Board of Directors Meeting
TN Local Workforce Investment Area 13: City of Memphis, Shelby & Fayette Counties
Wednesday, May 25th, 2016
Workforce Investment Network
480 Beale St, Memphis, TN 38103
Board Room

Summary
Board of Directors’ Actions:

- Approval of Minutes
  - Executive Committee (February 17, 2016)
  - Board of Directors (March 23, 2016)
  - Executive Committee (April 20, 2016)
- Approval of Financial Report (Ending March 31st, 2016)
- Approval of Healthcare Institute as a Training Provider
- Approval of Roadmaster as a Training Provider
- Approval of Moore Tech as a Training Provider
- Approval for Recertification of WIOA Programs on Eligible Training Provider List
- Approval of Incentive Payments Policy
- Approval of Priority of Service Policy

Call to Order:
The meeting was called to order by Chairman J.W. Gibson at approximately 9:37 a.m. Walter Person called the roll and a quorum was reached.

Members in Attendance:

Members Not in Attendance:
Darryl Causey, Walt Czynik, Andre Fowlkes, Paul Shaffer, Leticia Towns, and Christopher Winton.
Non-Members/Guests in Attendance:

Monica Braun, Jessica Croslow, Davida Cruthird, Jerry Johnson, Vanessa Wright-Hayes.

Presentation of Minutes:

Chairman J.W. opened the floor to the approval of minutes of the following:
  o Executive Committee (February 17, 2016)
  o Board of Directors (March 23, 2016)
  o Executive Committee (April 20, 2016)

MOTION TO APPROVE AFOREMENTIONED MINUTES MADE BY MICHAEL CRUM, SECONDED BY AUSTIN BAKER, AND UNANIMOUSLY APPROVED BY THE BOARD.

Career Center Services:

Committee chair, Desi Franklin, presented minutes from recent Career Center Committee Meeting for May 5, 2016, in which the committee approved Roadmaster-Millington location, and Moore Tech (Property Maintenance and HVAC) for ITA funding. Tech901 and Messick were not approved for ITA at this time. The Executive Committee requested that Tech901 receive communication as their non-approval, with suggestions on how they can become a provider when they are more developed.

MOTION TO ACKNOWLEDGE CAREER CENTER SERVICES COMMITTEE APPROVAL OF ITA FUNDING FOR ROADMASTER-MILLINGTON AND MOORE TECH MADE BY AUSTIN BAKER; SECONDED BY WALTER PERSON, AND UNANIMOUSLY APPROVED BY THE BOARD.

Target Populations:

Committee Chair, Austin Baker, presented that although WIN has met 100% of enrollment goals, there have been drop offs in participation due to soft exits and individuals who never engaged in the program. Additional updates included pursued grants such the as LEAP2 ReEntry, TechHire, Strengthening Families with Memphis BioWorks, and other grants. YouthBuild program continues to be successful. WIN is currently working on an RFP into the close of the fiscal year and will not be sending money back to the state. Next year, roughly $1.4 million dollars in a new RFP will be available.
Business Services:

Robert Liddon presented an update on active Incumbent Worker Training, On-the-Job Training, and Apprenticeship program statuses with applicable businesses, both ongoing and pending. He explained that pending contracts with SFI, Steel Warehouse, and Edwards J. Levy will use all the remaining $75,000 left in FY16.

This report served for informational purposes and no motions were required.

Career Center Services (continued):

The board referred back to the agenda to continue an item that was omitted from previous discussion:

Desi Franklin presented a list of existing, approved training providers in www.jobs4tn.gov. The state requires the board to approve for recertification.

MOTION TO APPROVE THE RECERTIFICATION OF TRAINING PROVIDERS MADE BY DESI FRANKLIN, SECONDED BY ROBERT LIDDON, AND UNANIMOUSLY APPROVED BY THE BOARD.

Financial Report:

Fiscal Manager, Jerry Johnson, presented the Fiscal Budget for 9 months, ending March 31, 2016.

Total funds available began with $14.4 million with $5.1 million of total expenses, leaving $9.3 million to continue into the fiscal year, with some carry over into fiscal year 2017. The fiscal report summarized the factors driving a -37% variance in the total expenses.

J. Johnson’s report also exhibited the various monetary amounts of contracts in comparison so the obligated amounts. In addition, he reported the reasons driving variances in Incumbent Worker Training, Youth Contractors, and MOU Resource Sharing Agreement are mostly due to outstanding contracts.

The remaining youth grant money ($569,073) for this fiscal year will be spent on outstanding bills from youth contractors (which will use 1/3 of the remaining balance), summer employment, and additional ITA/classroom training.

Additional information included details of the SNAP ($1 million) and Youthbuild Grants, and an additional $8 million from the state, which will be used for Adult/Dislocated Workers and Youth.

J. Johnson presented a plan to spend remaining money to prevent sending it back to the state. $552,000 will be spent in subcontractor costs, Summer Youth Work
Experience Program, and the issuing of Youth ITAs. WIN plans to exceed the goal by $160,000, which will be pulled from last year’s award funding. This will reduce the carryover amount into FY17.

The carryover $2.5 million to FY2017, adding to $2.7 that was recently awarded, resulting in $5.2 million carryover into the new fiscal year. We are adding additional RFP and Summer Program. Total youth budget for next year will be $4.4 million.

J. Johnson continued to present a report of grant obligations, showing $15.4 million in contract totals and actual spending and obligations (under contract and have yet to be spent).

MOTION TO APPROVE THE FINANCIAL REPORT MADE BY ROBERT LIDDON, SECONDED BY WALTER PERSON, AND UNANIMOUSLY APPROVED BY THE BOARD.

Operations:
Kevin Woods presented two policies for board approval:

Incentive Payments Policy, which pays incentives to youth and adult participants for completing individual goals set by the career center Workforce Development or Youth Services Specialists. The approval of the incentives and the actual disbursement of these payments will be delegated as two separate responsibilities within the center. The Executive Committee recommended that the incentive amount for High School Diploma and GED attainment be raised from $100 to $200.

MOTION TO APPROVE THE INCENTIVE PAYMENTS POLICY WITH PROPOSED CHANGES MADE BY MICHAEL CRUM, SECONDED BY VINCENT LEE, AND UNANIMOUSLY APPROVED BY THE BOARD.

The second, was the Priority of Service Policy, which provides guidance for defining priority groups who receive WIN services, and ensures the designated groups are given priority to receive WIOA services during the eligibility and enrollment process.

MOTION TO ACCEPT THE PRIORITY OF SERVICE POLICY MADE BY ROBERT LIDDON, SECONDED BY MOLLY MCCARLEY, AND UNANIMOUSLY APPROVED BY THE BOARD.

Executive Director’s Comments:

Kevin Woods explained that many of WIN staff will be attending WIOA training to ensure our funding is spent by the end of the fiscal year. He continued to share recent success stories with the board, including the Summer Youth Employment Program,
becoming an ACT Work Ready Community, workforce participation in the local expungement program, and a US Veterans Job Fair.

Karen Bouldin, intern at Seeding Success, presented a PowerPoint reflecting data on Opportunity Youth, pulled from the Census Bureau. The PowerPoint will be sent to the board.

**Chairman’s Comments:**

Chairman JW Gibson thanked the board for being assertive and supportive of this community’s needs. He welcomed back Vincent Lee and bid farewell to Austin Baker, so is resigning from the board.

There being no further business, the meeting was adjourned by J. W. Gibson at approximately 10:40am.