**E TN WF BOARD LWDA 4**

**BOARD MEETING MINUTES**

**THURSDAY, AUGUST 23, 2018**

**ETHRA ADMINISTRATIVE OFFICES**

**5:30 PM – 7:00 PM**

**PRESENT**

Terry Frank, Anderson County Mayor

Sam Alexander, Anderson County

David Garcia, Anderson County

Jessica Belitz, Blount County

Jerry Sexton, Grainger County

Pete Barile, Hamblen County

Terri J. Stansberry, Jefferson County

Martha Axford, Knox County

Gary Human, Knox County

Angie Respess, Knox County

Johanna Starrett, Knox County

Pam Stubbs, Knox County

Michael Raiford, Morgan County

Paul Boyles, Loudon County, proxy by Michael Raiford

Mike Slaven, Scott County

Kevin Kilpatrick, Sevier County

Gary Holiway

Bill Walker

Cynthia Plemens

**PRESENT BY PHONE**

Sherri Frost, Claiborne County

Pam Beck, Cocke County

Sean Hensley, Roane County

Darlene Ely, Title III

Ty Blakley

**ABSENT**

Glen Adams, Anderson County

Keith Simpson, Campbell County

Steve Wolfe, Monroe County

Mayor Frank opens meeting at 5:33 PM 23 August 2018.

Mayor Frank welcomed everyone who attended in person and via phone/conference call. Mayor Frank introduced herself and asked Cynthia to call roll. After roll call, Mayor Frank explained the CLEO role and the responsibilities of the facilitator for this meeting, she opened the floor for nominations of an interim and/or temporary board chair.

There were ten (10) Orders of Business for this meeting:

1. Discussion about nominations/selection of board chair

Bill Walker explained why an interim/temporary board chair was necessary due to the impending due dates of the upcoming Request for Proposal (RFP) by October 1, 2018. Mike Raiford nominated Martha Axford as interim/temporary board chair. Sam Alexander seconded the nomination. Pete Barile made a motion to cease nominations. The motion to cease nominations was seconded by Gary Human.

MOTION: TO APPROVE MARTHA AXFORD AS INTERIM/TEMPORARY CHAIR OF THE BOARD AS NOMINATED. MOTION WAS MADE PETE BARILE BY ACCLAMATION AND SECONDED GARY HUMAN. THE MOTION PASSED.

Martha Axford agreed to serve as acting interim/temporary board chair in order to keep the process(es) moving in a timely fashion. It was noted that Ms. Axford has served on the State Workforce Board previously.

1. Nomination/Selection of Board Chair

With Ms. Martha Axford being nominated as board chair, she accepted the position. Ms. Axford described the benefits, roles, duties and responsibilities of the members of the Executive Committee. She and Bill Walker further explained that a lot of the work, if not most, can be done via phone, e-mail and conference calls. Ms. Axford explained why the urgency to have an Executive Committee in place by October 1, 2018. Martha Axford asked for volunteers; Pete Barile, Mike Raiford, Sam Alexander and Gary Human raised their hands to acknowledge their volunteering to the Executive Committee.

1. Benefits of an Executive Committee

While most of the work performed by the Executive Committee can be done via phone, Ms. Axford noted that she would like the members of the Committee to please spend several hours reading and researching about Workforce. Bill Walker directed the members to the notebook he provided each of them with as well as the document included entitled: “EAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD; LOCAL WORKFORCE DEVELOPMENT BOARD RESPONSIBILITIES” and the 16 Tennessee Counties, East Tennessee Local Workforce Development Area (WIOA) documents to gain a better understanding of the program(s).

1. Local Workforce Development Area Realignment: An Overview

Bill Walker directed the members to a beige colored document; entitled “Guiding Principles of WIOA Workforce Solutions.” Mr. Walker gave further details of the economic development and the most important reasons for the realignment.

1. Tasks Accomplished/Tasks Ahead

Bill Walker provided a document which is a “dashboard” created and compiled by the State of Tennessee that tracks line items such as revenues, services received by clients and year over year historical data. He noted the tasks FY2018 and upcoming tasks such as accountability and monies that will be deducted in October 2018.

1. WIOA Title I Request for Proposals (RFP)

Bill Walker distributed a draft Proposal for review and consideration of the members/board. He asked that all copies be returned to him prior to leaving the room as the document had not yet been released.

Mr. Walker mentioned that the draft Proposal was a standard RFP and that the document was to contract an One-Stop operator and Career Service provider(s). He explained how WIOA operates and how the process works with a one-stop operator(s).

Mr. Walker asked for approval of the RFP so it could be released. He stated that he hoped to have the RFP released on Friday, August 24, 2018, if the board approved it.

After a brief Q & A session, Mr. Walker explained why it was so important to have the RFP approved for release as the RFP was required to be out for at least 15 days; with the October 1, 2018, deadline for the contractors to be in place and ready to direct the workforce service delivery network.

MOTION: TO APPROVE THE PROPOSED RFP FOR RELEASE. MIKE RAIFORD MADE MOTION TO APPROVE FOR RELEASE. JJ WALKER SECONDED THE MOTION. THE MOTION PASSED.

1. Selection of a Board Executive Director Job Description

Bill Walker provided documentation in each members’ notebook regarding responsibilities, duties and expectations of a Board Executive Director with job description. Mr. Walker further stated that East Tennessee Human Resource Agency, Inc. (ETHRA) would like to be considered for staff to the Board for the 16 county region. He noted that ETHRA had already been chosen by the Local Elected Official (LEOs) to be the Fiscal Agent for the new 16-county region,

After a Q & A discussion of who would be interested, eligible and considered, a motion was made to vote on ETHRA as both fiscal agent and staff to the Board.

MOTION: TO APPROVE ETHRA AS FISCAL AGENT TO THE 16 COUNTY REGION WAS MADE BY PETE BARILE. THE MOTION WAS SECONDED BY MIKE RAIFORD. THE MOTION PASSED.

MOTION: TO APPROVE ETHRA AS STAFF TO THE BOARD FOR THE 16 COUNTY REGION WAS MADE BY PETE BARILE. THE MOTION WAS SECONDED BY MIKE RAIFORD. THE MOTION PASSED.

1. Next meeting of the Board

Bill Walker noted that the bids for the RFP would be ready by September 18, 2018; therefore, it was agreed that the next meeting would be held at ETHRA Administrative offices, 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee, on Tuesday, September 18, 2018, at 5:30 p.m.

There was discussion that at the next meeting, a set of bylaws would need to be discussed, drafted and reviewed and could potentially be conducted via telephone/conference call by and before October 1, 2018.

1. Other business

Bill Walker presented two requests from Workforce clients whose approval to continue their education at Tusculum College and Pellissippi State had been put on hold due to the realignment of the region as well as lack of information with regard to costs for each.

Bill asked the board for a motion to adopt these 2 additions of individuals to the Workforce Board training.

After much discussion, the decision was suggested to table the adoption until further information could be obtained.

MOTION: TO TABLE THE ADOPTION OF THE TWO (2) ADDITIONS TO THE WORKFORCE PROGRAMS BY THE BOARD AND REFERRAL TO THE EXECUTIVE COMMITTEE FOR CONSIDERATION UNTIL FURTHER INFORMATION COULD BE OBTAINED WAS MADE BY MIKE RAIFORD. THE MOTION WAS SECONDED BY SAM ALEXANDER. THE MOTION PASSED.

1. Adjournment

MOTION: SAM ALEXANDER MADE THE MOTION TO ADJOURN. THE MOTION WAS SECONDED BY MIKE RAIFORD. THE MOTION PASSED.

Meeting adjourned.

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Signature Date