**Administrative Board Meeting**

**Wednesday, April 26, 2023**

**\*\*\* This meeting was held both in-person at Capital Area Michigan Works! and virtually on Zoom \*\*\***

**Present**

Joseph Brehler (Chair)

Dana Watson (1st Vice Chair)

Jeffrey Brown (2nd Vice Chair)

Bob Showers

Dave Pohl

Irene Cahill

Jeanne Pearl-Wright

Karla Ruest

Robin Anderson-King

**Absent**

Brian T. Jackson

Ryan Kost

Ryan Sebolt

**Secretariat**

Carrie Rosingana

**Staff**

Becky Powers

Erin McKenzie

Nick Chaffin

Tekea Norwood

Robert Ramon

**Guests**

Danielle Grubaugh

Kate Snyder

Kere Milow

**AGENDA**

 **ITEM #1 WELCOME –** Joe Brehler calls the meeting to order at 3:30 p.m.

 **ITEM #2 PUBLIC COMMENT**

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

 **Action ITEM #3 MINUTES OF FEBRUARY 22, 2023 ADMINISTRATIVE BOARD MEETING**

 **Action ITEM #4 APPROVAL OF GAFFNEY & ASSOCIATES 2ND YEAR MONITORING CONTRACT**

 **Action ITEM #5 RECOMMENDATION OF PY2023 WIOA FUNDING**

1. Adult
2. Dislocated Worker

 **Action ITEM #6 RECOMMENDATION OF PY2023 WIOA YOUTH FUNDING**

 **Action ITEM #7 ACCEPTANCE OF 2022-2026 ADVANCE MICHIGAN CENTER FOR APPRENTICESHIP**

**INNOVATION FUNDING THROUGH SOUTHEAST MICHIGAN COMMUNITY ALLIANCE, INC (SEMCA)**

 **Action ITEM #8 ACCEPTANCE OF 2022-2027 MICHIGAN ELECTRIC VEHICLE JOBS ACADEMY FUNDING**

**THROUGH SEMCA**

 **Action ITEM #9 ACCEPTANCE OF JOBS FOR MICHIGAN GRADUATES (JMG) INCENTIVE FUNDING**

23-04 Irene Cahill motions to accept consent agenda. Dave Pohl supports the motion. Motion passes unanimously.

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 **ITEM #9 CAITC UPDATE**

Tekea Norwood gives a brief update regarding the CAITC. She shares that the CAITC met with Cindy Kangas from the Capital Area Manufacturing Council (CAMC) as the CAITC board continues weighing the option of becoming a 501(c)(6) or staying with Capital Area Michigan Works!. Tekea also mentioned that two of the board members are retiring and one is resigning at the end of the year. She also states that the board is currently only focusing on networking events. There is an upcoming CAITC board meeting scheduled for April which will further guide the council’s direction.

 **ITEM #10 HOT JOBS/RAPID RESPONSE & JOBS FILLED/JOBS POSTED**

Tekea moves on to discuss the Hot Jobs and Jobs Filled report by sharing that in March, the CAMW! Business Services Team helped fill 116 jobs across multiple industry sectors.

 **ITEM #11 COMMUNICATIONS REPORT**

Kate Snyder begins the communications report by sharing some images showcasing the evolution of the upcoming advertising campaign for CAMW!. Kate also shares that this year they are focusing on advertisements geared toward both jobseekers and employers through the use of TV commercials, billboards, social media, and other traditional advertising methods.

 **ITEM #12 CEO REPORT**

Carrie begins the CEO report by sharing that CAMW! leadership met with Director Susan Corbin from the Department of Labor and Economic Opportunity (LEO) and Director Sarah Szurpicki from the Office of Sixty by 30. Susan and Sarah were visiting American Job Centers on a “Listening Tour” to ask questions and learn how they can assist the centers. Carrie invited Sarah to speak at an upcoming Administrative Board meeting to discuss data surrounding jobseekers completing credentials, their employment post-training, and how to best measure Sixty by 30 goals as a state and within priority locations.

Carrie then shares that LEO released a Sector Strategies Employer-Led Collaborative Request For Proposal (RFP). Carrie states that although CAMW! is not planning to apply at this time directly, it has been approached to support proposals from the Michigan Golf Course Association and the Michigan Energy Workforce Development Consortium as they apply and the Capital Area Healthcare Alliance has requested a meeting with CAMW! regarding another grand proposal.

Carrie and Tekea recently travel to Washington DC for the National Association of Workforce Boards (NAWB) Forum 2023. Takeaways included that the Michigan One-Stop model for job seekers being truly unique in its approach to the workforce, emphasis on engaging youth through both trade programs, post-secondary education, and continuing work with Diversity, Equity, and Inclusion (DEI) in programs.

Touching on some upcoming events in the area, Carrie shares that CAMW! will be partnering again with the Department of Health and Human Services (DHHS), Lansing Police Department, and Lansing Fire Department for a job fair on May 4th taking place at Don Johnson Fieldhouse. Carrie states that there is also an expungement fair on April 28th hosted by Cooley Law School with State regional lawmakers Sarah Anthony, Kara Hope, and Emily Dievendorf as co-hosts.

Carrie continues on to discuss the Michigan College Access Network (MCAN) Educated Workforce Summit being held on May 12th. Carrie was asked to be a breakout session designee representing the Michigan Works! system as well as being a keynote speaker at the event surrounding workforce development.

Carrie, Tekea, and Becky have been meeting weekly to update the CAMW! employee handbook which was last updated in 2017. Specifically, they will be focusing on items such as hybrid work, remote work, salary structure, and staff evaluations and performance reviews.

Lastly, Carrie gives an update on the upcoming May 19th MiCareerQuest Capital Area 2023 event taking place at the Lansing Center. Carrie shares that as of now, over 70 employers are set to participate with more possibly being added to a waitlist, and that over 3,500 9th graders are set to participate in the event.

 **ITEM #13 MEMBER ROUNDTABLE**

Irene Cahill shares a couple of events surrounding Arbor Week. They will be planting trees at Potter Park and Pattengill on April 28th.

 **ITEM #14 ADJOURNMENT**

 Joe adjourns the meeting at 4:29 p.m.