Administrative Board Wednesday, May 23, 2018

Capital Area Michigan Works! Service Center

SECRETARIAT

Edee Hatter-Williams

GUESTS

Rachel Rosendale

MEMBERS ABSENT

Glenn Freeman

MEMBERS PRESENT

Bob Showers, Chair

18-17

Joe Brehler David Pohl Jody Washington Adam Hussain Jeremy Garza Kathie Dunbar		Carol Koenig Kara Hope Aaron Stephens Sarah Anthony	ADMIN STAFF Carrie Rosingana Rosanne Allen Becky Powers Kate Snyder Teri Sand	Jana Bowman Jennifer Hicks	
Bob Showers, Chair, called the meeting to order at 3:35 p.m.					
ITEM #1	WELCOME Bob welcomed ever	ryone.			
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 Du	nbar, supported by Dave Po Motion Passed Unanim			
ITEM #6			VIDE ACTIVITIES ONE-STOP (ed to 100%. (Attachment on file)		
18-15	Motion by Kathie Du	nbar, supported by Adam Hu Motion Passed Unanim	ussain, to accept the funding.		
ITEM #7			CATED WORKER FUNDING nificant cuts. (Attachment on file)	
18-16	Motion by Adam Hu to PY18 on the atta		Pohl, to accept recommendation Passed Unanimously.	on with the correction of PY17	
ITEM #8	Becky explained that and Dislocated Work approved. Edee exp	ker program training/administ plained why programs were n	FUNDING g significant cuts. CTFE request trative percentage split of 60/40 not brought in house and run by s RFP cycle. (Attachment on file	to 55/45. This request was CAMW! This also gives the	

Motion by Kathie Dunbar, supported by Dave Pohl, to accept the recommendation.

Motion Passed Unanimously.

ITEM #9	RECOMMENDATION FOR PY18 WIOA YOUTH FUNDING Becky explained the increase for youth funding. (Attachment on file)			
18-18	Motion by Jody Washington, supported by Kathie Dunbar, to accept recommendation. Motion Passed Unanimously.			
ITEM #10	RECOMMENDATION FOR PY18 WIOA EMPLOYMENT SERVICES FUNDING Becky explained the estimated allocation. An exact amount has not yet been received from the State. (Attachment on file)			
18-19	Motion by Kathie Dunbar, supported by Adam Hussain, to accept the recommendation. Dave Pohl and Bob Showers (Clinton County) abstained. Motion Passed.			
ITEM #11	RECOMMENDATION FOR PY18 ONE-STOP OPERATOR Carrie explained the funding. Peckham was granted the funding. (Attachment on file)			
18-20	Motion by Kathie Dunbar, supported by Adam Hussain, to accept the recommendation. Motion Passed Unanimously.			
ITEM #12	RECOMMENDATION FOR PIPER & GOLD MARKETING AND PUBLIC RELATIONS CONTRACT Becky explained the third year contract with Piper & Gold with a correction to the word "house" changed to "hours." (Attachment on file)			
18-21	Motion by Dave Pohl, supported by Kathie Dunbar, to accept the recommendation. Motion Passed Unanimously.			
ITEM #13	APPOINTMENT TO THE WORKFORCE DEVELOPMENT BOARD Edee requested approval to appoint Janet Lillie, representing MSU, to the WDB, replacing Mark Burnham. (Attachment on file)			
18-22	Motion by Dave Pohl, supported by Jody Washington, to accept the appointment. Motion Passed Unanimously.			
ITEM #14	ACCEPTANCE OF CAMW! AGENCY BUDGET FOR PY18 (7/1/ 2018-6/30/2019) Becky reviewed the budget which included a budget modification for 2017-2018. (Attachment on file)			
18-23	Motion by Kathie Dunbar, supported by Dave Pohl, to accept the budget. Motion Passed Unanimously.			
ITEM #15	RECOMMENDATION FOR CAMW! AGENCY AUDITOR FOR FYE 6/30/18 Becky explained the RFP process. Six proposals were received. WIPFLI was chosen with an option of two additional one-year contract extensions based on performance and funding availability. Request was made that a different person come each year to audit. (Attachment on file)			
18-24	Motion by Kathie Dunbar, supported by Dave Pohl, to accept the recommendation. Motion Passed Unanimously.			
ITEM #16	COUNCILS UPDATE <i>(for informational purposes only)</i> Carrie talked about the growth of the CAITC and creation of a new peer group for women in tech. There is no report for the CAMC. (Attachment on file)			
ITEM #17	HOT JOBS / RAPID RESPONSE REPORTS Carrie reviewed the Hot Jobs report. Members appreciate having them to send out to constituents. Carrie explained the revision to the Rapid Response reports in which only current year information will be provided.			

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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.

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.