

**DRAFT MINUTES OF THE JANUARY 27, 2016, QUARTERLY BOARD MEETING**

The Smoky Mountains Area Workforce Board met on Wednesday, January 27, 2016, at 9:00 a.m. in the Foundation Room at Walters State Community College in Morristown, TN. Attendance was as follows:

**PRESENT**

Ms. Ann Bowen  
Mr. Chris Griffey  
Ms. Traci Ellenberg  
Ms. Darlene Ely  
Ms. Elaine Ely  
Ms. Sheri Frost  
Mr. Chris Griffey  
Ms. Sheila Harris  
Ms. Carole Harwood  
Ms. Sheila Harris  
Mr. Jonathan Jones  
Mr. Rick Keck  
Ms. Susan Luker  
Dr. Wade McCamey  
Ms. Daronda Patterson  
Mr. David Popiel  
Mr. Noah Roark

**REPRESENTED BY PROXY**

Mr. Will Bunch (Mayor)  
Mr. Michael Fishman (Dr. Wade McCamey)  
Mr. Darrell Helton (Mayor)  
Mr. Jerry Patton (Chris Edmonds)  
Mr. Jerry Sexton (David Popiel)

**ABSENT**

Mr. Andrew Duncan  
Mr. Mike Satterfield

Mayors: Mayor Bill Brittain, Hamblen County; Mayor David Crum, Greene County; Mayor Crystal Ottinger, Cocke County; and Mayor Larry Waters, Sevier County.

Staff: Ms. Mary Beth Brady, Dr. Nancy Brown, Ms. Barbara Byard, Ms. Debbie Johnson, Ms. Krystal Johnston, Mr. Victor Oakley, Ms. Melissa Reynolds, Mr. Don Shadow, Ms. Donna Stansberry, Ms. Leslie Sutton, Ms. Terry Trivette, Ms. Fran Valentine, Mr. Bobby Williams, and Ms. Debra Williams.

Guests: Ms. C. Ann Chapman, Mr. Chris Edmonds, Ms. Susan Gratz, Dr. Rosemary Jackson, and MS. Teresa Smith.

Mr. David Popiel, Chair, called the meeting to order at 9:00 a.m. Mr. Popiel welcomed board members and guests. Dr. Nancy Brown, Dean of Workforce Development, called the roll, and a quorum was declared.

Mr. Popiel directed the board members' attention to consent agenda items.

#### BOARD CONSENT AGENDA ITEMS

- A. Minutes of the November 18, 2015, WIOA Meeting
- B. Career Center Activity Report
- C. Incumbent Worker Training Report
- D. On-the-Job Training Report
- E. Rapid Response Report
- F. Re-Employment and Eligibility Assessment (RESEA) Report
- G. Quarterly Performance Report

Ms. Susan Luker made a motion, seconded by Ms. Ann Bowen, to approve the consent agenda. The motion carried.

Ms. Barbara Byard reviewed the fiscal report and budget. She stated that the county mayors and the executive committee approved the budget and expenditures. The RESEA contract, slated to expire on December 31, 2015, has been extended but at a reduced amount, and should receive new funding after March 2016. Adult spending is on target, but both dislocated worker and youth spending have been low. The Incumbent Worker grant ended on December 31, 2015, and funds were spent. Ms. Elaine Ely made a motion, seconded by Ms. Daronda Patterson, to approve the fiscal report. The motion carried.

#### OLD BUSINESS

On behalf of the Training and Workforce Development Committee, Ms. Daronda Patterson made a motion to approve WIOA funding for the ECG/EKG Technician program from Walters State Community College, Division of Workforce Training. The application had been tabled during the committee meeting on November 18, 2015, until language in the application was clarified. Dr. Wade McCamey and Ms. Ann Bowen recused themselves from the discussion and vote. Ms. Sheri Frost seconded the motion, and the motion carried.

#### NEW BUSINESS

Dr. Nancy Brown explained that the state workforce board has designated local areas 1-5 as a region for planning and the region will submit a regional plan to the state in the months to come.

Dr. Brown next discussed the SMAWB Conflict of Interest Policy, and reminded members of their responsibility to declare any financial or personal interest in any actions or decisions considered by the Smoky Mountain Area Workforce Board and to recuse themselves from any discussions or voting concerning the actions of the board.

Dr. Brown also explained that, since some Walters State staff serves as the board staff, they are considered part of the board. It is therefore necessary that a waiver be obtained from the governor to permit the college to provide training funded by WIOA. Dr. Wade McCamey and Ms. Ann Bowen recused themselves from the discussion and vote. Mr. Noah Roark made a motion, seconded by Mr. Chris Griffey, to submit the request for waiver to Governor Haslam to allow Walters State to continue WIOA training. The motion carried.

Dr. Brown said that local areas 1-5 had planned to issue an RFP for a regional economic analysis. Staff from the five areas looked at five proposals and selected the National Chamber of Commerce Research Center Division for the contract. TDLWD agreed to pay the full amount of \$86,500 to fund the study, and local area 1 will administer the contract. Ms. Susan Luker made a motion, seconded by Mr. Noah Roark, to support the East Tennessee Regional Workforce and Economic Analysis. The motion carried.

Mr. Rick Keck, on behalf of the Youth Services Committee, made a motion that the Smoky Mountains Area Workforce Board contract with Douglas Cherokee Economic Authority to provide youth services in Claiborne, Cocke, Grainger, Greene, Hamblen, Jefferson, Sevier, and Union Counties; and to contract with the Industrial Development Board of Hawkins County to serve Hancock and Hawkins Counties. Ms. Daronda Patterson seconded the motion. Ms. Susan Luker recused herself from the discussion and the vote. The motion carried.

Dr. Brown pointed out the MIT Living Wage in Local Area 2 in the WIB Book. She reminded the group that WIA limited training to those receiving less than a self-sufficient wage, while WIOA requires that training must be provided that leads towards self-sufficiency. If this goal is not attained after training, the participant will be provided a career pathway that will help them reach that goal. Other local areas are using the MIT Living Wage Calculator which gives wage data for every county and provides information from one adult through two working adults with three children. Noah Roark made a motion, seconded by Ms. Darlene Ely, to adopt the average wage, or county wage, if appropriate, of the MIT Living Wage Calculator as the basis for the self-sufficiency goal. The motion carried.

Dr. Brown presented an informational session on Training for Occupations in Demand in Target Sectors Leading to Self-Sufficiency.

## GENERAL ANNOUNCEMENTS

Mr. Popiel reminded members that the next WIB meeting is scheduled for April 6, 2016. Mr. Rick Keck announced that the Youth Services Committee would meet at 4:00 p.m. at WSCC. Ms.

Ms. Debra Williams reminded attendees that WSCC actively used social media for information on hiring events and other information useful to board members. Ms. C. Ann Chapman said that there would be a hiring event in Sevier County on February 7, 2016.

#### ADJOURNMENT

There being no further business, Ms. Daronda Patterson made a motion, seconded by Dr. Wade McCamey, to adjourn the meeting at 9:45 a.m. The motion carried.