



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
220 French Landing Drive
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State Workforce Development Executive Committee Meeting
Crossville, TN
Thursday, September 25, 2008
1:00 PM – 3:30 PM

Executive Committee Members Present:

Jerry Anderton
J. M. Barnes
John Greeter
Wallace Grills
James Neeley

**Executive Committee
Member Absent:**

Iloff McMahan

Board Member Present:

Brad Parish

Staff Present:

Susan Cowden	Susie Bourque	Linda Sampson	Dart Gore
Dan Holton	Tyrone Parker	Don Ingram	

Welcome:

Chairman Wallace Grills called the meeting to order and thanked everyone for attending.

Opening Remarks:

Commissioner James Neeley expressed his appreciation to the Executive Committee members and the work they do on the State Workforce Development Board.

Workforce Development Updates:

Administrator Susan Cowden informed the committee about progress on the following goals previously set for 2008:

- 1) Issue 15,000 Career Readiness Certificates – Total of 15,310 were issued with 4,408 being from the pilot program
- 2) Increase program expenditures to avoid future funding cuts – The Deobligation Policy is now in place. If funds are not spent this year as they should be, the funds will be

reallocated. We are now tracking the time it takes to spend funds. The average is per area is 21.3 months.

- 3) Remain in the top 10 regarding WIA Performance Measures – We were very competitive with the eight states that received incentive funds. We have lowered the measures for this year.
- 4) Obtain additional USDOL grants – One at Northeast State and one at Jackson State this year.
- 5) Assess and provide feedback to each local board –Results were provided at the May 2008 board meeting.
- 6) Increase the number of Career Centers attaining Baldrige Certifications – We are incorporating the Baldrige criteria into the planning guidance this year and we have five areas that already have Baldrige levels.
- 7) Target Tennessee’s Training Investments – We are placing more emphasis on targeted industries needed for the future.
- 8) Clearly define and re-focus Tennessee’s Youth Programs – This came from our Federal representative when we were reviewed last year.
- 9) Address skill shortages that are continuing and emerging – We are focusing more on Apprenticeship Programs to address this issue.
- 10) Offer coordinated and consistent services to Dislocated Workers – This was the hardest hit area by the rescission. We are continuing to encourage co-enrollments.
- 11) To enhance relations with our partners and streamline services to our customers – Employment Security Administrator Don Ingram provided information about how we provide good quality customer service with fewer resources. The committee members discussed several issues on how we can be prepared for future needs in the workforce.

Perspective From a Former Director:

Bobby Renfro was asked to work with Jim Russell, the new Director in LWIA 13, to give him insight on how successful programs operate with an emphasis on the Youth Program. He spent a week in Memphis and about 30 hours face-to-face with Mr. Russell. There has been an ongoing issue with submission of information and performance. LWIA 13’s local plan was approved with ongoing technical assistance and oversight by the state office.

Mr. Renfro reported that there are two major issues, youth and adults, with LWIA 13 failing in both areas. He concluded that the Youth Program can be corrected within a year but that the Adult Program will take longer. Numerous improvements are expected if progress continues once they establish a solid foundation on which to build the programs. He suggested the following take place for improvement:

- 1) Firm and fair leadership with motivation at the top
- 2) Discipline within the total employee base
- 3) Respect for fellow workers
- 4) Positive work ethic
- 5) Accountability and responsibility for all program activity

- 6) Empowering employees to make decisions
- 7) Team effort
- 8) Comprehensive information system to keep everyone informed
- 9) Pride

Operations Report:

Assistant Administrator Susie Bourque reported on the following:

Update on LWIA 13 – Progress has been made in the following areas during 2008:

- New Executive Director
- Staff interaction implementation
- Engaging with elected officials of the City and Counties
- Increased visibility in meeting with employers
- Weekly staff meetings to discuss strategic plans
- Systems automation
- Employment new competent employees
- Reconstituted Youth Council
- Implementation and dissemination of Career Readiness Certificates
- Quarterly update presented to local Board
- Participation with the City of Memphis summer youth employment
- Plans have been made to credential staffers to administer Work Keys for CRC
- Level 1 of Baldrige has been submitted and a site visit scheduled
- Implemented an Employee of the Year Award
- Plans have been initiated to reduce the one million dollar insurance liability clause in the contract
- Third party evaluation submitted to State
- Strategic leadership retreat held with all employees
- Joined New and Existing Business Team in cooperation with Chamber of Commerce
- Reception held to introduce new Executive Director to community at Racquet Club
- Program/services presented to businesses interested in locating in Memphis

2009 Planning Process for LWIAs - The purpose of the document is to provide guidance to Local Workforce Investment Areas (LWIA) for Phase 2 of the 2009 Planning Guidance. LWIAs were provided initial guidance in 1999 to develop their local five-year Strategic Plan for Title I of the Workforce Investment Act (WIA). Modifications and updates were made annually to the initial plans through 2006. For Program Year (PY) 2007, LWIAs were requested to rewrite their plans with limited modification requests for PY 2008.

For Phase 2 of the 2009 LWIA Plan submission, LWIAs are requested to provide required information for their local plan, arranged according to the TNCPE Baldrige categories. In order to do this local areas are requested to prepare their plans in the following manner:

1. Combine the 2007 plan questions with the 2008 modification question as indicated under the specified categories,
2. Review and update previously submitted information where appropriate, and
3. Respond to remaining criteria questions not answered by the 2007 or 2008 submissions.

Phase 2 is to be returned by November 14, 2008.

Update on State Plan -- We have participated in a conference all with USDOL about expectations from us this year using interactive questions on how we will proceed with the extension this one last year making it more strategic and less compliance driven.

Resource Sharing Agreements – Nine areas have turned in the agreements and the others are in the process of being worked on.

Incentive & Sanction Policy for 2008 -- A draft policy was shared for outcomes for Program Year 2008, which will be discussed by the Policy Committee in December 2008. The following three areas were included in the draft policy:

- A. Percent Attainment of the Negotiated Goals
- B. Percent of the Sum of Program Outcomes
- C. Example of Method to Calculate Inventive Awards

Information on New Members:

Board Coordinator Linda Sampson reported that all 36 positions on the State Workforce Board is now filled. Five new members have been recently appointed with orientation having been completed with four of the five. The five new members are:

James Kerley – Represents Labor, Executive Secretary-Treasurer of Mid-South Carpenters Regional Council, (Planning Committee)

Kay Nixon – Represents Education, Coordinator of Career and Technical Education with Rutherford County Board of Education, (Operations Committee)

Richard Montgomery – Represents the Legislature as a Representative from Sevier County for 11 years, Active background in education, (Continuous Improvement Committee)

Deborah Reed – Represents Education, Assistant Director of Continuing Education at Southwest Community College in Memphis, (Planning Committee)

Andy Burke – State Senator from Chattanooga, Orientation scheduled for October 2, 2008

Update on Model By-laws:

Board Coordinator Linda Sampson reported that the model by-laws developed by the Policy Committee were distributed to the local areas in March to be submitted at local board meetings and adopted as soon as possible. She reported that as of today's date, seven areas have completed the task, four are in the process and two did not respond.

Open discussion:

Chairman Grills opened the discussion by requesting that each committee select a vice-chair. The Policy and Planning committees have vice-chairs but the other two committees need to have one also. It was decided that the Chairs would choose their Vice-Chairs by the December 2008 meeting.

The committee decided to allow any member who has served on a committee for this past year to rotate to another committee if they would like to do so to learn about all four committees. The Chairs and Vice-Chairs will remain but the members will be allowed to rotate. For the purpose of cross training and education of members, the Executive Committee will make this recommendation to the full board at the December 2008 meeting.

There was some discussion as how to motivate members to participate on committees and attend meetings. It was decided that the issue will be brought before the Policy Committee in December and a letter be drafted to those few members with attendance issues to encourage participation.

As per her request, the Executive Committee members submitted ideas for future goals to Administrator Cowden.

Future Dates:

December 4 & 5, 2008 (Full Board Meeting in Nashville)

2009 Dates:

March 12 & 13

April 2 & 3 (Planning) (**Changed due to scheduling conflict**)

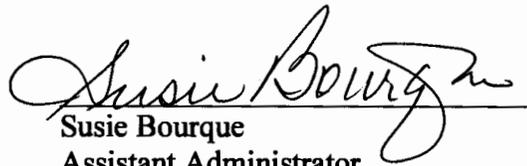
May 14 & 15

September 24 & 25 (Executive Committee Only)
December 3 & 4

With no further business to come before the Committee it was adjourned.



Linda Sampson
WIA Board Coordinator



Susie Bourque
Assistant Administrator