

East Tennessee Local Workforce Development  
Board Meeting Minutes  
Tuesday 13 August 2019  
East Tennessee Human Resource Agency Conference Room  
Knoxville, Tennessee

PRESENT

Sam Alexander  
Martha Axford  
Pete Barile  
Jessica Belitz  
Paul Boyles  
Darlene Ely  
David Garcia  
Tonya Garrett  
Sean Hensley  
Gary Human  
Kevin Kilpatrick  
Angie Respass  
Mike Slaven  
Terri Stansberry  
Johanna Starrett

ABSENT

Glenn Adams  
Pam Beck  
Timothy Blakely  
Sherry Frost  
Chris Griffey  
Michael Raiford  
Jerry Sexton  
Keith Simpson  
Pam Stubbs  
JJ Walker  
Steve Wolfe

The meeting began at 6:05 p.m. with role being called.

Ms. Axford opened the meeting with a greeting and asked for discussion and vote of the April 9, 2018 meeting minutes.

Motion to accept meeting minutes was made by Sam Alexander and seconded by Gary Human. Motion to accept was passed.

Lisa Johnson for SNAP and Employment and Training presented Technical Assistance. During her presentation Ms. Johnson explained the role of SNAP and E & T in the American Job Centers, and the importance of co-enrollment between partners. She also said that the east Tennessee was the highest performer for enrollment in the state with 40% of the enrollments in the eastern section of the state. She addressed two of the toughest barriers our clients face to employment as being childcare and

transportation. Childcare is provided for SNAP and E&T clients if needed, and to address the transportation issue in more rural counties they are partnering with Uber. Ms. Axford suggested looking into Lyft as well.

Bill Walker introduced Kenyatta Lovett Ph.D. as the new Assistant Commissioner of Workforce Services. He also passed along the news that Board Member Jerry Sexton's mother had passed away that morning and asked for a moment of silence for Jerry and his family.

Tonya Randolph reported that Consolidated Business Grants had spent 460,000 of the 500,000 the state had allotted the East Workforce area. She also expressed that the state had not set aside funding for the 2019/2020 fiscal year for CBG, and that the East area had 200,000 for incumbent worker training, apprenticeships, and on-the-job training. The Board was asked to allow us to come back and request 10-20% additional funding from formula funds in adult and dislocated programs. In Rapid Response a graph was presented showing 63% of closures in East Tennessee were brick and mortar retail establishments.

Victor Oakley reported that the East's local plan was accepted by the state. The minimum participant cost ratio (mpcr) is 40% and ETLWDA spent 55.18%. Allocations of funds are higher than state goal.

Kristy Jansen talked about the newly formed Youth Council. Two barriers to our youth population was identified as childcare and transportation. The council is made up of community members, employers, educators, and youth who have aged out of foster care. The Youth Council will meet quarterly and the Executive Committee will meet monthly.

Joe Johnson delivered the contractor's report to the board. He gave two progress handouts. Jennifer Eppley discussed regional highlights, upcoming events, job fairs, and Justice involved outreach. Jennifer and Tonya Garrett, Adult Education Supervisor, announced that Adult Education and the Tennessee College of Applied Technology are partnering to help people who are earning their Hise diploma be co-enrolled and earn certificates for Phlebotomy, Certified Nursing Assistant, or OSHA certification at their local TCAT. Jennifer also invited the Board to visit any American Job Center to learn more about services that are provided.

Ms. Axford asked a question about marketing and money for new signage at the American Job Centers. The question was answered that money for new signage was going to come from the sale of Reed Act buildings and that the AJC's were going to ask for electronic signs.

Bill Walker gave the state of the area report. He talked about the Ernst & Young report. Local Mayors approved Mid-Cumberland's by-laws. They also assumed inventories of the other two combined LWDA's inventories. He also asked that the Board be applauded for their consistency and dedication.

In the State Workforce Board update he said that ETLWDA will receive \$600,000 to spend in eight of our sixteen counties that are considered either distressed or at risk of becoming distressed. He would like to spend the funds bottom up, instead of top down. His idea was to put out an RFP in the counties asking local officials what each of their respective counties needed to help their county and residents.

Apprenticeships were also discussed in that, Tennessee is further behind in the nation. The state gave the TCATS \$500,000 to develop apprenticeship programs and each region will receive \$500,000 to distribute to each LWDA. ETLWDA should receive about \$33,000.

The re-entry program was also discussed. Scott and Morgan counties will begin a program training inmates at the local TCAT in welding. After they are certified they will begin employment with Great Dane in Scott County. They will be provided with transportation and correctional officer for class three evenings a week.

He also announced that after about eight years of unemployment being removed from the AJC's, it will be present in the comprehensive centers once again. That will allow people with no internet access or computer skills services that they desperately need.

Meeting was adjourned for individual Committee meetings. Meeting will reconvene at 7:15 p.m.

The Executive Committee approved the Conflict of Interest Policy to be brought before full Board and signed. They approved four of the five ETPL's, Compassionate Care Technical Center, Roane State (2), and TCAT Morristown were approved. New Horizons Learning Center was denied. They also discussed the Ernst & Young report.

The Operations Committee looked at and discussed

1. Training Authorization and Payment Policy  
Motion to approve by Kevin Kirkpatrick, seconded by David Garcia
2. Technology and Communication Policy  
Motion to approve by Paul Boyles, seconded by Kevin Kirkpatrick
3. Debarment and Suspension Procedure for Subcontracting Policy  
Motion to approve by Darlene Ely, seconded by Kevin Kirkpatrick
4. Work Experience Policy  
Motion to approve by Teri Stansberry, seconded by Darlene Ely

The Oversight Committee looked at and discussed

1. Equal Opportunity Policy  
Motion to approve by Sean Hensley, seconded by Angie Respass
2. Property Management Policy  
Motion to approve by Sean Hensley, seconded by Angie Respass
3. Grievance Procedure Policy  
Motion to approve by Sean Hensley, seconded by Angie Respass
4. Cell Phone Use Policy  
Motion to approve by Sean Hensley, seconded by Angie Respass

Full Board meeting reconvened at 7:15 p.m.

The policies from the Executive Committee was passed with full Board approval. The Operations Committee met with full Board approval. The policies from the Oversight Committee was also met with full Board approval.

Bill Walker called for a vote on moving the Morristown American Job Center. The motion was made by Gary Human and seconded by Sean Hensley. Motion approved.

The next item of business was setting the next Board Meeting. Two dates were discussed and Victor Oakley will send out a Doodle Pole to set the date.

The motion to adjourn the meeting was made by Sam Alexander, seconded by Pete Barile. Meeting was adjourned at 8:45 p.m.