



North Tennessee
WorkForce Board Inc.

MINUTES

**Quarterly Board Meeting
Thursday, August 31, 2017
Montgomery County American Job Center
Clarksville, TN
11:00 a.m.**

Board Members Present

John Alexander
Randy Walker
Jerry Faulkner
Jimmy Johnston
Rodney Good
Mark Peed
Jonathan Hunter
Arrita Summers
Kim Walker
Kristi Spurgeon

Board Members Not Present

John Zobl
Dan Ryan
Virginia Talley
David Kirkland
Jacqueline Lisenby
Michael Moeller
Bobby Emery
David Smith
Angie Hedge

WEI Staff Present

Marla Rye
Andrea Dillard
Barbara Unruh
Freda Herndon

Board Staff Present

John Watz
Ginger Fussell
Renee Hollis
Sherri Harris
Natalie Olson

Quorum is present.

Call to Order

Mr. Johnston called the meeting to order at 11:30a.m. He announced Chairman Zobl is out due to a death in the family.

Mr. Johnston made a motion to amend the agenda to add a resolution for F&M Bank Signatory to add Ginger Fussell and remove Renee Hollis, and to vote on the New Board Chairman at the beginning of the meeting. Randy Walker moved and Mark Peed seconded the motion. Motion accepted.

Arrita Summers asked if someone else was taking notes of the meeting or if she needed to. John Watz assured her someone else was taking the meeting minute notes and that she is to take notes only of the Executive Committee Meetings.

John Watz made a motion that Ginger Fussell be added to the Consent to Sign card at F&M Bank and that Renee Hollis be removed as signatories. Jerry Faulkner moved and Randy Walker seconded the motion. Motion accepted.

Nomination for Chairman:

Arrita Summers made a motion to nominate John Zobl, John Alexander motioned to accept, Mark Peed seconded the motion. Motion accepted.

Approval of Minutes

Jimmy Johnston mentioned there are two sets of minutes, one set from the May 11 meeting, and the 2nd from the June 28 meeting. Randy Walker made a motion to accept, Arrita Summers seconded the motion to accept the May 11 minutes. Motion approved.

Jimmy Johnston made a motion to amend the June 28 meeting minutes to move John Watz' name from WEI Staff Present to Contractor present column. Randy Walker motioned, Mark Peed seconded the motion. Motion Approved. Randy Walker motioned to pass the minutes, Kim Walker seconded the motion. Motion Approved.

Executive Director Overview

John Watz gave an overview of activities since the last board meeting. All staff hired and in place. Firewalls as Administrative Entity and Fiscal Agent are in place. Blue Cross Blue Shield Insurance is in place. The Investment Piece is still being worked on. QuickBooks software is in place for the accounting books.

The biggest change has been the changeover for grants; current ones are in place. F&M Bank signatures are in place with current staff. All Contracts/Agreements are in place. The website is up and running, all meeting minutes to be posted on the website once approved.

DOL Funding will be in the eighty percent or higher range for meeting expenditures. LWDA8 is the 3rd highest in funding, and as such will have \$390,000 added in the September and October timeframe.

All LWDA 8 American Job Centers have also been certified "Green."

Training Providers List: Staff to go to school-approved training. NTWB must approve. Heavy Equipment College TN Campus wants to re-apply as a vendor. Disapproved Crane Operator course due to no crane equipment for training. John Watz to re-evaluate them and bring the school Director to the next Board meeting. Jimmy Johnston said John Watz need to do a field evaluation before anyone is brought to a board meeting. He also asked if TCATS has this kind of training...Arrita Summers said Repair School Only. Jerry Faulkner said maybe Chattanooga State does. Mark Peed said Tennessee Roadbuilders might have this kind of training but no licensing. Rodney Good said a school in Memphis is working on licensing and certification.

Jimmy Johnston said this issue needs to go back to Committee options to deal with the issues versus the full board.

Vol State Continuing Ed Division – Does not track all of their students. Have certifications and exams, thus higher costs. Workforce Preparedness Exam voucher included in cost of course. Dislocated Workers can't go get a FAFSA loan so it would be helpful for Dislocated Workers to have these courses on the ETPL. They could be on the Approved Vendor List. Jonathan Hunter said Ft. Campbell does work with Six Sigma and requires project experience. Discussion ensued from numerous Board

members that Continuing Ed courses with Certifications are important for business and our WIOA customers.

John Watz spoke that the One-Stop Operator and the Career Service Provider does assess the client before putting them in a program they might not yet be qualified for.

Due to conflict of Interest, Jerry Faulkner and Randy Walker were asked to leave the room to vote on putting these Vol State courses on the Eligible Training Providers List. Mark Peed said the committees should approve, that we need to get back to checklists and committees involved in the process. That we need to move from supporting the unemployed to supporting the local businesses.

John Watz said the Board will have to re-scrub the Vendor Approved List. Jimmy Johnston said this is a great discussion for our Workforce Area. We need to scrub approve provider list annually. Kristi Spurgeon motioned to approve the Vol State Courses be added to the Approved Providers List, Mark Peed seconded the motion. Motion approved. Jerry and Randy were invited back into the meeting.

John Watz introduced the Board's new Director of Finance, Ginger Fussell, who introduced herself and gave a brief overview of her background.

Renee Hollis was then introduced and gave an overview of the Program Monitoring. The Board is overseeing what the job centers are doing, through Salesforce. All American Job Center Directors were approving funds and the Board will now approve staff enrolling or dis-enrolling clients. Approvals are being done within 24 hours with proper documentation. Once approved, Andrea's staff at WEI is inputting this information into State MIS system for Jobs4TN.

Operations

Andrea Dillard spoke on Program Services and Operations. Workforce Essentials is now a subcontractor of the Board. Commended the Board for all accomplished, Firewalls in place as well as the Fiscal Agent. Customers are still receiving the same service as before all recent changes. Numbers ending Fiscal Year June 30, 2017, 570 Placements at \$17/hr. average pay with eighty-three percent placement and 1,000 clients served. Staff exceeded enrollment goals by over 200% in some areas.

Fort Campbell Soldier Transition Grants-332 enrollments for the year, 191 exits, eighty percent placement with an average wage of \$20/hr.

Business Consolidated Grants normally called Incumbent Worker Training Grants for Employers. This year employers can apply to do on-the-job training contracts or apprenticeships. The Business Services Division in each of the American Job Centers has taken the lead however the centers only have until December to spend the money on services. A six-month time-frame to use the training dollars.

To-date, 16 businesses have put in pre-applications, 8 have completed the application process, been through the review process and been issues contracts based on Board approval; one employer is pending approval. 7 still being worked with and pending.

\$230,000 obligated with local employers.

Jimmy Johnston asked the maximum amount of each grant. Andrea said the maximum is \$25,000 for local approval, up to \$50,000 requires State approval.

Freda Herndon – One Stop Operator gave an introduction of herself. She reports directly to Marla Rye, John Alexander, and John Watz. She has a neutral role as the One-Stop Operator. Is writing up processes as there are no same performance levels across all counties. Freda also said she will be reporting trends and analysis in November to improve efficiencies, such as name tags, housekeeping in offices, branding, etc. Freda also maintained her role as the Rapid Response person.

There has been a traffic count of 15,000 since July 1 at the centers. Caseload of one hundred percent placement and an average rate of \$17.64 per hour for the July 1, 2017 fiscal year so far, including Ft. Campbell Program. Affiliate Centers account for sixty percent and the Computer Centers forty percent.

Adult Education – TANF program – ninety-eight percent placement with a rate of \$9.40/hr.

Area 8 Operations

Marla Rye spoke on all the changes made recently. Things have been challenging. Freda is great as the One-Stop Operator. Employer focused group meetings are being held.

Apprenticeships: in Montgomery County with James Corlew Chevrolet. In Williamson County, IT apprenticeships with the Chamber of Commerce. A grant application for work based learning grants to go to K12 School System was submitted. In Sumner County, Jail Work Release Program with WEI transporting inmates back and forth to jobs has been put into place. The Drivers Ed Instructor is providing transportation and we may lease some vans in the future.

Marla also announced this will be the first Board to do International work, as LG Electronics wants CRC job profiling in Korea. LG has to pay the way as NTWB cannot pay for International travel. Aspire is paying part of the cost.

Financial Report

Barbara Unruh gave the financial report. All contracts have been closed out in preparation for the Board receiving all funds going forward.

John Watz spoke up that previously all money went to Workforce Essentials whereas now it all comes to the board and is dispersed from there.

Marla Rye spoke on the last Fiscal Report from Workforce Essentials. No staffing use of the extra funds, it must all go to participants. WFE laid off twelve from their staff because of budget cuts, but is doing the best they can without additional funds.

Jimmy Johnston makes a motion to accept the modified budget. Marla Rye said the Budget Committee should meet asap to look at appropriations of the additional funds. Mark Peed motioned to accept the additional funds be allocated to the board as

submitted and the budget committee will work to disperse the funds appropriately, Randy Walker seconded the motion. Motion accepted.

Adjourn

Jimmy Johnston adjourned the meeting.

***** The next NTWB meeting will be November 9, 2017**

Natalie J Olson

Board Admin