



State Workforce Development Board Meeting Minutes
Nashville, TN
May 21, 2010
9:00 AM – 12:00 PM

Board Members Present:

Jerry Anderton
J. M. Barnes
Kristee Bell
Craig Butler
Guy Derryberry
John Greeter
Ed Groves
Niketa Hailey-Hill
David Hayes
John Majors
Raymond Marston
Gary Miller
James Neeley
Kay Nixon
Brad Parish
Deborah Reed
Elaine Sanford
Nichole Saulsberry-Scarboro
Yolanda Shields
Zack Stansell
Ellen Thornton
Sandra Woods

Abstaining Members:

Craig Butler (LWIA 11)
John Greeter (LWIA 6)
Sandra Woods (LWIA 12)
Deborah Reed (LWIA 13)

Board Members Absent:

Thelma Dunlap
James Kerley
Matthew Kisber
Gina Lodge
Iloff McMahan
Kenny Smith
Charles Story
Wallace Grills
Deidre Malone
Richard Montgomery

Board Members Present by Proxy:

Andy Berke (Mike Stephens)
Patricia James (J. M. Barnes)
Tim Webb (Ralph Barnett)

Guy Derryberry (LWIA 10)
Brad Parish (LWIA 4)
Nichole Saulsberry-Scarboro (LWIA 13)

Staff Present:

| | | |
|---------------|-----------------------|--------------------|
| Susan Cowden | Susie Bourque | Linda Sampson |
| Pat Bleecker | Sterling Van Der Spuy | Christy Montgomery |
| Wil Hammond | Dan Holton | Regina King |
| Tyrone Parker | Joan Craig | |

Welcome:

In the absence of Chairman Wallace Grills, Vice-Chairman J. M. Barnes called the meeting to order and welcomed everyone to the May 2010 meeting.

Introduction of New Members:

New board members Raymond Marston, Zachariah Stansell and Niketa Hailey-Hill introduced themselves to the group.

Roll Call/Conflict of Interest Statement:

Linda Sampson conducted the roll call and established the presence of a quorum. Ms. Sampson notified the board members that the Conflict of Interest, Acknowledgement/Disclosure, and Code of Ethics forms were on site for review and updates. Because the meeting would involve voting for approval of local plans and contracts, members identified the vote(s) where they would abstain from voting.

Approval of Minutes:

Brad Parish made the motion to approve the minutes from the March 19, 2010 meeting and it was seconded by Sandra Woods. **Motion Passed.**

Opening Remarks:

Commissioner James Neeley welcomed everyone to the meeting and expressed appreciation for good attendance and participation from board members. He commented on the positive work conducted by the standing committees and the challenge of spending in the different funding streams.

Workforce Development Updates:

Administrator Susan Cowden explained that during this meeting the board provides oversight by deciding how to spend the federal funds coming into Tennessee. She provided updates on the following:

1. WIA allocations distributed in April
2. USDOL's monitoring report from the review conducted in September 2009
3. The state applications for two National Emergency Grants, Flooding Disaster and On-the-Job Training

4. Tennessee's WIA program ranked 4th in the nation for performance and will receive \$976,065 in an incentive grant.
5. Information on top emerging industries by LWIA as reported to the Strategic Planning Committee last month.

Summary of USDOL Findings and Observations during the on-site assessment September 21-24, 2009:

- Finding: TDLWD is not in compliance regarding maintaining a 50 percent business representation on the State Workforce Board. Although there was a finding in this area, it was also noted that the TN is considered a Best Practice in how it operates the State and Local Boards.
- Observation: An analysis of WIA and ARRA program expenditures are low.
- Observation: TDLWD Employment Services has closed ES stand alone offices. The discussion has expanded to WIA stand alone offices.
- Observation: Many of the collaborative youth vision strategies that were identified during last WIA visit are still classified as "in progress."
- Observation: Program integration issues were cited and discussed that might be impacting program effectiveness.

State Health Plan:

Jeff Ockerman, Director of Tennessee Division of Health Planning, presented information on the Strategies for Improving Health in Tennessee. He stated that the State Health Plan is charged by statute to:

- Review the health status of Tennesseans
- Guide the development of health care programs and policies
- Guide the allocation of health care resources

The 2009 State Health Plan approved and adopted by the Governor on November 18, 2009 was developed with the assistance of:

- The State Health Plan Advisory Committee;
- The Health Services and Development Agency;
- The Department of Health;
- The Department of Mental Health and Developmental Disabilities; and
- Many other stakeholders.

The five key principles for achieving better health are:

1. Healthy Lives
2. Workforce
3. Economic Efficiencies
4. Quality
5. Access

The 2010 State Health Plan will:

- Establish priority areas;
- Establish goals;

- Develop strategies to meet these goals;
- Report the health status of Tennesseans, and
- Revise CON program areas standards

Mr. Ockerman issued an invitation to all State Board Members to participate in the nine (9) regional meetings to be conducted across the state.

Microsoft's Elevate America:

Wil Hammond, Grant Program Manager, presented an overview of the Elevate America Project. As part of the Elevate America effort, Microsoft is providing one million Microsoft Learning vouchers for no cost access to Microsoft eLearning courses and select Microsoft certification exams as part of our work to help train 2 million people over the next three years. Tennessee is the 16th state to participate and the program runs from April 28, 2010 through July 26, 2010. Tennessee's allotment is a total of 25,875 vouchers.

Committee Reports:

Operations Committee

Operations Committee Chairman John Greeter recognized and thanked the following committee members for attending the committee meeting: Ed Groves, David Hayes, Raymond Marston, Kay Nixon, and Zack Stansell.

Recommendations for funding of State contracts were:

| | |
|---|-----------|
| TN AFL-CIO Technical Assistance Program | \$616,141 |
| Jobs for Tennessee Graduates | \$808,695 |
| University of Memphis | \$641,774 |

Pat Bleecker discussed the submission of a waiver to the USDOL that requests the State be able to transfer up to 50% of Rapid Response funds to other state-wide programs such as Incumbent Worker or Fast Track. The current waiver has only allowed 20% to be transferred. Mr. Greeter made the motion to accept the committee's recommendation and Ed Groves seconded it. **Motion Passed.**

Sterling Van Der Spuy discussed the submission of a National Emergency OJT grant (NEG/OJT).

The committee recommended that the Operations Committee become the review committee for the Annual Jim Alford Award beginning this year (2010). The Operations Committee will receive applications from Workforce Development upon receipt from the LWIAs and then make recommendations to the Commissioner of Labor for final approval.

Strategic Planning Committee

Mr. Barnes recognized committee members who attended the March 25 & 26, 2010, Planning Committee meeting as:

| | |
|---------------|--------------------------------------|
| J. M. Barnes | Kristee Bell |
| Brad Parish | Deborah Reed |
| Charles Story | Andrea Cooper (Proxy for Gina Lodge) |

In addition to committee members, Board members present for the Strategic Planning Committee in March were:

- Commissioner James Neeley
- Nichole Saulsberry-Scarboro
- Sandra Woods
- John Greeter

The Strategic Planning Committee met again on Thursday, May 20, 2010 at 3:00 PM with the following board members present:

| | | |
|--------------|----------------|------------------------|
| J. M. Barnes | Kristee Bell | Gary Miller |
| Brad Parish | Elaine Sanford | N. Saulsberry-Scarboro |
| Deborah Reed | James Neeley | |

Mr. Barnes provided an update on the State Plan. The Tennessee Department of Labor and Workforce Development requested an extension of its Five Year Strategic Plan for Title I of the Workforce Investment Act of 1998 and The Wagner-Peyser Act, through June 30, 2011, with no modifications or additions. The letter sent to USDOL on May 12, 2010, resubmitted the waiver that was discussed by the Policy Committee and Proposed performance goals that were discussed by the Continuous Improvement Committee.

Description of the Planning Meeting

Each Local Workforce Investment Area presented responses to the Planning Committee questions over two (2) days on March 25 and 26. Each local area presented a twenty-five minute overview and then had a five minute Question and Answer time addressing the following questions:

- A. ARRA Summer Youth Service
 - i. Share Best Practices and Opportunities for Improvements for Summer Youth
 - ii. What are your plans for a Summer Youth program if you receive supplemental funds?
 - iii. What will your plans be if you do not receive supplemental funds?
- B. Define regional economic development partnerships
 - i. What are you doing as it relates to regional economic development partnerships
 - 1. How did you determine your regional needs?

- C. Define top three industry targets and identify emerging industries
- D. Report on progress of services for ARRA Adults and Dislocated Workers
- E. Progress of expenditures of formula funds (due to directives to expend ARRA & formula simultaneously)
- F. Address methods utilized in Veteran's preference, including spouses of Veterans
- G. What are you using to enhance services to participants with disabilities affected by the economy downturn?

Committee recommendations:

LWIA 1 - Should be commended on their responsiveness during planning process, as well as their attention to detail and organization, along with their Summer Youth Career Academies. Area 1 submitted all required information on time, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to accept the committee recommendation to approve LWIA 1's plan and it was seconded by Guy Derryberry. **Motion Passed.**

LWIA 2 - Received a positive report from USDOL, commenting that the program reflected congress's intent, as well as having excellent administrative and oversight controls in place. Area 2 submitted all required information on time, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to accept the committee recommendation to approve LWIA 2's plan and it was seconded Jerry Anderton. **Motion Passed**

LWIA 3 - Focused on serving a large number of eligible youth, and getting money into the hands of the youth (and the local economy) as quickly as possible. Area 3 submitted all required information, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to accept the committee recommendation to approve LWIA 3's plan and it was seconded by Brad Parish. **Motion Passed.**

LWIA 4 - Operated a Leadership Academy at Hiwassee College for 69 participants from all 9 counties, which focused on trade and technical skills. At the March 25-26, 2010 Strategic Planning Committee meeting the committee did not recommend approval of LWIA 4's submission. All components of the plan were not submitted to the State Workforce Staff until the Committee Meeting had begun proceedings. The Committee asked for the staff to be given adequate time to review the submission. Also at that time staff asked for LWIA 4 to correct slide #9 in their presentation to reflect accurate expenditures.

Upon reviewing the submission, Staff has determined that while the components will be accepted this year, several of the items in the compliance checklist are weak in nature and need to be improved. Staff made the following recommendations:

1. When State guidance of planning is distributed, meet all deadlines.
2. Between now and November 2010, begin the process of reviewing and updating all items in the compliance checklist so that deadlines are not missed. Staff will begin

working with LWIA 4 on the following elements: Consortium of One-Stop partners & Consortium of Locally Elected Officials.

3. Quarterly meetings with all partners must be held.
4. Expenditures are low in Dislocated Worker and extremely low (6%) in Youth. This must be addressed and corrected.

The Strategic Planning Committee recommends deferring final approval of LWIA 4's plan until a review of expenditures and obligations after June 30 to assess ability to spend funds efficiently and effectively. Until that time contracts will not be issued. And by the end of August, the Executive Director, Jay Willoughby, will meet with Administrator Susan Cowden to volunteer funds back to the state if expenditures have not been approved. At the September board meeting, the Committee Chair will update the board for final recommendation and on whether contracts were released. Mr. Barnes made the motion to accept the committee recommendation to defer approval of LWIA 4's plan and it was seconded by Ed Groves. **Motion Passed.**

LWIA 5—Served 4 veterans and 119 youth with disabilities in their Summer Youth Program. Area 5 submitted all required information on time, and all modifications and questions were addressed adequately. LWIA 5 needs to increase expenditures in Dislocated Worker, Adult, Youth Formula and Dislocated Worker ARRA funding to at least 50% by the end of the third quarter. Mr. Barnes made the motion to approve LWIA 5's plan and it was seconded by Sandra Woods. **Motion Passed.**

LWIA 6—Employed 40 staff to administer the Summer Youth Program, most of whom were part-time teachers and supervisors. Area 6 submitted all required information on time, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to approve LWIA 6's plan and it was seconded by John Majors. **Motion Passed.**

LWIA 7—Participants in the Summer Youth Program were evaluated during the six weeks of their work experience resulting in 87% showing improvement in one or more of the evaluated areas. Area 7 submitted all required information on time, and all modifications and questions were addressed adequately. Dislocated Worker Formula expenditures were noted as low and should be increased. Mr. Barnes made the motion to approve LWIA 7's plan and it was seconded by John Greeter. **Motion Passed.**

LWIA 8—Held an algebra camp during their Summer Youth Program for 79 at-risk students, with 68 completing with average test score increase of 77%. Area 8 submitted all required information on time, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to approve LWIA 8's plan and it was seconded by Kristee Bell. **Motion Passed.**

LWIA 9—It should be noted during the planning process, LWIA 9 is always timely and responsive and they should be commended on their attention to detail and organization as well. Area 9 submitted all required information on time, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to approve LWIA 9's plan and it was seconded by Elaine Sanford. **Motion Passed.**

LWIA 10—Gave bonuses for achieving Career Readiness Certificates and Perfect Attendance (172 earned CRC's) (145 earned Perfect Attendance). Area 10 submitted all required information on time, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to approve LWIA 10's plan and it was seconded by Raymond Marston. **Motion Passed.**

LWIA 11—At the end of the Summer Youth Program 38 youth were retained by their employers as permanent employees. Area 11 submitted all required information on time, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to approve LWIA 11's plan and it was seconded by Zack Stansell. **Motion Passed.**

LWIA 12—The Northwest Tennessee Workforce Board extended the SummerWorks Program to a Youth Work Experience program running through the Fall of 2009 and Spring 2010 with the highest achieving youth participating. Area 12 submitted all required information, and all modifications and questions were addressed adequately. Mr. Barnes made the motion to approve LWIA 12's plan and it was seconded by Brad Parish. **Motion Passed.**

LWIA 13—Was able to develop great partnerships with local private businesses. One serves as a state Best Practice and was highlighted at the December State Workforce Board meeting. LWIA 13 has now submitted all materials. Due to the recent hiring of a new Executive Director, Staff will work closely with LWIA 13 to ensure operations are improved and any outstanding issues are addressed. The Strategic Planning Committee recommended deferring final approval of LWIA 13's plan until a review of expenditures and obligations after June 30 to assess ability to spend funds efficiently and effectively. Until that time contracts will not be issued. At the September Board meeting the Staff will update the Board for final recommendation and on whether contracts were released. (The new Executive Director, Desi Franklin, will meet with Administrator Susan Cowden to determine if funds need to be returned to the State.) Mr. Barnes made the motion to accept the committee's recommendation to defer approval of LWIA's plan and it was seconded by Jerry Anderton. **Motion Passed** with 21 yes and 1 no after hearing discussion from board members, new Director Desi Franklin, and Commissioner Neeley.

Policy Committee

Policy Committee Chairman Jerry Anderton reported. Vice-Chairman Barnes requested that the Policy Committee research and come up with a policy for how funds can be transferred between LWIAs. The Policy Committee will explore how this should be done or if the funds should be returned to the state for re-distribution. Chairman Anderton invited anyone interested in this issue to attend the Policy Committee meeting in December when it will be discussed and a report will be given to the full board.

Continuous Improvement Committee

Continuous Improvement Committee Vice-Chair Yolanda Shields reported that Tennessee ranked 4th in receipt of incentive awards out of ten (10) states, receiving \$976,065, and that ten (10) of the thirteen (13) local areas will receive incentive awards accordingly. She reported on the proposed WIA Performance Levels for PY 2010 contingent upon ETA approval to participate in Regression Model Pilot.

Closing Remarks:

With no further business to come before the Board, the meeting was adjourned with Vice-Chairman Barnes reminding everyone to mark their calendars for future meeting dates.

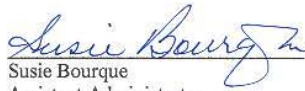
Future Dates:

September 16 & 17, 2010 (Executive Committee)

December 16 & 17, 2010



Linda Sampson
WIA Board Coordinator



Susie Bourque
Assistant Administrator