

JOINT MEETING of the CAMW! Administrative and Workforce Development Boards
Wednesday, December 12, 2018
Capital Area Michigan Works! Service Center

ADMINISTRATIVE BD

Members Present

Bob Showers, Chair
Joe Brehler, 1st Vice Chair
David Pohl
Jody Washington
Adam Hussain (*by phone*)
Jeremy Garza (*by phone*)
Kathie Dunbar
Sarah Anthony
Aaron Stephens (*by phone*)

Members Absent

Kara Hope
Glenn Freeman

WDB

Members Present

Jane Doty, Chair
Andy Kotarba, 1st Vice Chair
William Brewer, 2nd Vice Chair
Bill Kimble
Scott Sowulewski, *alternate for Darcy Kerr*
Bob Trezise
Robert Proctor
Chris Holman
Rey Guzman
Sergio Keck
Jamie Lovelace, *alternate for Su A'lyn Holbrook*
Edith Suttles
Rebecca Bahar-Cook
Sandy Pearson
Joe Brehler

WDB

Members Absent

Shawn Davis
Paula Cunningham
Tom Ruis
Dean Poggiali
Jim Dravenstatt-Moceri
Glenn Freeman
Sherry Pfaff-Doody
Janet Lillie
Shelly Neal
Debbie Petersmark

Secretariat

Edee Hatter-Williams

Admin Staff

Becky Powers
Rosanne Allen
Carrie Rosingana
Kate Snyder

Guests

Rachel Rosendale
Dru Mitchell
Shirley Hyde
Teresa Crosby
Ezatullah Shamszai
Kristiane Schmidt
Erica Spitzfaden
Tammy Nemeth
Genell Dorty
David Mann
Jana Bowman
Zeva Naveed
Ellen Russell
Ray Trevino
Karen Maas
Luke Schroeder
Chad Behl
Amanda Johnson

AGENDA

- ITEM #1 **CALL TO ORDER – ADMINISTRATIVE BOARD**
Bob Showers, Chair, called the meeting of the Administrative Board to order at 3:34 p.m.
- ITEM #2 PUBLIC COMMENT
There was no public comment.
- ITEM #3 MINUTES OF OCTOBER 24, 2018 ADMINISTRATIVE BOARD MEETING (Attachment on file)
- 18-63 Motion by Dave Pohl, supported by Jody Washington, to accept the minutes as presented.
Motion Passed Unanimously.
- ITEM #4 PROPOSED 2019 ADMINISTRATIVE BOARD MEETING DATES
Edee explained that meetings will not be held monthly and the December meeting will again be a joint with the Workforce Development Board. (Attachment on file)
- 18-64 Motion by Jody Washington, supported by Dave Pohl, to approve the meeting dates.
Motion Passed Unanimously.
- ITEM #5 EXEMPTION FROM PUBLICALLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (PA 152) FOR
CY 2019 (**Requires a 2/3 vote of the governing board**)
Becky explained the exemption and the voting requirement. (Attachment on file)
- 18-65 Motion by Joe Brehler, supported by Dave Pohl, to approve the exemption.
Motion Passed Unanimously.
- ITEM #6 ACCEPTANCE OF PY18 CARRY FORWARD EMPLOYMENT SERVICES / WAGNER-PEYSER FUNDING
Becky explained the carryover. (Attachment)
- 18-66 Motion by Kathie Dunbar, supported by Joe Brehler, to accept the funding. Bob Showers and Dave Pohl
abstained as the funding is allocated to Clinton County. Motion Passed.

ITEM #7 ELECTION OF OFFICERS
Bob and Edee explained the election process. Nominations were:

Eaton County – Chair	Joe Brehler
Ingham County - 1 st Vice Chair	To be determined
City of Lansing – 2 nd Vice Chair	Jody Washington

18-67 Motion by Dave Pohl, supported by Jody Washington, to approve the nominations.
Motion Passed Unanimously.

ITEM #8 **CALL TO ORDER – WORKFORCE DEVELOPMENT BOARD**

ITEM #9 PUBLIC COMMENT
There was no public comment.

ITEM #10 MINUTES OF OCTOBER 3, 2018 WORKFORCE DEVELOPMENT BOARD MEETING (Attachment on file)

18-14 Motion by Edith Suttles, supported by Chris Holman, to accept the minutes as presented.
Motion Passed Unanimously.

ITEM #11 PROPOSED 2019 WORKFORCE DEVELOPMENT BOARD MEETING DATES
Jane asked the board to accept the proposed meeting dates. (Attachment on file)

18-15 Motion by Bill Brewer, supported by Bob Proctor, to accept the dates.
Motion Passed Unanimously.

ITEM #12 ACCEPTANCE OF PY18 REFUGEE & IMMIGRANT NAVIGATOR PROGRAM FUNDING
Carrie explained the funding. (Attachment on file)

18-16 Motion by Bob Trezise, supported by Edith Suttles, to accept the funding.
Motion Passed Unanimously.

ITEM #13 ELECTION OF OFFICERS
Edith explained the election process and announced the nominations. (Attachment on file)

Chair	Jane Doty
1 st Vice Chair	Andy Kotarba
2 nd Vice Chair	Bill Brewer

18-17 Motion by Bob Proctor, supported by Bill Kimble, to approve the nominations.
Motion Passed Unanimously.

ITEMS 14 – 22 ARE ITEMS FOR APPROVAL BY BOTH BOARDS

ITEM #14 ACCEPTANCE OF ADDITIONAL FY18 PATH FUNDING
Becky explained the funding. (Attachment on file)

18-AW01 Motion by Bob Showers, supported by Edith Suttles, to accept the funding.
Motion Passed Unanimously.

ITEM #15 ACCEPTANCE OF FY19 COMMUNITY VENTURES FUNDING
Carrie explained the funding. (Attachment on file)

18-AW02 Motion by Andy Kotarba, supported by Bob Trezise, to accept the funding.
Motion Passed Unanimously.

- ITEM #16 ACCEPTANCE OF FY19 PATH REFUGEE FUNDING
Becky explained the funding. (Attachment on file)
- 18-AW03 Motion by Edith Suttles, supported by Dave Pohl, to accept the funding.
Motion Passed Unanimously.
- ITEM #17 ACCEPTANCE OF FY19 TAA FUNDING
Becky explained the funding. (Attachment on file)
- 18-AW04 Motion by Jamie Lovelace, supported by Chris Holman, to accept the funding.
Motion Passed Unanimously.
- ITEM #18 ACCEPTANCE OF PY18 INTEGRATED EDUCATION & TRAINING (IET) FUNDING
Carrie explained the funding. (Attachment on file)
- 18-AW05 Motion by Sandy Pearson, supported by Edith Suttles, to accept the funding.
Motion Passed Unanimously.
- ITEM #19 ACCEPTANCE OF FY19 JMG FUNDING
Carrie explained the funding. Becky explained 19A. (Attachment on file)
- 18-AW06 Motion by Bob Trezise, supported by Edith Suttles, to accept the funding. Sergio Keck abstained.
Motion Passed.
- ITEM #20 ACCEPTANCE OF PY18 ADDITIONAL EMPLOYMENT SERVICE / WAGNER – PEYSER FUNDING
Becky explained the funding. (Attachment on file)
- 18-AW07 Motion by Andy Kotarba, supported by Jamie Lovelace, to accept the funding.
Motion Passed Unanimously.
- ITEM #21 ACCEPTANCE OF CAMW! FINANCIAL AUDIT FOR YEAR ENDED 6/30/18
Becky reported that once again there were no findings from the audit. (Attachment on file)
- 18-AW08 Motion by Bill Brewer, supported by Bob Proctor, to accept the funding.
Motion Passed Unanimously.
- ITEM #22 APPOINTMENT TO T3 ADVISORY COUNCIL
Edee explained the appointment as well as an additional one not included in the packet. Item #22 in the packet was for Shelly Neal to be appointed to the T3 Advisory Council. The additional appointment was Carrie Rosingana to be an alternate for Edee on both the T3 Advisory Council and the T3 Business Council. (Attachments on file)
- 18-AW09 Motion by Edith Suttles, supported by Bill Brewer, to accept the appointments.
Motion Passed Unanimously.
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- ITEM #23 HOT JOBS REPORTS / RAPID RESPONSE REPORT
Carrie reviewed the Hot Jobs reports. There was no Rapid Response report. (Attachments on file)
- ITEM #24 LEAP UPDATE
Bob congratulated Edee and team on all grants approved and talked about a big regional plan on defense contracts expected from MEDC; tri-county application for an EPA regional Brownfield grant; Proto Insurtech program; place making grants; Poet Laureate program, youth entrepreneurial expo; Lansing PROTO program; and thanked CAMW! for helping with hiring for their marketing position as well as with advertising for their COO position.

- ITEM #25 COMMUNICATIONS UPDATE / STRATEGIC PLANNING
Kate talked about press/clips emphasizing hiring and helping fill jobs in rural areas like St. Johns as opposed to Lansing; Capital Gains special report about apprenticeships in healthcare; and the big week for T3 with the launch of MI Bright Future, the launch of the STEAM Reading program on December 7, and the reminder of efforts towards MiCareerQuest Capital Area. (Attachment on file)
- ITEM #26 2018 CAPITAL AREA MICHIGAN WORKS! ANNUAL REPORT
Edee briefly reviewed and highlighted items in the annual report. (Handout on file)
- ITEM #27 PRESENTATION OF AWARDS
Edee, with the assistance of Bob Showers and Jane Doty, presented awards to:
Sarah Anthony (received by Kristi Schmidt) for her service on the CAMW! Administrative Board;
Erica Spitzfaden and Ezatullah Shamszai for success stories; and
Chris Holman for his many years of service on the WDB and T3, receiving the Leonard Peters Lifetime Achievement Award.
- ITEM #28 CEO REPORT
Edee talked about connecting with the new legislators in 2019; the new RFP cycle beginning in February; meetings of Luann and other with DC folks to discuss funding; and her opportunity to participate in a Women in Leadership calendar created by Sarah Anthony. She introduced new staff: Amanda Johnson as Business Resource Coach, Luke Schroeder as New Americans Navigator, and advised that Anton Letica would be starting on December 17 as the new executive director of the CAITC. She also announced that her name would change to Edythe Copeland on January 1. (Attachment on file)
- ITEM #29 OTHER - There was no other business.
- ITEM #30 ADJOURN WORKFORCE DEVELOPMENT BOARD
Jane adjourned the WDB at 4:57 p.m.
- ITEM #31 ADJOURN ADMINISTRATIVE BOARD
Bob adjourned the WDB at 4:57 p.m.