

**Middle TN Workforce Development Board**  
**February 15, 2018**  
**11:00 a.m. – 1:00 p.m.**  
**Goodwill Industries, 937 Herman Street, Nashville, TN**

**PRESENT MEMBERS**

Charles Story (Chairman)  
John Alexander  
Neil Amrhein  
Jennifer Bracken  
Bo Callis  
Beth Duffield  
Rick Ewing  
Liz Allen Fey  
Reginald Gardner  
Blair Glenn  
Matt Gloster  
Gealita Greenhill  
G C Hixson  
Bettie Kirkland  
Matt Lowney  
David Rutledge  
Sonia Sappenfield  
Adam Sones  
Martha Trammell  
Christopher West

**PROXIES**

**GUESTS**

James Brown  
Tammie Crawford  
Shavonne Meneese  
George Phillips

**MEMBERS ABSENT**

Nancy Eisenbrandt  
Roger Farley  
Ben Henderson  
Ashford Hughes  
Diane Janbakhsh  
Greg Jones  
Joyce Lavery  
Mark Marshall  
Mae Perry  
Yvette Porter  
William Rainey  
Diedra Sawyer

**NCAC STAFF PRESENT**

Jacky Akbari  
Susie Bourque  
Brian Clark  
Jessie Ellison  
Tanya Evrenson  
Thysckla Morris  
Kathy Parker  
Ellen Zinkiewicz

The Middle Tennessee Workforce Development Board met on Thursday, February 15, 2018, 11:00 a.m. – 1:00 p.m. The meeting was held at Goodwill Industries, 937 Herman Street, Nashville, TN.

The meeting was considered to have a quorum and called to order by Chairman Charles Story.

Chairman Story asked the members and guests to introduce themselves and the company they represent.

The minutes from the October 19, 2017 meeting were reviewed by the members (attachment 1). Matt Gloster motioned for approval of the minutes, seconded by David Rutledge and unanimously agreed.

Jessie Ellison, NCAC Marketing Coordinator gave a brief year in review report (attachment 2).

Patrick Combs gave the Executive Director's report. He reported that he attended the State Board meeting and that in the meeting they discussed realignment of the local workforce areas (LWDA). The suggested realignment would merge areas 8 and 9 to create a 13-county area. The Boards would be

merged to create a new Board. Chairman Story mentioned that he requested that a meeting be scheduled with our counterparts in area 8 to discuss this change.

Patrick reported that the Department of Labor is requiring that the One Stop Operator contract be rebid. The reasons cited were 1) length of time out for bid and 2) inclusion of the Lebanon affiliate. Staff will begin revising the Request for Proposal (RFP) and re-post based on the State's directions. GC Hixson and Neil Arheim have agreed to be a part of the RFP review team.

Brian Clark gave the December 2017 financial report (attachment 3).

Susie Bourque gave a policy update and requested approval of nine policies that have been recommended by the executive committee to be approved by the full board. Of the nine policies, policies 1, 3, and 7 have been revised to align with our Adult and Dislocated Worker contractor and policies 13-18 are new policies. (attachment 4). Bo Callis motioned to approve the recommendation of the executive committee, seconded by Bettie Kirkland and unanimously agreed.

Susie also requested approval of five Consolidated Business Grants that were approved by the Executive Committee (attachment 5). An additional business, Heritage Farms Dairy, was included in the request for approval. Gelita Greenhill motioned to approve the recommendations of the executive committee for the five Consolidated Business Grants, seconded by Rick Ewing and unanimously agreed.

Jacky Akbari gave a brief update on the Diversity and Inclusion Committee. She informed the board that Chairman Erin Mercer has resigned due to relocating to another state. Reginald Gardner has agreed to serve as the Chair of the committee. Jacky also gave a year in review report that included updates on the Diversity bus tour that was a success and the Equitable Economic Development Fellowship Patrick is participating in through the National League of Cities. This committee will continue to help with integrating inclusive and equitable development into the work of the Board and the community.

Martha Trammell gave a brief Youth Committee update. She reported that the committee has two new members, Yvette Porter which is a member of our Board and Thressa Green-Bradley (attachment 6). David Rutledge motioned to approve Thressa as a committee member, seconded by Matt Gloster and unanimously agreed.

Tanya Evrenson gave an update on Career Center services. Workforce Essentials was awarded the career services contract and hired all the available NCAC staff being laid off. They are currently getting adjusted and will have staff training in the next couple of days.

George Phillips (Maximus) gave the One Stop Operator (OSO) update (attachment 7). He briefly talked about the secret shopper results and reported all is well in the career centers.

Chairman Story thanked the NCAC staff for continuing to do a great job.

The next Middle TN Workforce Development Board meeting will be on May 17, 2018, 11:00 a.m. – 1:00 p.m. Location to be determined. With no other business, the meeting adjourned at 12:50 p.m.

Respectfully Submitted,

Thysckla Morris

(An audio recording of this meeting is on file at the Nashville Career Advancement Center)