

**Administrative Board Meeting
Wednesday, August 26, 2020**

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

Present

Aaron Stephens, Chair
Adam Hussain
Bryan Crenshaw
David Pohl
Glenn Freeman III
Joseph Brehler
Kathie Dunbar
Robert (Bob) Showers

Absent

Andy Schor/Samantha
Harkins
Brandon Betz
Bryan Crenshaw
Carol Koenig
Ryan Sebolt

Secretariat

Carrie Rosingana

Staff

Becky Powers
Kate Snyder
Samantha Bohm
Tekea Norwood
Teri Sand

Guests

Danielle Grubaugh

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.

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

ITEM #3 MINUTES OF JUNE 24, 2020 ADMINISTRATIVE BOARD MEETING

ITEM #4 ACCEPTANCE OF PY20 STATEWIDE ACTIVITIES FUNDING FOR HIGH CONCENTRATION OF WIOA YOUTH

ITEM #5 ACCEPTANCE OF PY20 STATEWIDE ACTIVITIES FUNDING FOR CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT

ITEM #6 ACCEPTANCE OF CALENDAR YEAR 2020 RE-EMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA)

ITEM #7 ACCEPTANCE OF PY2020 CUSTOMER RELATIONSHIP MANAGEMENT CRM FUNDING

ITEM #9 RECOMMENDATION OF SUMMER YOUNG PROFESSIONALS FUNDING

ITEM #10 APPOINTMENT TO T3 COUNCIL
A) Jennifer Rostar
(alternate for Jay Ediger)

ITEM #11 APPROVAL OF RESTATED CAMW! - DEFERRED COMPENSATION PLAN & TRUST
20-38 Motion by Bob Showers to accept consent agenda, supported by Glenn Freeman.
Motion Passed Unanimously

ITEM #8 RECOMMENDATION FOR PY19 & PY20 REDISTRIBUTION OF WIOA FUNDING
20-39 Motion by Joseph Brehler to adjust the redistribution of funds – roll call vote passed with a 6-1 vote.
Bob Showers voted against proposed redistribution of WIOA funding.

ITEM #12 CAITC UPDATE – (for informational purposes only) (Attachment)
Carrie gave the report on the Capital Area IT Council’s memberships. There have not been any new memberships since the last reporting period, however the Executive Director has invoiced many renewals. Peer Group engagement still continues virtually; with July hosting a Women in Technology Peer Group with 94 attendees, a Virtual Help Desk Peer Group with 52 attendees, and a Software Developer Peer Group with 44 attendees. Meeting dates for the month of August were shared. The IT Council continues to interact on a virtual platform to accommodate physical distancing.

- ITEM #13 NEW AMERICANS NAVIGATOR REPORT – (for informational purposes) (Attachment)**
Carrie highlighted the New Americans Navigator report. The Navigator held more than 40 virtual appointments with New Americans this quarter. Carrie shared with the board that the brochures and flyers created for navigator services are available in seven different languages. The Navigator continues to meet with clients on a virtual platform and is utilizing virtual services to continue providing New Americans with critical resources. The Department of Labor and Economic Opportunity (LEO) within the State of Michigan recently awarded new adult education grants, including the Refugee Development Center. The Navigator is looking forward to new collaborations with refugees looking for adult education opportunities.
- ITEM #14 HOT JOBS REPORTS / RAPID RESPONSE REPORT (Attachments)**
Carrie discussed the Hot Jobs report on behalf of the Business Services Team. There are a variety of jobs listed on the Hot Jobs report, and Carrie encouraged board members to share the Hot Job list with anyone who may be interested in the information. The Rapid Response Report updates on the businesses that CAMW! had reached out to previously to see where they were at with layoffs, and the majority of these businesses have resumed work. Some businesses have reached out to fill new positions that they have created and plan to utilize the Business Services Team to help them fill these positions.
- ITEM #15 COMMUNICATIONS UPDATE (Attachment)**
Kate discussed how CAMW! has historically partnered with FOX47 to market Facebook Live videos. In response to COVID-19, FOX47 has launched their “Rebound Michigan” series. CAMW! recorded its first Rebound feature, reaching over a thousand views within a handful of hours after being posted. These Rebound segments will continue as long as CAMW! and FOX47 continue to share resources to the community. Kate updated on the Business Services Network videos that are still being planned, with the videographers and employers maintaining the utmost care of physical distancing and safety to prevent the spread of COVID. These videos are planned to be recorded in the coming months.
- ITEM #16 CEO REPORT (Attachments)**
Carrie began her report by thanking all of the board members for their feedback given to her during the one-on-one meetings. She additionally thanked anyone who sent letters to Congressional leaders Slotkin, Moolenaar, and Wahlberg to support WIOA Title-1 Funding. The proactive approach was very much appreciated. The WIOA Regional and Local Plan is available for review and comments are due to Carrie by the end of the week, as the plan will be submitted to the state once this is completed. WIOA Performance Levels for Program Years 2020 and 2021 are currently being negotiated, due to CAMW! not seeing as many clients as expected due to COVID, even though virtual services are being conducted. An Equal Opportunity desk review was done, and the State assessed the practices of CAMW! and a number of best practices are in place and CAMW! was given a fantastic review. As a team, in line with the State of Michigan’s Implicit Bias Training, CAMW! Administrative Staff completed virtual Unconscious Bias (Explicit and Implicit Bias) training. Future training sessions will take place. Carrie was invited by the City of Lansing’s Mayor’s Justice and Equity Alliance to serve as part of this group regarding diversity and equity in workforce development. Carrie was also invited by Representative Kara Hope to be part of a panel regarding workforce development efforts, informing on the services that CAMW! Offers. Carrie was additionally invited to Michigan State University’s panel discussion to inform incoming freshmen on workforce development and the importance on choosing their careers.
- ITEM #17 MEMBER ROUNDTABLE**
There was no other discussion.
- ADJOURNMENT**
Aaron Stephens adjourned the meeting at 4:26PM.