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 AdamsSam AlexanderPete BarileJessica BelitzPaul BoylesDarlene ElyDavid GarciaChris GriffeySean HensleyGary HumanMichael RaifordAngie RespessTerri Stansberry | **ABSENT**Martha AxfordPam BeckTimothy BlakelySherry FrostKevin KilpatrickJerry SextonKeith SimpsonMike SlavenTerri StansberryJohanna StarrettPam StubbsJ.J. WalkerSteve 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.*