

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

## Present

Aaron Stephens, Chair  
Adam Hussain  
Brandon Betz  
Bryan Crenshaw  
Carol Koenig  
David Pohl  
Glenn Freeman III

Joseph Brehler

Kathie Dunbar  
Robert (Bob) Showers

## Absent

Andy Schor  
Ryan Sebolt

## Secretariat

Edythe Copeland

## Staff

Becky Powers  
Samantha Bohm  
Carrie Rosingana  
Kate Snyder  
Tekea Norwood  
Tyler Wysong  
Erin McKenzie

## Guests

Micah Hefty  
Teresa Crosby

## AGENDA

- ITEM #1      CALL TO ORDER – ADMINISTRATIVE BOARD**  
Aaron Stephens called the meeting to order at 3:32PM
- ITEM #2      PUBLIC COMMENT**  
There was no public comment.
- ITEM #3      MINUTES OF MAY 27, 2020 ADMINISTRATIVE BOARD MEETING**  
**20-22** Motion to approve by Bryan Crenshaw, supported by Carol Koenig to accept the minutes as presented.  
Motion Passed Unanimously.
- ITEM #4      ACCEPTANCE OF REVISED PY2020 WAGNER PEYSER FUNDING RECOMMENDATIONS**  
**20-23** Motion to approve by Bryan Crenshaw, supported by Dave Pohl to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #5      ACCEPTANCE OF REVISED PY2020 WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)  
ADULT PROGRAM SERVICES FUNDING RECOMMENDATIONS**  
**20-24** Motion to approve by Carol Koenig, supported by Adam Hussain to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #6      ACCEPTANCE OF REVISED PY2020 WORKFORCE INNOVATION OPPORTUNITY ACT  
(WIOA) DISLOCATED WORKER PROGRAM SERVICES FUNDING RECOMMENDATIONS**  
**20-25** Motion to approve by Bryan Crenshaw, supported by Carol Koenig to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #7      ACCEPTANCE OF REVISED PY2020 WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)  
YOUTH PROGRAM SERVICES FUNDING RECOMMENDATIONS**  
**20-26** Motion to approve by Carol Koenig, supported by Brandon Betz to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #8      ACCEPTANCE OF REVISED FY20 FOSTER CARE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)**  
**20-27** Motion to approve by Bob Showers, supported by Bryan Crenshaw to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #9      ACCEPTANCE OF ADDITIONAL FY20 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T)  
FUNDING**  
**20-28** Motion to approve by Bryan Crenshaw, supported by Brandon Betz to accept the recommendation.  
Motion Passed Unanimously.
- ITEM #10     ACCEPTANCE OF FY20 PARTNERSHIP. ACCOUNTABILITY. TRAINING. HOPE. (P.A.T.H)  
FUNDING REDUCTION**  
**20-29** Motion to approve by David Pohl, supported by Glenn Freeman to accept the recommendations.  
Motion Passed Unanimously.

- ITEM #11 ACCEPTANCE OF ADDITIONAL FY19 WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) DISLOCATED WORKER PROGRAM SERVICES FUNDING**  
20-30 Motion to approve by David Pohl, supported by Bryan Crenshaw to accept the recommendation.  
Motion Passed Unanimously.
- ITEM #12 ACCEPTANCE OF GENERAL FUND BUDGET RESOLUTION**  
20-31 Motion to approve by Bob Showers, supported by David Pohl to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #13 ACCEPTANCE OF PY20 CAPITAL AREA MICHIGAN WORKS! AGENCY BUDGET RECOMMENDATION**  
20-32 Motion to approve by Bryan Crenshaw, supported by Brandon Betz to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #14 ACCEPTANCE OF CAPITAL AREA MICHIGAN WORKS! AGENCY AUDITOR FOR FISCAL YEAR ENDING JUNE 30, 2020 CONTINUATION RECOMMENDATION**  
20-33 Motion to approve by Bob Showers, supported by David Pohl to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #15 ACCEPTANCE OF PIPER & GOLD COMMUNICATIONS CONTRACT CONTINUATION RECOMMENDATION**  
20-34 Motion to approve by Bryan Crenshaw, supported by David Pohl to accept the recommendations.  
Motion Passed Unanimously.
- ITEM #16 CAITC UPDATE – (for informational purposes only) (Attachment)**  
Carrie gave the report on the Capital Area IT Council. There have not been any new memberships since the last reporting period, executive director has invoiced many renewals and virtually met with a new membership lead. Peer group conversations and virtual coffee refreshers continue, and the IT Council has moved to a virtual platform to accommodate physical distancing
- ITEM #17 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. CAMW! is continually communicating with employers to remain closely engaged and able to assist them during the COVID-19 pandemic. The Business Services Team is working closely with employers to help assist in any way possible. Request from Joe Brehler to have update provided at the next meeting on the status of the informal notices captured within the Rapid Response Report.
- ITEM #18 COMMUNICATIONS UPDATE (Attachment)**  
Kate discussed how June's communications focused on showcasing Edee's legacy and achievements at CAMW!, and the significance of the leadership she has brought to CAMW!. Some of the focus on Edee will continue in the media into July. July will also center around Carrie's vision for CAMW! as the CEO transition continues and Carrie assumes her role on July 1. Kate discussed Edee's op-ed column that will be in the Lansing State Journal, and her perspective on racial tensions as a C-level executive.
- ITEM #19 CEO REPORT (Attachments)**  
Edee discussed the current social climate and how her thoughts will be directed in her July Op-Ed in the Lansing State Journal. Brandon Betz interjected to inform Edee that the board as a whole stand with her in solidarity as a woman of color. Legislative meetings with Carrie and Edee have began and will continue once Edee retires. Edee discussed the COVID-19 Re-Engagement Plan that is being finalized and was sent to the State for review. The T3 Strategic Plan has been submitted to the T3 Council for review and will be discussed further at the August meeting. Edee informed that 2-1-1 is still actively assisting the community with food and rental assistance. She continued to thank the board for their service and support of CAMW!. True appreciation on both sides continued and the conversation closed with well wishes.

**ITEM #20      OTHER**

Aaron asked the board if they would be open to trying a consent agenda for adjustments or updates on items that have previously been approved with the coming agendas. He would like to keep items such as initial recommendations, contracts, etc., listed outside of the consent agenda. Betz requested that an overview of the programs and the allocations or adjustments be included. Crenshaw also supported this. There was not any opposition to trying the meeting in August with a consent agenda.

**20-35    A Resolution Honoring the Service of Edythe Copeland to Capital Area Michigan Works!**

Motion by Bob Showers, supported by Dave Pohl, to present the resolution to Edythe.

Motion Passed Unanimously.

**20-36    Adjustment of Named Trustee (from Edee to Carrie) for Deferred Compensation and Pension Plans**

Motion by Aaron Stephens, supported by Bob Showers, to accept the adjustment of trustee.

Motion Passed Unanimously.

**20-37    2020 Cost of Living Wage Increases and Performance Incentives (Attachments on file with payroll).**

Motion by Aaron Stephens, supported by Kathie Dunbar, to accept.

Motion Passed Unanimously.

**ITEM #21      MEMBER ROUNDTABLE**

There was no other discussion.

**ADJOURNMENT**

Aaron Stephens adjourned the meeting at 4:23PM.