



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

State Workforce Development Board Meeting Minutes
Nashville, TN
Friday, May 18, 2012
9:00 am – 12:00 pm

Board Members Present:

J.M. Barnes
Kristee Bell
Craig Butler
Karla Davis
Guy Derryberry
Jimmy Eldridge
Shirley Frierson
John Greeter
Wallace Grills
Niketa Hailey-Hill
Ann Hatcher
Bethany Lay
Eliot Mitchell
David Hayes
Yolanda Shields
Zack Stansell
Sandra Woods

Board Members Present by Proxy:

Patricia James (Wallace Grills)

Members Absent:

Rogers Anderson
Andy Berke
Echell Eady
Ed Groves
Bill Hagerty
Raquel Hatter
David Hayes
Kevin Huffman
Patricia James
John Majors
Raymond Marston
Gary Miller
Richard Montgomery
Brad Parish
Jason Rich
Nichole Saulsberry-Scarboro
Jean Schmidt
Kenny Smith
Charles Story
Ellen Thorton

Abstaining Members:

Craig Butler (LWIA 11)
Guy Derryberry (LWIA 10)
John Greeter (LWIA 6)

Wallace Grills (LWIA 1)
Bethany Lay (LWIA 10)
Eliot Mitchell (LWIA 10)

Sandra Woods (LWIA 12)

Staff Present:

Simi Atalogbe	Briana Johnson
Pat Bleecker	Alisa Malone
Susie Bourque	Theresa Morris
Joey Czarneski	James Roberson
Karla Davis	Sterling Van Der Spuy
Dan Holton	Karen Walker
Briana Johnson	Omari Winbush

Welcome:

Chairman Wallace Grills called the meeting to order and thanked Commissioner Davis for the approval of a new meeting space at the Millennium Maxwell Hotel.

Opening Remarks:

Karla Davis, Commissioner of the Tennessee Department of Labor and Workforce Development gave opening remarks and thanks to all State Board members. She explained recent changes in the department and the importance of open communication with all TDLWD staff members. In addition, Commissioner Davis explained the vision and expectations for all TDLWD divisions and the extreme focus on customer service throughout the State. She encouraged each board member to visit the department's website to review the Top-To-Bottom Review and continual progress towards meeting the goals identified in this review. An overview of audit and Comptroller's Report findings was provided as well as the steps put in place to correct those concerns and prevent them in the future. She briefly explained the vacancy in Administrator for Workforce Development and the process of looking for a replacement. Finally, she explained the internal review of processes and policies within the Workforce Development division in an effort to provide more training to staff and

Roll Call/Conflict of Interest Statement:

Board Coordinator Briana Johnson conducted the roll call and established the presence of a quorum. Ms. Johnson notified the board members that the Conflict of Interest, Acknowledgement/Disclosure, and Code of Ethics forms were on site for review and updates.

Approval of Minutes:

Jimmy Eldridge made the motion to approve the minutes from the full board meeting on December 2, 2011. Guy Derryberry seconded the motion to approve the minutes. **Motion Passed.**

Workforce Development Updates:

Assistant Administrator Susie Bourque provided an update on information pertaining to the funding allocations to local areas across the State by each program area for Program Years 2011

and 2012. This overview also provided a percentage change between the program years due to budget changes and reductions. Other information regarding labor force availability, job creation, warn notifications, total number of individuals employed and overall unemployment rates – all of this information did in fact show an improvement in Tennessee’s unemployment rate. Next, an update and historical view of the state’s National Emergency Grants (NEGs) was provided. This status report provided information for each grant, the period of performance, the award amount, and the status of the grant. In addition to the NEG grants, contact information for those areas involved and a status report was provided for the Disability Employment Initiative (DEI) grants across the state. Finally, an updated contact list was provided for all Workforce Development staff and their official and functional titles.

State Legislature Update:

Legislative Liaisons Karen Walker and Omari Winbush provided an update on the state legislature activities during the most recent session. Most information and activity concerned Unemployment Insurance and Worker’s Compensation as it related to TDLWD. There were several bills that effected the department and its activities. These bills are as follows: HB2212/SB2742 (Employment Security Division)-Treasury Offset Program (TOP)-TDLWD Administration Bill , HB3429/SB3659 (Employment Security Division)-Separation Notices/ Tax Premium Notices & Details , HB3431/SB3658 (Employment Security Division) Unemployment Insurance Accountability Act of 2012, HB3430/SB3657 (Employment Security Division) - Seasonal Worker, HB2938/SB2727 (Employment Security Division-Work Opportunity Tax Credit Unit)- Electronic Signatures, HB2193/SB3241 (Employment Security Division)- Certification and Licensure, HB2309/SB2129 (Workforce Development Division and Employment Security Division)-Tennessee Works Act, HB2861/SB2511 (Adult Education Division)- Alternative Pathway , HB3372/SB3315 (Workers' Compensation Division)-Pain Management, HB2808/SB2923 (Workers' Compensation Division)- Consultation Fee Changes, HB1379/SB1325 (Employment Security Division, Adult Education Division, Workforce Development Division)- Systematic Alien Verification for Entitlements (SAVE) Program, HB3253/SB2625 (Workplace Regulations & Compliance Division)- 30 Minute Breaks, HB2924/SB282 (Workplace Regulations & Compliance Division)- Right to Work, and HB3428/SB2193 (TOSHA Division)- Distance Violation.

The most important bill effecting Workforce Development is the TN Works Act which creates the Tennessee Works Pilot Program. This bill requires TDLWD to administer the program by awarding reimbursable training grants to privately owned businesses for the purpose of training new and existing employees in the state. The purpose of the Tennessee Works is to provide reimbursable grants to privately-owned businesses for "screening of potential employment of" new and existing employees in this state. Requires Tennessee Works Pilot Program grants to be used for eligible training expenses of a dislocated worker who is a first-time unemployment claimant or whose job is lost due to workforce off-shoring and who is currently under a valid trade petition. The Department is required to report by January 1, 2014, to the Commerce Committees of the House and Senate, however the bill will become effective January 1, 2013.

Customer Service Satisfaction Survey Update:

Lee Grehan, Associate Director of the Sparks Bureau of Business & Economic Research at the University Memphis, provided an update on the Customer Satisfaction Survey and its functionality for TDLWD. The current activities include but are not limited to WIA Federal report support (*DolceVita*), Survey Research, and Technical Assistant. Due to budget changes and reductions, the employment survey was eliminated and the client survey was downsized beginning July 2011. The revised survey process is as follows: participants are called the quarter after they exit and all client data is collected directly from ECMATS containing all participant information. Incumbent workers and duplicate participants are eliminated from the overall sample and then used to create the random sample for the State. A postcard is sent to the participant to notify them of the upcoming card, call is made to the participant to collect survey information, and finally the information collected from the survey is used to generate quarterly reports that are sent to the State. There has been a reduction in total contacts from 2010-2011 to 2011-2012 from 5,725 participants to 1,576 participants. While the overall numbers of participants contact decreased, the contact rate, unusable numbers, average attempts, refusal to take survey, and unavailable contacts remained the same.

Financial Report Update and Technical Assistance:

WIA Fiscal Liaison, James Roberson, provided an update to the Financial Report as a follow-up to second quarter expenditures and obligations from the Strategic Planning meeting. The new financial report reflects each area is expended through PY 10 and FY 11 and most areas have 20% increased in expended and obligated funds for PY 11 and FY 12. Those areas with expenditures and allocations lower than 30% will be contacted by TDLWD staff to address those issues and to develop an improved financial report for fully expended funds by the years' end.

Committee Reports:

Operations Committee

Operations Committee Chairman John Greter thanked the committee members for their attendance and input. Other member in attendance included: Zack Stansell. Committee Liaisons in attendance: Patrick Bleecker and James Roberson. Additional staff in attendance: Sterling Van Der Spuy. Additional guests included Lee Grehan and Commissioner Karla Davis.

Pat Bleecker reviewed the special called meeting of the committee on March 8, 2012 as it regards the presentations from AFL-CIO, Fee for Service and the University of Memphis. The committee agreed the staff's recommendation for the program budget, subject to the board's approval.

WIA Program Budget:

University of Memphis	\$290,527
AFL-CIO	\$150,000
Incumbent Worker	\$1,005,000

TN Works Act	\$1,000,000
Projected Staff Cost	\$2,200,000
Rapid Response	\$1,100,000
Reserve	\$119,000
Reserve – Rapid Response	\$1,950,000

Sterling Van Der Spuy made a presentation regarding the Tennessee Works Act. In addition the committee agreed their role in the selection of winners the Jim Alford award and “Employee of the Year” Award both to be recognized at the December 2012 meeting. John Greeter made a motion to accept this recommendation and Zack Stansell seconded it. **Motion Passed.**

Strategic Planning Committee

Committee Chair, James Barnes recognized committee members who attended the regular meeting: Shirlery Frierson, Kristee Bell, and Jimmy Eldridge. Commissioner Davis this committee meeting as well. This meeting served as follow-up to the Strategic Planning Committee Meeting held on March 8th and 9th. At this meeting the committee met to hear presentations from local areas concerning their annual plan. Several of the Strategic Planning Committee Members were present including: Chairman Barnes, Kristee Bell, Echell Eady, Shirley Frierson, Ann Hatcher. In addition, other board members who attended were: Craig Butler, Guy Derryberry, John Greeter, Wallace Grills, David Hayes, Danielle Mezera, Bethany Lay, Raymond Marston, Nichole Saulsberry-Scarboro, Zack Stansell, Sandra Woods, Andy Berke, Representative Jimmy Eldridge, and Niketa Hailey-Hill.

As follow-up to the March meeting, LWIA 4 presented their plan to the Strategic Planning Committee during the May 17, 2012 committee meeting. Chairman Barnes, Shirley Frierson, Kristee Bell and Representative Jimmy Eldridge were the committee members present. Commissioner Davis also joined the committee. From LWIA 4, Chris Tiller presented, Gary Holiway, Executive Director of East Tennessee Human Resource Agency, and Sandra Lamb were available for the committee to ask questions. The committee asked LWIA 4 to provide the board with an update on progress at the next board meeting.

The state staff (James Roberson) provided an update on local area expenditures. State staff agreed to continue working with all local areas to strength local policies and provide technical assistance. The Committee listened to presentations and voted to make the following recommendations to the full board concerning approval. John Greeter made the motion for the WIA Program State Set-aside and Zack Stansell seconded it. Craig Butler abstained.

Committee Recommendations:

LWIA 1 - Area 1 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Shirley Frierson made the motion to accept the committee recommendation to approve LWIA 1’s plan for Program Year 2012 and it was seconded by John Greeter. Wallace Grills Abstained. **Motion Passed.**

LWIA 2 - Area 2 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Kristee Bell made the motion to accept the committee recommendation to approve LWIA 2's plan for Program Year 2012 and it was seconded by Sandra Woods. **Motion Passed.**

LWIA 3 - Area 3 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Jimmy Eldridge made the motion to accept the committee recommendation to approve LWIA 3's plan for Program Year 2012 and it was seconded by Bethany Lay. **Motion Passed.**

LWIA 4 - Area 4 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. The committee meeting motion was made by Jimmy Eldridge and was seconded by Shirley Frierson. Guy Derryberry made the motion to accept the committee recommendation to approve LWIA 4's plan for Program Year 2012 and it was seconded by Yolanda Shields. **Motion Passed.**

LWIA 5 - Area 5 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Shirley Frierson made the motion to accept the committee recommendation to approve LWIA 5's plan for Program Year 2012 and it was seconded by Zack Stansell. **Motion Passed.**

LWIA 6 - Area 6 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Jimmy Eldridge made the motion to accept the committee recommendation to approve LWIA 6's plan for Program Year 2012 and it was seconded by Niketa Hailey-Hill. John Greeter abstained. **Motion Passed.**

LWIA 7 - Area 7 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Craig Butler made the motion to accept the committee recommendation to approve LWIA 7's plan for Program Year 2012 and it was seconded by John Greeter. **Motion Passed.**

LWIA 8 - Area 8 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Wallace Grills made the motion to accept the committee recommendation to approve LWIA 8's plan for Program Year 2012 and it was seconded by Shirley Frierson. Eliot Mitchell abstained. **Motion Passed.**

LWIA 9 - Area 9 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Guy Derryberry made the motion to accept the committee recommendation to approve LWIA 9's plan for Program Year 2012 and it was seconded by Eliot Mitchell. **Motion Passed.**

LWIA 10 - Area 4 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval.

Jimmy Eldridge made the motion to accept the committee recommendation to approve LWIA 10's plan for Program Year 2012 and it was seconded by Craig Butler. Bethany Lay, Eliot Mitchell and Guy Derryberry abstained. **Motion Passed.**

LWIA 11 – Area 11 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Yolanda Shileds made the motion to accept the committee recommendation to approve LWIA 11's plan for Program Year 2012 and it was seconded by Zack Stansell. Craig Butler abstained. **Motion Passed.**

LWIA 12 - Area 12 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Bethany Lay made the motion to accept the committee recommendation to approve LWIA 12's plan for Program Year 2012 and it was seconded by Craig Butler. Sandra Woods abstained. **Motion Passed.**

LWIA 13 - Area 13 submitted all required information, and all modifications and questions were addressed adequately. The Strategic Planning Committee recommended this plan for approval. Yolanda Shields made the motion to accept the committee recommendation to approve LWIA 13's plan for Program Year 2012 and it was seconded by Kristee Bell. **Motion Passed.**

Policy Committee

Committee Chair, Guy Derryberry thanked the members in attendance: Bethany Lay and Eliot Mitchell. Additional attendees were: Susie Bourque and Policy Liaisons, Rosevelt Noble and Simi Atolagbe. Directors present: Margaret Prater, Rick Layne, Windy Wilson, and Jan McKeel. Rosevelt Noble discussed the information security policy, guidance on requesting rapid response funds, and local funding formula. Simi Atolagbe discussed the wage policy for SCSEP and how it is being brought into compliance the federal regulation for wage consistency. In addition, the duration of time for participants in SCSEP was discussed as it relates to the purpose and intent of the program and servicing as people as possible. The new limit will be 5 years effective August 15, 2012.

The Policy Committee also discussed the dispersion incentive funds and policy and greed that TDLWD staff would contact area directors regarding the amount and disperse the appropriate fund spending the board's approval at September's Executive Committee Meeting.

Continuous Improvement Committee

Committee members in attendance: Yolanda Shields, New Chair, Craig Butler, New Vice – Chair, and Niketa Hailey-Hill. Staff and Committee Liaison in attendance: Dan Holton, Joey Czarneski and Deputy Commissioner Alisa Malone. Visitors in attendance Marla Rye, Nancy Brown, Anna Smith, and Brian Clark. New Committee Chairman Yolanda Shields made the following report:

Points of discussion for the committee were as follows: US DOL Federal Incentive Award is in a pending state causing the local announcements to be delayed; Annual Report does show attainment of all goals so an incentive award is expected for the State. Waiver Request approvals have been received for the evaluation and local incentives. Confidentiality Audit Outcomes were proven in an excellent audit report. In regards to adjusted regression targets, these are based on objective factors and the local targets for 2012 are now aligned with the State targets. Both the State and local targets will be published publically and Tennessee ranks at the top regionally for performance. In regards to local performance improvement, 6 local areas were under mandatory technical assistance for PF 2009 performance outcomes, however all improvement plans have successfully been submitted.

Finally, the WIA Incentive and Sanction Policy is in draft form and includes the following provisions: local data validation error rates and awarding local incentives if State gets Federal award. This policy will be submitted to the Policy Committee for review and approval when finalized.

Closing Remarks:

With no further business to come before the Board, the meeting was adjourned with Chairman Grills reminding everyone to mark their 2012 calendars for future meeting dates.

Future Dates:

**September 20 & 21, 2012 (Executive Committee) - Location TBA
December 6 & 7, 2012**


Briana Johnson
WIA Board Coordinator


Susie Bourque
Assistant Administrator