



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

State Workforce Development Board Meeting Minutes
Nashville, TN
Friday, December 7, 2012
9:00 am – 12:00 pm

Board Members Present:

Rogers Anderson
J.M. Barnes
Kristee Bell
Jason Rich
Craig Butler
Karla Davis
Echell Eady
Jimmy Eldridge
John Greeter
Wallace Grills
Ed Groves
Niketa Hailey-Hill
Raquel Hatter
David Hayes
Guy Derryberry
Bethany Lay
Raymond Marston
Eliot Mitchell
Zack Stansell
Charles Story
Sandra Woods
Nichole Saulsberry-Scarboro
Jean Schmdt
Jason Rich
Shirley Frierson

Board Members Present by Proxy:

Kevin Huffman (Nick Hansen)
Gary Miller (Wallace Grills)

Members Absent:

Andy Berke
Ann Hatcher
Bill Hagerty
Raquel Hatter
Patricia James
John Majors
Richard Montgomery
Yolanda Shields
Brad Parish
Kenny Smith
Ellen Thornton

Staff Present:

Pat Bleecker	Theresa Morris
Susie Bourque	Rosevelt Noble
Dan Holton	Turner Nashe
Briana Johnson	James Roberson
Christy Montgomery	Sterling Van der Spuy

Welcome:

Chairman Wallace Grills called the Executive Committee Meeting, September 15, 2012, to order and gave a welcome and season's greetings to everyone.

Opening Remarks:

Karla Davis, Commissioner of the Tennessee Department of Labor and Workforce Development, welcomed everyone and echoed Chairman Grills comment on the happy holidays. Her remarks announced the re-organization of the Department and the change of name to Workforce Services. She said that the motivation behind this re-organization was to have one place to house the Employment and Employment Training under one division to better serve the citizens. Historically, we have had two divisions, Employment Security which dealt with Job Service and Workforce Development which dealt with WIA and Local Workforce Investment Areas. New leadership of the division was announced. The Administrator, Dustin Swayne, has a wealth of experience. For the workforce area, our new Assistant Administrator is Dan Holton. Dan has been with the Workforce Development Division for a number of years. Then for Job Services, Wagner Peyser, WOTC, and the Motor Coaches, the Assistant Administrator is Cheryl Stewart, who was unable to attend the meeting. The commissioner announced over the next 30 to 40 days that the organization structure will be finalized. The motivation and vision behind the restructuring was to house everything related to getting a person employed and helping employers get employees under one division so that you have one person and one group of people look after the entire process from start to finish, instead of a disjointed approach in separate divisions. The commissioner asked for support and shared that it will be a great new addition in providing some seamless services to our customers.

Dustin Swayne – Thanked the Commissioner for the opportunity to serve. He said he was very excited about this opportunity and the opportunity to serve our customers well. He said the division will work to eliminate the duplications of service, to leverage funds, and to help reduce some customer confusion. He provided a background of his work in the Career Center system, which included eight or nine years of working his way up through the process. Most recently he was director of Grants and Special Projects in Employment Security where the Mobile Career Coaches were developed. In addition, he oversaw the Re-employment Services Assessment Program, also referred to as RESA.

Dan Holton – Thanked the Commissioner for the opportunity and provided information regarding his work background. Dan has been a state employee for almost 16 years, has worked

his way up in state government, starting as an Administrative Assistant in the department and then moving up to a position as manager and then Director. He was most recently Director of Policy and Performance. He said he is very proud for the rare opportunity at this stage of his career to be able to impact Workforce Services in the state of Tennessee.

Commissioner – Thank you very much Dan. Now are there any questions? With that, thank you for your time and I am looking forward to a very interesting and productive meeting. I will turn it over to Mr. Grills.

Roll Call

Chairman Grills – Called for the roll call from Board Coordinator Briana Johnson and reminded members if there are any votes in which a board member is affiliated with a local LWIA involved in that vote that member is to recuse himself or herself from such a vote pertaining to that LWIA.

Minutes Approval

Chairman Grills – At this time we will take a vote to approve the last meeting’s minutes. If you have any questions, now is the time to ask. Ed Groves made the motion to approve the minutes and Jimmy Eldridge seconded the motion. **Motion Passed.**

Awards

At this time Mr. Greeter was called upon to introduce the recipient of the Jim Alford Award. The recipient comes from LWIA 5 and Rick Layne, Director of LWIA 5, was called upon to introduce Mickey and Londie Wallin from Master Machines in Chattanooga, who began their business in 1993. Ms. Wallin spoke and thanked the department for receiving the funds to train their 14 employees.

Mr. Greeter and Tonya Everson, staff member from LWIA 9, presented the award for the LWIA Employee of the Year Award to Randy Allen from LWIA 9 in the Rutherford County Career Center.

Integrated State Plan Process & Discussion:

Dan Holton discussed the Integrated State Plan, which was approved at the Executive Committee meeting on September 13, 2012. Following this meeting, the State Plan was posted to the department’s website for board and public comments and review. Dan stated that the policies and procedures, which will help with implementation of the State Plan, are currently being prepared. At this time, USDOL is currently reviewing the plan and is providing a letter of approval which is expected by December 31, 2012. The objectives of the State Plan are to blend operational strategies and strategic objectives with the Governor’s vision. This includes partnership with ECD and the “Job Base Camps” across the state in an effort to enhance

workforce education. There are several strategies included in the State Plan and one principal strategy includes strong program alignment with Adult Education to improve the education level of the labor pool in Tennessee. Mr. Holton also highlighted the strong program alignments detailed in the State Plan as it relates to Wagner-Peyser and Rapid Response. He stated each are being well thought out and that is understood that the process is vital to respond to WARN Act notices and those who receive no notice at all. The division wants to assure there are no outliers who have not received a notice and/or are not being served by the distribution of a WARN notice. The operational plan also includes an enhanced data collection and reporting process. Tennessee has been excellent over the past ten years and the State Plan looks to build on this strength. Overall, the Integrated State Plan seeks to fulfill the ultimate goal of Excellent Customer Service and customer service to those most in need.

Return on Investment and VOS Demonstration:

Dr. Roosevelt Noble provided an overview of VOS and REX software systems. VOS possibly will replace the department's current e-CMATs database system. Working with Geographic Solutions (GEOSOL), the department is moving forward to expand existing modules to include the Virtual One-Stop (VOS) and the Re-employment Exchange System (REX) Virtual One-Stop, which are the most advanced and comprehensive one-stop operating systems on the market today. These provide a full range on one-stop services for individuals, employers, providers and staff via the Internet. Benefits include: significantly enhanced service, improved performance of the Labor Exchange System, a "universal" one-stop access provides demand-driven employer services, a tracking job referrals automatically, compatibility with federal databases, increased accountability, and accessible management reports for state and local. GEOSOL automatically updates the system in the event of changes. REX is a real-time interface with VOS and Unemployment Insurance that will allow clients to apply for UI and search for jobs and other services. The goal is to get people employed more quickly and save the state money and time. This system will allow for an advanced research analysis to be conducted. This includes, but is not limited to, calculating return on investment, place in field analysis, and cumulative trend analysis.

Unemployment Insurance Briefing:

Dr. Turner Nashe, Assistant Administrator of Employment Security, provided an update on the division. This division manages Unemployment Insurance, Labor Market Management, Claim Centers, and Appeals and Employer Accounts. The division is looking at new technology to better serve the clients, such as, a text messaging module, chat functions in real-time, and the USDOL approved e-mails to claimants.

Committee Reports:

Operations Committee

Committee Chair, John Greeter updated the board on the attendance and items covered. Those in attendance at the Operations Committee Meeting were as follows: John Greeter, Ed Groves, David Hayes, Raymond Marston, Zack Stansell, Representative Jimmy Eldridge, Chairman

Wallace Grills, and Pat Bleecker, committee liaison. At the opening of the meeting, the selection of the Jim Alford award and the LWIA Employee of the Year award were discussed. The discussion included possible improvements to the nomination process and ways to encourage more LWIA participation in the future.

Strategic Planning Committee

Kristee Bell provided the committee report, which included the Strategic Planning Committee members present: Kristee Bell, Charles Story, Shirley Frierson and Echell Eady. Staff members present were Dustin Swayne, Administrator of Workforce Services, and Christy Montgomery, Strategic Planning Committee Liaison. Also, in attendance were Mary Ann Lawrence, with the Center for Workforce Learning, and several LWIA directors and staff. The committee discussed changes made by Commissioner Davis regarding the establishment of a new division, Workforce Services. The committee discussed the content and goals outlined in the Integrated State Plan with emphasis on functional alignment among the programs in the career centers and the local planning process. The strategic planning process will represent the formation of a five-year plan for the local areas. The planning is focused on creating a robust workforce system that will be responsible to job seekers and businesses. The plans must be collaborative and include Baldrige criteria in the form of a business plan. The planning cycle will include three steps: (1) create a six-month plan for the period of July 1, 2013, through December 31, 2013. This step will allow the LWIAs to prepare for the changes surrounding functional alignment.

(2) Create a pilot plan for six months for the period January 1, 2014, through June 30, 2014.

(3) Submit a four-year plan for the period July 1, 2014 through June 30, 2018. A timeline has been established for planning. Components to assist LWIAs are Baldrige training on workforce services and a Promising Practices and Procedures Conference in February 2013. The committee will meet on May 16 & 17, 2013, to hear oral presentations and to make recommendations for approval at the full board meeting to be held June 13 & 14, 2013.

Policy Committee

Guy Derryberry reported the attendance of board members Bethany Lay, Elliott Mitchell and Sandra Woods. Also, department liaisons, Dr. Roosevelt Noble and Simi Atolagbe, were present. Discussions were held on the upcoming policy changes and review of revised information and updates given by Susie Bourque.

Continuous Improvement Committee

Craig Butler reported the attendance of board members Niketa Hailey-Hill and Nichole Saulsberry-Scarboro. Also present were Dan Holton, Assistant Administrator Division of Workforce Services, and Lee Grehan and Simon Oliver from the University of Memphis. The committee reviewed the performance outcomes for program year 2011 and discussed the

potential of receiving an award for Federal Incentive funds. Staff is currently projecting \$3.25 million as an award amount. The committee reviewed statistics for the first quarter of 2012 and did a comparison to present day.

Closing Remarks

Guy Derryberry raised a question concerning not receiving minutes from the previous meeting. Departmental staff informed the board, as part of the top to bottom review that the board has requested to no longer receive paper copies of the minutes as they are available online. Mr. Derryberry made the motion for the board to rescind the vote on the minutes so that the board members have a chance to review them. Elliott Mitchell seconded the motion. **Motion Passed.**

Chairman Grills thanked everyone and announced his tenure was up and would wait for notification from the Governor's office on who will serve as chairman. Meeting Adjourned.


Future Meeting Dates:

May 17 & 18, 2013


September 20 & 21, 2013

December 6 & 7, 2013

(Executive Committee)



Briana Johnson
WIA Board Coordinator



Dan Holton
Assistant Administrator