East Tennessee Local Workforce Development

Board Meeting Minutes

Tuesday October 16, 2018

East Tennessee Human Resource Agency Administrative Office

Knoxville, Tennessee

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| **PRESENT**  Glen Adams  Sam Alexander  Pete Barile  Jessica Belitz  Paul Boyles  Darlene Ely  David Garcia  Chris Griffey  Sean Hensley  Gary Human  Michael Raiford  Angie Respess  Terri Stansberry | **ABSENT**  Martha Axford  Pam Beck  Timothy Blakely  Sherry Frost  Kevin Kilpatrick  Jerry Sexton  Keith Simpson  Mike Slaven  Terri Stansberry  Johanna Starrett  Pam Stubbs  J.J. Walker  Steve Wolfe |

The meeting was called to order by Mike Raiford at 6:11 p.m. October 2018

Mr. Raiford welcomed everyone. He asked Board members for self-introductions.

Minutes for the September 18, 2018, were up for discussion and approval. Pete Barile made the motion for approval of minutes, seconded by Paul Boyles. The motion passed.

Bill Walker gave the East Tennessee Local Workforce Development Board (ETLWDA) update report to the board. Mr. Walker also gave explanation of this meeting and future meetings. He indicated that   
3 (three) separate smaller committees would be formed during the October 2018, meeting and would review various tasks; discuss, vote and then bring a motion before the board.

Mr. Walker also made note that an updated directory of American Job Center’s – listed by region, was within each of the board members’ notebook, behind tab 3.

Mr. Walker reported that the state still has not yet provided a budget. He also made note that one function of this board is to review and decide upon a budget.

Additionally, Mr. Walker indicated that other business to be conducted during the October 2018, meeting would be to select and nominate a vice-chair and secretary.

Mr. Walker then introduced Mr. Joe Johnson, Mid-Cumberland Workforce Agency to give an overview and summary of being selected as the one-stop operator.

Mr. Johnson introduced himself and other key staff members present. He gave a brief history of   
Mid-Cumberland Workforce Agency and thanked everyone for their attendance. Mr. Johnson gave his report regarding the career service provider/one-stop operator. Mr. Johnson asked if there were any questions, there being none, Mr. Johnson ended his presentation and report.

Mr. Walker then introduced Mr. Victor Oakley, who gave explanation of the technical assistance portion of reporting, collecting data and record-keeping. He explained how algorithms worked and how important it is for correct data to be input into the recording system. Mr. Oakley further explained that it was very imperative to use data provided in determining the policies.

At this time, various board members were assigned to their 3 (three) respective committees; EXECUTIVE COMMITTEE; OVERSIGHT COMMITTEE; AND OPERATIONS COMMITTEE.

Below, are the tasks each committee reviewed, discussed and brought before the board for a motion:

* **EXECUTIVE COMMITTEE**

MOTION: Incumbent Worker Training Grant application for IT4E

MOTION: Eligible Training Provider List Approval 1 October 2018 – 30 September 2019

MOTION: Policy – Training in High Demand Occupations

MOTION: Petition TN Dept of Labor & WF Development to purchase EMSI software

MOTION: Establish Nomination Committee

* **OVERSIGHT COMMITTEE**

MOTION: Policy: Co-Enrollment of Clients

MOTION: Policy: Minimum Participant Cost Rate

MOTION: Policy: Service Delivery and Integration

MOTION: Policy: Training Policy

* **OPERATIONS COMMITTEE**

MOTION: Policy: Electronic Case Files

MOTION: Policy: WIOA Eligibility

MOTION: Policy: Priority of Service

MOTION: Eligible Training Provider List

Each member then separated into their committees at 6:52 p.m. At 7:37 p.m., each committee adjourned and all members met as full group.

Each committee chair brought their motion before the full board:

MOTION: Incumbent Worker Training Grant application for IT4E; motion passed

MOTION: Eligible Training Provider List Approval 1 October 2018 – 30 September 2019; motion passed

MOTION: Policy – Training in High Demand Occupations; motion passed

MOTION: Petition TN Dept of Labor & WF Development to purchase EMSI software; motion passed

MOTION: Establish Nomination Committee; motion passed

MOTION: Policy: Co-Enrollment of Clients; motion passed

MOTION: Policy: Minimum Participant Cost Rate; motion passed

MOTION: Policy: Service Delivery and Integration; motion passed

MOTION: Policy: Training Policy; motion passed

MOTION: Policy: Electronic Case Files; motion passed

MOTION: Policy: WIOA Eligibility; motion passed

MOTION: Policy: Priority of Service; motion passed

MOTION: Eligible Training Provider List; motion passed

Mr. Pete Barile asked for volunteers and/or nominations for a Vice-Chair and Secretary before the January 2019, meeting.

Mr. Bill Walker stated the next board meeting would be held in either January or at a time during Q1 of 2019; he proposed to email a date once confirmed and to also meet in the 2nd quarter of 2019; April, 2019.

There being no other business, a motion made by Sam Alexander to adjourn was made. Mr. Gary Human seconded the motion. Motion passed.

*Minutes respectfully submitted by Cynthia Plemens, recorder.*