

East Tennessee Local Workforce Development Board Meeting Minutes
Tuesday 8 December 2020
Delivered by WebEx, from the Workforce Development office
Oak Ridge, Tennessee

Present

Martha Axford
Pete Barille
Cindy Holt
Jimmy C. Brooks
Sean Hensley
Jessica Belitz
Chris Griffey
Tonya Garrett
Tanika Walthall
Ms. Strassner for Angie Respress
Gary Human
David Garcia

Absent

Mark Palmer
Josh Rule
Paul Boyles
Kevin Kilpatrick
Mike Raiford
Jerry Sexton
Joe Daugherty
Sam Alexander
Anthony Mountain
J.J. Walker
Brian Shoffner

The meeting began at 12:01 EST with Director Walker asking callers to identify themselves. Ms. Axford welcomed the Board and asked for approval of meeting minutes from the 9 September 2020 meeting with one change noted. The noted change was the start time of the meeting from 1:05 to 12:00 noon. Motion to accept the minutes with the time change was made by Sean Hensley and seconded by Jessica Belitz. Motion passed.

Ms. Axford welcomed our newest Board member Cindy Holt. Director Walker introduced Jerry Slaven who was not in attendance as our other new Board member.

Director Walker made the request to the Board to consider adding two training providers or programs to our approved list. The first training was the Tennessee College of Applied Technology in Harriman with an increase in cost to the Certified Nursing Assistant Program. The cost increase was above the 25%

threshold, requiring Board approval. The cost increase was a direct result of Covid-19 and the need to purchase technology enabling students to engage in distance learning. The motion to approve was made by Sean Hensley and seconded by Chris Griffey. Motion to accept was passed.

The second request to the Board was a new program at the Tennessee College of Applied Technology in Knoxville, partnering with TLD Logistics for a Class A CDL licensure program. TLD Logistics provided two tractor trailers, and an instructor. After students have completed the licensure program TLD will directly hire 48 graduates and place an emphasis on hiring people with barriers to employment. The motion to approve program was made by Jimmy Brooks and seconded by Sean Hensley. Motion to approve programs passed.

Director Walker then presented for Board approval updated Board bylaws. Mr. Walker explained that Board approval of bylaws was required every two years; the last approval occurred 18 October 2018. After minimal discussion, a motion to approve was made by Jimmy Brooks and seconded by Pete Barile. Motion to approve adoption of updated Board bylaws passed.

Director Walker introduced Kathi Hollander, our accountant, to update the Board on the budget. He commended Kathi for a job well done. He stated that the transparency in the budget was better than ever. In the last two years, since the merging of three Workforce Development areas into one there has been 17 million dollar budget. After Kathi covered the budget Director Walker called for questions. No questions were asked.

He moved on to policy adoption. The first policy introduced was the Youth Incentive Policy. He explained that the policy would allow the area to give incentives to students for milestones that they achieve while in the program. Ms. Axford asked Director Walker how successful the program was in the past. He stated that it was very successful. Most students are motivated by money. The motion to approve and adopt the Youth Incentive Policy was made by Sean Hensley and seconded by Chris Griffey. The motion passed.

The second policy to be introduced was the Information Security Program. This policy is to ensure the integrity and security of information and information processing facilities employed by the State of Tennessee and Workforce Development. The policy called for the immediate removal of computer privileges and VOS access to any staff member, or contractor who is terminated, resigned, retired, abandons job, or dies. The motion to approve and adopt the Information Security Program was made by Sean Hensley and seconded by Cindy Holt. The motion was passed.

Jennifer Epply presented the contractor's report with an update of how the East region is doing with enrollment, quality indicators, and projected numbers. She discussed the safety protocols that are in place in all of our American Job Centers. She discussed the new DocuSign program, and the new virtual platform where the American Job Centers can hold job fairs and college fairs for clients without breaking safety protocols. She commended the Staff to Board for the safety measures, PPE, and cleaning supplies to keep our American Job Centers open and staff safely serving clients.

Director Walker discussed the Federal Report Card and that we are passing all targets in Adult, Dislocated Worker, and Youth programs. He also discussed the Rural Initiative and that we have remaining funds. The eight target counties were to receive transportation and money for youth work experience. Covid-19 shut down the plans. The purchase of Premier Virtual and DocuSign will help the American Job Centers connect with their clients easier and safer.

The dates of Tuesday 9 March 2021 and Tuesday 8 June 2021 were slated for the next Board meeting, with the hope that it can be in person. No date was set at this time. The call for adjournment was made by Sean Hensley. The meeting was adjourned at 12:54 EST.