

Northeast Tennessee Local Workforce Development Board
Thursday, December 19, 2018 - 8:00am
Carnegie Hotel, Johnson City, TN

MINUTES

MEMBERS PRESENT:

Amanda Boyer
Gabrielle Buchanan
Chris Craig
J. Spenser Forbes
Mike Horton
Arvil Love
Gary Mabrey

Andrew McKeehan
Pin-Chia Murphy
James Osborne
Daronda Patterson
Robin Pritchard
Barry Reeves
Jay Richardson

Lottie Ryans
Deborah Tabor
Donna Tate
Kenneth Treadway
Jonathan Van
Bremen
Steve Vinsant

LEO's PRESENT:

Joe Grandy
Kevin Morrison

Rusty Barnett
Garland Evelyn

Mike Taylor

GUESTS PRESENT:

Laurie Blackman
Jacob Bolen
Major Bristol
Theresa Clayman
Lisa Cross
Kendra Daley
Bill Darden
Lisa Evans

Lindsay Fraughiger
Don Hurst
Lana Moore
Danny O'Quinn
Jo Pearce
Victor Quillen
Sandy Ray
Scott Robertson

Amanda Sells
Teresa Smith
Cindy Tauscher
Dennis Vaught
Dana Wilds
Mary Beth Woodby-
Oxendine

STAFF PRESENT:

Greg James
Ginger Lyons

Cindy Martin-
Hensley
Kathy Pierce

April Shaffner
Tammy Sluder

Chairman Jay Richardson presiding.

1. Welcome

Chairman Jay Richardson recognized a quorum present and called the meeting to order.

2. Invocation

Jay Richardson provided the invocation.

3. Eagle Stories

Lottie Ryans congratulated Hawkins and Sullivan Counties for achieving recognition as a certified Work Ready Community (WRC). Ms. Ryans explained the regional WRC initiative and its critical role in economic and workforce development.

Teresa Smith recognized Sandy Ray, the new Vocational Rehabilitation Regional Supervisor. Ms. Smith also introduced guests from Ballard Health and recognized Ballard for its Project Employment Hope (PEH) initiative, adding that the PEH program had received the Freedom Award from the State.

Kathy Pierce called the Board's attention to the list of WIOA students attending TCAT who had been inducted into the National Honor Society.

MOTION: Lottie Ryans moved to provide a copy of the handout to each student to let them know they were recognized for their accomplishment. James Osborne seconded. There being no opposition, the motion passed.

4. Business Meeting

- Approval of Minutes – October 18, 2018
The minutes of the October 18, 2018 meeting were sent electronically prior to the meeting and a paper copy provided in the packets.

MOTION: James Osborne moved to accept the minutes as presented. Amanda Boyer seconded. There being no opposition, the motion passed.

Executive Committee Report

Jay Richardson requested that Ms. Pierce provide the detailed report from the Committee.

Kathy thanked everyone for their attendance and explained that Committee's typically meet in between the bi-monthly Board meetings. She recognized those attending for the first time and thanked those attending for the increase of community partners involved in workforce development.

Integrated Planning and Operations Committee Report

James Osborne, Committee Chair, requested that Ms. Pierce provide the detailed report on behalf of the members. Kathy thanked James Osborne for agreeing to serve as Chair of the Operations Committee and stated the role and purpose of this Committee.

- Presentation of Policies

Kathy noted that the Operations Committee reviewed, in detail, the set of proposed policies (22 documents) at the meeting held on November 28. Board members were also provided the complete set of policy documents electronically and in hard copy as part of their member packet at the beginning of the meeting.

Kathy provided a brief explanation of each policy under consideration by the Board.

Chairman Richardson explained that the Operations Committee for their detailed work in reviewing the policies.

MOTION: Lottie Ryans moved to approve all 22 policies as presented. Andrew McKeehan seconded. There being no opposition, the motion passed.

- Eligible Training Provider List (ETPL) Application

Chairman Richardson called members' attention to the in depth information provided in their packet concerning the applications from Jenny Lea Academy requesting that three (3) programs be added to the NETLWDA Eligible Training Provider List (ETPL): 1) Aesthetics; 2) Cosmetology; and 3) Nail Technician.

The Operations Committee had reviewed the applications from Jenny Lea at length, discussing placement and retention data, wages/earnings, and labor market demand. It was the consensus of the Committee that the Cosmetology and Nail programs should not be approved for addition to the ETPL. Concerning the Aesthetics program, the Committee recommended that this be approved for addition to the ETPL due to the potential medical career pathway that could result from attainment of this credential.

MOTION: On behalf of the Operations Committee, James Osborne moved to approve the Aesthetics program from Jenny Lea Academy and to deny the inclusion of the Nail and Cosmetology programs. Pin-Chia Murphy seconded.

Discussion: Lottie asked if there are other options or another provider for the training. It was noted that there are no other options at this time, and Jenny Lea is the only provider that has made application for these type of trainings at this time. However, other training institutions may make application for addition to the ETPL at any time.

There being no further discussion, the motion was passed by a unanimous vote.

MOU/IFA Discussion

- Kathy noted that electronic versions of the MOU/IFA had been provided to Board members and that hard copies were also placed on each table. She explained that the MOU describes, in narrative form, the role and responsibility agreed to by each partner in the workforce system. The IFA details the methodology for funding the system. Ms. Pierce informed the Board that all eight (8) counties of the NETLWDA have a brick and mortar American Job Center. She further detailed the status of the Greene County AJC, which is now located at 128 Serral Drive. The move from the former location at Walters State Community College was facilitated by East TN State University, and she thanked ETSU for their support for the creation of the new AJC. Moreover, the Greene County AJC is in the process of attaining fully certified status.

In conclusion, Ms. Pierce reported that NETLWDA has not yet received final funding allocation amounts. Once received, that information will be communicated to the Board. As next steps, the Board, through its Integrated Planning and Operations Committee will evaluate the potential to continue operation of all of the AJCs.

MOTION: Lottie Ryans moved to approve the MOU/IFA as presented. Steve Vinsant seconded. There being no discussion or opposition, the motion passed.

5. E2E Summit Report

Lottie Ryans provided a report on the Education to Employment (E2E) Strategic Planning Summit held in August. She thanked the Board for providing funding and staff support for the event. Ms. Ryans explained that the purpose for the planning summit was to bring together a diversified group to identify roles in the workforce system and to outline action steps for improving the workforce pipeline and building better relationships between employers, K-12 school systems, higher education and the public workforce and economic development systems. Lottie recognized the positive outcomes and feedback gleaned from the event. Board members were shown numerous pictures taken during the event, with a special attention given to the Gallery Walk and the culinary arts program which gave students an opportunity to showcase their talents. Lottie discussed the feedback/satisfaction survey process, highlighted best practices and noted areas identified for improvement.

More than 200 individuals attended the Planning Summit which was held at Grace Meadows Farm. Ms. Ryans thanked Dan and Tammy Eldridge for their donation of space to host the event.

Ms. Ryans advised everyone to mark their calendar for the next E2E to be held on August 28, 2019.

6. Executive Director's Report

Strategic Plan Process

Kathy announced that that Planning guidance has been received from the TN Department of Labor and Workforce Development, noting that the Strategic Plan must be completed and available for public comment no later than January 3, 2019. To facilitate attainment of that mandate, a strategic planning/listening session has been scheduled immediately following this Board meeting.

The planning template and scoring matrix have been provided to all Board members.

Kathy thanked Cindy Martin Hensley and April Shaffner for their proactive work done to prepare the Plan document.

Transition Update

Kathy reminded those present of the transition/re-alignment of the State's workforce areas, decreasing the number from 13 to 9. This re-structuring has involved an enormous amount of work, and Ms. Pierce congratulated the County Mayors for their input, time and support to ensure that all governing documents were executed in a timely fashion, including required agreements and appointment of Board members.

She referred to the checklist/timeline of items required to be completed, including the procurement process, certification of the Eligible Training Provider List, Board appointment/certification, etc

Kathy noted that all policies were required to be approved by December 1, and the Executive Committee had taken action based on the Operation Committee's recommendation, enabling the NETLWDA to meet the required deadlines.

It was noted that the policies would be retroactive, with an effective date of October 1, 2018

MOTION: Jay Richardson moved to make all 22 policies, that were just approved, retroactive with an effective date of October 1. Lottie Ryans seconded. There being no discussion or opposition, the motion passed.

Kathy informed the members that the MOU/IFA execution deadline of November 1, 2018, was not met due to the lease negotiation process for the Greene County AJC. A draft MOU/IFA had been provided to TDLWD on time, but the move to the new Serral Drive location delayed the finalization of the documents.

Kathy noted the Consolidated Business Grant (CBG) report in the packet which listed the companies which have approved and the amount of funding awards which have been made

NETLWDA continues to accept applications and encourage businesses to apply.

7. Q & A

8. 2019 Meeting Schedule

Next Meeting Date: February 21, 2019 – Chairman Richardson reported that the next meeting will be held on February 21, 2019. Location is be procured, and an announcement will be made as when that process is completed.

Jay Richardson wrapped up the meeting by providing the "Meet your Board Member" information on himself, including a very informative and entertaining PowerPoint presentation and singing to the group.

There being no further business the meeting was adjourned at 9:33 a.m.