



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, December 17, 2010**  
**9:00 am – 12:00 pm**

**Board Members Present:**

Jerry Anderton  
J. M. Barnes  
Andy Berke  
Craig Butler  
Guy Derryberry  
Echell Eady  
John Greeter  
Shirley Frierson  
Wallace Grills  
Ed Groves  
Niketa Hailey-Hill  
David Hayes  
John Majors  
Raymond Marston  
Iloff McMahan  
Gary Miller  
Eliot Mitchell  
Richard Montgomery  
James Neeley  
Brad Parish  
Nichole Saulsberry-Scarboro  
Jean Schmidt  
Zack Stansell  
Charles Story  
Sandra Woods

**Board Members Present by Proxy:**

Kay Nixon (John Greeter)  
Tim Webb (Ralph Barnett)  
Gina Lodge (Joel Blackford)

**Members Absent:**

Thelma Dunlap  
Patricia James  
Matthew Kisber  
Gina Lodge  
Deborah Reed  
Yolanda Shields  
Kenny Smith  
Kristee Bell  
Ellen Thornton

**Staff Present:**

Susan Cowden	Susie Bourque	Pat Bleecker	Joe Fults
Wil Hammond	Dan Holton	Regina King	Randy Hankins
Tyrone Parker	Linda Sampson	Edd Goodman	Kim Roberts
Michael Edwards	Libby Burchell	Tommy Noe	Dale Alexander
Helen Cooley	James Roberson	Rosevelt Noble	David Taft
Melinda Williams	Joan Craig	Regina Hammond	Christy Montgomery
Sterling Van Der Spuy			

**Welcome:**

Chairman Wallace Grills called the meeting to order and welcomed everyone to the last 2010 meeting.

**Introduction of New Members:**

New board members Jean Schmidt and Eliot Mitchell were introduced.

**Roll Call/Conflict of Interest Statement:**

Board Coordinator 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.

**Approval of Minutes:**

Iloff McMahan made the motion to approve the minutes from the full board meeting on May 21, 2010, and the minutes from the Executive Committee meeting on September 16, 2010. Ed Groves seconded the motion to approve both sets of minutes. **Motion Passed.**

**Fourth Annual Jim Alford Award:**

Pat Bleecker and Commissioner Neeley presented the Jim Alford Award to Minco, manufacturer of Fused Silica located in Midway, TN, Dr. Nancy Brown, Director of Area 2, accepted the award on behalf of Minco. This company has operated in Greene County for 33 years and their Fused Silica grains and flour materials are primarily used in the precision investment casting industry to make molds for precision metal castings and for refractory materials. The material is also used to produce the ceramic molds used in making photo-voltaic cells for solar panels, a Green Energy industry showing tremendous growth potential. A \$25,000 IWT Grant was awarded to Minco to assist in the training of 96 employees to upgrade skills needed to increase their ability to not only remain competitive but to increase sales, wages, and the number of employees.

### **Workforce Development Updates:**

Administrator Susan Cowden provided information pertaining to the major accomplishments in 2010 in the areas of Goals and Progress, Job Creation, New Jobs Created and Saved, Temporary Jobs that Stabilize the Economy, Recovery Act Expenditures per USDOL, Federal Discretionary and incentive Grants, Nationally Competitive Performance, Dislocated Worker Services, Continuous Improvement in the LWIAs, Statewide and Special Projects, and New Statewide and Special Projects. She provided members information on the Federal Laws for Local Workforce Investment Boards, Fiscal Controls and Sanctions.

### **Workforce Study for Middle Tennessee:**

LWIA 9 Director Paul Haynes provided the results of the Middle Tennessee Workforce Study conducted in Areas 8, 9 and 10. In the overview he discussed the purpose of the study, regional approach, outcomes of the study, regional summit, and regional pledge. He reported the key industry issues to be in the areas of Health Care, Information Technology, Finance and Shared Services, Advanced Manufacturing, Distribution and Logistics, and Construction.

### **Career Coaches:**

Program Specialist Dustin Swayne presented information about the Career Coach Project, which will provide the following mobile services in East, Middle, and West Tennessee:

- Mass Unemployment Insurance Claims
- Rapid Response Support
- Job Service Referrals
- Reemployment Workshops
- Job Fairs
- On-site Employer Hiring Events
- Training Information and Classes

### **Health Information Technology Workforce Development:**

David Rosenthal, University of Memphis Associate Professor in the School of Public Health presented a program on Health IT Workforce Development Program stating the following goals and objectives for the Educational Technology Advisory Committee (ETAC):

- Work in partnership with TN's universities, community colleges and technology centers to identify best practices in curricular content related to HIT and EHRs.
- Create a statewide HIT workforce development plan and communication strategy in harmonization with the tnREC and HIP-TN goals and objectives.

- Identify challenges associated with the effective dissemination of educational content for continuing education and annual employee retraining programs.
- Identify future workforce development priorities and direction for improvement and enhancement.

Both short-term and long-term HIT training opportunities were discussed.

### **Keep My TN Home Hardest Hit Fund Program for Tennessee:**

Laura Sinclair, Senior Director of the Tennessee Housing Development Agency, presented a program on Keep My TN Home Hardest Hit Funds discussing the Background, Program Eligibility, Program Benefits, Delivery System, Marketing and Outreach. This is a loan program for unemployed and substantially underemployed homeowners administered by THDA for the US Treasury Department. After much discussion and expressed interest it was suggested that Ms. Sinclair return to a future board meeting to keep the board informed as to the progress of the program.

### **Committee Reports:**

#### Operations Committee

Operations Committee Chairman John Greeter thanked the committee members for their attendance and input. He reported that Pat Bleecker gave overviews on the Jim Alford Award and discussed the process for how state contracts will be reviewed by the committee in 2011. Dr. Nancy Brown, LWIA 2 Director, discussed the possibility of developing a “WIA Employee of the Year Service Award” to be awarded to an LWIA employee every year. The committee decided to develop an award concept and bring it back for consideration to the full board in March of 2011. There were no motions to be considered.

#### Strategic Planning Committee

Strategic Planning Committee Chairman J. M. Barnes presented the following committee report: Members present at the Strategic Planning Committee included: Jim Barnes, Chairman; Brad Parish, Vice-Chair; Andrea Cooper; Charles Story; Shirley Frierson and Echell Eady. Wallace Grills and Commissioner Neeley also were in attendance. Christy Montgomery and Susan Cowden represented state staff.

The Strategic Planning process has begun for the 2011 cycle. State staff has distributed initial guidance and the first phase of submissions was due December 15. This year’s plan submissions will utilize a four phase process with a different set of required documentation due on four separate dates.

Last March, the Strategic Planning Committee recommended and the board approved that State staff complete a review of each LWIA with regard to compliance of their Youth Program. Staff

has been working with each LWIA since March and a large part of the planning process this year will focus on ensuring that we have compliance throughout the State.

At the March State Workforce Development Board meeting, the Board also voted to approve two of the local areas plans with conditions. Susan Cowden reported to the board during the September meeting that LWIA 13 and LWIA 4 had made progress and contracts were granted.

*In addition LWIA 4 is expected to meet the following additional requirements for the current year:*

- 1. When State guidance of planning is distributed, meet all deadlines.*
- 2. By November 2010, begin the process of reviewing and updating all items in the compliance checklist so that deadlines are not missed. (They have completed)*
- 3. Quarterly Meetings with all Partners must be held.*

The Strategic Planning Committee developed the following questions for each LWIA to address during their Plan Presentations in April.

1. Has the LWIA gained any additional Regional Partnerships since last year?
2. What has been the most significant change you have had to make in your career center for addressing the economic downturn?
  - a. What have been your lessons learned and areas for improvement?
  - b. What are you trying to do to improve?
  - c. What can we do as a Board and State to assist LWIA in areas of improvement?
3. If a Federal budget reduction of 5- 10% is implemented how will it affect your services? Are there additional significant cuts in your area that are concerning to the LWIA?
4. Include a local board chairman's report on board development. What kind of board collaboration is ongoing? How are issues of concern reported to the board?
5. What innovative practices has the LWIA implemented?
6. Report on the ARRA Summer Youth Services
7. Report on the progress of services and expenditures for ARRA Adult and Dislocated Workers
8. Report on progress of expenditures of formula funds
9. Include a slide documenting the return on investment

Susan Cowden addressed the Strategic Planning Committee with a report of concerns the State has regarding LWIA 11. Jimmy Bell and Lafayette McKinnie were present to answer the committee's questions. The Strategic Planning Committee made the following requirements:

1. State staff will increase the number of PAR audits
2. LWIA 11 must submit a quarterly monitoring report for a period of a year
3. For each Corrective Action the board chair must receive a copy of the correspondence.
4. The board chair must sign monitoring reports.
5. The State will continue to provide funding for a consultant to work with LWIA 11.
6. LWIA 11 must report to the full board each quarter, providing a timeline of what occurred and when they foresee it being corrected.

## Policy

Committee Chairman Jerry Anderton reported changes in the Senior Employment Program that were presented to the Executive Committee in September. Two state SCSEP contractors were unable to adequately expend their funds. Due to a lack of available resources, the state staff recommended linking the SCSEP and Local Workforce Investment Area to assist the state contractors with their expertise and fiscal support. The local administrative entities have taken over administration of the program in areas 1, 4 and 11.

## Continuous Improvement

Committee Chairman Iliff McMahan made the following report:

### Update on WIA Performance

- Recent Performance Report is Program Year 2010 Qtr 1
- Completed Negotiations with Region 3 for PY 2010
- Recovery Act (ARRA) Reports Show Improvements
- Reports include Recession Participant Outcomes
- WIA Data Element Validation Project

### LWIA 13 Participant Files in eCMATS

- Assembly of New Management Team in Memphis
- State and Local Area Found 3000 Files to Purge
- Solution has Negative Impact on State/Local Reports
- Solution has Positive Impact on Data and Management

### WIA Regression Model Pilot Project

- National Performance Project with 11 Other States
- Estimates Level Playing Field and Streamlines Negotiations
- Estimated National Implementation July 1, 2011
- Statewide Technical Training Completed Oct. 14 & 15, 2010
- TN 1<sup>st</sup> to Implement Model During Pilot Project Period

## **Commissioner's Remarks:**

Commissioner Neeley reflected back over his years as Commissioner and commented on numerous accomplishments. He discussed how challenges were turned into opportunities to help the citizens of Tennessee throughout all divisions of the department. He thanked the staff and board members for their contributions to overall success through team work.

## **Closing Remarks:**

With no further business to come before the Board, the meeting was adjourned with Chairman Grills reminding everyone to mark their 2011 calendars for future meeting dates.

## **Future Dates:**

**March 10 & 11, 2011**

**April 14 & 15, 2011 (Planning) All members invited.**  
**May 19 & 20, 2011**  
**September 15 & 16, 2011 (Executive Committee) Location TBA**  
**December 1 & 2, 2011**

  
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**Linda Sampson**  
**WIA Board Coordinator**

  
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**Susie Bourque**  
**Assistant Administrator**