

**Joint Administrative Board & Workforce Development Board Meeting
Wednesday, December 09, 2020**

*** This meeting was held virtually due to the on-going COVID-19 pandemic. ***

Administrative Board

Present

Aaron Stephens, Chair
Adam Hussain
Brandon Betz
Bryan Crenshaw
Dave Pohl
Glenn Freeman III
Joseph Brehler
Robert Showers
Ryan Sebolt

Administrative Board

Absent

Andy Schor
Carol Koenig
Kathie Dunbar

Workforce

Development Board

Present

Jane Doty, Chair
Bob Trezise
Chris Holman
Edith Suttles
Glenn Freeman III
Jane Mitchell
Janet Lillie
Joseph Brehler
Rebecca Bahar-Cook
Robert Proctor
Sergio Keck
Shelly Neal
Su A'lyn Holbrook
William Brewer II
William Kimble

Workforce

Development Board

Absent

Andy Kotarba
Darcy Kerr
Dean Poggiali
Jim Dravenstatt-Moceri
Paula Cunningham
Rey Guzman
Sandra Pearson
Sherry Pfaff-Doody
Tom Ruis

Secretariat

Carrie Rosingana

Staff

Amanda Johnson
Becky Powers
Debbie Sight
Ellen Russell
Emma Heikkinen
Erin McKenzie
Genell Dorty
J. Moore
Joe Winkiel
Jordan Davis
Kate Snyder
Kayla Shultz
Nicholas Chaffin
Norean Saul
Ray Trevino
Samantha Bohm
Tekea Norwood
Teri Sand

Guests

Ashley Carter
Claire Bogorow
Danielle Grubaugh
David Bates
Diane Pratt
Julie DeRose
Karen Maas
Lisa Assenmacher
Micah Hefty
Sarah Britton
Skeeter Parsons
Steven Reinhold
Tracy Tanner
Zeba Naveed

AGENDA

- ITEM #1 CALL TO ORDER – ADMINISTRATIVE BOARD**
Aaron Stephens called the meeting to order at 3:37PM.
- ITEM #2 PUBLIC COMMENT**
There was no public comment.
- ITEM #3 MINUTES OF OCTOBER 23, 2019 ADMINSTRATIVE BOARD MEETING (Attachment)**
20-40 Motion by Bob Showers supported by Ryan Sebolt, to accept the minutes as presented.
 Motion Passed Unanimously.
- ITEM #4 EXEMPTION FROM PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (PA 152) FOR CY 2020 (Attachment). [REQUIRES A 2/3 VOTE OF THE GOVERNING BOARD]**
20-41 Motion by Joe Brehler supported by Glenn Freeman III, to accept the exemption as presented.
 Motion Passed Unanimously.
- RESOLUTION TO MODIFY CAMWI'S ADMINISTRATIVE STAFF'S FLEXIBLE SPENDING ACCOUNTS TO COMPLY WITH THE CARES ACT**
20-42 Motion by Ryan Sebolt supported by Joseph Brehler, to accept the resolution as presented.
 Motion Passed Unanimously.
- ITEM #5 PROPOSED 2021 ADMINISTRATIVE BOARD MEETING DATES (Attachment)**
20-43 Motion by Brandon Betz supported by Dave Pohl, to accept the meeting dates as presented.
 Motion Passed Unanimously.
- ITEM #6 ELECTION OF OFFICERS**
Aaron explained the election process.
Nominations were:
 Ingham County – Chair Bryan Crenshaw
 City of Lansing – 1st Vice Chair Brandon Betz
 Clinton County – 2nd Vice Chair Robert Showers
- 20-44 Motion by Glenn Freeman III, supported by Joe Brehler to accept the slate as presented.
 Motion Passed Unanimously.

ITEM #7 CALL TO ORDER – WORKFORCE DEVELOPMENT BOARD

Jane Doty called the meeting to order at 3:46PM

ITEM #8 PUBLIC COMMENT

There was no public comment.

ITEM #9 MINUTES OF OCTOBER 7, 2020 WORKFORCE DEVELOPMENT BOARD MEETING (Attachment)

20-10 Motion by Chris Holman supported by Bill Kimble, to accept the minutes as presented.
Motion Passed Unanimously.

ITEM #10 PROPOSED 2021 WORKFORCE DEVELOPMENT BOARD MEETING DATES (Attachment)

20-11 Motion by Chris Holman supported by Edith Suttles, to accept the meeting dates as presented.
Motion Passed Unanimously.

ITEM #11 ELECTION OF OFFICERS (Attachment)

Edith explained the election process and read the ballot.

Nominations were:

- Chair Jane Doty
- 1st Vice Chair William Brewer II
- 2nd Vice Chair Robert Trezise, Jr.

20-12 Motion by Glenn Freeman III supported by Chris Holman, to adopt the slate as presented.
Motion Passed Unanimously.

ITEM #12 APPOINTMENT TO MWA BOARD OF DIRECTORS

Jane explained the changes to the MWA Board of Directors, and the current appointments were presented:

Representatives:

- Jane Doty, Current Workforce Development Board Chair
- Chris Holman, Statewide At-large Member

Chief Administrative Staff Person:

Carrie Rosingana, CEO Capital Area Michigan Works!

20-13 Motion by Edith Suttles supported by Glenn Freeman III, to accept the ballot as presented.
Motion Passed Unanimously.

ITEMS 13 – 19 ARE ACTION ITEMS FOR APPROVAL BY BOTH BOARDS

ITEM #13 ACCEPTANCE OF PY20 CLEAN SLATE PILOT PROGRAM FUNDING

20-AW01 Motion by Aaron Stephens supported by Chris Holman, to accept the funding as presented.
Motion Passed Unanimously.

ITEM #14 ACCEPTANCE OF PY20 WIOA STATEWIDE ACTIVITIES ALLOCATIONS TO SUPPORT INTEGRATED EDUCATION AND TRAINING (IET) FUNDING

20-AW02 Motion by Aaron Stephens supported by Bob Trezise, to accept the allocations as presented.
Motion Passed Unanimously.

ITEM #15 ACCEPTANCE OF FY21 TANF REFUGEE FUNDING

20-AW03 Motion by Brandon Betz supported by Chris Holman, to accept the funding as presented.
Motion Passed Unanimously.

ITEM #16 ACCEPTANCE OF FY21 JOBS FOR MICHIGAN GRADUATES FUNDING

20-AW04 Motion by Aaron Stephens supported by Edith Suttles, to accept the funding as presented.
Motion Passed Unanimously. (Bryan Crenshaw and Sergio Keck abstained from voting.)

ITEM #17 ACCEPTANCE OF FY21 PATH DHHS SUPPORTIVE SERVICES FUNDING

20-AW05 Motion by Bob Showers supported by Bryan Crenshaw, to accept the funding as presented.
Motion Passed Unanimously.

ITEM #18 ACCEPTANCE OF REVISED FY21 PATH FUNDING

20-AW06 Motion by Aaron Stephens supported by Rebecca Bahar-Cook, to accept the funding as presented.
Motion Passed Unanimously.

ITEM #19 ACCEPTANCE OF CAMW! FINANCIAL AUDIT FOR YEAR ENDED 6/30/20 (Attachment)

20-AW07 Motion by Dave Pohl supported by Aaron Stephens, to accept the financial statement as presented.
Motion Passed Unanimously

ITEM #20 HOT JOBS REPORT (Attachments)

Carrie reported on the positions that the Business Services Team is currently looking to fill, additionally she shared the report on the jobs filled by the Business Services Team. There was not a Rapid Response Report, as CAMW! has not received any formal notifications since the last meeting. The Business Services Team is working very closely with employers to meet their needs with the vastly changing environment due to COVID.

ITEM #21 LEAP UPDATE

Bob Trezise gave the LEAP report, informing they had the opportunity in recent weeks to distribute nearly \$7MM to approximately 500 small businesses. LEAP has been reorganized to add the Department of Equitable Economic Development (DEEP) Planning, as well as a Chief Equity and Development Officer. Through the assistance of over 70 volunteers, LEAP combined efforts with numerous Diversity and Equity agencies to distribute 65% of recent grants to marginalized businesses in the capital area.

ITEM #22 COMMUNICATIONS REPORT (Attachment)

Kate opted to skip the communications report and combine that with the annual report review.

ITEM #23 2020 CAPITAL AREA MICHIGAN WORKS! ANNUAL REPORT

Kate reviewed and highlighted items in the annual report, which had the focus of 'Strength in Community'. The annual report reflects all three counties that the CAMW! system services, the organizations and partners involved, as well as service statistics. Once face-to-face meetings resume, the document will be printed for physical need. Kate explained how to navigate the virtual document and shared a PDF link with the attendees. This report will be available on the CAMW! website.

ITEM #24 PRESENTATION OF AWARDS

Carrie virtually presented the following awards:

- Ray Trevino** – 5 years of Services to Capital Area Michigan Works!
- Debbie Sight** – 10 years of Services to Capital Area Michigan Works!
- Glenn Freeman III** – The Champion of Workforce Development Award
- Dean Poggiali** – The Good Guy Award
- Skeeter Parsons** – The Above and Beyond Award
- David Bates** – Stepping Up to the Plate Award

ITEM #25 CEO REPORT (Attachment)

Carrie began her report by informing that the T3 Council has approved the Strategic Plan that was presented in November. Carrie participated in a Lansing area resource share with Congresswoman Elissa Slotkin and Representatives Sarah Anthony and Kara Hope; the goal was to identify gaps in service delivery in the following months and ways to be better prepared in the days ahead to connect individuals to resources. The conversation continues at a state level regarding how Michigan Works! staff will continue to be utilized to aid the Unemployment Insurance Agency in 2021. The Michigan Works! Association has scheduled a series of Diversity, Equity, and Inclusion training sessions for 2021 – during their training session in October of 2020 over 500 participants nationwide participated. There will be two CAMW! Administrative staff positions posted this week – The New Americans Navigator position and the Chief Operating Officer position, which will also serve as the Equal Opportunity Officer for CAMW!. Carrie shared additional grant funding that came in the night prior for approval from the boards. This funding requires a motion for acceptance of funding.

ACCEPTANCE OF MICHIGAN DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (DWG) – COVID RECOVERY PROJECT

20-AW08

Motion by Chris Holman supported by Edith Suttles, to accept the grant funding as presented.
Motion Passed Unanimously

ITEM #26

MEMBER ROUNDTABLE

Chris Holman discussed how proud he was of the performance that Carrie has exemplified during the pandemic. Aaron thanked the board members for their adaptation during this unpredictable year, and how proactive everyone has been in attending meetings and reviewing documents in a timely manner. A thanks was given to the Communications team, for their prompt dissemination of services available through CAMW! to the community as situations changed through 2020.

ITEM #27

ADJOURN ADMINISTRATIVE BOARD

Aaron Stephens adjourned the meeting at 4:52PM

ITEM #28

ADJOURN WORKFORCE DEVELOPMENT BOARD

Jane Doty adjourned the meeting at 4:55PM