

Northern Middle TN Workforce Development Board
September 17, 2018
11:00 a.m. – 1:00 p.m.
1598 Green Lea Boulevard, Gallatin, Tennessee

PRESENT MEMBERS

John Zobl (Chair)
Adam Atkinson
Joel Blackford
Howard Bradley
Bo Callis
Gealita Greenhill
G C Hixson
Johnathan Hunter
Greg Jones
Mark Peed
Carole Puryear
David Rutledge
Amanda Russell
Dan Ryan
Brian Sims
Adam Sones
Kristi Spurgeon
Charles Story
Seth Thurman

PROXIES

John Alexander (Mark Peed)

MEMBERS ABSENT

Keith Carnahan
David Dunlap
Christopher West

STAFF AND GUESTS:

Jacky Akbari
Susie Bourque
James Brown
Brian Clark
Patrick Combs
Andrea Dillard
Tanya Evrenson
Ginger Fussell
Reginald Gardner
Freda Herndon
Paul Hines
Renee Hollis
Anthony Holt
Jimmy Johnston
Thysckla Morris
Marla Rye
Ellen Zinkiewicz

The Northern Middle Tennessee Workforce Development Board held its inaugural meeting on Monday, September 17, 2018 at 11:00 a.m. at the American Job Center, Gallatin, Tennessee.

The meeting was called to order by the Chief Local Elected Official (CLEO) Anthony Holt. Mr. Holt gave opening remarks and the purpose of today's meeting.

Mr. Holt asked for a motion for approval of the agenda (refer to presentation). Brian Sims motioned to approve the agenda with some agenda items moved to phase two of the agenda, seconded by Mark Peed and unanimously agreed (refer to presentation).

The Board Certification was presented (refer to presentation). G C Hixson motioned to approve the Board Certification, seconded by Mark Peed and unanimously agreed.

Jimmy Johnston, consultant to the Northern Middle Tennessee Local Workforce Development Board went over the proposed by-laws (refer to presentation). It was mentioned that some language was duplicative in the document and should be removed from page 2. It was noted that the by-laws can be amended at

any time. The by-laws are due to the state October 1st. Bo Callis motioned to approve the by-laws with the recommended changes, seconded by Brian Sims and unanimously agreed.

CLEO Holt requested a motion for the nomination of officers. Howard Bradley nominated the following slate of officers: John Zobl as Chair, Charles Story as Vice-Chair, and Kristi Spurgeon as Secretary. Howard Bradley motioned to approve the slate of officers as presented, seconded by Bo Callis and unanimously agreed.

The Partnership Agreement was presented (refer to presentation). Brian Sims motioned to approve the agreement, seconded by Mark Peed and unanimously agreed.

Mr. Johnston went over the slide presentation (refer to presentation). The Consolidated Business Grant list was reviewed. Andrea Dillard, Vice President of Workforce Essential explained how the grants are marketed in the counties. Mark Peed motioned to approve the Consolidated Business Grants seconded by Bo Callis and unanimously agreed.

Mr. Johnston presented the Board Policies and explained that 21 policies in total had been reviewed and only 7 policies had material differences (refer to presentation). Policies are due to the State by October 1st. Charles Story suggested that the new Operations Committee look over what is approved today. G C Hixson motioned to approve the 21 policies accepting the amendments to the 7 amended policies, seconded by Seth Thurman and unanimously agreed.

Mr. Johnston discussed the recommendation to grandfather the Eligible Training Provider list between the two legacy areas (refer to presentation). Howard Bradley motioned to approve the list, seconded by David Rutledge and unanimously agreed.

Mr. Johnston presented the Operating budget Phase 1 (refer to presentation). The staffing plan, consisting of names and positions necessary to staff the board and fiscal agent was presented. The staffing plan also included a contract with the Metro Government of Nashville and Davidson County for the Nashville Career Advancement Center (NCAC) to provide some of those services through a contract with the board through at least December 31, 2018 (attachment 10). Bo Callis motioned to approve the Operating budget, staffing plan, and NCAC contract. The motion was seconded by Brian Sims and unanimously agreed.

There was a discussion about the One-Stop Operator (OSO) contract. State approval to have the Workforce Essentials Contract currently in place for Legacy Area 8 counties was presented (refer to presentation). The extension approves Workforce Essentials to provide OSO services through December 31, 2018. Chairman Zobl requested staff to ask the state for permission to extend the Maximus contract for OSO services in Legacy Area 9. Additionally, Chairman Zobl asked Executive Director Patrick Combs to obtain written assurances from the State that there is no remaining liability related to the current Maximus contract relative to the certification of the Wilson County affiliate center. All approvals from the state were requested to be in writing. G C Hixson motioned to approve the extension of the Workforce Essentials contract with the requested forthcoming approvals from the State, seconded by Kristi Spurgeon and unanimously agreed.

Mr. Johnston went over the extension of service contracts approval letter (refer to presentation). He also went over the RFPs that are required to comply with State mandate. Chairman Zobl suggested that the Executive committee (Chair, Vice Chair, secretary) form an RFP Committee to report recommendations to the Board for final approval. It was suggested that John Alexander and Mark Peed join the RFP Committee.

Howard Bradley motioned to approve this recommendation, seconded by G C Hixson and unanimously agreed.

Mr. Johnston reported that the search for the Executive Director of the Northern Middle Tennessee Local Workforce Board has been advertised on indeed.com and jobs4tn.gov (refer to presentation). To date there are 55 applicants; 9 highly qualified; 10 qualified. The job posting will remain open until it is filled. Chairman Zobl formed a search committee for the position that will include the executive committee with the additions of Bo Callis, Greg Jones, Dan Ryan, and John Alexander.

Executive Director John Watz and Executive Director Combs will work together and create a Board Orientation booklet.

The Board thanked the staff for their commitment to serve and well wishes were expressed also.

With no other business, the meeting adjourned at 1:25 p.m.

Respectfully Submitted,

Minutes Prepared and Submitted by: Thysckla Morris