

**Administrative Board**  
**Wednesday, May 23, 2018**  
Capital Area Michigan Works! Service Center

**MEMBERS PRESENT**

Bob Showers, Chair  
Joe Brehler  
David Pohl  
Jody Washington  
Adam Hussain  
Jeremy Garza  
Kathie Dunbar

**MEMBERS ABSENT**

Glenn Freeman  
Carol Koenig  
Kara Hope  
Aaron Stephens  
Sarah Anthony

**SECRETARIAT**

Edee Hatter-Williams

**ADMIN STAFF**

Carrie Rosingana  
Rosanne Allen  
Becky Powers  
Kate Snyder  
Teri Sand

**GUESTS**

Rachel Rosendale  
Jana Bowman  
Jennifer Hicks

Bob Showers, Chair, called the meeting to order at 3:35 p.m.

- ITEM #1            WELCOME  
Bob welcomed everyone.
- ITEM #2            PUBLIC COMMENT - There was no public comment.
- ITEM #3            MINUTES OF FEBRUARY 28, 2018 ADMINISTRATIVE BOARD MEETING (Attachment on file)
- 18-12            Motion by Adam Hussain, supported by Dave Pohl, to accept the minutes with the correction of Adam's last name.  
Motion Passed Unanimously.
- ITEM #4            ACCEPTANCE OF CY18 REGIONAL PROSPERITY INITIATIVE ALLOCATIONS  
Carrie explained the allocations. (Attachment on file)
- 18-13            Motion by Dave Pohl, supported by Adam Hussain, to accept the allocations.  
Motion Passed Unanimously.
- ITEM #5            APPROVAL OF T3 FACILITATOR CONTRACT  
Edee explained the RFP process and the position. The facilitator will replace Kate and Stan since funding came through. Edee introduced Brindley Byrd, who was chosen for the position. (Attachment on file)
- 18-14            Motion by Kathie Dunbar, supported by Dave Pohl, to approve the contract.  
Motion Passed Unanimously.
- ITEM #6            ACCEPTANCE OF ADDITIONAL PY17 STATEWIDE ACTIVITIES ONE-STOP OPERATIONS FUNDING  
Becky explained that carryover has been changed to 100%. (Attachment on file)
- 18-15            Motion by Kathie Dunbar, supported by Adam Hussain, to accept the funding.  
Motion Passed Unanimously.
- ITEM #7            RECOMMENDATION FOR PY18 WIOA DISLOCATED WORKER FUNDING  
Becky explained that this funding was taking significant cuts. (Attachment on file)
- 18-16            Motion by Adam Hussain, supported by Dave Pohl, to accept recommendation with the correction of PY17 to PY18 on the attachment.  
Motion Passed Unanimously.
- ITEM #8            RECOMMENDATION FOR PY18 WIOA ADULT FUNDING  
Becky explained that this funding was also taking significant cuts. CTFE requested a waiver to the WIOA Adult and Dislocated Worker program training/administrative percentage split of 60/40 to 55/45. This request was approved. Edee explained why programs were not brought in house and run by CAMW! This also gives the subrecipients a chance to prepare for next year's RFP cycle. (Attachment on file)
- 18-17            Motion by Kathie Dunbar, supported by Dave Pohl, to accept the recommendation.  
Motion Passed Unanimously.



Additions to the report are Toy'R'Us and Younkers. There was also a date correction for Meridian Magnesium from 4/7 to 5/7. (Attachments on file)

ITEM #18 COMMUNICATIONS UPDATE

Kate talked about the new blog, "Gaining STEAM" launched by T3 and columns on the T3 website. CAMW! received an Addy award for the 2017 annual report. She highlighted some media clips. Edee has met with and shared STTF information with legislators. Some media money has been reserved for social media and changes will be made to connect job seekers with employers by micro targeting specific groups. (Attachment on file)

ITEM #19 CEO REPORT

Edee requested approval not to have a June meeting in anticipation of lack of agenda items. Becky explained the use for the **CAMW! General Fund** appropriation.

18-25 Motion by Kathie Dunbar, supported by Adam Hussain, to accept the appropriation.  
Motion Passed Unanimously.

Edee explained about the administrative anticipation of two positions in which the State has not released policy to develop job descriptions.

1. Refugee Navigator Program – To hire a navigator to assist all work-required "New Americans" to overcome barriers that hinder their employment and successful integration into Michigan's economy.
2. Business Resource Network Liaison – This individual would work with program participants and a business to ensure success. They would help with barriers participants can't talk to HR staff about. The State wants this to be a statewide initiative.

Edee requested permission to post and hire the positions and bring back to the board for final approval in August, anticipating that there would not be a June meeting due to lack of agenda items and no meeting is scheduled for July. Kathie Dunbar asked that job descriptions be sent to the board before posting them. There was discussion about what the refugee navigator should be able to do.

18-26 Motion by Jody Washington, supported by Kathie Dunbar, to approve posting and hiring if policy issuances are released from the State by August 1. Motion Passed. Joe Brehler and Dave Pohl oppose, requiring more information.

Friendly Amendment Motion by Jody Washington, supported by Dave Pohl, to have the position descriptions approved by the executive committee prior to the posting of the positions. Motion Passed.

Edee talked about the white paper regarding rural communities and technology from GLETA submitted to Christine Quinn to be used nationally about how the Midwest region implements services. She is still waiting for the CAMC executive council to decide if they will remain a part of CAMW! or separate. The Michigan Works! system is making suggestions to change TANF reauthorization. Jim Bunn is retiring at the end of June and, due to funding, Jay LaNew will be moving into the BST position as well as continue to manage apprenticeships. Luann testified in Washington about the workforce system as a whole. Edee was asked to chair the MWA legislative committee. A white paper is in the works for gubernatorial candidates. Bob Showers requested that Luann Dunsford, executive director of the Michigan Works! Association, present to the board on the national landscape of workforce development programs.

ITEM #20 OTHER - None

The Administrative Board meeting adjourned at 4:41 p.m.