

JOINT MEETING of the CAMW! Administrative and Workforce Development Boards
Wednesday, December 13, 2017
 Capital Area Michigan Works! Service Center

ADMINISTRATIVE BD

Members Present

Judi Brown Clarke, Chair
 Bob Showers, 1st Vice Chair
 David Pohl
 Adam Hussain
 Sarah Anthony
 Carol Koenig
 Aaron Stephens
 Glenn Freeman

Members Absent

Joe Brehler, 2nd Vice Chair
 Kara Hope
 Kathie Dunbar

WDB

Members Present

Jane Doty, Chair
 Andy Kotarba, 1st Vice
 Chair
 William Brewer, 2nd
 Vice Chair
 Rosanne Renauer
 Bill Kimble
 Shirley Hyde
 Scott Sowulewski,
alternate for
Darcy Kerr
 Bob Trezise
 Glenn Freeman
 Sherry Pfaff-Doody
 Robert Proctor
 Chris Holman
 Rey Guzman
 Sergio Keck

WDB

Members Absent

Shawn Davis
 Mike King
 Mark Burnham
 Paula Cunningham
 Tom Ruis
 Dean Poggiali
 Jim Dravenstatt-Moceri
 Edith Suttles
 Su A'lyn Holbrook

Secretariat

Edee Hatter-Williams

Admin Staff

Becky Powers
 Rosanne Allen
 Carrie Rosingana
 Kate Snyder

Guests

Christine Quinn
 Antria Daugherty
 Rachel Rosendale
 Jana Bowman
 Renee Price
 Dru Mitchell
 Sharon Moffett-Massey
 Shawna Nveholt
 Karen Maas
 Jenny McCulloch
 Tekea Norwood
 Ray Trevino
 George Thompson
 Jay LaNew
 Teri Sand
 Ken Mitchell
 Marilyn Washington
 Rebecca Schwartz
 Zeba Naveed
 Brett Cornwell

AGENDA

- ITEM #1 **CALL TO ORDER – ADMINISTRATIVE BOARD**
 Bob Showers, 1st Vice Chair, called the meeting of the Administrative Board to order at 3:40 p.m.
- ITEM #2 PUBLIC COMMENT
 There was no public comment.
- Introductions were initiated for the entire room.
- ITEM #3 MINUTES OF OCTOBER 25, 2017 ADMINSTRATIVE BOARD MEETING
 Judi Brown Clarke, Chair, asked the board to accept the minutes. (Attachment on file)
- 17-60 Motion by Glenn Freeman, supported by Dave Pohl, to accept the minutes as presented.
 Motion Passed Unanimously.
- ITEM #4 PROPOSED 2018 ADMINISTRATIVE BOARD MEETING DATES
 Judi asked the board to accept the minutes. (Attachment on file)
- 17-61 Motion by Dave Pohl, supported by Glenn Freeman, to approve the meeting dates.
 Motion Passed Unanimously.
- ITEM #5 EXEMPTION FROM PUBLICALLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (PA 152) FOR
 CY 2018
 Becky explained the exemption and the requirement for a 2/3 vote of the governing board. (Attachment on file)
- 17-62 Motion by Glenn Freeman, supported by Dave Pohl, to approve the exemption.
 Motion Passed Unanimously.
- ITEM #6 **CALL TO ORDER – WORKFORCE DEVELOPMENT BOARD**
 Jane Doty, Chair, called the meeting of the Workforce Development Board to order at 3:50 p.m.

- ITEM #7 PUBLIC COMMENT
There was no public comment.
- ITEM #8 MINUTES OF OCTOBER 4, 2017 WORKFORCE DEVELOPMENT BOARD MEETING (Attachment on file)
- 17-16 Motion by Shirley Hyde, supported by Andy Kotarba, to accept the minutes as presented.
Motion Passed Unanimously.
- ITEM #9 ACCEPTANCE OF FY18 TRADE ADJUSTMENT ASSISTANCE FUNDING
Jane asked the board to accept the funding. (Attachment on file)
- 17-17 Motion by Glenn Freeman, supported by Chris Holman, to accept the funding.
Motion Passed Unanimously.
- ITEM #10 PROPOSED 2018 WORKFORCE DEVELOPMENT BOARD MEETING DATES
Jane asked the board to accept the proposed meeting dates. (Attachment on file)
- 17-18 Motion by Chris Holman, supported by Bill Kimble, to accept the dates.
Motion Passed Unanimously.

ACTION ITEMS FOR APPROVAL BY BOTH BOARDS

- ITEM #11 ACCEPTANCE OF CAMW! FINANCIAL AUDIT FOR YEAR ENDED 6/30/17
Becky announced that there were no findings from the audit. (Attachment on file)
- 17AW-01 Motion by Shirley Hyde, supported by Bill Kiimble, to accept the audit.
Motion Passed Unanimously by both boards.
- ITEM #12 ACCEPTANCE OF FY18 SKILLED TRADES TRAINING FUNDING
Becky explained the funding and reported that 69 applications were submitted and 61 were approved for \$3.5 million. Edee noted that the funding amount may be reduced due to an investigation of Trilogy. Bob Trezise commended Edee and the Business Services Team. (Attachment on file)
- 17AW-02 Motion by Bob Trezise, supported by Adam Hussain, to accept the funding.
Motion Passed Unanimously by both boards.
- ITEM #13 ACCEPTANCE OF FY18 PATH REFUGEE FUNDING
Becky explained the funding. Peckham will receive it. (Attachment on file)
- 17AW-03 Motion by Aaron Stephens, supported by Bob Trezise, to accept the funding.
Motion Passed Unanimously by both boards.
- ITEM #14 ACCEPTANCE OF FY18 DHHS EMPLOYMENT RELATED SUPPORTIVE SERVICES FUNDING
Becky explained the funding. The boards were asked to accept funding with a supplemental recommendation to review financial reports after the first quarter to determine where the needs are for the clients. (Attachment on file)
- 17AW-04 Motion by Rosanne Renauer, supported by Shirley Hyde, to accept the funding.
Motion Passed Unanimously by both boards.
- ITEM #15 COUNCILS UPDATE – *(for informational purposes only)* (Attachments on file)
- ITEM #16 HOT JOBS REPORTS (Attachments on file)
RAPID RESPONSE REPORT (No report at this time)
- ITEM #17 COMMUNICATIONS UPDATE / STRATEGIC PLANNING
Kate talked about the branding refresh. She handed out the annual report, which is very different from past reports. She will send it out electronically. The new brand will be rolled out as old products run out. She handed out the 3-5 year strategic plan and explained the process, three big goals, all being heavily influenced

by staff, boards and the public. Contractors, admin staff and Kate were thanked for their efforts. (Attachments / handouts on file)

ITEM #18 2018 CAPITAL AREA MICHIGAN WORKS! ANNUAL REPORT
Edee talked briefly about the report. (Handout on file)

ITEM #19 CEO REPORT
Edee announced the president signed a continuing resolution through December 22. She invited Christine Quinn to speak and she talked about DOL's focus being on WIOA programs and apprenticeships, licensing and credentials, as well as some positive things happening in Region 5. (Attachment on file)

ITEM #20 OTHER
Judi assisted executive staff with the distribution of awards to all administrative staff. Edee recognized Mayor Bernero and Judi for their service to the community and to CAMW! Edee also recognized Shirley Hyde for her years of service on the WDB and to CAMW! She presented Shirley with the Leonard Peters Lifetime Achievement Award. Shirley is retiring and would be resigning from the WDB.

ITEM #21 ADJOURN WORKFORCE DEVELOPMENT BOARD
Jane adjourned the WDB at 4:42 p.m.

ITEM #22 ADJOURN ADMINISTRATIVE BOARD
Judi adjourned the Administrative Board at 4:42 p.m.