

**Middle TN Workforce Development Board**  
**August 17, 2017**  
**11:00 a.m. – 1:00 p.m.**  
**Goodwill Industries, 937 Herman Street, Nashville, TN**

**PRESENT MEMBERS**

Martha Trammell (Secretary)  
John Alexander  
Neil Amrhein  
Jennifer Bracken  
Beth Duffield  
Nancy Eisenbrandt  
Rick Ewing  
Reginald Gardner  
Blair Glenn  
Matt Gloster  
Gealita Greenhill  
G C Hixson  
Ashford Hughes  
Bettie Kirkland  
Joyce Lavery  
Mark Marshall  
Erin Mercer  
Mae Perry  
Yvette Porter  
William Rainey  
Sonia Sappenfield  
Adam Sones  
Christopher West

**PROXIES**

**GUESTS**

Daniel Seeback  
Trish Farmer

**NCAC STAFF PRESENT**

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

**MEMBERS ABSENT**

Bo Callis  
Roger Farley  
Liz Allen Fey  
Ben Henderson  
Diane Janbakhsh  
Greg Jones  
Matt Lowney  
David Rutledge  
Diedra Sawyer  
Charles Story

The Middle Tennessee Workforce Development Board met on Thursday, August 17, 2017, 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 Secretary Martha Trammell.

Martha Trammell asked the members and guests to introduce themselves and the company they represent.

The minutes from the May 18, 2017 meeting were reviewed by the members (attachment 1). Yvette Porter motioned for approval of the minutes, seconded by Matt Gloster and unanimously agreed.

Patrick Combs introduced the new board members and welcomed them. The board has nine new members.

Patrick gave the Executive Director's report (attachment 2). He announced that Maximus has been awarded the contract for the One Stop Operator for one year. Maximus has chosen George Phillips, Career Development Manager for Davidson County to oversee the One Stop Operator responsibilities. George Phillips will be leaving NCAC to take on this role. NCAC was required to restructure, bid out career services, which will result in the layoff of 19 current Career Center staff members, effective December 29, 2017. NCAC management is currently in the process of reorganizing the agency. With all the changes,

the search for new AJC center locations has been suspended. Some discussion took place. Members of the Board express their appreciation to the NCAC staff for their dedication to the Davidson, Rutherford, Trousdale, and Wilson county communities.

Brian Clark presented the financial update for year ending June 2017 and presented the FY2018 budget for approval (attachment 3). Blair Glen motioned for approval of the FY2018 budget; seconded by Reginald Garner and unanimously agreed.

Nancy Eisenbrandt gave an Operation Committee report. The Operations committee met on August 8<sup>th</sup> to review and approve the Conflict of Interest Policy (attachment 4). Nancy requested approval from the Board. Gealita Greenhill motioned to approve the policy, seconded by Rick Ewing and unanimously approved. She also presented the Career Services Request for Proposal for the Board's approval (attachment 5). Yvette Porter motioned to approve the Career Services Request for Proposal, seconded by Matt Gloster and unanimously agreed.

Martha Trammell presented the Youth Eligibility Policy and requested approval (attachment 6). G C Hixson motioned to approve the Youth Eligibility Policy, seconded by Ashford Hughes and unanimously agreed.

Erin Mercer gave a brief update on the status of the Diversity and Inclusion Committee. She has been working with NCAC staff to define some strategies to work with different groups. The committee plans to have their first meeting on September 7<sup>th</sup>.

Susie Bourque presented the Board Meeting Access Policy (attachment 7). The policy states that all Board Meetings will comply with the Sunshine provisions for open meetings and that approved Minutes will be posted to the Board website 15 days after approval. Beth Duffield motioned to approve the Board Meeting Access Policy, seconded by Matt Gloster and unanimously agreed.

Susie also presented Consolidated Business Grants and requested approval of the list of proposed grants for July – December 2017 (attachment 8) and, one application not on the attachment from Gallaher and Associates. This application is for Incumbent Worker Training, for six applicants at \$25,000. Before the vote took place, Gealita Greenhill recused herself from voting. Yvette Porter motioned to approve the proposed grants with the addition of one more grant that was not on the handout, seconded by Matt Gloster and unanimously agreed.

The next Middle TN Workforce Development Board meeting will be on October 19, 2017, 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)