



MINUTES

One Stop Operator Board Meeting
Wednesday June 28, 2017
Cheatham County American Job Center
Ashland City, TN
11:00 a.m.

Board Members Present

John Alexander
Jerry Faulkner
Rodney Good
Jonathan Hunter
Jimmy Johnston
Jacqueline Lisenby
Mark Peed
Dan Ryan
Kristi Spurgeon
Arrita Summers
Virginia Talley
Kim Walker
Randy Walker
John Zobl

Members Not Present

Angie Hedge
David Kirkland
Michael Moeller
David Smith
Bobby Emery

WEI Staff Present

Renee Hollis
Sherri Harris

County Mayors Present

Amber Locke

Contractors:

John Watz
Natalie Olson

CALL TO ORDER

NTWB Board Chair John Zobl called the meeting to order at approximately 11:30 a.m. It was documented that a quorum was present.

ONE STOP OPERATOR RFP

John Zobl opened and gave background on One Stop Operation. John Watz was giving \$15,000 to get help to do the RFP. John Watz developed the RFP himself, published on all applicable websites. Questions were submitted. June 13, Bidders Meetings held to respond to all questions. One organization showed – Workforce Essentials.

Kristi Spurgeon spoke on all criteria the committee considered for scoring the One Stop Operator: One Stop Operator, Career and Business Services, Youth Services and Fiscal Accountability and Budget. 4 different areas that were scored.

According to John Watz, Florida, Wisconsin, Arkansas, Greater Nashville, TCATs, other states and organizations, community colleges showed interest. Some companies put in up to 30+ questions so that they could properly bid. Workforce Essentials has a national reputation, and as these other companies researched, many of them eventually called Marla Rye, asking what's happening in your area regarding this? Marla informed them all that Workforce Essentials was bidding on this project. This is the second time we've put out for bid on this and ultimately only got one bid this round.

Discussion ensued concerning the competitive process. Additional discussion occurred concerning renewal and length of the RFP and law. Dan Ryan discussed what other Local Areas are going through. John Alexander stated that what we are trying to do here is the model for everyone to follow. John Zobl stated we are trying to maximize the amount of money going directly to the people that need it. But there will be some increased cost. We will probably be on the very low end of those increased costs compared to what others in the state will be doing. We are being as efficient as we possibly can be. Jackie Lisenby stated the RFP is very similar to how they operate today, but with a leaner staff. Jackie Lisenby motion to approve, Randy Walker seconded. All were in favor. Motion carries unanimously to vote Workforce Essentials as the One Stop Operator and Career and Business Service Provider. The motion passed. John Watz said that the Local Elected Officials must approve the One Stop Operator and he will get their votes tomorrow. If I get a 65 percent approval, then Workforce Essentials will be the One Stop Operator and the provider of Career Services and Business Services. Friday the One Stop Operator contract will be signed, contracts and documents will be sent to the State.

BYLAWS

Per John Zobl the NTWB Bylaws need to be amended. NTWB will now be the Fiscal Agent and the Administrative entity. We have to add the County Executives who are going to be Ex-Officio Members. To be the Fiscal Agent the Board must remove Marla Rye and Barbra Unruh from bank account and nominate two others to take their place. Used to be staff was on the board to handle these matters, now the Board is going to hire staff. First, approve the Bylaws then come back to amend. Dan Ryan votes, Kim Walker seconded the motion.

Add the County Executives from Dickson, Montgomery, Robertson and Williamson to the NTWB Ex-officio. John Alexander asked if space for Board Staff being provide and John Watz stated that Board Staff will be in the Admin Building.

Dan Ryan amending motion to approval all changes in bylaws as they are written. If there's more than one motion, we need to combine them all and have one vote. Dan Ryan motion to approve, Jonathan Hunter seconded. All were in favor. The motion passed.

Amendments made due to the State policy requirements released June 15. Signatory on bank accounts – motion to name John Watz and Renee Hollis as signatories on account, Randy Walker approved, Arrita Summers seconded. All were in favor, motion passes. In the future, the Director and Program Director can be the signatory authorities. Randy Walker approved and Arrita Summers seconded. Motion passed.

STAFFING

John Zobl stated the Board will require staff to administer the functions of the Board. Proposal to hire a Director/Planning person, a Fiscal accounting payroll person, a Program policy/monitoring person, and an Administration/ NTWB web hosting person. Finance/fiscal accounting is being advertised for, outside the board and Workforce Essentials. The position must be posted. Some employees will transfer from Workforce Essentials to board.

John Watz stated there was a Financial individual, who could have transferred from Workforce Essentials, however she is moving. We needed to advertise outside. Created a job description, posted at Indeed.com and Jobs4TN.gov. Most applicants live outside the state of Tennessee.

Renee Hollis is behind the scenes with Workforce Essentials, counts every person being serviced. Also knows state systems, VOS, etc. to keep company in compliance. Sherri Harris – Monitor person, the eyes and ears out in the field for Renee Hollis. Combination of Hollis&Harris needs voted on for program/monitoring. Natalie Olson – admin/web assistance. John Zobl stated first step is to make a motion to approve 4+ positions, Executive Director, Fiscal Accounting/Payroll Director, Programs Director, Programs Monitor, Admin/Web Assistance. There's actually 5 positions, 4 plus the contract position. Mark Peed asked if we have a say in salaries, or are we hiring on trust. John Zobl stated that \$340,000 for these positions has been voted on. 10% of total funds allocated to the board and with \$4 million approved, that leaves \$400,000 to total admin costs. Extra cost we will be incurring - \$40-\$50,000. No detailed budget done yet. Mark Peed stated with no budget, only approving an 'idea.' John Zobl stated we are working on Budget. Approve contingent upon the positions being fiscally affordable/competitive, approved by the board. 10% of the awarded amount can be spent on Administrative costs. Jimmy Johnston stated it's not optimal time based on State actions...suggested the Director needs to come back to the board for approval. Will need to have budget approval. Mark Peed does not want to take someone from a job they currently have with no approval on budgets/salaries, etc. John Watz understood his concerns and Marla would not agree without setting the Board up for excellence. Renee and Sherri have volunteered to move over to the Board.

John Alexander stated our plan is not inconsistent to what other local areas are doing. Virginia Talley stated the Board is here to prevent conflict of interest – former workforce essentials employees – where will their loyalties lie...loyalties will now switch to the Board from Workforce Essentials. John Watz stated that for 25 years, Marla was both entities. Now she is just President of Workforce Essentials. Now we have to hire for the Board. Jimmy Johnston makes a motion to hire up to 5 positions as identified by the current director. Need to withdraw current motion – Dr. Faulkner withdrew the first, Kristi Spurgeon withdraws second motion. Arrita Summers – 4 positions, where is the 5th position? The Program director and monitor position are splitting in 2 positions. Jerry Faulkner motioned, Kristi Spurgeon seconded. All were in favor. The motion passed.

Jimmy Johnston stated Workforce Essentials is now a contractor. We will be overseeing Workforce Essentials as the sub-contractor. Very difficult for Marla Rye. The Board is now liable for that. Mark Peed – needs to be voted on and approved immediately. Paycheck needs to come from this Board as quickly as possible, before these former employees are pulled back.

RENEE HOLLIS/PROGRAMS DIRECTOR PRESENTATION

Renee Hollis stated that she understands all concerns. Been with Workforce Essentials for 24 years. Whomever she works for is where her loyalties lie. Yes, they are current co-workers. No favoritism when monitoring. Will audit according to laws and data. Renee doing paperwork and reports in background. Renee and Sherri do the staff training on VOS system, etc. Local graduate with local connections.

SHERRI HOLLIS/PROGRAMS MONITOR PRESENTATION

Sherri stated she is the eyes and ears out in the field. Been with Workforce Essentials 4 years; used to be admin at Workforce Essentials, 2 years with Renee/monitoring. Audits – 1145 files

reviewed, corrected. 4 audits per year. 2015 first audit, 3 PAR monitoring's with zero findings. 300+ down to 9 current findings last year. Jimmy Johnston – what is PAR? Performance Accountability Review by State Monitors. 35-40 elements looked at when reviewing files.

VOTES ON STAFF POSITIONS

John Zobl asked potential employees to leave the room for the vote discussion – main position is executive director. John Watz volunteered to leave Workforce Essentials May 12 to join the Board as a contract position through July 3. John has done an unbelievable job in the last 6-8 weeks. Moving forward the Board needs a director – John Watz is willing to take that position if approved. John Zobl recommends moving forward. Mark Peed stated he worked with John Watz for 4 years, can't find anyone better. His background, this is what John does. John Alexander stated we can't find anyone better. John Zobl stated John Watz' weaknesses – financially, not as experienced, comparing himself to Marla Rye. That's why the board will approve the financial person. Make offer to John Watz – Rodney Good asked does it need to be contingent on salary and benefits package? John Zobl stated he done some research across the state, that we are within the range. Mark Peed again stated we can hire and must approve budget. John Watz is beyond worth whatever money is offered.

John Zobl stated we will also need to make a motion that John Watz must be in place by July 3. Needs to sign contracts, documents, etc. Jonathan Hunter asked can we hire at basic compensation package – new contracts with new budget. All new salary items would be captured in the new budget proposal. Rodney Good stated we can't hire without a pay rate. Kim Walker stated there needs to be a ballpark or range. Temporary contracts hired at current rate. Can give bonus if needed or retro back. Adjust if needed once budget approved.

How to word the contracts and approvals – frame motion Board to approve executive Committee to negotiate and hire John Watz at a salary commensurate with his contractor rate. Hired today at current salary, with option with retro pay based on July 3. Will back pay if necessary. Consent to Authorize to sign at current salary until July 3rd. How do we vote on new salary on July 3? Executive committee and head of ops committee and budget committee will join in to vote. John Watz will then authorize the staff under the approved budget. Kim Walker stated there still needs to be formal competitive data to approve salaries. Jimmy Johnston stated we should hire at his present salary as determined by executive committee plus additional chairs. Give exec. committee authority to set that salary. Rodney Good stated the exec committee gives authority to the Director at current salary. Mark Peed stated the Exec Director authority starts immediately. Natalie Olson asked would a Consent Agreement giving Signatory Authority until July 3rd settle this matter? John Zobl stated that's a good idea. Rodney Walker makes motion for John Watz to be named Director with signing authority immediately. Mark Peed seconds. All were in favor. Motions approved unanimously.

Brought John, Renee and Sherri back in to the meeting.

Mark Peed asked are the County mayors to come in and change anything approved? Or is it whatever the board says goes. John Zobl stated the only thing the Mayors are approving is our vote.

John Zobl offered John Watz director position. Outstanding job. Effective July 3 with signatory authority beginning immediately – Consent agreement giving signatory authority. John Watz officially accepts.

John Zobl stated the Executive Committee to be involved with all budget approvals. Kim Meade has been promoted and has been transferred so a new vice chair is needed. Motion was made for Jimmy Johnston to be Vice Chair. Dan Ryan motions, Mark Peed seconds. All were in favor. The motion passed unanimously.

Jimmy was secretary, Arrita now as secretary, Randy Walker made motion, Jimmy Johnston seconded.

COMMITTEE CHAIRS AND BOARD OFFICERS

John Watz stated the Board is also broken out in to four committees- Career Center Operations (chaired by Kristi Spurgeon), Targeted Populations, Budget, and Economic Development. The last three do not have committee chairs. Vote on new Vice Chair(s) - Operations committee – Kristi Spurgeon; Targeted population – Virginia Talley; Budget committee – table chair vote, move Mark Peed to budget committee, and chair nominee; Economic development – Dan Ryan. All voted internally within the groups.

WEB SITE

John Watz stated that under Sunshine Laws - There is now a WIOA and state requirement that Local Boards post minutes of meetings etc. on their own websites. Natalie Olson was introduced and showed a basic website. Colors will match AJC coloring and blend. Came in as neutral third party, posted RFP, minutes, etc. Home page, Board Page, Calendar Page, Services Page, Resources and Contact pages. Mark Peed asked Will these meetings be open to the public? John Watz stated Yes, all Board meetings are open to the public and will be announced in the paper, along with being posted on the website. Policy letter stating these new laws. Natalie Olson continued – the Services page – given what WIOA requires be posted. LWDA 8 map. All AJC offices listed with map links and office pictures. John Alexander asked if there will be a link to contracted website? Natalie stated Yes. (Workforce Essentials) \$45.00 year for domain name. Hosting also needs set up. Motion on Domain Name: Mark Peed set motion. Randy Walker seconded. Approved ntwb.org, with SSL Certificate \$40/year. Mark Peed asked Will we have a Secure board log in and are there any ADA requirements for the website? John Watz stated whatever is in the Policy Letters will be adhered to.

OTHER MOTIONS

John Zobl made an Official motion to go up to \$400,000 budget. Mark Peed set motion. Kristi Spurgeon seconded motion. Also need committee members available for Director of Finance interviews/votes. Kristi, John Z, Arrita, Dan Ryan(alternate), Mark Peed for finance committee to be involved in Finance Director interviews/votes. John Alexander set motion, Jimmy Johnston seconded. All were in favor. The motions passed.

ADJOURNMENT

A motion was made by John Zobl to adjourn the meeting. Jimmy Johnston seconded the motion. All were in favor, no one opposed. The meeting was adjourned.

Natalie J Olson

Board Admin