Administrative Board
Wednesday, October 25, 2017
Capital Area Michigan Works! Service Center

MEMBERS PRESENT	MEMBERS ABSENT	SECRETARIAT	GUESTS
Judi Brown Clarke, Chair	Sarah Anthony	Edee Hatter-Williams	Rachel Rosendale
Joe Brehler	Adam Hussein	(by phone)	Karen Maas
Bob Showers	Mark Meadows		Jana Bowman
David Pohl		**ADMIN STAFF**	Renee Price
Kathie Dunbar		Rosanne Allen	
Glenn Freeman		Becky Powers	
Kara Hope		Kate Snyder	
Carol Koenig			
Renee Freeman			

Judi Brown Clarke, Chair, called the meeting to order at 3:31 p.m.

ITEM #1 WELCOME
Judi welcomed everyone.

ITEM #2 PUBLIC COMMENT - There was no public comment.

ITEM #3 MINUTES OF AUGUST 23, 2017 ADMINISTRATIVE BOARD MEETING (Attachment on file)

17-50 Motion by Bob Showers, supported by Dave Pohl, to accept the minutes as presented.
Motion Passed Unanimously.

ITEM #4 ACCEPTANCE OF PY17 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT FUNDING
Becky explained the funding. (Attachment on file)

17-51 Motion by Bob Showers, supported by Kara Hope, to accept the funding. .
Motion Passed Unanimously.

ITEM #5 ACCEPTANCE OF REVISED PY17 WIOA FUNDING
a. Adult b. Dislocated Worker c. Youth

Becky explained the funding. (Attachment on file)

17-52 Motion by Joe Brehler, supported by Bob Showers, to accept the funding. .
Motion Passed Unanimously.

ITEM #6 ACCEPTANCE OF REVISED FY18 PATH FUNDING
Becky explained the funding. (Attachment on file)

17-53 Motion by Dave Pohl, supported by Kathie Dunbar, to accept the funding. .
Motion Passed Unanimously.

ITEM #7 ACCEPTANCE OF REVISED FY18 FOOD ASSISTANCE, EDUCATION & TRAINING (FAE&T) FUNDING
Becky explained the funding. (Attachment on file)

17-54 Motion by Glenn Freeman, supported by Kara Hope, to accept the funding. .
Motion Passed Unanimously.

ITEM #8 APPROVAL OF ADDITIONAL PY17 MARKETING & PUBLIC RELATIONS SERVICES FUNDING
Becky explained that the funding would be used for strategic planning and branding. (Attachment on file)

17-55 Motion by Bob Showers, supported by Dave Pohl, to accept the funding. .
Motion Passed Unanimously.

ITEM #9 ACCEPTANCE OF CY17 REVISED REGIONAL PROSPERITY INITIATIVE FUNDING

Becky explained the revision as funding not needed for Capital Comeback. Lansing 5:01 will take over this project, with Piper and Gold assisting with the planning. (Attachment on file)

17-56 Motion by Kathie Dunbar, supported by Bob Showers, to accept the funding. .

Motion Passed Unanimously.

ITEM #10 ACCEPTANCE OF FY18 TRADE ADJUSTMENT ASSISTANCE ALLOCATION

Becky explained the funding. (Attachment on file)

17-57 Motion by Glenn Freeman, supported by Kara Hope, to accept the allocation. .

Motion Passed Unanimously.

ITEM #11 COUNCILS UPDATE ***(for informational purposes only)*** (Attachment on file)

ITEM #12 HOT JOBS / RAPID RESPONSE REPORTS ***(for informational purposes only)*** (Attachment on file)

ITEM #13 COMMUNICATIONS UPDATE

Kate explained Capital Comeback and gave on update. Additional information can be found on Lansing 5:01 website.

ITEM #14 APPROVAL OF CAMW! EMPLOYEE HANDBOOK

Edee advised that the handbook was last updated in 2002 and thanked Becky and Carrie for the time and effort put into the update. Only change per Edee would be to add "A proud partner of the American Job Center network." Edee asked the board for approval. The effective date will be when adopted.

17-58 Motion by Bob Showers, supported by Kathie Dunbar, to accept the handbook. .

Motion Passed Unanimously.

ITEM #15 CEO REPORT

Edee talked about the investigation between USDOJ and CAITC and referred to the LSJ article in which the content may be misconstrued in regards to collusion between employers to stop employees from moving from one company to another. Documentation has been provided. CAMW! is not included in the investigation. Edee and Dr. Joan Jackson-Johnson participated in a webinar about homelessness. The WDB participated in a strategic planning session. The plan is to have open forums at each center. A final report will be distributed to the boards in December. The BST submitted 69 STTF applications. The boards will receive a document with those companies chosen to receive the funding at the December meeting. GLETA is working on drafting a white paper with a variety of states to give to Christine Quinn to submit to the feds.

ITEM #16 OTHER

Judi talked about the staff salary adjustments and explained where the figures come from.

17-59 Motion by Bob Showers, supported by Kathie Dunbar, to accept the adjustments. .

Motion Passed Unanimously.

ITEM #17 **STRATEGIC PLANNING SESSION**

Kate proceeded with strategic planning.

The Administrative Board meeting adjourned at 5:00 p.m.